

Notre Dame Academy Elementary Parent/Student Handbook



We ask all Notre Dame families to be familiar with our handbook. It is a guide to our policies and procedures.

Revised Summer, 2009

NOTRE DAME ACADEMY ELEMENTARY SCHOOL

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Accreditation

Middle States Association of Colleges and Schools
Commission on Elementary Schools

Notre Dame Academy Elementary School has demonstrated to evaluators of the Commission on Elementary Schools that it is effectively advancing the quality of educational experiences it offers its students and meets its responsibilities to the public and profession of education and complies with standards for accreditation that are established by the Commission on Elementary Schools and approved by the membership of the Association and is therefore granted accreditation for a period of ten years from this date of October 24, 1997, subject to the terms of accreditation maintenance set by the Commission on Elementary Schools.

Notre Dame Academy hosted a visiting team from Middle States in the Spring, 2008 for our re-accreditation. We received a very favorable report from the team and expect validation by the Middle States Commission in the Fall, 2008.

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MISSION STATEMENT OF NOTRE DAME ACADEMY

In the tradition of the Congregation of Notre Dame, the

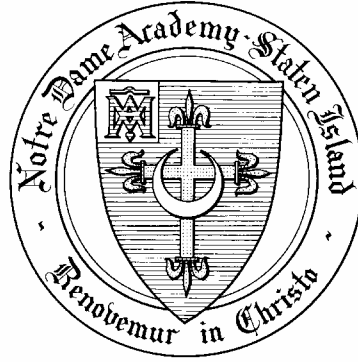
mission of Notre Dame Academy is to

**advance, embody, and excel at
liberating education,**

an education which leads each girl and young woman to

become an agent of her own transformation and the

transformation of society.



THE SEAL OF NOTRE DAME ACADEMY

A gold cross, symbolic of Faith animated by Love, is ornamented with the Fleur-de-lis. On the cross is a crescent moon which represents the Immaculate Conception of Mary, the Mother of God. The monogram ("AM") of the Congregation of Notre Dame is in the upper corner, and signifies the Angel Gabriel's greeting to Mary, "Ave Maria," Hail Mary. The motto "Renovemur in Christo" (Let us be renewed in Christ), indicates and summarizes the mission of Notre Dame Academy.

DISCLAIMER

This Handbook does not establish a contractual relationship between Notre Dame Academy Elementary School and its students or their families. This Handbook only serves to highlight the School's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide all students and their families with a framework for resolving various situations that may arise from time to time. However, such procedures are not intended to represent the precise formula to be followed in every occurrence that may arise. Notre Dame Academy Elementary School reserves the right to change, alter, remove and/or amend all procedures, policies and regulations contained within this Handbook at any time, within the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

STRATEGIC PLAN

Notre Dame Academy will be in the forefront of liberating education for girls and young women by achieving the following goals:

- **Spiritual:** To infuse and integrate our Catholic identity, Gospel values, and the charism of the Congregation of Notre Dame into every aspect of school life.
- **Educational:** To set standards for educational excellence for girls and young women which will empower them to become leaders in culturally diverse, highly technological and global world.
- **Environmental:** To design and cultivate a campus environment which will enhance and optimize the learning experience for all students and the faculty.
- **Financial:** To ensure the Academy's fiscal health and growth through the 21st century.

NOTRE DAME ACADEMY BELIEF STATEMENTS

*As a Catholic community
founded on the transforming mission of St. Marguerite Bourgeoys
and dedicated exclusively to the education of girls:*

*We believe that each girl is a true original
filled with a divine light which only she can radiate to the world.*

*We believe each girl is on a spiritual journey
maturing from a child of God to a young woman of the Gospel.*

*We believe in academic excellence
which is innovative and cutting-edge moving continuously from good to great.*

*We believe in cultivating leadership in each girl
which is defined by integrity, imagination and the courage
to stand up for her own rights and needs and the rights and needs of others.*

*We believe in being a welcoming, inclusive community
which embraces all members of our local, national and global families
with justice and compassion.*

ADMISSION POLICY

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons rooted in God's love.

Thus, with discrimination so against their nature and mission, Catholic Schools in the Archdiocese, including Notre Dame Academy do not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, admission policies, or any school administered programs. Female students of any color, race, or religion are accepted at Notre Dame Academy. This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities with the Archdiocese.

If all criteria for admission are met, priority for acceptance is as follows.

- 1) Siblings of girls presently attending NDA
- 2) Siblings of girls who have graduated from NDA
- 3) Daughters of Alumnae of NDA
- 4) New applicants

The Principal reserves the right for any final decision regarding admission to Notre Dame Academy.

Pre-Kindergarten

Girls who will be four years old before December 1 are eligible for Pre-K. An informal screening and parent interview are used at the time of application. A non-refundable application fee is asked for at this time.

Kindergarten

Girls who will be five years old before December 1 are eligible for Kindergarten. A formal testing and an interview with each candidate are used for any girl who has not attended Notre Dame Academy Pre-K. An interview with her parents is an integral part of the process. A non-refundable application/testing fee is required at this time.

Grades 1 - 8

If there is room available in grades 1 - 8, the following criteria is used for admission:

1. Review of recent standardized testing results and report cards
2. Results of tests administered by NDA in reading, math, and language arts
3. Presentation of an acceptable writing sample
4. Candidate interview
5. Parent interview

A non-refundable application/testing fee is required at this time.

ACADEMIC POLICIES

Notre Dame Academy expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Student academic performance will be assessed regularly. After the assessment is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive assessments to sign, the parent should contact the teacher. All grades are reported on the Student Information System for parents to view and monitor their daughter's academic progress, as well.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

Each parent is expected to take an interest in his/her daughter's homework by giving encouragement and by providing conditions that are conducive to study. Students of all ages, but particularly younger ones, at times, need someone to help drill reading vocabulary, spelling words, and math facts. We rely on parents to help with these aspects of homework. A parent should never actually take on the responsibility for completing a child's assignments. Homework should be completed at home in the area set aside for quiet concentration. There should not be any attempts to do homework in the cafeteria in the morning before school begins.

We remind parents that satisfactory completion of all homework assignments affects a student's daily grades and ultimately the report card marks.

Individual teachers will make known to parents their expectations regarding homework. As far as time spent on homework is concerned, the following is presented as a "general" guideline for written and study work:

- Pre-K and K - approximately 15 minutes
- Grades 1 and 2 - approximately 30 minutes
- Grades 3 and 4 - approximately 45 minutes
- Grades 5 and 6 - approximately 90 minutes
- Grades 7 and 8 - no more than 2 hours

Grades and Grading

Four report cards are issued to students in Grades 1 through 8 in the course of the school year. These report cards will be available on the Student Information System (SIS). Pre-Kindergarten and Kindergarten students will receive paper copies of their report cards twice per school year. The report card is a link between the school and the home. Parents are asked to sign a form and return it to school within three days stating that they have reviewed their daughter's report card on SIS. The report card can be printed by the parent.

Academic Achievement

The first part of the Report Card is used to mark the student's achievement in academic subjects. The achievement mark is based on the demonstration of mastery of material covered in class such as:

- class work
- homework
- daily quizzes
- unit tests
- comprehensive examinations
- special projects

Assessments are a necessary part of the learning process. In the course of a year, a student may not do well on one or two assessments. Teachers will record any grade of **less than 60** only in a "Comments" section of the Student Information System Grade Book and give students the opportunity to demonstrate that after they reviewed, corrected and had the test signed, they have mastered the material. The grade will then be entered as a 65 and that grade will be used for Report Card calculations. The student will have two days to submit the signed and corrected test. Failure to do so will result in the original mark being used in calculations.

Calculation of Report Card Grades

Report Card grades are weighted averages of the assessments a student takes during the quarter. Notre Dame Academy weights assessments as follows:

Tests/quizzes	60%
Projects/portfolios	20%
Homework	10%
Classwork/participation	10%

The Student Information System calculates student averages by taking the number of **points achieved** in a category divided by the total **possible points** in the category then multiplied by the appropriate weight. Lastly, the weighted amounts are summed and reported on the Report Card.

The final grade on the Report Card is calculated as 80% of the average of the four Report Card grades, 10% of the mid year assessment and 10% of the end year assessment. The final grade is recorded on the student's permanent record card.

The mid-year and end-year assessments are in-class comprehensive assessments for Language Arts and Math. All other subjects will be assessed as part of the student's regular testing routine. Please do not get your daughter all worked up about these assessments.

Passing is any mark of 70% or above and a letter mark of D or higher.

Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

- follows class and school rules,
- shows care in the use of personal property,
- treats teachers with respect,
- treats other students with respect,
- exercises self-control,
- listens attentively, and
- uses technology appropriately.

Courtesy/Department

Courtesy and respect between and among teacher, students, parents, school staff, and visitors are expected from the entire Notre Dame Academy community.

Students are expected to:

- greet all adults with "good morning" or "good afternoon"
- offer to help carry materials, hold doors open, and provide assistance to others when it is needed
- say "please" and "thank you" as well as "excuse me" in the appropriate situations
- be courteous to other students

- **not** bully, express inappropriate biases, nor harass other students with comments about physical attributes, appearance, etc.
- address faculty and staff by their proper title (Sister, Mrs., Miss, Ms., Mr., etc.)

Report Card Distribution

Report cards are available for parent viewing on SIS in November, January, April, and June. Report Card access dates are noted on the school calendar. Access to SIS will be withheld if financial obligations have not been met and tuition and/or fees are outstanding.

Report cards access is not available before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations are met, the parent may view and print the report card on or after the announced date.

Progress Reports

A student's academic progress can be monitored on the Student Information System. All families have a log in and password assigned to them allowing them access to student scores and attendance information. We encourage parents to access the Student Information System frequently to keep abreast of their daughter's current standing.

The parents of any student who is in danger of failing or whose grades have fallen dramatically will be contacted by the classroom teacher mid-way through an academic quarter.

Promotion and Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

All special promotions or retentions will be discussed by the Principal, teacher, parent, and, when appropriate, the student. The final decision should be based upon a total evaluation of the student's growth in all areas of development.

When the probability of retaining a particular student arises, the student's parent will be informed of this likelihood, no later than the time of the third report card. The actual decision to retain a child should be made by the first of May. Although the Principal consults with the teacher(s), the final responsibility for retaining a student rests with the Principal. The decision to retain will always be based upon a careful examination of the student's performance and consideration of what is best for her.

Under ordinary circumstances, a student who is to be retained will be asked to enroll in a school other than Notre Dame Academy.

Specific Criteria for Retention

- The student has failed to pass the subjects on each grade level.
- The student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.
- The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable effort: failure to complete school and homework assignments and projects; consistent inattention to classroom instruction; lack of preparedness for school assignments.

Ordinarily the teacher(s) and Principal will give serious consideration to retaining an individual student whose performance meets the three criteria above. However, a significant deficiency in two of the criteria may warrant consideration for retention.

Assessments

In addition to class and school assessments your child will also take part in the Archdiocesan testing program which includes Archdiocesan Religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Archdiocesan Religion Assessment	Grades 3 - 8	June
Iowa Test of Basic Skills (Core Battery)	Grades 1 - 8	October
Test of Cognitive Skills	Grades 2,4,5,7	October

NY State Tests

English/Language Arts	Grades 4,6,8
Math	Grades 4,6, 8
Science	Grade 4 and 8
Social Studies	Grade 5 and 8

The faculty and administration of Notre Dame Academy review the results of these tests regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and mathematics.

Reports of the results of the ITBS and State Testing are sent home to parents.

Guidelines for School Records

With regard to your daughter's records, you have the following rights:

1. Right to Inspect: You have the right to look at the permanent record which includes report cards, health records, attendance records, and biographical information (name, address, etc.).
2. Right to Prevent Disclosure: The school will not disclose your child's records to third parties unless 1) you consent in writing prior to the disclosure, or 2) the information is directory information which you have not requested be kept confidential, or 3) the information is requested by a school to which your child is officially being transferred.
3. Right to Request Correction: You have the right to present evidence that the school should amend any part of the record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record you may insert an explanation in the record.

Parents who wish to examine their daughter's cumulative record are asked to request permission to do so, in writing, at least twenty - four hours in advance.

ACCIDENTS

A student accident insurance fee is included in every child's tuition payment. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance is usually secondary to the parent's own medical insurance coverage.

AFTER CARE PROGRAM

After care is available, at a minimal fee, most school days for students in Pre-k through Grade 8. Information is available in the school office.

ANNOUNCEMENTS

Informational announcements are made through the school P.A. system and/or in the cafeteria during the student lunch periods. Courteous attention is expected when any announcement is made.

ATTENDANCE AT SCHOOL

When arriving at school, students in Grades 3 - 8 assemble in the cafeteria where adult supervision is provided beginning at 7:40 a.m. Students in Grades 1 and 2 will assemble in the hallway of the Early Childhood Center. Pre-k and Kindergarten students assemble in their classrooms.

All girls are expected to enter the building without the assistance of a parent. Parents are not invited to wait in the cafeteria or Early Childhood Center with their daughters. The school doors are open early each morning to accommodate the girls who must be dropped off early.

Excused Absence

A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other reasons are unexcused.

Parents are asked to call the office (273-9096) before 9:00 to report a girl absent. Requests for work to be sent home are to be made at this time. The work should be picked up at the office at time. A note should be sent to school the day the girl returns from the absence. The note should state the date or dates and the reason for the absence. If a girl has been absent with a communicable disease, a certificate of recovery from the doctor is necessary before she can be readmitted to school.

Punctuality

If a student's learning potential is to be realized, it is important that she be regular and punctual in attendance. A child should come to school even though she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness.

Any girl who is not in the classroom by 8:10 a.m. will be marked tardy. A parent - teacher conference will be scheduled to discuss habitual tardiness.

SCHOOL HOURS

		½ day dismissal time
Grade Pre-K	8:15 - 2:00	11:00
Grades K - 4 **	8:00 - 2:30	11:30
Grades 5 - 8 **	8:00 - 2:40	11:40

** These grades are dismissed after the school buses leave the property.

Buses leave at 2:20 Buses leave at 11:20

Pick-up

All students should be picked up at the appointed dismissal time for their grade or in the case of siblings, **at the time the oldest girl is dismissed.** Please follow the traffic flow communicated via e-mail. Parents are asked to arrive for pick-up only **after** the buses have left. If a girl is not picked up on time, she will be sent to the After-Care program and appropriate fees will apply.

Early Release from School

Doctor or dental appointments should be scheduled for after school or on Saturdays. If it is necessary for a girl to be dismissed during the school day, the parent or adult chosen by the parent must come to the school office for the student. There will be a sign-out book provided for such occasions. The school must be informed ahead of time about such occurrences.

Family Vacations

Parents considering a vacation which will require that a girl be absent from school should discuss the matter with the girl's teacher(s) and the Principal well in advance of departure. Make-up work following vacations should be completed as directed by the teacher(s). Although it may be possible in some cases to do so, a teacher is not obliged, nor should she be expected, to prepare work to be taken on the vacation. A written note must be sent to the school office requesting permission for the student to be released from classes.

BIRTHDAY PARTIES

With the exception of Pre-Kindergarten, there should be no class party celebrations of a girl's birthday. The birthday may be acknowledged at the beginning of the day. The girls should not expect to sing the celebration song in the Dining Hall.

Only if a student is having a party which includes the entire class may invitations be distributed in school.

BOOKS

Textbooks are the property of the school or they are supplied by the State of New York. We expect our girls to care for these textbooks properly. These text books should be covered and the student's name written in the space provided in the book according to the teacher's recommendations. If any book is lost, damaged, or defaced, the cost of the new book must be paid by the student.

Textbooks which are on CD-ROMs are provided for some classes. These discs must be handled and maintained properly and returned in good condition at the end of the school year. If the CD-ROM is not in good condition, the cost of replacement must be paid by the student.

We supply all the workbooks necessary for individual classes. Workbooks are to be covered in clear contact paper. If a workbook is lost, the student must purchase a new one. All workbooks are collected in June.

All other school supplies are the responsibility of the individual student. Teachers will provide each girl with a list of needed supplies.

BUS SAFETY

Busing is provided within a 5 mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the school office at the beginning of the school day.

Students and Parents should consider riding the school bus as a privilege and extension of the school. It is expected that the girls who ride the bus demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus. The bus drivers will be instructed to report those who do not act in a responsible manner on the bus. If inappropriate conduct continues after a girl has been spoken to by the bus driver or the Principal, the girl will not be permitted to ride the bus. We ask you to stress with your daughter the importance of following safety regulations for the bus:

- There is to be no eating or drinking on the bus.
- All students are to remain seated while the bus is in motion.
- There should be no littering or defacing of the bus.
- There should be no loud talking or any other behavior which might distract the bus driver.
- Girls should ride only the bus to which they are assigned.
- Students shall be picked up and dropped off only at scheduled stops.
- Students must be very careful if they need to cross a street to get to the bus. They will be instructed by the bus driver as to when and where to cross.

Any questions regarding buses should be directed to the School Secretary.

CHANGE OF ADDRESS

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergencies. In addition, since school notices are sent via e-mail, any changes to a parent's e-mail address must be reported in the same manner.

CHILD ABUSE LAWS

Under the New York State Law, Section 423 of the Child Protective Services Act, school officials are responsible for reporting any suspected cases of child abuse or neglect to the proper agency. If the teacher or school nurse suspects abuse or neglect, she must immediately confer with the Principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency. As a mandated reporter, in cases of suspected child abuse or neglect, the Principal will contact the New York State Child Abuse and Maltreatment Register, Albany, New York. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

CHILD CUSTODY

Custodial parents are entitled to receive sets of report cards, school and special event notices, school calendars, etc.

In the absence of a court order, a school will provide a non-custodial parent with access to academic records and other school information regarding the child. In addition, non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents will receive these items in the mail. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of that order.

If parents are divorced or separated, the school officials will presume that both parents have access to the girl(s) and all school records unless one parent can provide evidence that she or he has the sole right. Such evidence must be presented in writing to the Principal.

Release of Children

Non-Custodial parents may pick up a child only if previous arrangements have been made.

COMMUNICATION

Most school notices and calendars of events will be sent home via e-mail to all families. If you are unable to receive e-mail, please let the school office know and paper notices will be sent home with your daughter. In order to be aware of the things that are happening at school, you need to read the materials we send home to you.

Notes from individual teachers, however, will be sent on paper. All notes sent to and from teachers are reviewed by the Principal. Please check to see that your daughter has given you any notes she has received.

CONFERENCES

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

Parent-Teacher Conferences

A full schedule of parent-teacher conferences is planned so that all parents will have the opportunity to meet the teacher and visit the school. These conferences ordinarily follow the issuance of the first report card. All parents should make every effort to be present, as scheduled. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

Unscheduled Conference (Teacher Appointments)

Our teachers will always be happy to speak with a girl's parent regarding the student and her progress in school. We do, however, request that you make an appointment with the person you wish to see. This request may be made by writing a note or by calling the office. Except in situations which require an immediate communication, we ask that you try to give the teacher at least two days' notice.

The teacher will arrange a mutually convenient time outside of class time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or in the parking lot. Under no circumstances is it appropriate to try to see a teacher before school or at dismissal time unless you have an appointment. A parent who is refused such a meeting should notify the Principal.

Conflict Management

As in all human relations, occasions will arise when, due to lack of communication, some differences of opinion may arise between a teacher and a parent. It is Notre Dame's procedure that any such occasion should first be dealt with in a meeting between the parent and the teacher. If the parent-teacher meeting has proven unsatisfactory, an appointment may be made with the Principal to further discuss the situation.

CONFIDENTIALITY

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the Principal.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

CRISIS PLAN

If the students require evacuation from Notre Dame Academy's School Building, students will be brought to a safe place. All students will be escorted to Our Lady of Good Counsel Church or School. We will make every effort to reach parents if this action becomes necessary either by phone or e-mail. We will always have your daughters with us and we will care for them until you arrive or until we hear from you concerning their pick-up.

For further information concerning the crisis, parents can refer to the following:

RADIO

WOR

WCBS

WINS

ON THE DIAL

710 AM

880 AM

1010 AM

ON THE INTERNET

www.wor710.com

www.wcbs880.com

www.1010wins.com

DISCIPLINE CODE

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Notre Dame students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and school structure insure the safety of all children, facilitate learning for all students, and promote self-control and self-respect in the individual child.

Behavior regulations in school are based on the mutual respect students should have for one another and for all the adult members of the school community. We expect the girls at Notre Dame to conduct themselves in a refined and courteous manner so that the Christian atmosphere of the Catholic School may be maintained.

Discipline is a necessary condition in the learning process. Its purpose is to help students develop self-control, self-respect, and respect for others. In addition to behavioral consequences and punishment, discipline includes positive reinforcement including friendly, tactful, extolling reminders that shape acceptable behavior. Discipline serves learning least when it becomes a goal in itself.

Inevitable thoughtlessness on the part of the student may arise and teachers will deal with these situations when they occur. If any further discussion or action is necessary the Principal will become involved.

Teachers will discipline students directly for behavior judged to be infractions of acceptable behavior. Some examples of unacceptable behavior:

- disrupting class such as talking out, throwing objects, unnecessary movements, etc.
- not meeting the requirements for homework preparation and submission
- wearing inappropriate clothing
- minor verbal disputes with other students
- using profane language
- not returning graded papers with a parent's signature

- returning a graded paper which has been signed by the student instead of the parent

Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified. After several attempts to modify or eliminate inappropriate behavior, teachers will inform the Principal when student behavior continues to be judged as a major infraction of acceptable behavior. Some examples of such behavior are:

- evidence of violent and aggressive behavior that poses threats to the safety of others and to the school community
- carrying weapons and other objects deemed to be potentially dangerous to others and to the school community
- bringing to school amounts of money unrelated to standard school activities and events
- showing, by word or deed, serious disrespect to others
- behaving in a manner that suggests the use of alcohol or illegal drugs
- persistent misbehavior over minor matters that continues to be unacceptable
- bullying
- other behavior deemed inappropriate by the Principal and faculty

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Principal immediately by the student or parents.

While most parents find our approach to discipline to be favorable, there are instances when a child breaks a rule or behaves poorly and must suffer the consequences. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's behavior. The Administration of Notre Dame Academy does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for her actions. Parents are expected to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of a child.

Off-Campus Behavior

It is the expectation of Notre Dame Academy that student behavior is exemplary both on and off school grounds. A student always represents her parents and the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or an other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including, but not limited to, cell phones, cameras, camera-phones, pda's and the like. (See also Telecommunications Policy.) Such misconduct could result in any number of consequences including the possibility of suspension and/or expulsion.

A child's arrest for a crime on or off school grounds, within or beyond the vicinity of the school, at any time, could result in the child's suspension or expulsion. A child's conviction of a crime on or off school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Suspension and Expulsion

Suspension and expulsion are measures that are reserved for chronic forms of misbehavior that have not responded to other remedial measures. They are also measures that are reserved for extreme forms of misbehavior such as fighting, crime, scandal, immorality, harassment, disruption constituting a threat to the physical or moral welfare of other students or staff or acting in a way on or off campus that hurts the good name of the school.

The length of suspension will be determined by the Principal according to the offense committed. As a rule, all suspensions will be "in-school" suspensions. This means that the student will report to school, be placed in isolation from other students under the supervision of an adult and will be expected to do school work for the duration of the suspension. Suspension usually will not exceed a period of five days.

Parents will be informed of the decision for suspension and the reasons for the action before the suspension date.

Before a student is reinstated after a suspension, a conference must be held with the Principal, the parent, and the student.

- In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school.
- In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.
- In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified.
- In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called.

In cases of serious misconduct, the Board of Trustees authorizes the Principal to dismiss a student from school. The school reserves that right to expel a child for possession of drugs, alcohol or a weapon. The student can be dismissed only after the Principal has conferred with the President of Notre Dame Academy and has submitted a written report of the expulsion proceedings to the Board of Trustees. This written report must be made in advance of the expulsion notice to parent and student. These proceedings will be made in compliance with Archdiocesan Policy.

Drugs and Alcohol

Out of concern for the welfare of the students, and according to civil law, students are forbidden to bring, buy, sell, exchange, or consume alcohol, drugs, or a narcotic of any kind on the school campus or at any school-sponsored activity. The only exception to this rule is the case of a student who is under a doctor's care and for whom a drug prescription has been recommended. Any student who violates this regulation is liable to suspension and/or dismissal.

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Notre Dame Academy will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately
- the Principal will verify teacher observation and will notify parents
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of

the school Principal if the child is to continue in the school

- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participate in that ceremony, party, or school outing. Parents will be notified and appropriate action will be taken.

DRESS CODE

Your school uniform confirms your attendance at Notre Dame Academy and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform. Always remember that when wearing your uniform you are representing Notre Dame Academy and your behavior should be a credit to both yourself and the school community.

Summer Uniforms are worn in September to mid-October and again in May and June. Exact dates will be announced each year.

Grades K-4: Green pinfeather jumper, short sleeve Peter Pan collar white blouse, white crew neck cardigan (with logo)

Grades 5-8: Green pinfeather skirt, short sleeve banded white knit shirt (with logo), long sleeve V-neck green pull over sweater (with logo)

Grades K-8: Plain white socks, knee-socks, or tights

Shoes (year round) School shoes are purchased at:
Styl-O-Pedic Shoes
2435 Hylan Blvd.
New Dorp, S. I. 10306
718-987-4140

Winter Uniforms are worn from mid October through April. Exact dates will be announced each year

Grades K-4: Wool blend jumper, long/short sleeve Peter Pan collar white blouse, green crew neck NDA cardigan

Grades 5-8: Wool blend skirt or kilt, long/short sleeve white banded knit shirt (with logo), long sleeve V-neck green pullover sweater (with logo)

Grades K-8: Hunter green or black socks, knee-socks, or tights

Full Uniforms

When full uniform is to be worn by the girls, tights or stockings are required. For the girls in Grades 5-8 the green V-neck sweater is also required.

Gym Uniforms are to be worn to school on gym days.

Only gym uniforms purchased from Flynn and O'Hara may be worn.

Grades K-8: Ash gym tee shirt w/silk screen
 Hunter green sweatshirt w/silk screen
 Hunter green sweatpants w/silk screen
 Hunter green nylon shorts w/silk screen
 Sneakers

Pre - K Uniforms

The Pre - K Uniform is the same as that listed under gym uniforms for grades K - 8. Shoes or sneakers may be worn.

Sneakers must be the type with Velcro straps, no laces.

Uniform Supplier

Notre Dame Academy Uniforms are ordered and purchased from:

Flynn & O'Hara Uniforms
Arden Heights Shopping Center
1547 Arthur Kill Road
Staten Island, NY 10312
718-227-5499

Fads - The presence of anything that proclaims a current fad is not permitted.

Hairstyles should be simple and in good taste. Hair should be clean and well groomed. Bangs should not be so long that they impede vision. Hair accessories should complement the uniform. Hair coloring other than the natural color is not acceptable. Containers of hair spray are not permitted on school grounds.

Jewelry - One ring, one bracelet or watch, one necklace, and one pair of matching earrings, no longer than ½ inch in length, with one earring in each ear may be worn. Body piercing is not acceptable.

Make-up is not in keeping with a school uniform and should not be worn with uniforms.

Dress Down/Up

Occasionally, the girls are permitted to wear outfits other than their school uniforms to school or for class trips. We feel that these opportunities help the girls learn lessons in appropriate dress. We differentiate between dress up and dress down.

Anytime the girls are out of uniform, we expect them to be in appropriate attire for a young girl attending or representing Notre Dame Academy.

Dress up outfits should be appropriate for special occasions such as attendance at Mass or meals at a restaurant. Dress up attire is expected, when announced, for events such as concerts, individual picture day, and any other announced occasions.

Dress down outfits may be casual attire. These outfits should be appropriate for school. Any kind of skimpy top or shorts and skirts that are too short are not appropriate for school.

Dress Code Adherence

If a girl comes to school at any time dressed inappropriately, her parents will be called to bring her another outfit or her uniform.

Adherence to our dress code will be reflected in the conduct section of the report card under "Follows class and school rules."

ELECTRONIC DEVICES

The use of any electronic device such as cell phones or hand-held personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is not permitted.

These devices must be kept turned off and in a student's backpack during the school day. Students may not carry any electronic devices with them during the school day. The school cannot be responsible for lost or stolen items. Should an electronic device be taken out for display or use, the teacher will confiscate the device and leave it in the school office to be picked up by the parent.

EMERGENCY INFORMATION

Every girl is required to have emergency information on file in the school office and in the nurse's office. For this reason, parents will be asked to fill out an emergency card for each girl. This information should include parents' work numbers and cell phone numbers as well as the name, telephone number and relationship of two people who can be contacted if the parent cannot be reached. It is the parent's responsibility to keep this information updated.

EMERGENCY SCHOOL CLOSING

On days of inclement weather or at any other times when parents must be reached for emergency notification, messages will be sent using our e-mail and IRIS (Immediate Response Information System) systems. If school is to be closed, these messages will be sent as early as possible in order to reach parents who go to work and must leave early.

Please do not call the school or a teacher's home. If no information is forthcoming, school will be in session as usual.

Inclement Weather

We do not close early if a storm begins during the day. The reason for this is the difficulty we would have in reaching parents and we just cannot send young children home alone. If you wish to come and pick your daughter up early because of the weather, please feel free to do so. It is not necessary to call and check, just come and get her. We ask that you make this decision for yourself.

When the weather is bad, the buses do run unless you receive a different notification. We need to have patience with this situation because we do not have control over the lateness of buses in bad weather.

EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS

Students attend Notre Dame Academy in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best at all times.
- treat all members of the school community with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, or cigarettes
- refrain from any disruptive behavior
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the extracurricular activities that interest them. Participation in these activities is a privilege and requires the commitment of both student and parent. Notre Dame Academy sponsors teams in basketball, soccer, softball, swimming, and track which are coached by parent volunteers. Some school related activities such as the Choir, the Bell Choir, hiking, theatre and book clubs also require after school time.

No student may take part in any after school activity, sports or extra-curricular, which is scheduled on a day she is absent from school, unless extraordinary circumstances prevail.

Sports' Code of Conduct

Notre Dame Academy wishes to acknowledge the great value that competitive sports have as a part of a student's growth and achievement. However, as an educational institution, the scholastic effort of the student is of prime importance. Therefore, any student engaged in sports sponsored by the school should be working to the best of her scholastic potential. A student who is scholastically capable but fails to achieve according to her ability may be suspended from a team until such time as the teachers feel that she is once again working to capacity.

Since good conduct and attention are so vital to the learning process, any student who repeatedly disrupts classes will be suspended from sports activities. A warning will be given before such action is taken.

Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a girl's participation. Individual cases regarding participation in extracurricular activities, the Principal holds the final determination.

Parents are expected to display good sportsmanship when they are spectators at any sporting activities sponsored by the school. Any parent who exhibits conduct which is not in good taste will be asked to leave the activity. If such conduct continues to exhibit itself, the girl whose parents are involved will be removed from the team. Parents need to be aware that the coach of an activity is the person in charge and should respect them as such.

FACULTY MEETINGS

Faculty meetings are scheduled periodically throughout the school year. Dates are announced on the annual calendar and a reminder is placed on the monthly calendars which are sent home via e-mail. Students will be dismissed according to the half-day schedule.

FIELD TRIPS

Field trips of an educational or recreational nature will be planned with the students. The fees will vary according to the occasion, but they will be kept to a minimum. Chaperons are a necessary part of these experiences and we know we can count on your cooperation.

Field trips are privileges given to students; no student has an absolute right to a field trip. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip, signed by the parent, is required before a student will be permitted to attend a field trip.

If students are permitted to be "out of uniform" for a field trip, it is expected that they will be dressed appropriately for the occasion.

FINANCIAL POLICIES

Tuition

Tuition rates at Notre Dame Academy are determined annually by the Board of Trustees.

In addition to tuition, there will be a non-refundable registration fee for all new students. For current students the re-registration fee is applicable to tuition, but is non-refundable.

Tuition for the scholastic year is payable according to your chosen plan **with Tuition Management Services (TMS)**.

In the case of unpaid tuition and/or fees for an academic year, the parents will have their access to academic information, such as a scheduled report card, denied on SIS. Parents also will not be permitted to register for the next scholastic year. No records will be released to another school until the tuition and/or fee bill has been paid.

If the unpaid tuition and/or fees involve an 8th grade student, no diploma will be issued nor will records be sent to a High School until the account is cleared.

Fees

The following **fees are payable to Notre Dame Academy and are due by August 1** each year:

- Parents' Guild Membership Dues
- Teacher Recognition (for gifts at Christmas and the end of the year)
- Lunch and Yard Fee
- Family Day Set Up Fee
- Financial Plan Amount (provides you with \$75 worth of coupons to be used for functions during the school year and a ticket for a \$5000 drawing)
- Walk-a-thon donation (\$100)
- Technology Fee

Graduation Fee (Kindergarten and Grade 8) - will be due during the school year.

With the exception of the Technology and Graduation Fees, which are per student fees, all other fees are Family Fees.

All fees should be paid on time. If there are outstanding fees at the time of report cards, access to SIS will be denied until fees are paid. Problems or difficulties with finances must be discussed with the Principal.

Fund Raisers

The Parents' Guild sponsors fund raisers during the course of each year. The revenue from these helps to keep tuition costs as low as possible. Parents are expected to support and be involved in the efforts of the Guild. A Financial Plan is in place as a means of allowing all to share more equitably in the Fund Raising efforts of the Guild. Family Day, The Magazine Drive, and The Golf Outing are the Parents' Guild Sponsored Fund Raisers.

Development

As a component of long range planning, Notre Dame Academy has initiated an Annual Fund as part of the total Development Program. This Fund provides a means for all who know and who have benefited from a Notre Dame Academy education to support the school's vision and thus ensure that Notre Dame Academy will continue to affect young lives for years to come. Parents are asked, each year, to contribute, according to their means, to The Annual Fund. The students' contribution to the NDA Development Effort is made by involvement in the Annual Walk-A-Thon.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the buildings by the prescribed route as quickly as possible.

Students are not permitted to talk during a fire drill and are required to remain outside the buildings until a signal is given to return inside. Teachers will direct the students.

GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Notre Dame Academy, as a Catholic school in the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith. Parents must be aware of the intentional Catholic witness in our schools.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our school are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

HARASSMENT/BULLYING POLICIES

Notre Dame Academy is committed to provide a learning environment that is free from harassment in any form. Harassment or bullying of any student by any other student or school employee is prohibited. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including suspension or expulsion.

The Principal investigates all complaints of harassment. If you believe that your child is being harassed, please notify the Principal immediately. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal or termination. Where appropriate, a referral for counseling services will be made. Students found to have filed false or frivolous charges also will be subject to disciplinary action.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Our involvement in the Create a Safe School program (Ophelia Project) is part of our ongoing effort to address harassment/bullying issues. (See end paper.)

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of one's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or school related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person. Verbal, Internet or written threats or comments made against the physical or emotional well-being of any individual, even in jest, are considered harassment.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.
- Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual

nature. Examples also include using sexually degrading words, displaying suggestive objects or pictures, telling inappropriate jokes, making reprisals or threats following a negative response to sexual advances.

Parent and Student Responsibilities

Students must conduct themselves in a manner which contributes to a positive school environment. They must avoid any behaviors that may be considered discriminatory, intimidating or harassing.

If a student encounters behaviors which are offensive or unwelcome, she should inform the offender first. If the behavior does not stop immediately, the student must report the harassment to the Principal or to a teacher who will report it to the Principal or another Administrator.

Enforcement

Notre Dame Academy is committed to implementing and enforcing this policy and to remain watchful for conditions that create or may lead to a hostile school environment. This policy applies to all who participate in the Notre Dame community, including employees, students, parents, volunteers, and vendors. The school will take steps, within its power, to investigate and eliminate any harassing behaviors.

HEALTH

HIV/AIDS

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in grades K - 12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Notre Dame Academy does not discriminate on the basis of HIV or AIDS. In all matters concerning HIV or AIDS, we will adhere to the Policy of the Superintendent of School of the Archdiocese of New York. This Policy states that students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian, together with the school administrator. The conditions are: the student is not toilet trained or is incontinent, or unable to control drooling; the student is unusually physically aggressive, with a documented history of biting or harming others.

Chronic Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Examinations and Immunizations

The State of New York requires every child entering school for the first time to have a complete physical examination. This examination must take place in the same year that the child is to enter the school.

New York law requires that every child's parent present to the school proof of immunization from communicable disease. This information must be on file for every child in school. Students are required to have all inoculations as suggested by the Department of Health before admission to school.

Pre-K	4 DPT, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered after 15 months of age) and 3 Hepatitis B for children born on or after 1/1/95.
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Kindergarten	4 DPT, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 1/1/93
1 - 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1 - 12 (born after 1985)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella: all children born on or after January 1, 1998.

Our full time school nurse reviews student files for adherence to these health requirements.

School Exclusion

If proof of physical examination and immunization are not received by the school by the established date, the child will be refused admission to school.

Medication

If a student needs any kind of medication during the school day, the medication is to be brought to the school office and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed individual prescribing is required.

Medications must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- name of the licensed individual prescribing
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should ask the pharmacist for two containers, one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case by case basis and will reflect the age and maturity of the child. The decision will be based on:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication ordered

Personal Appearance and Hygiene

Uniforms should be neat and clean. Hair should be clean and well groomed. A good personal hygiene routine should be followed daily. When appropriate, girls should be instructed in the use of deodorant.

Illness During School Hours

If a girl should become ill during the school day, her teacher will send her to the school nurse. If, after assessing her condition, we feel that she should go home, a parent or other responsible adult will be called.

Under ordinary circumstances, no girl will be permitted to stay inside during recess time if the classes are outside. Should there be an extraordinary circumstance when this becomes necessary, we ask that the parent send a doctor's note to that effect.

LITURGY

All students in Pre-K through grade 8 will attend Mass periodically through the school year. Respectful participation of every child is required at school liturgies.

LOST AND FOUND

Articles of clothing which are found will be placed in a box in the cafeteria. Other items such as books and lunch boxes will also be placed there. Articles of greater value will be kept in the Secretary's office. Valuable items will be kept for a month and then will be given away. The box will be cleared from time to time. If your daughter loses something at school we ask that you look for it as soon as possible. All school clothing should be marked with an identifying name. This will assist us in returning lost items.

LUNCH / CAFETERIA

Students in grades 3 - 8 may bring their lunches or they may purchase lunch at school. Girls in Pre-K through Grade 2 bring their own lunches. Girls in Pre-K and Kindergarten may order milk at the beginning of the school year and the necessary fee is paid at that time. Girls in grades 3 - 8 are also able to purchase snacks at lunch time.

- Each girl in Grades 3 - 8 is assigned a seat in the cafeteria and is expected to remain in it until dismissed.
- Each girl is expected to keep her table and surrounding area neat and clean.
- Respect and good table manners are expected during lunch time.

In order to prevent accidents and to ensure good order, certain simple lunch hour procedures must be followed. We will inform your daughters of these procedures and expect their cooperation. If a girl is a constant source of disturbance, she will be given a silent lunch period for a designated time. If the disturbing conduct persists, a parent conference will be necessary.

Playground

Playground facilities are available to help the students enjoy their recreation period. They should play in the areas designated in a manner that will ensure the safety of all. The girls should not use the playground at dismissal time or when they are waiting to be picked up.

Lunch/Yard Aides

Each family is asked to pay a lunch and yard fee at the beginning of the school year. Those who wish to help as lunch and yard supervisors will be paid each time they come. In this way parents are able to earn back the fee that they are asked to pay. The coverage for this program requires approximately an hour each full day of school. A calendar is sent home each month to those who are scheduled for the month.

Recess Expectations

- There should be no running going to or from the play area, or while on the playground.
- Rough play is not acceptable.

- When the bell is rung to signal the end of the recess period, the girls should line up in their designated spots.
- Except in cases of emergencies, the girls should not enter the building during recess.

Safety precautions:

- There should be no running outside the play area.
- The small climbing gym is for girls in Pre-K to Gr. 2.
- The Turbo Tower climbing gym is for girls in Grades 3-5.

MATERNITY POLICIES

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the Principal, after consultation with the parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

MISCELLANEOUS ITEMS

The following and any items listed as prohibited elsewhere in this handbook are not permitted on the grounds or in the classrooms at Notre Dame Academy Elementary School:

- gum
- white out
- beepers
- I-Pods or walk-men of any type
- pointers which use a laser beam
- any item which is potentially harmful to the student or others, such as yo-yo's, etc

MONEY

Money that is brought to school for a specific purpose must be put into an envelope marked with the girl's name and grade and the amount enclosed. If a student does bring money to school for any other purpose, the money should be kept on the student's person and not left in the backpack, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Students who need to borrow money occasionally for lunch may do so from the School Secretary and not from other students. Borrowed money must be repaid promptly to the School Secretary.

PARENTS AS PARTNERS

Just as parents look to the school to provide the facilities and the trained personnel that are essential to their daughter's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

The faculty and administration at Notre Dame Academy cannot be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in your homes. If you, as parents, cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in your home, this is likely to be reflected in the positive attitudes of our students.

Parents are asked to take an active role in their daughter's education by:

- assisting her in her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with your daughter. Please discuss school disciplinary episodes in relation to the school behavior code.
- recognizing your child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code is enforced and insisting that the girls dress according to appropriate standards.
- insisting on regular school attendance and punctuality and complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching your daughter respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.

- arranging for a time and place for their daughter(s) to complete homework assignments
- working with the school in a cooperative effort to carry out recommendations made in the best interest of your daughter, including those related to educational evaluations and counseling.
- attending Parent-Teacher Conferences and Parents' Guild Meetings
- always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your daughter being asked to leave the school immediately or not being allowed to re-register for the following year.

The education of your daughter is a partnership between you as parents and the school. Just as you have the right to withdraw your daughter if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

PARENTS' GUILD

The Notre Dame Academy Parents' Guild meets several times per year to highlight the accomplishments of the school and its students. It is a forum for discussion of issues of a general nature regarding the school. It supports the Administration in its efforts to raise funds for Operating Expenses and special projects which enhance the education of the students.

PHOTOGRAPHY

From time to time, pictures of individual students or groups of students are taken for publication in advertising brochures or local periodicals. If, for any reason, you prefer that your daughter not be involved in this type of picture taking, please note this on the photo release that you are asked to sign.

SCHOOL CALENDAR

The planned calendar for each academic year is sent home via e-mail during the summer. Dates on this calendar are subject to change. Parents are asked to refer to the monthly calendar for any revisions. The monthly calendar also is sent home via e-mail.

SEARCH AND SEIZURE

We reserve the right to inspect and search all school and/or personal property brought to school.

SECURITY

To assure the security of the building and the safety of each child, Notre Dame Academy requires all visitors, including parents, to report to the School Secretary's office. To avoid interruption of the learning process, no visitor may enter a classroom without permission of the Principal.

SEX OFFENDER POLICY

This notice is to remind you of the importance of taking steps to keep your child safe when she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children.

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all students in our school.

SMOKING

In keeping with New York City regulations about smoking, Notre Dame Academy is designated, by ordinance, a SMOKE FREE ZONE. The use of tobacco products on school premises is prohibited at any time. School premises means the buildings, grounds, or facilities, or any portion thereof. This prohibition applies to faculty, staff, parents, and all visitors to the school. Any person who violates this law shall be liable for a civil penalty. If a student violates this regulation, in recognition of the health and environmental consequences of smoking, the student's parents/guardians will be notified and a conference with the Principal will take place.

SPECIAL LEARNING NEEDS

Students with learning differences are children of God and valued students in our school. Notre Dame Academy makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit her to benefit from our scholastic program. In such cases your daughter's teacher and/or Principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education, or privately. Once the results of the evaluation are available the teacher and Principal will meet with parents to discuss the results of the evaluation and the recommendations.

SUMMER SCHOOL

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. The Principal or Assistant Principal will notify a parent directly if a particular program will suit their child's needs.

The summer school Report Card must be submitted to the school office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for remediation, it must be undertaken by a qualified teacher.

TELECOMMUNICATIONS POLICY

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Notre Dame Academy.

I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

I recognize that all software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users in school or from home or use inappropriate language in my communications.

Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Parents must realize that their children may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of Notre Dame Academy.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After school/home access requires students to follow the same student expectations as stated here.
4. Students are responsible for their exploration on the Internet and are subject to the consequences of the school's discipline policy.
5. Students must sign a contract indicating their understanding and acceptance of the school's guidelines.
6. Parents have the option of denying permission for their child to use the Internet independently at school by sending a note to the school office.
7. Students must abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be courteous and respectful in our messages to others. use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.

- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software (Shareware) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of the appropriate school personnel
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers". Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes or CDs that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do

not eat or drink in the computer lab.

- If you encounter material on a network/bulleting board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) you are responsible for not pursuing this material and reporting the matter to the appropriate school personnel.
- The use of cell phones, camera phones, or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. A parent must come to the school office to have the item returned. In addition any student who uses a camera, camera phone or other personal electronic device in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDAs), chat lines, bulletin boards, etc. outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school administrators will deem what is inappropriate use and their decision is final. The administration, faculty and staff of the school may request that privileges be denied, revoked or suspended. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

TELEPHONE CALLS

Calls to the school to leave messages for students should not be frequent. Parents should phone with messages only in cases of emergency. Only in such cases are we able to call a teacher or student to the phone. If it is necessary to call with a message for your daughter, please make sure that the call is received in the office before 1:30 PM.

If a student needs to call home during the school day she should do so by using, with permission, the phone in the Secretary's office.

TRAFFIC REGULATIONS

Please follow the directions that are sent home describing traffic flow and parking on-campus.

VISITS TO SCHOOL

If parents wish to visit the school at times other than those scheduled, they are asked to make an appointment for such a visit.

When parents come to the main school building, they should enter through the side door of the back wing of the school. Those visiting the Early Childhood Center, should stop in the front office of that building. If the purpose of the visit is to drop off lunches, books, etc., these items should be left with the security person who will see that they are delivered to the classroom.

Parents are not permitted in the classroom areas without the permission of the Principal. Dismissal time is not an appropriate time for meeting with teachers. All parents are asked to wait outside the building for the girls.

WITHDRAWAL AND TRANSFER

Any plans to withdraw or transfer a student should be discussed with the Principal. All bills must be paid before records are transferred to another school.

RIGHT TO AMEND

The Principal and Administration reserve the right to modify or alter any and all provisions of the Handbook when it seems fit. This Handbook does not operate to create any contractual obligations between the school and its students or their families. The school will attempt to keep the parent/guardian informed of all changes as soon as practical and as promptly as possible.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Notre Dame Academy Elementary School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Notre Dame Academy is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in NDA include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to our school.

In order to protect its standards of scholarship, discipline and character, Notre Dame Academy Elementary School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the Parent Signature Page presented with this handbook and the student's attendance at the school, a student and her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending NDA Elementary relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic Faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purpose of our school. Another important right all students at NDA surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized item found may be seized. Additionally, student desks, cubbies, and lockers, which are at all times under the joint control of the school and the student to whom the desk, cubby, or

locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks, cubbies or lockers.

Another important right that a student and her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered with this handbook. Each student and her parents or guardians, by their acceptance of enrollment at NDA Elementary agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered with this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed with the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and her parents or guardians are, of course, free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and her parents or guardians. It is not meant to be an exhaustive listing of improper conduct of resultant disciplinary action.

NOTRE DAME ACADEMY BOARD OF TRUSTEES' POLICIES

Admission

Female students of any color, race or religion are accepted.

Religious Instruction

Roman Catholic religion is taught on all grade levels and students who register at Notre Dame Academy are required to take religion classes and participate in related activities, e.g., liturgical services, retreats, peace and justice programs.

Graduation Requirements

A school diploma is given to each student upon completion of the required course of studies as set forth by the State Department of Education of the University of the State of New York and the Archdiocese of New York.

Expulsion

In cases of serious misconduct, the Board of Trustees authorizes the Principal to dismiss a student from school. The student can be dismissed only after the Principal has submitted a written report of the expulsion proceedings to the Board of Trustees. This written report must be submitted to the chairperson of the Board at least twenty-four hours in advance of the expulsion notice to parent and student.

Tuition

Notre Dame Academy is financed primarily through student tuition. The tuition sustains salaries, benefits, on-going educational programs, and the general maintenance of the school plant. The amount of tuition is determined annually by the Board of Trustees.

APPENDIX

OFFICIAL FIELD TRIP PERMISSION FORM

Please allow my child_____ of grade_____ to attend the field trip to_____ which will be held on_____. Transportation to and from the above destination will be by bus.

I understand that my child will leave the school at_____ and return by_____.

I understand that the school authorities will take reasonable precautions against accident, personal injury and loss of, or damage to, property while going to, from, and at the site of the trip, but they or the Archdiocese of New York or the Board of Trustees of NDA are not assuming any legal liability for any such occurrence except any liability based on their failure to take reasonable precautions.

Signature_____

Address_____

Phone_____

Date_____

CASS (Ophelia Project) Manual 06-07) *Good to Great*

Background of the Ophelia Project

Mission

Founded as a catalyst for positive change within schools and communities nationwide. The Ophelia Project is committed to helping youth form healthy peer relationships while creating safe social climates for all.

What's Safe?

Safe social climates consist of community members who protect, respect, encourage and hold one another accountable. Relational aggression, covert aggression and bullying – including taunting, exclusion, gossiping or rumor-spreading – are not tolerated.

History

The Ophelia Project is a national, nonprofit organization founded and headquartered in Erie, Pennsylvania. Susan Wellman founded The Ophelia Project in 1997 with the assistance of a very dedicated team of friends and volunteers, who quickly became the organization's first board of directors.

Our development was inspired by the work of psychologist and author Dr. Mary Pipher, who detailed the struggles of girls growing up in today's society in "Reviving Ophelia: Saving the Selves of Adolescent Girls." This book became the catalyst for The Ophelia Project's formation. We began listening to girls to learn about the issues they faced and how they were trying to deal with them. Soon, we discovered that one primary issue kept surfacing at the root of many adolescent issues: dealing with and suffering from relational aggression.

As our research progressed, we found that there are no gender effects when it comes to relational aggression. Today's boys need our help just as much as today's girls. Our mission evolved over time to encompass both populations, and we are also branching out to explore the issue of covert aggression in the adult workplace.

In 2003, Notre Dame Academy became the only all girl Catholic school, the only PreK to 12 school and the only school in the New York area to embrace the Ophelia Project as a part of our mission of liberating education.

Vision Statement

Notre Dame Academy is a community where all are welcome.

We envision a climate of inclusivity, compassion, and respect.

We value spiritual, intellectual, emotional, social, and financial safety for all members.

We pledge the courage to hold ourselves and others to these standards.

The normative beliefs NDA supports are the following:

- Each of us is responsible for creating a safe social climate.
- We treat everyone with civility.

- We are accountable for our actions.
- After a mistake, we make it right.
- In this school we protect each other.
- We work hard to include others in our work, sports and play.
- Adults help us deal with aggression.
- Aggression is everyone's problem.

At Notre Dame Academy it is **NEVER** okay to:

- Use teasing to hurt someone
- Spread malicious gossip Use exclusion to hurt someone
- Build alliances against another person

Use aggression to hurt, embarrass or humiliate someone