

NOTRE DAME SCHOOL

PARENT/STUDENT

HANDBOOK

2017 – 2018

**Notre Dame School
1781 Marshall Road
Vacaville, CA 95687
Phone: (707) 447-1460**

School Website: www.notredamevacaville.org

School Colors: Green/Gold

**Accredited by
Western Catholic Educational Association
Western Association of Schools and Colleges**

Welcome Letter

Dear Notre Dame School Families,

Notre Dame School opens its doors for the 32nd year this year. On behalf of our pastors, faculty, and staff I warmly welcome you. Let this be a year of joy, learning, community, prayer, celebration, exploration and love. We ask the intercession of Our Blessed Mother in this 100th anniversary of her appearance at Fatima, to bless us all and give us the wisdom we need to do our best in serving God and one another.

Peace,

Mrs. Susan Kealy
Principal

The Principal, at her discretion, may waive any regulations in this Handbook for just cause and is the final recourse in disciplinary action. Additionally, the Principal may amend this Handbook for just cause. Parents will be notified if changes are made in the Handbook. Please note: While this Handbook contains many, but not all of the policies, rules and practices of Notre Dame School, many of them are provided in summary form. If necessary, the school reserves the right to change its policies, rules, regulations, and practices during the school year. Parents and /or guardians will be given prompt notification if changes are made.

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SECTION I

MISSION STATEMENT

Notre Dame School is a faith-filled, Catholic community comprised of staff, students, parents and parishioners devoted to the following:

- Encouraging students to know and live their Catholic faith
- Building a strong academic foundation
- Helping students grow into confident, socially responsible citizens

PHILOSOPHY

We, the Notre Dame School Community, within the framework of St. Joseph and St. Mary's parishes, are committed to giving our students a firm academic and spiritual foundation rooted in Catholic values. The parents are the primary educators of their children, and we, in respectful partnership, assist them in their children's pursuits of academic excellence and success. Under the inspiration of the Holy Spirit, the school community strives to develop Catholic social teachings in our contemporary, multicultural world. We foster the growth of the total child as a unique creation of God.

With these convictions to guide us, we see this overall process as a cooperative effort between the parish community and the school. To implement these philosophical beliefs, we established the following goals:

School-wide Learning Expectations

As Catholic learners we demonstrate our Catholic Identity through Active Communication skills, Critical Thinking skills, and Community Stewardship as we become Lifelong Learners. We practice **Reverence, Respect and Responsibility** in thoughts, words and actions.

Reverence

We worship and honor God through

- Mass, prayer, and the sacraments
- good works through service to others
- knowledge of Catholic Church teachings and traditions

Respect

We follow the life and example of Jesus in

- respect of ourselves, our families, our school community and beyond
- as stewards of all creation
- how we express ourselves

Responsibility

Through the gifts of the Holy Spirit, we

- practice social justice
- think critically in problem solving
- practice academic excellence in preparation for college and professional career

SPIRITUAL GOALS

- To build a Community of Faith in our school, our parish, and our neighboring community.
- To help students develop a closer relationship with God through liturgy and prayer, both personally and communally.
- To impart in each child a knowledge, understanding, and love of the word of God in Scripture.
- To prepare each child to apply Catholic Christian values in his or her individual daily life.
- To develop in each student a “Gospel Awareness” of the needs of others within our parish, community and our world.
- To teach that each student is responsible for peace, freedom and preservation of the world.
- To provide opportunities for experiencing “awe” at God’s creation.

INTELLECTUAL GOALS

- To provide a quality academic program that fosters critical thinking and cooperative learning.
- To meet the individual needs of each student through a variety of learning experiences.
- To develop each student's creativity and intellectual awareness.
- To promote effective study skills, work habits, and a zest for lifelong learning.

PHYSICAL GOALS

- To provide opportunities for students to develop fine motor and gross motor skills.
- To help students develop healthy bodies by fostering good health attitudes and practices that will benefit them through life.
- To help each student develop a respect for his or her body.
- To provide opportunities for students to participate in extracurricular sports activities.
- To promote good sportsmanship in each student.

COMMUNITY SERVICE

- To develop in each student a "Gospel Awareness" of the needs of others within our parish, community, and our world.
- To teach personal responsibility as stewards of the world locally and globally.

PERSONAL – SOCIAL

- To recognize “self” as a unique and valuable being.
- To appreciate the diversity of all individuals.
- To foster a spirit of openness, friendship, caring and sharing.
- To appreciate racial, ethnic and cultural differences, as well as similarities.

PSYCHOLOGICAL – EMOTIONAL

- To develop a realistic self-image.
- To achieve high ideals of truth, justice and shared responsibility.

RELIGIOUS EDUCATION, SACRAMENTAL PREPARATION, LITURGICAL PROGRAMS

For the children of Notre Dame School, religious education is an integral part of their daily lives. Notre Dame School serves the needs of both St. Joseph and St. Mary's parishes in Vacaville.

1. The school shall provide regular religious instruction to all students in accordance with Diocesan policies/directives and school policies in under the direction of the pastors of both St. Joseph and St. Mary's parishes.
2. The school shall prepare the students for the celebration of sacraments, taking into consideration the particular directives of each parish.

Grade 2 – Reconciliation & First Holy Communion

Grade 7 - Confirmation

The place of the first reception of the Sacrament of Eucharist and Confirmation shall be each student's own parish church.

The Sacrament of Reconciliation may be celebrated at St. Joseph Parish. Mass is celebrated on a weekly basis. Prayer services are held in accordance with the Liturgical calendar.

SECTION II

FACULTY and STAFF

Pastor, St. Joseph Church	Father Renier Siva
Pastor, St. Mary's Church	Father Blaise Berg
Principal	Mrs. Susan Kealy
Vice-Principals	Mrs. Kate Smith and Mrs. Karen Mraz
School Secretary	Mrs. Carol Roman
Bookkeeper	Mrs. Suzanne Fiori
<u>Faculty</u>	
Transitional Kindergarten	Ms. Amanda Tafoya
Kindergarten	Mrs. Stephanie Pacheco
Grade 1	Mrs. Suzanne Board
Grade 2	Mrs. Katie Martinez
Grade 3	Mrs. Kate Smith
Grade 4	Mrs. Mary Beth Thompson
Grade 5	Ms. Emily Case
Grade 6 Homeroom, 6-8 Religion & ELA	Mrs. Karen Nelson, Mrs. Loretta Olsen
Grade 7 Homeroom, 6-8 Science & Technology	Mrs. Tracy Crawford
Grade 8 Homeroom, 6-8 Religion, Social Studies & ELA	Mrs. Karen Mraz
Middle School Honors Math & Algebra	Mr. Ed Pawley
Middle School Grade Level Math	Mrs. Maureen Jackson
Art	Mrs. Sharon Bentley
Physical Education/Athletic Director	Mr. Joseph Marcano
Music	Mrs. Marion Oliver
Spanish	Ms. Bertha Ortiz
Educational Achievement Specialist	Mrs. Meghann Bauer
<u>Assistants</u>	
Transitional Kindergarten Assistants	Mrs. Julie Denton, Mrs. Jan Musick
Kindergarten Assistant	Mrs. Wendy LePage
Grade 1 Assistant	Mrs. Kathy Lynn
Grade 2 Assistant	Ms. Robin Vetter
Grade 3 Assistant	Mrs. Marlene Cowderoy
Grade 4 Assistant	Mrs. Jennifer Knight
Grade 5 Assistant	Mrs. Sharon Bentley
Grades 6-8 Assistant	Ms. Dee Dee Esque
Grades 6-8 Assistant	Mrs. Maria Saravia
Extension Director	Mrs. Araceli Robinson
Extension Assistants	Ms. Robin Vetter, Mrs. Kathy Lynn Ms. Dee Dee Esque, Mrs. Jan Musick
Head Custodian	Mr. Alfredo Herrera
Night Custodian	Mr. Gerardo Retiz
Counselor	Mrs. Terri Graves

CATHOLIC SCHOOL ADVISORY COMMISSION

The Catholic School Advisory Commission (CSAC) is made up of members from the school and church community. The responsibility of the School Advisory Commission is to advise the principal on community issues that affect the school. It is made up of members from the school and parish community. Among its responsibilities are researching and advising in the areas of mission effectiveness, school/parish connection, facilities, technology, publicity, and development.

The School Advisory Commission meets on the second Wednesday of each month at 5:30 p.m. in the Notre Dame School Faculty Room. Meetings are open to interested persons. Everyone has the right to address the Commission by requesting to be heard on the agenda. Agenda items must be submitted to the office two weeks prior to the meeting. The agenda is published one week before each meeting.

The School Advisory Commission shall be composed of the following members:

1. Both pastors and their delegates as ex-officio members.
2. The principal as executive officer.
3. Appointed members from each parish.
4. President of Parent Guild.
5. Other members appointed at the discretion of the principal.

MEMBERS OF THE 2017-2018 SCHOOL ADVISORY COMMISSION

Father Renier Siva, Pastor of St. Joseph Church
Father Blaise Berg, Pastor of St. Mary's Church
Mrs. Susan Kealy, Principal
Mrs. Sandy Freethy, Chairman
Mrs. Laura Albidress
Mrs. Rose Centron
Mr. Stephen Power
Mrs. Suzanne Fiori, Secretary of CSAC
Mrs. Kendra Brummer, Parent Guild President
Faculty Representative (rotating)

PARENT GUILD

The purpose of the organization is to bring a close coordination and cooperation between parents and teachers as well as to strengthen our commitment to the teachings of the Catholic faith, academic excellence and the development of strong moral values.

The Parent Club mission is to provide opportunities for fellowship that develop a strong and meaningful Christian community among school families, faculty, staff and administration; and planning and coordinating safe community events and fundraising activities.

This organization serves a number of functions that include providing knowledge of the school operations in general; acting as liaison between parents and teachers so that classroom instruction can be reinforced by parents in the home and teachers will be aware of specific goals and expectations for the children by their parents; and providing parent support for the school, such as volunteer services, and participating in needed fundraising activities.

This organization serves a number of purposes that include:

- a) Acting as a support system for parents and teachers.
- b) Providing parent support for the school, such as volunteer services and participating in needed fund-raising activities.

The Notre Dame Parent Guild holds general meetings on the third Thursday in the months of August, November, January, March, and May. Parents are encouraged to attend all meetings.

PARENT GUILD OFFICERS

President	Mrs. Kendra Brummer
Vice President	Mrs. Ashley Pearson
Treasurer	Mrs. Christine Chetham
Secretary	Mrs. Rochelle Garrido
Parliamentarian	Mrs. Heather Santiago

NOTRE DAME SCHOOL STUDENT COUNCIL

The Notre Dame School Student Council is a student body organization which consists of faculty operators and elected student officers. The purpose of this organization is to provide learning experiences in leadership, citizenship, scholarship, human relationships, and cultural values. Students, feeling a sense of worth and an ability to contribute to the well-being of the total school community, will grow in caring, the pride they take in themselves and in their school. Students must perform their assigned duties in a satisfactory manner and maintain required grades in academics, and conduct and effort in order to remain in office.

NOTRE DAME SCHOOL SAFETY PATROL

St. Notre Dame School Safety Patrol is a student body organization which consists of a staff supervisor and fifth through eighth grade student volunteers. The role of a safety patrol member is to direct children, not traffic. As school-age leaders in traffic safety, patrol members teach other students about traffic safety on a peer-to-peer basis. They also serve as role models for younger children. Safety Patrol required students to be responsible, hardworking, committed and punctual. Students selected to the Safety Patrol are expected to maintain behavior in accordance with the principles of Christian conduct as outlined in the Parent/Student Handbook.

Students must apply each year to be considered for the Notre Dame School Safety Patrol Team. The Safety Patrol Officer of the Student Council, Jillian Ferreira, places students into teams. Students are scheduled for one week a time through the school year as teams rotate. Students serve 2:55 - 3:15 P.M. on their assigned weeks. Students who are unable to fulfill their duty must speak with Jillian Ferreira at the earliest convenience to secure a substitute. Students who consistently do not meet the requirements of the Notre Dame School Safety Patrol may be asked to forfeit their position.

SECTION III ADMISSION POLICY

Mindful of its primary mission as an effective instrument of the educational ministry of the Church, and as witness to the love of Christ for all, Notre Dame School admits students of any race, color, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame School does not discriminate on the basis of race, color or ethnic origin, in the administration of education policies, admission policies, scholarship, athletic and other school-administered programs. Likewise, Notre Dame School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and/or ethnic origin.

- Transitional Kindergarten:** A child may be admitted into transitional kindergarten if he or she is 4 years of age on or before September 1st of the current school year.
- Kindergarten:** A child may be admitted into kindergarten if he or she is 5 years of age on or before September 1st of the current school year.
- First Grade:** A child may be admitted into first grade if he or she is 6 years of age on or before September 1st of the current school year.

PRE-REGISTRATION

Families already enrolled in Notre Dame School are sent forms in March of each year. The form is a statement of intent whether or not parents wish their child(ren) to return to Notre Dame School for the next school year. Parents are asked to return the form by the specific date indicated on the form. Failure to complete the form by the specified date could result in non-acceptance of a family for the next school year. Formal acceptance notices are not sent for children already attending Notre Dame School.

RE-ADMISSION

All families who have not fulfilled their Fundraising Obligation or Parent Volunteer Hours Requirement throughout the year will be notified and a conference will be requested by the Principal before the family is re-admitted into the school for the following school year. A higher registration fee will be charged for non-participating families.

APPLICATION

Families wishing to enroll in Notre Dame School for the 2018 2019 school year may apply beginning **January 16, 2018**. The procedure for reviewing applications of new students for Notre Dame School is outlined below. Applications will be available on line. They must be complete and contain all necessary documentation in order to be considered.

1. Transitional Kindergarten (TK) and Kindergarten Application

The first block of applications for TK and Kindergarten will be taken **January 16, 2018 through February 16, 2018**. Families will be given information regarding assessment and conference with the principal. Parents will be notified in early March as to acceptance.

2. Grade 1-7 Application

Applications will be available beginning January 16, 2018. Students will be assessed the week of **April 9, 2018**. Parents will conference with the principal this week also. Families will be notified soon after testing.

3. The following priorities are applicable in accepting students provided the school timelines are adhered to:

- a. Siblings of currently enrolled students
- b. Participating church members in both St. Joseph Parish and St. Mary's Parish.

- c. Participating church members of parishes in Fairfield, Dixon, and surrounding areas
 - d. Transferring students from Catholic schools outside the area
 - e. All other applicants
4. Parents registering children for school must present a copy of the child's birth certificate, all sacramental certificates, a letter from their pastor, copy of latest report card and recent test scores, where applicable. No applications will be processed until this information is recorded.
 5. Applications are valid for 15 months from date of completion.
 6. A \$30.00 non-refundable fee for each child must accompany each application. This fee is paid only once.

MID-YEAR ACCEPTANCE POLICY

If the school administration determines that an opening will occur during the school year, the following steps will be followed:

1. Referral to the waiting list for qualified applicants seeking acceptance.
2. The following will be requested:
 - a. Most recent test scores.
 - a. Copy of latest report card.
 - b. Copy of current teacher evaluation.
3. A conference will be set up with the applicant and his/her parents, and the principal.
4. The final decision will be made by the principal.

WITHDRAWAL

Families choosing to withdraw their child(ren) from Notre Dame School must do so in writing as a matter of record. The letter must state reason for withdrawal and applicable dates. Families are expected to give a 30-day notice before removing a student from Notre Dame School. Tuition will be charged for 30 days following the date of notice, whether or not the student is still in attendance. All records are forwarded to the new school upon request.

SECTION IV
CODE OF CONDUCT Covering Students and Parents/Guardians Attending Catholic Schools

Attendance at a Catholic school in the Diocese of Sacramento is a privilege. The privilege of attending a Catholic school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education in a Catholic school. Parents who desire a quality Catholic and morally-based education for their children can best achieve this goal when the school's students, parents and officials work cooperatively together. Normally, differences can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from school.

It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook and contract of the school.

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any parent/student handbook and the contract of the school.

These Christian principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral and behavioral expectations of the school.
1. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
1. Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and Notre Dame Catholic school.
1. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.
1. These expectations for students and parents/guardians include but are not limited to, all school-sponsored programs events (e.g. extended care, licensed child care programs, athletics, field trips, etc).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and/or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

DAILY SCHEDULE

7:00 A.M.	Extension Opens
7:45 A.M.	Yard supervision begins Students who arrive earlier than 7:45 will be sent to the Extension Program the family will be charged a fee.
8:00 A.M.	A.M. Bell – School day begins. For student safety, parents are asked to remain in front of the library/school office entry doors.
9:30–9:50	Transitional Kindergarten and Kindergarten Recess
9:55– 10:05	5th-8th Nutrition Break
10:05–10:20	1st-4th Recess
11:40-12:25	Transitional Kindergarten and Kindergarten Lunch
12:10-12:50	1-4th Lunch
12:35-1:10	5th-8th Lunch
2:50 P.M.	Transitional Kindergarten and Kindergarten Dismissal
3:00 P.M.	1st- 8th Dismissal

Minimum Day Dismissal all grades is at 12:15 P.M.

All children must be picked within 15 minutes of dismissal time or the student will be sent to Extension and Extension fees will be charged. Students may be picked up in the gym.

EXTENSION PROGRAM

Notre Dame School Extension Program is available from 7:00 A.M. to 6:00 P.M., Monday through Friday during the scheduled school year. The Extension Program offers full-time, part-time and drop-in rates. It is closed on all the holidays and vacations. The after school Extension Program will be closed on:

November 21	Thanksgiving Recess
December 22	Christmas Break
March 29	Holy Thursday
May 31	Last Day of School

The Extension Program has its own handbook with detailed information.

Registration for Extension is ongoing throughout the school year. Applications and emergency forms are available in the school office. The registration fee for Extension is \$50.00 per family.

LUNCH PROCEDURES

Students are to bring a lunch to school or order hot lunch. Lunches are not to be dropped off at school; they are to come with the student. The school staff has many jobs; running around to deliver a student's lunch is not one of them. Lunches must come to school with the student. Notre Dame School is a closed campus. Therefore, children are not to be taken off campus for lunch nor are parents allowed to come to school and eat lunch with their child. **No fast food lunches are allowed on campus. Fast food is any food that can be obtained by going through drive-thru window. Cold food sandwiches such as Subway are allowed.** Students may bring their lunch or purchase hot lunch. Hot lunch is available through

Food 4 Thought Catering five days a week except on minimum days. Students who do not have a lunch will be served a corn dog; the family will be charged \$5.00

SECTION V GENERAL POLICIES

ATTENDANCE

The expectation is students will be on time for school - arrive and in line at 8:00 A.M. Children learn best when they are on time and present at school. However, we recognize that children do become ill during the year. In that event please call or email the school office by 9:00 A.M. and let Mrs. Roman know of the absence. Mrs. Roman will inform the teacher(s). **Special circumstances relating to the absence, ie. several day illness, should be shared with the teacher directly. In addition to the phone call to the office, a written or email note to the teacher stating the reason for the absence is required on the day a child returns from a period of absence.** Written excuses are filed for reference until the end of the school year. **Students must be fever free for 24 hours prior to returning to school.**

California law requires compulsory school attendance by all children between the ages of six and sixteen. (California Education Code, Section 12101). **Regular school attendance in an important part of our program. Vacations, pleasure trips, and special events MUST be scheduled during vacation days and not during school days. Class attendance, participation and in-class assignments are of the utmost value in the child's total education. Any student who accumulates six(6) or more excused or absences during one trimester shall conference with the teacher to establish an action plan to make up work. Any student who accumulates three (3) or more unexcused during one trimester shall conference with the principal.** If necessary, tutorial instruction arrangements may need to be made by parents. More than twelve (12) absences in a school year will require a mandatory conference with the principal to determine if the student must be retained. **An "incomplete" grade may be given to any student who has been absent ten (10) days or more in a trimester. Students with excessive absences may not be considered for Honors.**

Excused Absence

Excused absences include:

- Verified medical appointments with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- Personal illness verified by parental note. (Chronic illness of 3 or more days may require a doctor's verification). **Students who are absent for medical reasons will receive homework upon return to school.**
- Serious illness or death in the family or other similar serious events.
- Attendance at a funeral of an immediate family member.
- Any other absences will be excused from school only with documentation from a physician.
- Any other absence for serious reason deemed excusable by the school administration.

Parents should call the school office if a child will be absent for the day or several days. A written excuse or email sent to the teacher must accompany the student when he/she returns to school.

Unexcused Absence

All absences not classified as excused, will be considered unexcused. It is the responsibility of the student to make up work due to absences. The student is expected to communicate with the teacher(s) upon returning to school for missing assignments. Teachers are not required to provide tutoring, makeup work, or special testing schedules for unexcused absences. Parents should not ask teachers to have assignments prepared for the student before he or she leaves for a vacation. Extended absences may result in a grade reduction due to the inability of the student to participate in classroom learning activities. The school

administration has final and absolute discretion to determine the conditions and terms governing such absences. Check website for assignments.

Medical/Dental Appointments

Appointments should be made for after school hours insofar as possible. If it is necessary for a child to leave during school hours, a note or email stating the time of the appointment and the adult with whom the child will go is to be sent to the office. Parents/Guardians will call for the student in the school office where they will sign a log indicating their name, student's name, time of departure and date. If the student returns to school on the same day, the student must sign back into school through the office and bring a medical slip, from the doctor or dentist when he or she returns to school.

BACKPACKS

Notre Dame School firmly believes in promoting healthy habits for our students. Therefore, please stress to your children the importance of only taking home the books needed for school homework assignments. This will reduce the weight of student backpacks. Also, students are encouraged to travel from class to class with only necessary textbooks. Additional texts should be left in their lockers (8th grade only), student desks or classroom storage areas. We strongly encourage the use of rolling backpacks for upper grade students.

BIRTHDAYS

Birthdays may be observed with a healthy snack for the entire class that will be shared at morning recess. If you wish to bring a small, healthy treat, **for consumption at morning recess only**, please contact your child's teacher two days prior to the day. Treats containing nuts or excessive sugar must be approved by the teacher. **No birthday gifts or "goodie bags" may be passed out at school.** Party invitations may be passed out at school only if there is one for every child in the class. This will prevent hurt feelings.

CHILD ABUSE/NEGLECT

Notre Dame School employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse and emotional maltreatment) to a child protective agency.

ELECTRONIC DEVICES

The privacy of all students and employees is protected during the school day. All electronic devices except for the Chromebook turned off at all times until the school day is over and then may only be used in the presence of a staff member until under the direct supervision of a parent. Personal items that can take and/or transmit electronic images including the iPad, smart watches, digital cameras, cell phones, computing devices and video cameras cannot be used to take or transmit images at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

Since cell phones are not to be used on the school premises, a student is to use the office or Extension phone if a need arises. Parents are not to call their son/daughter on a cell phone. Call the school office if there is a need. If the cell phone is used, it will be taken away and a parent may come to the office to retrieve the phone. If there is a second occurrence the cell phone will not be allowed at school for the remainder of the trimester.

The school is not responsible for any electronic devices or cell phones that are damaged or stolen.

EMERGENCY DRILLS: EARTHQUAKE, FIRE, LOCKDOWN, LOCKOUT SAFETY

Earthquake and fire drills are held periodically throughout the school year, often under the supervision of the Vacaville Fire Department. Lockdown and Lockout drills are conducted under the supervision of the Vacaville Police Department. In addition, teachers hold monthly drills for all emergency safety drills.

EMERGENCY INFORMATION

At the beginning of each school year, parents or guardians must provide the school with current and complete family emergency information both through SchoolSpeak and on an emergency card. This information should include the name of the family physician, as well as the name of a friend, relative, or neighbor who can be reached and can pick up the child in case of an emergency/sickness. It is the responsibility of the parent/guardian to put in accurate and full information in School Speak for the safety of your child. **The emergency information should include cellular phone and work phone where parents or guardians can be reached in case of an emergency.**

Please submit changes in address, telephone, employment or marital status during the school year through School Speak. It is imperative that school records have accurate information especially in the event of an emergency situation involving your child.

EMERGENCY PLAN - DISASTER

In the event of a disaster during school hours:

- Do not telephone the school. Lines must be kept open for emergency use.
- Our website (<http://www.notredamevacaville.org> and [Schoolspeak.com](http://www.schoolspeak.com)) will be updated continuously.
- Tune your radio to the emergency broadcast station.
- Report to the adult in charge at school.
- During evacuation, if possible, students will assemble in the middle of the schoolyard.
- Pick up child as soon as possible.
- All students will be cared for in the supervised areas until they are picked up.
- Remain calm.

According to State Law, students will be released to parents, guardians or other specifically designated persons only. We will send home our **Notre Dame Disaster Information Form** for parents to complete and return to school. The office, as well as your child's teacher, will keep a copy of this form. Please be sure that your child knows the person you have designated for emergency pick-up.

If an emergency occurs outside of school hours, please listen to your local radio station for advice of school closures. As a general rule, our school will follow the same procedure as the public schools in the area.

FAITH FAMILIES

Faith Families are comprised of a student from each grade TK - 8 who pray, play and participate in activities throughout the year. There are over 30 faith families in our school.

FIELD TRIPS/FIELD TRIP SAFETY

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, 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.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due to the teacher to allow for planning.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are non-refundable.
14. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring siblings on the field trip.
17. All chaperones must be 25 years of age or older. Transportation: Field trips are of educational and/or cultural value and are directly related to the curriculum. Buses will be used as much as possible to ensure the safest conditions possible when transporting children.
18. When we must rely on parent drivers to provide these enriching experiences, we need to ensure that the following guidelines are followed. Parents volunteering to drive on field trips are required by California State Law to have on file in the school office:
 - A chest X-ray or TB skin test verification.
 - A copy of the parent's driver's license
 - Proof of insurance
 - Shield the Vulnerable clearance
 - Volunteer drivers and chaperones are based on approval of the classroom teacher.

It is the teacher's responsibility to assign which car a child is placed in for the field trips. Please do not request for a certain child to ride in your car or for your child to ride with another parent. The teachers know your children well and create the carpools that are balanced and hopefully trouble free. You will be guaranteed that your own child will ride with you. For the safety of the students it is mandatory that drivers have a good driving record, completed insurance information on permission slip, and are not taking medication that would affect their driving. Chaperones will supervise students that are in their care and report any difficulties to the teacher as soon as possible. Vehicles must have seat belts for all passengers. Drivers must take the route assigned by teacher and not make any unassigned stops. Chaperones will carry out guidelines assigned by teacher for a particular field trip. Chaperones have students assigned to their care; cell phone use is to be kept to a minimum. Parent's eligibility to drive on future field trips will be revoked if any of the above rules are not followed.

Field trips are privileges. No student or parent has an absolute right to attend a field trip. Students may be denied a field trip if they fail (due to lack of effort) to meet academic and behavioral requirements of a teacher. Parents/guardians may refuse to permit their child to participate in a field trip. The student will remain on school grounds when denied a field trip by the school or parent/guardian and he or she will complete school assignments.

By diocesan directive, students and authorized chaperones (selected by the teacher) will travel by chartered bus. If this is not the case, in special circumstances determined by the administration, the specific permission slip will contain the important information. Transportation for students on a field trip must fully meet diocesan requirements. Parents **must** have proof of a valid driver's license and adequate liability insurance when driving students on field trips. The amount of liability insurance required is \$300,000 and all students must be contained in a seat belt. Field trips are limited to students in the participating grade(s). Younger and/or older siblings cannot be accommodated. Parents who agree to chaperone must have a Fingerprint clearance on file. Trips will be planned thoroughly so that parents are informed well in advance and adequate supervision is provided. The principal or her designee will approve all vehicles used for the fieldtrip.

HEALTH INFORMATION

The health of your child is of extreme importance to our school. A sick child does not learn and could affect the ability of other children to learn. Notre Dame School does not have a nurse on campus. Our parent volunteer nurses provide health care management, which can include health care screenings for vision, hearing, scoliosis, and referrals for professional health care. Health screenings do not take the place of professional examinations. At school, illnesses are not diagnosed but symptoms are determined by using similar methods to those you use at home. No medication can be given at school unless written permission is given by parents/guardians and the physician.

For your child's welfare, as well as for other children who may be exposed to an illness, students should be kept at home with the following systems: severe sore throat, vomiting, diarrhea, temperature over 99, persistent cough, rash of unknown origin (until identified and found non-contagious or treated with medication for no less than 24 hours as verified by a physician).

COMMON COLD AND/OR SORE THROAT: Many of the communicable diseases, including the common cold, start with soreness and redness of the throat. During the acute stage of a cold—at least the first 3-4 days, the child should be kept at home. Never send a child to school when he or she has a persistent cough or a fever.

CHICKEN POX: Exclude your child from school until no new blisters are forming and the old ones have dried crusts on them. This varies from 7 to 12 days.

FIFTH DISEASE: mild, non-febrile rash appears on the face, (has the appearance of looking like the cheek has been slapped) and fades within 4 days. Second, rash appears on the extremities, then fades and produces a lace-like appearance. Exclusion from school until rash subsides is not necessary, however, the school should be notified of the diagnosis.

HAND, FOOT, AND MOUTH DISEASE: A highly contagious viral disease characterized by sudden onset of fever, sore throat, sores in the mouth, and rash on the palms of the hands and soles of the feet. Exclude student from school until rash is gone and student is fever free for 24 hours.

IMPETIGO: Keep student at home until there is a physician's statement of antibiotic treatment for a minimum of 24 hours. Sores must be covered or bandaged.

LICE: Exclude child from school until treated. Medicated shampoo may be obtained from a physician or pharmacist. After treatment, a fine-tooth comb or fingernails **must remove all nits (eggs)**, per diocesan policy, before the child may return to school. School personnel must clear student before returning to class.

MONONUCLEOSIS: A viral syndrome characterized by fever, sore throat, and swollen glands. Physician's release is needed to return to school.

PINK EYE: (Bacterial or viral) Sclera is red or pink and lining of eyelids inflamed. For both bacterial and viral conjunctivitis, exclude student from school. Student may return to school when eyes are clear.

POISON OAK: This is not considered contagious but if it is a severe case, especially if it is on the face and the eyes are swollen, keep the student at home and consult your doctor.

RINGWORM OF BODY OR SCALP: Exclude student from school until treatment has started (minimum of 24 hours) as verified by a physician.

SCABIES: Bumps caused by a mite are seen between fingers, on wrists, elbows, axillary folds, etc. Exclude student from school until treated with prescribed medication for 24 hours. Verification of treatment is required for student to return to school.

SCARLET FEVER: An acute systemic streptococcal disease characterized by an abrupt high fever, sore throat, red pinpoint rash (like sandpaper) on trunk and extremities which appears 12-24 hours after initial pharyngitis. Exclude student from school until student is fever free for 24 hours and has been on antibiotic treatment a minimum of 48 hours. Physician verification of treatment is needed for readmission.

STAPHYLOCOCCAL INFECTION (boil, sty, and infected cut): Exclude student from school until treated by a physician. Cover lesions with a bandage.

TEMPERATURE: Over 99, student must remain at home 24 hours after temperature returns to normal.

VOMITING, DIARRHEA: Keep student at home until completely recovered and regular eating elimination habits have returned.

Please be sure that Notre Dame School has **up-to-date** information at all times concerning your address, telephone number, place of employment, and **at least two** current local emergency numbers of friends or relatives. If you change day care providers, please let the office personnel know who is to be responsible for your child in the case of accident or illness.

Notre Dame School works cooperatively with state and local health agencies to prevent, control and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Sacramento. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

HEALTH PROGRAM

A parent who is a Registered Nurse volunteers to coordinate and maintain the school health program. It is his or her responsibility to update individual student health records and to report to the principal apparent health problems or referrals of health problems from teachers.

The school provides screening each year for vision and hearing. For grades 5-8, we conduct a screening for Scoliosis. If a child exhibits difficulty in any of these areas, the school nurse will refer his or her parents to the local health agencies or to the proper specialist for follow-up.

HEALTH SCREENING EXAMINATIONS

Parents or guardian enrolling a child in the first grade MUST provide evidence that the child has received the health screening and examination required by law or must bring a signed waiver stating that they do not want health screening for their child. The screening and examination may be conducted within 18 months prior to registration/enrollment in first grade but no later than September 1 of the current school year. Immunization for Hepatitis B is required for children entering Kindergarten as well as students in Grade 7.

HEALTH IMMUNIZATIONS

The state of California requires that each child enrolling in the first grade and seventh grade present satisfactory evidence that he/she has received the required health screening and evaluation services within the previous two years. Additionally, students entering 7th and 8th grade are required by law to have the Tdap vaccine. **Proof of this vaccine is due by September 1, 2017.**

State law also requires that all pupils be immunized against diphtheria, tetanus, mumps, measles, pertussis, poliomyelitis, hepatitis B, and rubella prior to first enrollment. A California Immunization Record (CSIR) must be on file before students are admitted to the school. No child will be admitted unless records are presented.

INSURANCE

Since all students are covered by insurance for injuries incurred on the school grounds, as well as being covered to and from school supervised activities; in the event of an injury or accident, parents should contact the school office for forms. Insurance provided by the school is \$15,000 maximum per covered accident during the regular school year providing the accident occurs while:

- Attending school, including one hour before and after school.
- Traveling directly to or from home for regular classes.
- Participating in school sponsored activities or athletics (except Interscholastic Tackle Football) while under the supervision of a proper school authority.
- Traveling in school provided vehicles any time while under the supervision of a proper school authority.

INTERNET – ONLINE SOCIAL MEDIA AND NETWORKING POLICY

Internet Policy

Internet access is available for student use on Notre Dame campus to support education consistent with Notre Dame School's learning objectives. Computers and Chromebooks are provided as tools for research, completion of assignments and communication. Teachers will be posting homework and long term assignment information on their class pages through SchoolSpeak. Teachers will be using Google Classroom tools and many approved online curriculum supports. Parents will be notified of approved online websites. Parents and students have immediate access to information about assignments, such as assignment directions, grading rubrics and due dates.

It is our goal to prepare our students to compete in an ever changing world. We are teaching them to use the Internet in a responsible and ethical manner. **By signing the contract accompanying this handbook, all parents and students are fulfilling their obligation to read and agree to the Acceptable Use Policy.**

Online Social Media and Networking Policy

A variety of social networks exist (Twitter, Facebook, and Instagram, among others) and millions of people including our students and parents/guardians, utilize one or more of these networks on a daily basis, for professional and personal purposes. These services provide different methods of interacting with other users, including emailing, instant messaging, group discussions, blogging and video/photo sharing.

The use of social networking in connection with Catholic school activities presents many opportunities as well as reasons for caution and prudence. Due to their popularity, social network services allow parents/guardians and students to communicate in an effective and efficient way. These electronic communications also, by their nature, permit abuse and misuse, necessitating the following standards of conduct for individuals connected with our Catholic schools.

Ethics and Responsibility

When a Catholic school student or parent/guardian is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, our Diocese and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents/guardians conduct themselves in an ethical and responsible manner when using online media. Specifically, the following standards of conduct should be observed at all times:

- Never post content that has the potential to be a source of scandal for the Church. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory or defamatory comments and images that discredit or causes embarrassment to the school, Diocese or the Catholic Church, or to other students, parents/guardians, diocesan (school) employees or parishioners.
- If a student or parent/guardian regularly identifies him or herself as such in a personal website, blog or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, parish or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: “The views expressed on this site are solely my own and do not necessarily reflect the view of Notre Dame School, St. Joseph or St. Mary’s Parish or the Diocese of Sacramento.”
- Students and parents/guardians should be ethical and responsible participants in social media. They should, at all times, attempt to be accurate, truthful and respectful in any public postings.
- Students and parents/guardians may not use school, parish or diocesan trademarks or reproduce any school, parish or diocesan materials or logos without express permission from the pastor or his designee.

Photographs and Videos

The ease of reproducing and using digital images has resulted in photographs and video files being extremely common on the web and they are freely posted and passed around by users of online social media. It is the policy of the Diocese of Sacramento that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

The Diocese has no desire to intrude into or restrict the rights of parents/guardians and students to freely post personal photographs on their online social media sites as they see fit. If they intend to upload photographic images or video files related to Catholic school activities, however, then students and parents/guardians must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the images should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission and the student or parent/guardian asks that it be removed, the student or parent/guardian's wishes should be observed.

Even if parents/guardians have granted permission for the use of photographs or video images of their child(ren), care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent/guardian for the additional connection.

Chromebook Assignment

Chromebooks are available for each student. Students in grades six through eight will use the chromebook in their homeroom and travel to classes with it. Each student is responsible for his/her chromebook. Parents sign an agreement in the start of the year acknowledging they are responsible for repair and replacement costs depending on the damage to the device. Parents of students in younger grades may be liable for repair costs if their student willfully damages the chromebooks

Discipline

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the Diocese of Sacramento, through the Catholic School Department and the individual parish school. Discipline in this context will be determined by the Diocese, in its discretion, based upon the particular facts of the incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from Notre Dame School (for parent misconduct).

LOST AND FOUND

Parents/guardians should label all student belongings with names to facilitate return. Every effort will be made to return lost items to the classroom. Lost articles may be claimed before school begins in the morning or after school ends, in the lost and found box. Annually, accumulated articles will be donated to charity as the school has limited storage space. Small items, such as glasses or jewelry, may be picked up from the school office.

MASS ATTENDANCE

Notre Dame School's faculty, staff and students celebrate together (rain or shine) each Wednesday at St. Joseph Parish's 8:15 A.M. Mass. Parents are invited to attend all school Masses. Parents are encouraged to sit in the pew behind the classes unless previous arrangements have been made with the teacher to sit with the class. **Parents of the class leading Mass may join in the Offertory Celebration by processing to the altar behind the gift bearers. Father will give you a special blessing.** In addition, during the school year, monthly Parish/School Sunday Masses will be scheduled at St. Joseph and St. Mary's Churches.

Being part of Notre Dame School presupposes being part of the parish life at either St. Joseph or St. Mary's Church or your own Catholic parish. The children's spiritual life, fostered at home and at school, is an extension of the Sunday or weekend Masses. In order for the children to benefit from their religious education at Notre Dame School, it is vital that they participate in the weekend Masses with their families.

MEDICATIONS

If a student must bring medication to school, the following requirements must be met. **All medication must be brought to the school office for safekeeping. Inhalers and Epipens will be kept in a traveling container and travel with the class. Notre Dame School does not provide medication for students.**

Prescription Medications:

- Must be clearly identified as to the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- A note, dated and signed by the parent/guardian, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Refrigeration is available.
- The school secretary will administer medications.

Nonprescription Medications:

- Must be in the original container (aspirin bottle, cough medicine bottle, etc.)
- Must be clearly identified as to the name and type of medication and dosage instructions.
- A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

OFFICE HOURS

The school office is open from **7:30 a.m. to 4:00 p.m.** on regular school days. Please feel free to contact the office any time if questions or problems arise. Our office personnel, Mrs. Roman and Mrs. Fiori, are here to assist you in an expeditious manner. We appreciate your courtesy as they assist others. The office is a place of business; please be mindful of that when conversing. Appointments with teachers may be arranged by phoning the school office or by sending the person an email.

PARTIES

School Parties: All grades will have parties to celebrate the following events:

- Halloween
- Christmas
- Easter Party on April 9, the day we return after Easter Vacation.

Room parents are responsible for planning and conducting these events under the supervision and approval of the teacher.

PHYSICAL EDUCATION EXCUSES

Students, who need to be excused from physical education classes, must provide a written note with the reason for the excuse, signed by a doctor or parent/guardian to the Physical Education teacher. **Physical education excuses for more than three (3) days require the signature of a medical advisor.** Excused absences should be for reasonable periods of time as grades may be affected by the number of missed classes. Please see P.E. syllabus written by Mr. Marcano for more information.

PARENT/TEACHER CONFERENCES

Parents are required to attend Parent/Teacher Conferences during the school year. However, opportunities to discuss student progress are not limited to the assigned conference time. Appointments for conferences at other times can be arranged by contacting your child's teacher by email.

PARENT SERVICE HOURS

Service is at the heart of the faith community at Notre Dame School, and each family is required to perform thirty-six (36) hours of volunteer time to benefit the school. Single parent families are asked to perform eighteen (18) hours. **Parents, grandparents, and/or legal guardians may fulfill service hours. Volunteer hours are not transferable between families.**

Each family is responsible for completing their Parent Participation Hours, and recording them on SchoolSpeak monthly. The time frame for acquiring Parent Hours is June 1st to May 15th each school year.

Each family is expected to participate fully in the fundraisers sponsored by the Parent Guild. Funds raised by these activities assist in the operating expense of the school. Each family is expected to contribute \$325 through the Parent Guild Fundraisers. In addition each family is required to purchase a minimum of \$2200 in Scrip. Families may elect to opt out of fundraising by paying \$475 by September 8, 2017.

Non fulfillment of Parent Hours will result in an increase in registration and/or tuition fees for the coming school year. All Parent Hours and Fundraising obligations must be completed by May 15, 2018.

ROOM PARENTS

If you are interested in serving as a room parent, please contact your child's homeroom teacher during the first week of school. Room Parents will be provided with a general list of duties to be performed. A list of classroom Room Parents will be posted on the school website.

SHIELD THE VULNERABLE TRAINING

All employees and serving parents (who work with children) are required to complete a child abuse prevention and diocesan policy training once every three years. The on-line training program, "Shield the Vulnerable," is available in English and Spanish and can be accessed at www.shieldthevulnerable.org.

STUDENT RECORDS

A child's legal name must be used on all pertinent documentation.

Changes in address, telephone, employment or marital status during the school year must be reported to the school office as soon as the change occurs. It is imperative that school records have accurate information especially in the event of an emergency situation involving your child.

STUDENT SERVICE HOURS

Christian service should be an integral part of student life, as well as being part of our Religion curriculum. Therefore, each student is required to perform services during the year. The purpose of this requirement is to experience growth in spirituality and to realize the satisfaction received from giving of oneself. Following is a list of required service hours (Grades 5-8), and suggested service hours (Grades TK-4). Teachers will work with students; many class service projects are done.

Service can be defined in many ways. Some examples of service are listed below. To determine whether or not a student is performing a service, have them ask themselves if they are going above and beyond what is typically expected of them.

Examples of service:

- Read to a sibling
- Help at home
- Help at school
- Babysitting without being paid
- Volunteer at a nursing home or a pet shelter
- Donation of time to an organization
- Spend time with someone who is lonely
- Any activity that makes a difference in someone's life

These are just some examples; there are many possibilities. After performing a service, the student should record it on a sheet provided by their teacher (upper grade students have a service hour book). Service hours should be completed and submitted to the student's teacher by a determined date. Teachers will be working with students as there are services projects done by the entire class and these count.

Following is a list of service hour requirements for each grade level:

- TK, K, 1st Grade - 1 hour
- 2nd Grade - 2 hours, 3rd Grade - 3 hours, 4th Grade - 4 hours
- 5th and 6th Grade - 10 hours
- 7th Grade - 40 hours (Confirmation requirement)
- 8th Grade - 25 hours

STUDENT SUPPORT TEAM - SST

Notre Dame School relies on our educators to promote a learning environment that respects and reveres the needs of all students. We see to provide an educational environment that is in each student's best interest. There may be times when we feel a support approach may be necessary to assist a student in doing their best - be it academic, behavioral, and/or social. A Student Support Team may be put together. The support team may consist of the classroom teacher(s), Mrs. Bauer (Educational Achievement Specialist), counselor, principal and parents. The team follows a protocol of identifying a need(s), making recommendations, following through with recommendations, and reconvening to review progress. This process has helped a lot of students.

TARDINESS

Getting to school on time is an important responsibility of both parents and students. **School begins promptly at 8:00 A.M. A child is considered tardy if he/she is not in line when the bell rings.** A child will be asked to wait in the main corridor until the end of morning assembly and then join their class at the end of the assembly but prior to the class going to the classroom. However, the child will be marked tardy. If a child arrives at school after morning assembly they must go to the school office and pick up a tardy slip to be admitted into class. If a child misses two hours or more of class time, the child will be considered absent a half day. Students miss valuable spiritual and academic time when they are tardy/late for school. With this in mind, only three unexcused tardies per trimester will be allowed. For every tardy after the third per trimester, detention will be assigned to the student. If students are tardy more than four times in a trimester in addition to the detention parents will pay a fine of \$10 for each subsequent tardy.

TEACHER COMMUNICATION

Communication with the teacher is important if you have a concern about your child. Before and after school teachers are busy preparing lessons for students. If you wish to speak to your child's teacher, please email the teacher or call the school office and request that the teacher return your call. Teachers will make every attempt to return your email or call within 24 hours during school business days. Teachers will use their class SchoolSpeak pages to post information such as homework, field trips, etc. Internet e-mail addresses will be posted on the Notre Dame School web site. Please do not call or e-mail teachers at home.

All visitors, including parents/guardians, coming to school to deliver messages, etc., need to check in at the school office. To minimize disruption, it is school policy that classroom observations are not allowed.

TESTING

The Diocese of Sacramento has the following testing procedures. The annual ACT spring assessment is given to students in grades 3-8. All students in grades TK-8 will be tested every nine weeks in both Math and Reading using Renaissance Learning STAR assessments. These assessments are based on the Common Core Standards. These tests will provide teachers with feedback to configure their instruction with the goal of success for every student.

TEXTBOOKS

Textbooks are to be handled with care and **book covers are required at all times**. Writing in books or carelessness in handling books is unacceptable. Damage to textbooks will result in fines. Fees will be collected for misplaced or lost textbooks.

TOYS

Toys are not permitted at school. This includes toys and/or ornaments, key chains etc. in or on backpacks and any type of sports equipment including basketballs, tennis balls, footballs, etc. Small containers of hand sanitizer may be attached to a backpack. The school will provide sports equipment for recesses and physical education classes. **Items used to help alleviate stress may be used with permission of the principal.**

VISITORS TO OUR SCHOOL

Notre Dame School is a closed campus. All visitors must report to the office where they will sign in and receive a visitor's badge. Visits must be condoned by a teacher or the administrative office. All visitors who are speaking to a class are cleared by the principal. Parents coming to school at lunch time are to serve as a lunch duty monitor; this is not a time to visit with a student or be on a cell phone. All staff is to alert the office if they see someone they suspect does not belong at the school; the new door monitoring helps with this as well.

VOLUNTEER AGREEMENT

All volunteers at Notre Dame School must sign a Diocese of Sacramento – School Volunteer Agreement Form acknowledging that their services are being donated without contemplation of compensation or future employment and that these services are provided for religious, charitable, or humanitarian reasons.

Volunteers earn no wages or benefits in connection with the volunteer services, are not entitled to unemployment insurance benefits upon termination of volunteer services, nor are volunteers covered under the Diocese worker's compensation insurance in the event of injury incurred during the rendering of the volunteer services provided.

SECTION VI

ACADEMIC GUIDELINES

Students who are new to Notre Dame School are on academic and disciplinary probation for the period of one (1) year.

CURRICULUM

Teachers use the Diocesan Standards for Religion and Social Studies. English Language Arts and Math curriculum are based on the Diocesan Standards shaping the California Common Core State Standards (CCCSS). Science curriculum is based on the implementation of the Next Generation Science Standards (NGSS) using Diocesan guidelines.

GRADING NORMS

The faculty uses the following Diocesan norms for grading:

Percentage	96 - 100	= A	Outstanding
	90 - 95	= A-	
	87 - 89	= B+	Above Average Achievement
	83 - 86	= B	
	80 - 82	= B-	
	77 - 79	= C+	Average Achievement
	73 -76	= C	
	70 -72	= C-	
	67 - 69	= D+	Minimum Achievement
	63 - 66	= D	
	60 - 62	= D-	
	0 - 59	= F	Below Minimum Achievement

Additionally approved grading norms are:

E	Excellent
S	Satisfactory – Grades TK-8
N	Needs Improvement
U	Unsatisfactory
I	Incomplete – Grades 1-8
I	Improvement Needed – TK and Kindergarten
X	Parent/Guardian Supervision and Help Needed
+	Demonstrates Exceptional Effort

N/A	Not Applicable
M	Mastery – TK and Kindergarten

HOMEWORK

The assignment of homework is meant to reinforce study habits for the student. All assignments are an outgrowth of the day’s work and not a substitute for classroom teaching. Holidays are usually free from homework assignments unless such assignments are part of long-term reports or projects. Weekend homework may be given to complete unfinished work. Average daily homework times are:

Grades TK, K and 1	Approximately 20- 30 minutes
Grades 2 and 3	Approximately 30- 45 minutes
Grades 4 and 5	Approximately 45 – 60 minutes
Grades 6 through 8	Approximately 60-90 minutes

Bringing homework to school is the responsibility of each student. Homework is due at the beginning of each class period. Students are responsible for bringing their work to school.

PROGRESS REPORTS

Student grades are available for review on SchoolSpeak. Academic Progress reports will be sent to all families via SchoolSpeak, especially any student who has a grade of C, D or F in any subject. Progress reports are emailed out at the midpoint in the grading period and at any time a student’s grade falls below the required passing mark. Notices are specific and sufficient warning is given to allow the student and parents to work on the deficiency. Progress reports require parent/guardian acknowledgement within 2 days of receipt of the Progress Report.

Extracurricular Activities Eligibility: Any student whose grades fall below a C in any subject or whose conduct grade falls below satisfactory is not eligible to participate in extracurricular activities for a minimum of five school days. The probationary period begins immediately after the probation is issued. After this time period, eligibility will resume when the student raises the grade(s) appropriately. This includes, but is not limited to, sports, student government, Drama Club, choir, etc. Fees paid for participation are nonrefundable.

REPORT CARDS

Written reports of each child’s progress are distributed three times annually in grades K – 8. The first two trimester report cards will be available online. A paper copy of the final report card will be given to the student on the last day of school. It is policy of Notre Dame School that the principal reviews all report cards before distribution. Note: Report cards will be withheld if tuition and/or fees are in arrears.

PROMOTION TO NEXT GRADE LEVEL

According to Diocesan Standards, students must earn satisfactory grades in core subject areas in order to be promoted to the next grade level. Attendance in school and in all classes is a requirement in each grade and subject. Students missing more than seven days (7) in a trimester or twelve (12) days in a school year are in jeopardy of not fulfilling the grade level requirements and thus may not be eligible for promotion to the next grade. Excessive tardiness contributes to this situation. Families will be notified at the first sign of non-progression of their child.

Students who fail two or more of the core subjects will be required to attend summer school and proof of the passing grade will be required before promotion.

Students must successfully complete the requirements for all classes before being promoted to the next grade. A grade lower than a C- means a student did not fully complete/understand the work in that subject; the student will be asked to complete work over the summer, and receive a specific number of tutoring hours with a professional tutor (certification required). Students receiving an F in any subject are not promoted and asked to complete work over the summer and be required to work with a professional tutor (certification required) for a specified period of time. Review of student work, possible passing of tests (reading) and tutor certification of hours takes place before the student is promoted. This is looked at on a case by case basis.

HONOR ROLL

Students in Grades 4 to 8 are eligible for the school Honor Roll. Students are held to the following criteria.

High Honors

- Grades in all individual subjects and areas are A.
- Conduct (Reverence, Respect and Responsibility) and Effort must be an A.

First Honors

- Grades earned from all subjects will be averaged and students must achieve an A or an A- average.
- Conduct (Reverence, Respect and Responsibility) and Effort in all subjects must also be an A or A-.
- Students will be ineligible for First Honors if a grade earned in any subject is below a B-.

Second Honors

- Grades earned from all subjects will be averaged and students must achieve a B average.
- Conduct (Reverence, Respect and Responsibility) and Effort in all subjects must be no lower than a B.
- Students must earn an S or C in non-graded subjects.
- Students will be ineligible for Second Honors if a grade earned in any subject is below a C.

Certificates will be presented to all students who meet the Honors criteria. **Subjects: Religion, English, Literature, Mathematics, Science, Social Studies, Art, Music, Physical Education and Spanish.**

CITIZENSHIP AWARDS (SLEs Award)

Certificates may be awarded at the discretion of the classroom teacher or the principal for exemplary actions that reflect the Notre Dame Student Learning Expectations (SLEs) of Reverence, Respect and Responsibility. In grades 5-8 grades for Reverence, Respect and Responsibility in all subjects must be an A.

SIXTH THROUGH EIGHTH GRADE MATH

At Notre Dame School, we expect that the majority of our students to be at or above grade level. Notre Dame School offers an accelerated math class and an on-grade level math class. In order to be considered for the advanced math class a child must maintain an 83% grade level, he or she will be placed in the grade level class. In order to meet the needs of all our learners and the new common core standards, we will be using an average of the first two tests administered at the beginning of the school year.

To get into or to remain in the accelerated math class, the average of these two grades must be 83%. Students must maintain an AVERAGE of 83% throughout the school year to remain in the advanced math program.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The California Junior Scholarship Federation, an affiliate of the California Scholarship Federation (high school level), is a statewide organization which is also affiliated with the Association of California School Administrators. CJSF emphasizes service to the school and the community while creating pride in scholastic achievement. Its motto is "Scholarship for Service." Seventh and Eighth grade students who meet certain grading criteria are invited to join CJSF.

Grades earned, in seventh and eighth grades, in core academic subjects from English, Literature, Mathematics, Religion, Science, and Social Studies, shall be granted three (3) points for a grade of A and one (1) point for a grade of B. Two (2) points shall be granted for a grade of B in Algebra A and Pre-Algebra A. Twenty-four (24) points must be earned per semester for two consecutive semesters for membership into CJSF. Additionally, conduct and citizenship grades must be maintained at the A or A- level. Membership in CJSF is noted on the student's permanent cum file that is transferred to the accepting high schools.

GRADUATION

We are pleased to graduate all students who have satisfactorily completed the required course of studies for the eighth grade. The failing of two (2) or more of the core academic subjects (Religion, English Literature, Math, Social Studies, or Science) will automatically eliminate a student from participating in the graduation exercises. Students, who do not satisfactorily complete the required course of studies, will be given the opportunity to attend summer school prior to promotion to the Ninth Grade. Students who fail to fulfill 10 hours of service as defined by the "Eighth Grade Service Requirement" will not be permitted to graduate with the class.

Participation in graduation week activities is an earned privilege and not a right. Therefore, all students must receive satisfactory marks in conduct and effort in order to participate in these activities.

Students who do not satisfactorily complete the required coursework will receive a diploma of attendance. Diplomas will not be issued to any student whose family has an outstanding debt. A graduation fee is charged to cover many incidental costs associated with the eighth grade graduation.

VALEDICTORIAN & SALUTATORIAN – Academic Achievement

The valedictorian at the graduation ceremony will be the student who earns the highest grade point average in the seven-core subjects in his/her eighth grade year. He/she must maintain an A- average in Conduct and Effort during the school year. In addition, the valedictorian must maintain a B average in all other subjects. In the event of a tie, the previous three years' grades will be considered, with the same criteria used to determine the valedictorian.

The salutatorian at the graduation ceremony will be the student who earns the second highest grade point average in the seven core subjects in his/her eighth grade year. He/she must maintain an A- average in Conduct and Effort during the school year. In addition, the salutatorian must maintain a B average in all other subjects. In the event of a tie, the previous three years' grades will be considered, with the same criteria used to determine the salutatorian.

A student will be ineligible for Valedictorian and/or Salutatorian if he or she has been suspended from school during the seventh or eighth grade years.

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

Notre Dame School holds all of its students to high academic standards, and all students who wish to participate in extracurricular activities must maintain those standards. In order to participate in an extracurricular activity, a student must maintain a “C” (2.00) Grade Point Average and cannot have an “F” in any one class.

If any student does not maintain the above stated minimum academic standards, then that student will not be eligible to participate in an extracurricular activity for seven calendar days. During this period of ineligibility, the student may neither attend practices nor may he or she attend games/events. The purpose of this period of ineligibility is not to serve as a punishment to the student, rather it is to serve as an opportunity for the student to focus his or her attention back on academics.

Students participating in extracurricular activities will have grades checked each Monday, and a notice of ineligibility will be sent to parents, coaches and the administration on the same day. Once the notice is sent, the student is ineligible for seven Calendar days. No notice will be given for those students who have become eligible to participate once again. If the ineligible student does not raise his or her grades to a “C” average, then that student will be sent a new ineligibility notice.

When a student becomes ineligible to participate in a sport, he or she should first check his or her grades on the SchoolSpeak network, and should then make a plan to raise the grade appropriately. An ineligible student is encouraged to meet with his or her teacher to discuss how he or she can best raise his or her grade and maintain it by completing work, not by requesting extra credit assignments.

SECTION VII DISCIPLINARY PROCEDURES

Notre Dame School's academic and behavioral policy is based on our basic values of **Reverence, Respect and Responsibility**. When conflicts occur, they are handled:

1. **First by the teacher and student;**
2. If not resolved, **then** by the teacher, student and parents;
3. If conflicts cannot be resolved at this level, they may then be handled by the principal, teacher, student and parents.

DISCIPLINE & STUDENT CONDUCT

Discipline in the Catholic School shall be considered as an aspect of moral guidance and not simply as a form of punishment. Discipline is used to promote a student's genuine development for self-discipline and a desire for self-motivated learning. Students enrolled at Notre Dame School are asked to assume personal responsibility for their conduct. As a member of the school, each student is obliged to be considerate of fellow students and respectful to teachers and staff members. Each student is asked to respect the rights and privileges of all members of our Christian school community. Students are always, whether inside or outside school, to conduct themselves as Notre Dame School students and to exhibit the behaviors expected of such students.

All members of the Notre Dame School community are expected, therefore, to behave according to the following principles of Christian conduct.

1. To be honest and cooperative in all dealings with fellow students, teachers, and school personnel;
2. To respect the rights and values of each individual;
3. To comply promptly with the directions of school officials. Students remain in the courtyard until the morning bell rings at 8:00 A.M. On rainy days, students should proceed directly to the gym for morning assembly. No child is allowed in the classroom unless a staff member is present. During recess, students remain in designated play areas. Leaving the yard, climbing fences, picking up and/or throwing bark or rocks, or playing in or defacing bathrooms is not permitted.
4. To be courteous, attentive and respectful when administrators, teachers, students, visitors, or performers address individual classes or the assembled student body;
5. To accept responsibility for completing missed assignments in a timely manner;
6. To respect school property (furniture, walls, buildings, etc.). Fines will be assessed for damaged property;
7. To be responsible for the care of materials loaned to the student. Lost and/or damaged books must be paid for;
8. Trading cards are not allowed at school;
9. Bicycles must be locked at the bike rack. Roller blades and skateboards are prohibited on school grounds;
10. Students are not allowed to engage in public displays of affection. Such behavior may result in

suspension;

To comply with school and classroom rules:

- Uniforms are to be worn at all times unless the day is designated as a "free dress" day.
- Gum chewing is not permitted at any time during the school day or at any school function or program.
- Students are expected to be quiet and orderly in the halls. Shouting, pushing, shoving and/or running are not considered orderly behavior.
- Students are expected to leave personal items at home. These include (but are not limited to) MP3, iPods, CD players, electronic games, etc. In addition, students should not have large quantities of money in their possession during the school day.

NOTE: The school/parish is co-tenant of desks, lockers and classroom furniture and reserves the right to inspect them at any time without notice. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Prohibited Behavior	Definition	First Occurrence	Repeated Occurrence
Tardiness	Habitually arriving late to school or class without a valid excuse.	Informal Talk	Detentions Assigned after 3 tardies in one trimester. Additional individual meetings with parents as needed for attendance plan.
Unexcused Absence	Any absence which has not been excused by a parent or legal guardian and approved by the appropriate school official.	Informal Talk and Parent Notification, time may be made up after school.	Parent Involvement and On-site Discipline. Student's grades may be affected.
Defiance of Authority of School Personnel and/or being in any area of the school unsupervised.	Refusal to comply with reasonable requests of school official.	Informal Talk and Parent Notification; On-site Discipline.	Parent Involvement, Suspension and/or Probation. Repeated offenses may lead to Expulsion.
Disorderly Conduct, Profanity and/or other unacceptable language. Obscene Behavior.	Conduct and/or behavior which is disruptive to the orderly educational procedure of the school: bad language, pictures, literature, clothing and/or inappropriate gestures.	Informal Talk and Parent Involvement. On-site detention.	Parent Involvement, Suspension and/or Probation. Repeated offences may lead to Expulsion.
***Fighting/ Biting/Pinching/ Spitting Intimidation Extortion	Engaging in or threatening any act which might cause harm to another person (includes "play fighting"). Intimidating others in order to obtain money or other items by force or threats.	Discipline to be determined by the principal, which may include Suspension and/or Probation.	Parent Involvement & suspension. Depending upon the severity of the offense, Expulsion may be considered.

Bullying and/or Harassment/Misuse of Social Media	Statements and/or actions that intimidate threaten or injure another person.	Informal talk & On-site discipline, Suspension and/or Probation.	Parent Involvement, Suspension, Probation and/or Expulsion.
Willful Destruction of Property and/or Vandalism	Defacing, damaging, or destroying property or materials belonging to the school, (including computer equipment and/or files), school personnel and/or other persons.	Parent Involvement, Financial restitution, and Suspension.	Parent Involvement, Financial restitution, and Expulsion.
Theft	Taking or attempting to take property not belonging to the individual.	Parent Involvement and Financial restitution. On-site discipline and/or Suspension.	Parent involvement, Financial restitution, and Expulsion.

*** As a Catholic, Christian community, we expect our children to refrain from responding to aggression with aggression. Students are expected to seek teacher/yard supervisor / adult intervention immediately. Students may not “strike back.”

Prohibited Behavior	Definition	First Occurrence	Repeated Occurrence
Smoking Tobacco	The possession or use of tobacco on school property or during school sponsored functions.	Parent Involvement, On-site discipline and/or Suspension.	Parent Involvement and Suspension. Repeated occurrences may result in Expulsion.
Forgery Student’s grade will be affected.	Writing and using the signature or initials of another person, or altering school documents.	Informal Talk, Parent Involvement and On-site discipline.	Parent Involvement and Suspension, Probation or Expulsion.
Weapons and/or Explosives	The possession of any object that might be used to threaten or inflict injury to another person. The possession, use, or sale of explosive devices, including fireworks.	Expulsion from School on the First Offense.	
Defiance and/or refusal to comply with school authority and/or rules.	Refusal to comply with school authority and/or school rules. Includes non-compliance with school dress code.	Informal Talk, Parent Involvement and On-site discipline.	Parent Involvement and Suspension or Probation. Repeated offenses may require Expulsion.
Controlled Substances and	The possession, use, or sale of illegal substances on school	Expulsion from School on First Offense.	

Drugs	property or during school sponsored activities.		
Gang Involvement	Involvement in gang activity on school property or during school sponsored functions.	Expulsion from School on First Offense.	
Lying	Telling falsehoods.	Parent Involvement and On-site discipline.	Parent Involvement and Suspension and/or Probation.
Cheating and/or Plagiarism Student's academic and conduct grades will be affected.	Deceiving or tricking; Taking or using as one's own the thoughts, writings, inventions, etc., of another, especially to take and use a passage, plot, etc., from the work of another writer.	Parent involvement and On-site discipline.	Parent Involvement, Suspension and/or Probation. Repeated offenses may result in Expulsion.
Improper use of school materials and/or equipment.	Willful misuse and/or vandalism of school materials or equipment.	Parent Involvement and On-Site discipline. Parents may be responsible for monetary costs.	Parent Involvement and Suspension. Monetary compensation as required.
Indecent Exposure	Offensive, lacking modesty, the act of making something private publicly known.	Parent Involvement and On-site discipline.	Suspension and/or Probation or Expulsion.

Procedures to follow for improvement of student conduct:

- Classroom teacher works with the students and may arrange an incentive to change behavior.
- The goal for the student is to demonstrate a greater degree of responsibility. The teacher, administrator, and/or counselor may collaborate with the class to change behavior or to help a student or group of students change behavior.
- The teacher or principal informs parents of the difficulties and works out a program with them and the student. The student is present when a program for improving behavior is being decided. Pastor and parents are notified that the student is on disciplinary probation (a written academic and/or behavioral contract is issued) and that a serious action is being contemplated unless there is immediate improvement in the student's behavior. Parents of students on probation will be notified of the student's progress.
- If the student shows inadequate improvement in general behavior or commits another infraction, which is a cause for dismissal, the principal reviews the student's record once again with the Pastor(s), and reaches a decision either to dismiss the student or continue probation. At a second conference with the parents or guardians, the principal shall announce the decision to dismiss the student or continue probation. If the parents or guardian fail without cause to attend the conference, the principal shall notify them of the decision by letter.

DETENTION

Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school. Detention is served during two lunch recesses. Parents are notified that their child has earned a detention via a detention notice. A parent signature is required on the detention notice which must be returned to school the following day. Depending on the severity of any given action, a student may receive an automatic detention. Detention may result for the following:

- Missing, incomplete, or late assignments during a report card period. Papers are due at the beginning of the class period;
- Failure to complete a long-term class assignment on time;
- Failure to return a detention notice by the following day (Failure to appear for an assigned detention will result in an additional detention);
- Lack of materials or supplies;
- Failure to wear proper uniform (see Dress Code in Handbook);
- Wearing make-up, nail polish, artificial nails, or violation of jewelry code;
- Chewing gum at school or eating in classroom;
- Violation of Standards of Student Conduct;
- Cheating, dishonesty, plagiarism;
- Unsportsmanlike conduct;
- Behaviors or actions not reflecting Christian attitudes or respect for other students, adults, or school property.
- Excessive tardies

Note:

- Parents should wait in front of the school office to pick up their child after detention;
- Students who are not picked up at 4:05 p.m. will be sent to Extension and the family will be charged;
- **Students who earn repeated detentions (3 in one trimester) will be charged a \$10.00 fee per additional detention to cover detention expenses and parents/guardians and the student may be required to meet with the principal.**

SUSPENSION

Reasons for expulsion with mitigating circumstances may be reasons for suspension and/or probation. Suspension and/or probation are disciplinary punishments that need to be invoked at the discretion of the principal for less serious infractions of rules. In elementary schools, the authority to suspend a student rests with the principal. **These offenses are shown on the Recommended Disciplinary Action Chart included in this handbook.**

Guidelines for suspension:

- School suspension may be in-house, part of a day, one day or two days, but shall not be for more than five consecutive school days;
- Written schoolwork will be required;
- Students who are suspended will not be permitted to participate in extracurricular activities during the period of the suspension and for ten (10) school days upon return to school;
- School administrators give notice of suspension and/or probation to the parent or guardian by telephone followed by written notice. The notice shall inform the parent or guardian of the reasons for suspension and/or probation and of its

duration. The notice shall also advise the parents of their right to request a prompt meeting or hearing to discuss reasons for the action.

Note: Suspension of a student is documented and placed in the student's file. Police may also be called.

EXPULSION

Aggravated grounds for suspension can become grounds for expulsion. Offenses that may result in expulsion from Notre Dame School are shown on the Recommended Disciplinary Action Chart. Additional reasons for expulsion are:

1. Actions deemed by the administration as detrimental to the moral and spiritual welfare of other pupils. For example, extortion and/or intimidation.
2. Commission of an obscene act or engagement in profanity or vulgarity. Possessing obscene or profane material and/or pictures.
3. Assault, battery or any threat of force or violence directed toward school personnel or students.
4. Disruption of classroom or school activities or defiance of the authority of the school personnel.
5. Disobedience.
6. Use, sale, distribution, possession, or being under the influence of any controlled substance or alcoholic beverage on or away from school premises.
7. Use or possession of any firearm, knife, explosive, or other dangerous object on or away from school premises.
8. Smoking or possession of any tobacco product on or near school premises or during any school sponsored activity.
9. Stealing or attempted stealing.
10. Willful cutting, defacing, burning, or otherwise injuring any property, real or personal, belonging to the school or situated on school premises.
11. Habitual truancy.
12. Habitual lack of effort leading to failure.
13. Gambling.
14. Forgery.
15. Belonging to or inciting any gang-related activities.

EXPULSION PROCEDURES

When expulsion is necessary the following procedures will be taken:

1. The parent/guardian is notified in writing about the offending behavior and school sanctions for it, except in serious situations, which are covered in the Recommended Disciplinary Action Chart.
2. A conference is held with the parent/guardian, student, teacher(s), and principal to inform the parent/guardian that final action is being considered unless there is an immediate and sustained change of behavior. In parish schools, the pastor will also be notified of the facts and the impending conference, and will be given the opportunity to attend and/or receive a report.
3. If the parent/guardian fails to attend the conference, the principal, in consultation with the pastor, will make whatever decision is necessary. Any disagreement will be referred to the Catholic School Department of the Diocese of Sacramento complete with record.
4. A written record of the steps leading to the expulsion will be filed in the principal's files.

5. Full credit will be given for all work accomplished by the student up to the date of expulsion.
6. Notice of expulsion will be given to the Catholic School Department of the Diocese of Sacramento within seven days of the expulsion action.
7. Parent/guardian may appeal the expulsion in writing to the Superintendent of Schools at the Catholic Schools Department of the Diocese of Sacramento.

RECOMMENDED TRANSFER

The school may give a recommendation to transfer for grounds other than class or school discipline. A recommended transfer is, in fact, a determination by the school administrators that continued attendance either will not profit the student or will make demands on the school, which the school cannot meet; it terminates attendance but does not leave the stigma of expulsion.

RECOMMENDED TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of a parent or guardian. However, students clearly unable to profit from the school by reason of ability, serious emotional instability, or the conspicuously uncooperative or destructive attitude of parent/guardian, will be asked to transfer when:

1. Parent or guardian has failed to meet the obligations to the school that they accepted upon enrolling their child via the school contractual agreement.
2. Parent or guardian has been persistently uncooperative with the school staff, policies, regulations, or programs.
3. Immorality in talk or action, whether inside or outside the school grounds, that is detrimental to the reputation of Notre Dame School.
4. Parent or guardian has interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.
5. When a student fails to meet terms of a contractual agreement between the school and him/herself and his/her parents, with regards to repeated behavioral issues and/or lack of academic progress.

The final decision is made by the principal in consultation with the pastor. The procedure for a recommended transfer will be followed and documented and the documentation will be retained on file.

ABUSE OF SCHOOL PERSONNEL

Any parent, guardian, or other person, who upbraids, insults or abuses any school personnel, in the presence or hearing of a pupil, is guilty of a misdemeanor.

Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor.

Any parent, guardian, or other person who calls, texts, e-mails or uses social media and insults or abuses any school personnel shall be subject to student transfer on the grounds of parental behavior.

ANTI-BULLYING POLICY

This policy has been created to support our values of **Reverence, Respect and Responsibility** and to support our students in learning together as God's family. This policy applies to all faculty and staff members, parents and students and adults on our campus, whether employed by Notre Dame School, working as contractors, or volunteers.

Vision for how everyone interacts at our school

At Notre Dame School, we are a Christ-centered culture where students, parents and staff have empathy and respect for the feelings and needs of others. We believe that the future belongs to those who care. Students, parents and staff are inclusive of each other in their social interaction and play. Here are some examples of what we strive for; students pray, play, sit and eat together; when students enter the school, they learn that "you can't say you can't play"; students are eager to learn and have the courage to be themselves; parents speak well of all children and not just their own; staff members take time to celebrate each other.

Definitions

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. Sometimes these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in responding to bullying and aggression, so that students move past these behaviors and develop the skills to learn and play together as part of a community.

Bullying occurs when a student (or group of students) attempts to take power over another student. Often bullying is repeated, where students adopt the roles of target, bully, bully-follower and bystander. The main ways in which bullying happens are:

Physical bullying, when a student uses physical force to hurt another student by hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in their way or holding them down. It is also bullying to interfere with another student's belongings, to take or break their possessions, and to demand or steal money.

Verbal bullying, when a student directs words at another student with the intention of putting them down or humiliating them. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, and giving the evil eye.

Relational bullying, when a student influences another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them, whispering, giving them the silent treatment, ostracizing or scape-goating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber bullying refers to the use of cell-phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyberbullying are flaming i.e. sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and information about others on blogs or social networking sites such as Instagram or Facebook, forwarding to others a private e-mail that was meant for your eyes only and spreading hurtful rumors online.

When bullying is also harassment: Bullying is part of a continuum of aggression and may, at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic. [Sexual harassment is dealt with under the sexual harassment policy that you can find at the end of this policy.]

Whether or not bullying amounts to harassment, our school will not tolerate student bullying on our campus, at school-sponsored events, and against students traveling to and from school.

How Our School Will Respond to Incidents of Bullying

We are committed to a culture in which we treat each other responsibly with the Catholic values of reverence and respect. We see bullying and harassment as impediments to realizing our school's values for how we all get along. Students are expected to live by the values of this policy whenever they are on the school campus, at school-sponsored events, or traveling to and from school.

The following part of the policy describes the role of each of us in responding to bullying and in supporting the unique culture of our school.

The Principal

- The Principal is responsible for ensuring that everyone at the school is aware of this policy.
- The Principal ensures that all faculty and staff members have sufficient training to respond to incidents of conflict and bullying.
- The Principal ensures that all students understand their right to safety and respect, and that they do not have to tolerate bullying from anyone.
- The Principal consults as appropriate with other faculty members such as the school counselor or classroom teacher, to address incidents of bullying.
- The Principal monitors all referrals for bullying and/or harassment that are made.
- All incidents of bullying are referred to the Principal. Decisions are then made in consultation with the Principal, teacher, parent, and/or counselor as to the severity of the incident and the proper course of action.
- The Principal maintains a log of all incidents of bullying and harassment and follows up after an incident to ensure that the incident has been resolved.

The Vice-Principal

- The Vice-principal assists the Principal with enforcing the school's discipline policy.
- The Vice-principal assumes the duties of the Principal when he is off campus.

Teachers and Staff

- All administrators, faculty and staff are role models for living by the school's values of reverence, respect and responsibility. They remain mindful at all times of their role in establishing a school climate based upon these values.
- Teachers raise awareness of harassment and bullying regularly throughout the year.
- Teachers and staff act swiftly to address incidents of bullying and will use their discretion as to whether they need assistance from the Principal, or another member of the staff.
- Teachers and staff must complete a referral form whenever they become aware of incidents of harassment or bullying and must give a copy of the referral to the Principal.

Parents

- In this section, references to parents include guardians, volunteers and coaches.
- Parents support the school's Catholic values of Reverence, Respect and Responsibility in all their interactions with other parents, teachers and students. Parents are respectful when communicating to faculty any concerns they may have about the operation of the school and work cooperatively with the school to assist their child in meeting the academic, moral and behavioral expectations of the school. **Please remember that gossip is detrimental to creating a positive learning environment.**
- Parents actively encourage their children to show respect, empathy and acceptance to students and staff at the school.

- **Parents who become aware that their child is being excluded or bullied are strongly encouraged to have their child report the situation to his or her teacher immediately for help. In order to empower our students to stand up for themselves, it is necessary for them to be part of the solution process. Parents should wait until their child has made the first contact with school personnel.**
- Parents who serve as yard duty supervisors, classroom volunteers, or coaches have the same responsibility as staff to monitor students, and to report acts of harassment, bullying and intentional exclusion.

Students

Our school is a community. All students need to get along and be friendly, whether or not they are actually friends. Here are things that students can do to keep our school bully-free.

- Be mindful how others might perceive your actions or words.
- Do not engage in harassment and bullying.
- Do not be a bully-follower.
- If you see harassment or bullying, be an ally to the student that is being targeted. Intervene if you are able or immediately seek adult assistance if you cannot intervene.
- **If you are harassed or bullied by other students, speak out immediately to your teacher or other staff member. We need to stop the bullying immediately. Do not give your power away and take on the role of target. Remember that you have the right to be respected and ask these students to stop.**
- Report immediately if the harassment or bullying continues. Our school encourages you to tell a teacher, the principal or other staff member with whom you feel comfortable. The fact that you have made a report will not affect your grades or position in the school in any way.
- Never take revenge, or ask someone to retaliate, against another student who has reported bullying.

SEXUAL HARASSMENT POLICY

Definition: Sexual harassment is defined as threatening another person unless favors are given; and/or conduct containing sexual matter or suggestions that would be offensive to a reasonable person. Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct, such as sexually explicit name-calling, derogatory jokes or comments, slurs, or unwanted sexual advances, imitations or comments.
- Visual contact, such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact, such as assault, unwanted touching, “pulling down” pants, shorts, etc., blocking normal movements, or interfering with work, study or play.
- Threats or demands to submit to sexual requests.
- Retaliation for having reported or threatened to report sexual harassment.

All allegations of sexual harassment will be treated confidentially, taken seriously and promptly investigated. Disciplinary action for sexual harassment may include any or all of the following: on-site discipline, detention, parent involvement, probation, suspension and/or expulsion.

PLAYGROUND REGULATIONS

1. Playing ball or tag games, etc., before or after the regular school day is not allowed.
2. The school supplies recreational equipment. Unless specifically requested by a teacher, students must leave their own equipment at home.
3. When recess is over:
 - The line-up bell rings. On the first ring, students “freeze” in place;

- When the second bell rings, primary students (TK-4) **walk quietly** to their line while secondary students (5-8) **walk quietly** to their classroom.
- Teachers or their designated representative will walk the primary students to their classrooms.

As a Catholic, Christian community, we expect our children to refrain from responding to aggression with aggression. Students are expected to seek teacher/yard supervisor/adult intervention immediately. Students may not “strike back.”

NOTE: The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

PROCESS FOR CONFLICT RESOLUTION

When serious conflict between school authority and an individual student and his/her family occurs, it is important that the following process be adhered to so that the rights of all are ensured.

REGULATIONS: The rules for discipline, suspension and expulsion, as written in the Diocesan Handbook must be reproduced and published in the school handbook. A written agreement at registration should specify knowledge and acceptance of school goals and regulations.

PROCEDURE: An attempt should be made by the parties involved, i.e. teacher/student, student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities should not be considered until this attempt at resolution has been completed.

1. TEACHER: If a conflict arises between a teacher and a student, the teacher should arrange a conference with the student and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
1. PRINCIPAL: If the conflict cannot be resolved between the teacher, the student and the parents, the principal should arrange a conference with the parent(s). In parish schools, the principal should inform the pastor before setting up a conference. The pastor could be invited to attend the conference. Every effort should be made at this level to be sure that all parties are able to present their cases.
1. DIOCESAN SCHOOL DEPARTMENT: In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department at the Sacramento Diocesan Office. This appeal must be made within five (5) working days.

Note.: Local school Advisory Commissions and parent organizations are NOT part of this appeal process.

PROBLEM RESOLUTION: APPEAL PROCESS FOR RECONCILIATION

Christ entrusted His Gospel to the hearts of a faith-filled, living community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

A. AIM

Because of the human condition, honest misunderstandings and differences of judgment may occur. The purpose of this process is to reach an equitable and just resolution to an administrative decision that may arise out of an interpretation or application of a Diocesan and/or local school policy regarding, but not limited to, conditions of employment, student enrollment, or parent/guardian dissatisfaction.

It is hoped that every effort will be made between differing parties, though open and honest discussion at the onset, and the problem will be resolved. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process and by their ability to affect the outcome. In situations where one or both parties believe that a mediator is needed to guide the parties toward a mutual acceptable decision, a request is made to the Catholic School Department for a mediator to be assigned. The mediator shall impose nothing on the parties, shall not arbitrate, and shall not decide for the parties. It will be the goal of the mediator to facilitate the parties in order to fairly and quickly resolve the difference.

A. DEFINITIONS

“Parties” is defined as any person who is employed (full or part-time) by a preschool, extension program, elementary, middle, or high school; school pastors; and any parent or legal guardian of a child enrolled in any of the Catholic Schools of the Diocese of Sacramento. Any parish issues regarding the pastor are not subject to this process. Only issues that pertain to the Catholic schools are covered by this process. Any issues regarding a dispute with the Superintendent of Catholic Schools are not covered by this appeal process.

“Days” is defined as working school days excluding holidays and weekends. Faculty workshops and/or in-service days are considered to be working school days.

A. PROCEDURES

In the event that the situation cannot be resolved to the mutual satisfaction of either party through mediation, the following procedure for resolution of the problem may be initiated. Presentation of a complaint will not result in any retaliatory action against any of the parties. This process is intended to maintain the maximum confidentiality possible.

Note: No action by higher authority will take place unless the procedures have been carefully followed.

SECTION VIII UNIFORM REGULATIONS

A dress code is defined as an appropriate mode of dress for boys and girls. The Administration reserves the right to define appropriate mode of dress. The dress code is to be enforced at all times that school is in session, unless otherwise indicated by the school administration. Please note the following regulations:

1. Children are expected to be in complete school uniform.
2. Student clothing must be clean, in good repair, and in the appropriate size and of acceptable quality.

3. **There is no adult supervision in the school bathrooms after school; therefore, students are to remain in full uniform while on campus.** Exceptions: Students participating in an after school sponsored sport or the Extension Program.
4. T-shirts and undergarments worn under blouses and shirts may be white only with no writing and may not be visible.
5. A non-uniform **winter coat** may be worn during cold weather outside, but not in the classroom. **No non-uniform jackets or sweatshirts (zip up or pullover) are to be worn.** No gang related clothing is acceptable.
6. Non-uniform apparel is not to be worn in the classroom or during Mass.
7. Sweatshirts and/or jackets may not be worn around the waist or hips.
8. Only given first and last names may be embroidered on clothing items.
9. No hats may be worn in class or during Mass at any time. Hats may be worn outside for warmth in the **winter** months.

Please note: All uniform items must be purchased from the Dennis Uniform Company:

Dennis Uniform Company
 10266 Rockingham Drive, Suite 150
 Sacramento, CA 95827
 (916) 361-6710 or (800) 257-1796

Dennis Uniform Web Site: www.dennisuniform.com

Dennis Uniform School Code: W4LNOT

BOY'S UNIFORM

SHIRTS: All students (TK-7) will wear a green short sleeved polo shirt with Notre Dame School logo embroidered on front. A white or forest green turtleneck, with no logos, may be worn **under** the uniform shirt on cold days. Eighth grade students wear a white short sleeved polo with the Notre Dame School logo embroidered on front. The polo shirts may be worn with uniform trousers or shorts. **Shirt tail must be tucked in at all times.**

TROUSERS: Plain gray Dennis uniform pants will be worn. No decorations on pockets. **No baggy or saggy looking styles.** Cuffs/hems of pants should be at shoe level.

SHORTS: The gray twill Dennis uniform shorts may be worn in place of long pants.

BELTS: If there are belt loops on the trousers or shorts, **a plain dark colored belt** must be worn and visible at all times. Do not remove belt loops from trousers or shorts. Exception: Transitional Kindergarten and Kindergarten students learning to use belts for the first time will be excused from this requirement.

SWEATSHIRT AND JACKET:

The green, long sleeved Notre Dame School sweatshirt or jacket (hooded or fleece) from Dennis is to be worn at school. Uniform gray sweatshirts are a privilege reserved for eighth grade students only. No other sweatshirt or jacket may be worn.

SOCKS: **Plain** white, gray or black **crew** socks may be worn. **Socks should be visible at all times and cover the ankle bone or be one inch above high top shoes.** No logos are allowed on the socks.

SHOES: Nonskid, closed toe and heel, sturdy rubber soled oxford leather shoe or tennis shoe that fit correctly. Color may be **solid plain black or white with matching shoe laces**. No open-toed shoes or boots are allowed. Shoes must be correctly tied or have zippers or a Velcro strap. No additional decorations (lights, designs, rollers, or colors) are allowed on shoes.

JEWELRY: Watches are permitted except smartwatches. A small necklace of a cross or religious Christian medal no longer than one inch may be worn inside the uniform shirt. No other jewelry may be worn. For safety reasons, it is recommended that watches and necklaces not be worn during P.E. on P.E. days.

HAIR: Hair should be neat and tidy. Shaved heads (shorter than a #2 razor), cut-in designs, spiked, faddish styles, Mohawk cut, or tailed hair are not permitted. Boys' hair length shall not reach beyond the collar of the shirt or cover ears, bangs shall not cover the eyes, and height shall not exceed half an inch. Color must be natural. No frosted, bleached, dyed or sun-in hair coloring is permitted. **Students who come to school with bleached/dyed hair will be sent home and may not attend school until hair is restored to the natural color.**

GIRL'S UNIFORM

SHIRTS:

All students, (TK-7) will wear a green short sleeved polo Dennis shirt with the Notre Dame School logo embroidered on front. The green polo may be worn with uniform jumpers, skirts, pants, shorts and skorts. Eighth grade students wear a short sleeved white polo Dennis shirt with the Notre Dame School logo embroidered on front. A white or forest green turtleneck may be worn under the uniform shirt during the winter months. No logos allowed on the turtleneck.

JUMPER/SKIRTS/SKORTS:

Transitional Kindergarten through fourth grade girls wear jumpers and fifth through eighth grade girls wear skirts. Skirts should be no shorter than 2" above the knee. All grades may wear skorts no shorter than 2" above the knee. Skirts and skorts may not be rolled at the waist. Black shorts may be worn under girl's skirts by girls who play on the playground equipment.

PANTS: Plain gray twill Dennis pants. Pants should fit properly at the waist with the cuffs/hems of the pants at shoe level.

SHORTS: The gray uniform Dennis shorts may be worn in place of long pants. Tights may not be worn with shorts.

SKORTS: Regulation Dennis green plaid skorts are available for all grade levels. The skort must be worn with a tucked in green polo (TK to 7th) or a white polo for 8th.

BELTS: If there are belt loops on the trousers or shorts, a **plain dark colored belt** must be worn at all times with shorts, skorts or pants. Do not remove the belt loops from shorts, skorts or pants. Exception: Transitional Kindergarten and kindergarten students learning to use belts for the first time will be excused from this requirement.

SWEATSHIRT, JACKET AND SWEATER:

The long sleeved Notre Dame School green sweatshirt, jacket (hooded or fleece), or sweater from Dennis are the only outerwear to be worn at school. Uniform gray sweatshirts are a privilege

reserved for eighth grade students only. Dennis uniform forest green cardigan sweaters may be worn without a logo.

SHOES: Nonskid, closed toe and heel, sturdy rubber soled oxford leather shoe or tennis shoe that fit correctly. Color may be **solid plain** black, or white with matching shoe laces. No open-toed shoes or boots are allowed. Shoes must be correctly tied or have zippers or a Velcro strap. No additional decorations (lights, designs, rollers, or colors) are allowed on shoes. Shoelaces must be black, gray or white and worn with the appropriately colored shoe.

SOCKS: Plain white, black, or forest green crew or knee socks may be worn. (forest green knee socks?) There should be no lace, ruffle trim or logos on the socks. **Socks must be visible at all times and should cover the ankle bone or be one inch above high top shoes.** For girls, knee socks or tights in the above mentioned colors are acceptable for wear with jumpers, skorts and skirts. **Fitted black leggings may be worn with black socks under skirts or skorts. No saggy leggings.**

JEWELRY: Small "stud" earrings may be worn in pierced ears. **No hoops or dangling** earrings are permitted for safety reasons. **Only one earring in the lobe of the ear is allowed.** Watches are acceptable, but **smart watches are not permitted.** A small necklace of a cross or religious Christian medal no longer than one inch may be worn inside the uniform shirt. No other jewelry may be worn. For safety reasons, it is recommended that watches not be worn during P.E. on P.E. days.

HAIR: Hair must be neat and tidy. Natural color. No frosted, bleached, dyed, or sun in hair coloring is permitted. Hair shall not cover the eyes. Extreme hairstyles are not permitted. Either Dennis plaid hair accessories or plain forest green, black or white hair accessories are allowed. **Students who come to school with bleached/dyed hair will be sent home and may not attend school until hair is restored to the natural color. Hair extensions and weaving are not allowed.**

No makeup, nail polish, artificial nails or tattoos are allowed during the school day or at school sponsored functions.

PHYSICAL EDUCATION CLASSES

Children in **all** grades are required to wear a regulation PE uniform, purchased from Dennis Uniform Company, on PE days. The use of water bottles during PE classes is encouraged. The uniform consists of:

SHORTS: Green shorts with Notre Dame Logo. Shorts may be worn alone or with sweatpants. Girls

note: Tights are not to be worn under PE shorts.

SHIRT: Regulation gray or white T-shirt with Notre Dame School's logo will be worn on P.E. days. Fun Run T-shirts may also be worn during P.E. Shirts must be tucked in at all times.

SHOES: **ALL** shoes must have non-scuff soles. No platform soles are allowed at P.E. Comfortable, sturdy athletic shoes, secured with laces or Velcro. Designs allowed, but no wheels or lights.

SWEATS: Regulation Dennis green sweats with the Notre Dame logo may be worn on PE days.

Black compression shorts may be worn under the P.E. uniform. They must fit under the PE shorts and not go below the knee.

“FREE DRESS” DAYS

On occasion, when students earn “Free Dress” Passes, or a “Free Dress” Day is planned, our policy requires:

- Clothes that fit reasonably; they should be neither oversized nor tight fitting.
- No low cut, midriff cut, tank tops or backless tops are allowed.
- Shirts and tops must have sleeves, a finished neckline, and be presentable. No inappropriate logos or advertising.
- Pants that are in good condition, fit appropriately; and shirts that are a reasonable length.

- Shoes or boots that take into consideration safety factors – No sandals, slip on or open-toed shoes such as flip flops, heels no more than 1” in height, or shoes with wheels. For health reasons, socks must be worn with shoes.
- Walking shorts of reasonable length (no more than 3 inches above the knee) are acceptable. No spandex, cut off, or jogging pants, sweatpants or warm-up type clothing. Girls may wear thick, opaque leggings with a shirt that is mid-thigh in length.
- No make-up, nail polish, artificial nails or violation of the jewelry code.
- Plain ChapStick (not tinted) is OK.

The school reserves the right to send any child home that does not come to school properly dressed. The principal will have the final decision as to “appropriate” in questionable situations. The principal shall designate when there is a “Free Dress” day.

SECTION IX FINANCIAL POLICIES

TUITION PAYMENTS

All tuition payments must be made through FACTS. All families may register for FACTS through the SchoolSpeak link. For the coming year, all Notre Dame School families will pay their tuition bill in one of four ways:

OPTION 1 Full payment of tuition by August 12, 2016. This payment is made directly to the school and entitles you to a 2% discount.

If you select this option and payment is not received by August 14, 2016, this option including the discount will not be available; we will then require that you pay through the monthly deduction plan. There is no monthly handling fee for this service.

OPTION 2 A two-payment option with payments on August 12, 2016 and January 13, 2017. These payments are made directly to the school and entitle you to a 1% discount.

If you select this option and miss the payment date, you will be required to pay the balance (including the 1% discount) through the monthly deduction plan.

OPTION 3 Ten (10) month automatic deduction plan. Tuition amounts will automatically be withdrawn from the designated bank account for each family on or before the fifth (5th), tenth (10th) twentieth (20th) or twenty-fifth (25th) of each month, depending on what you choose. No monthly handling fee is charged for this service. All account information is confidential. Payments are debited from August through May.

OPTION 4 Eleven (11) month automatic deduction plan. Tuition amounts will automatically be withdrawn from the designated bank account for each family on or before the fifth (5th), tenth (10th), twentieth (20th) or twenty-fifth (25th) of each month depending on what you choose. No monthly handling fee is charged for this service. All account information is confidential. Payments are debited July through May.

TUITION RATES FOR 2017-2018

Parishioner. A Parishioner is defined as one who is a participating member of a parish. Participating means they regularly attend Mass and contribute to the parish. The pastor of the parish should recognize the family as regular Mass attendees. It does not just mean the family is Catholic; it means the family is participating in their Catholic faith.

1 child	\$5,000 year
2 children	\$8,750 year
3 children	\$11,350 year
4 children	\$13,150 year
Partial Day TK	\$3,750 year

Non Parishioner:

1 child	\$5,600 year
2 children	\$9,350 year

3 children	\$11,950 year
4 children	\$13,750 year
Partial Day TK	\$4,200 year

Registration Fee \$335 per child

REGISTRATION/FEEES FOR 2017-2018

School Registration – parishioner/participating rate: \$355 per child
 School Registration – non-parishioner/non-participating rate: \$355 per child

Registration fees must accompany the registration contract. The registration contract and fees will be put ON HOLD for families who are not current on tuition payments. If the tuition is not paid in full by May 24th, the child will lose his/her placement for the next school year.

Students will not graduate if tuition remains past due and previous arrangements have not been made with the principal. Transcripts will not be sent if there is an outstanding balance due.

TUITION ASSISTANCE/SCHOLARSHIP

Families applying for financial assistance must complete Financial Aid information through FACTS. This application must be completed yearly. Although a limited amount of funds are available, every effort is made to make sure that as many families as possible can benefit from this program. Families enrolled at Notre Dame School for one (1) year are given preference for tuition assistance.

EXTENSION PROGRAM

An Extension Program, open to all Notre Dame students, is available from 7:00 a.m. to 6:00 p.m. during the school year when school is in session. Children who are registered in the Extension Program will need to fill out a separate Emergency/Identification form available in the school office and in the Extension Program classroom. The Extension Program Handbook is also available to all Extension Program families with further explanations of Extension Program policies and procedures.

Extension fees are paid through FACTS and are due with the tuition due by the fifth (5th), tenth (10th) twentieth (20th), or twenty-fifth (25th) of each month and will be collected in accordance with the Notre Dame Tuition Policy. Families must notify the office in writing when a family withdraws from the program. Families, who choose not to use the Extension Program after registering, will be charged a one month withdrawal fee.

EXTENSION PROGRAM RATES 2017-2018

FULL TIME

MONTHLY FEE

1 Child Grades TK – 8	\$275/month
2 Children Grades TK – 8	\$484/month
3 Children Grades TK – 8	\$768/month

PART TIME

1 Child Grades TK – 8	\$160/month
2 Children Grades TK – 8	\$281/month
3 Children Grades TK – 8	\$385/month

AM MORNING RATES

1 child grades TK – 8	\$98/month
2 children grades TK – 8	\$170/month
3 children grades TK – 8	\$248/month

Drop-in rate is \$8.00 per hour per child. Family will be sent a statement at the end of the month and their account will be debited on the following month.

REGISTRATION FEE \$50 PER FAMILY

PARENT PARTICIPATION PROGRAM

Since service is at the heart of the faith community at Notre Dame School, each family is required to perform thirty-six (36) hours of volunteer time to benefit the school. Single parent families are asked to perform eighteen (18) hours. **Service hours are not transferable between families.**

Each family is responsible for completing their Parent Participation Hours, for recording their hours, and sending a record of their completion to the school office monthly. The time frame for acquiring Parent Hours is June 1st to May 15th of each school year.

Each family is expected to participate fully in the fundraisers sponsored by the Parent Guild. Funds raised by these activities assist in the operating expense of the school. Each family is expected to contribute \$325 through the Parent Guild Fundraisers and Scrip.

Non fulfillment of Parent Hours will result in an increase in registration and/or tuition fees for the upcoming school year.

All Parent Hours and Fund Raising obligations must be completed by May 15, 2018.

RETURNED CHECK POLICY

All checks written to Notre Dame School will be run through the bank once. If the check is returned, a \$25.00 fee will be added to your account. You will have five (5) working days to submit cash or a money order to the school for the full amount. **If a second check written to Notre Dame is returned, you will then be on a cash only basis. This includes any and all checks written to the school**

SECTION X

SCHOOL TRANSPORTATION POLICIES

FIELD TRIP SAFETY

Field trips are a curricular requirement and used for educational purposes. The school may deny students permission to go on a field trip because of written criteria established in advance by the school. These criteria may include, but are not limited to, disciplinary action, poor grades, lack of signed permit forms, etc.

Regulations

1. Field trips must have specific, stated goals related to the curriculum of the grade.
2. Whenever possible, field trips should be related to more than one subject area.
3. Field trips must be systematically planned and follow these guidelines:
 - The teacher obtains permission from the principal. The request for permission for a field trip includes the educational purpose of the trip, the identification of appropriate curriculum standards, the time, date and location of the trip and the anticipated number of students and adults on this field trip.
 - A written request must be obtained from the parent(s) or guardian(s) of every student participating in the field trip. A request form includes the time, date and location of the field trip, any special requirements (cost, bring a lunch, etc.), and space for parent(s)/guardian(s) signature(s) indicating a request for their student to go on the field trip.
 - All parents(s)/guardian(s) signatures will be checked against signatures on file in the school office before a student will be allowed to participate in a field trip.
 - There must be adequate adult supervision. **Only authorized chaperones are allowed to go on field trips.** More adults are needed for supervision when the age (physical, mental, or emotional) of the students is lower and/or the risk to the students is greater. Adult chaperones and/or drivers are considered volunteers and must have received a criminal background clearance (fingerprint clearance) prior to supervising or driving on the field trip.
 - Advanced notification must be given to all faculty members who will be affected by the students' absence from school.
 - A First Aid Kit must be immediately available during the entire field trip. All adults who accompany students must know where this is. If a field trip is conducted in an area where there may be snakes, a Snake Bite Kit must also be available.
 - Each child will wear a seat belt. Children under the age of six years old or sixty (60) pounds must be seated in an approved car seat.

Schools may use parent/guardian drivers as long as they comply with all Diocesan requirements. These requirements include the driver must be 25 years old, or older, have completed a criminal background check (fingerprints) possess a valid driver's license, and the driver must have the Diocesan minimums on his/her automobile insurance policy. The current insurance minimums are not less than \$100,000 individual/\$300,000 cumulative each loss or occurrence bodily injury; \$50,000 property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance. A copy of your driver's license, insurance, and fingerprint verification need to be on file in the school office.

DROP-OFF PROCEDURES

The safety of our children is everyone's concern. We need to be cautious at all times; therefore, animals must be restrained in vehicles during the morning drop off and afternoon pick up.

1. There is **NO SPEEDING** at any time in the parking lot.
2. There should be one line of traffic.
3. Students are dropped off **no earlier than 7:45 A.M.** in front of the gym doors. **All students must use the gym door entry way. Students walking to school need a parental permission form on file in the school office.**
4. Parents should remain in their vehicles.

5. Make sure your child is ready to unload. **Students should unload on the curbside only.**

Please wait your turn. As one car leaves, the next moves up.

6. Bikes are to be walked onto the school grounds. Children walking and children walking bikes should use the center sidewalk. When you leave, make sure your child is on the sidewalk. Watch out for children walking and children with bikes in the crosswalk.

7. If you park your car, please walk your child to the crosswalk. Please observe the reserved parking spaces for Church, Staff and Handicapped.

8. Bikes are to be walked onto the school grounds. Children walking and children walking bikes should use the center sidewalk.

9. No parking in the red zones.

10. No skateboarding on school grounds.

11. Children are asked to stay on paved surfaces at all times.

12. No U-turns in the driveway.

13. **School begins when the 8:00 A.M. bell rings. Once the bell rings, the gym entry doors are locked and students not in line are considered tardy. At this time, parents need to check their child(ren) into school through the school office.**

PICK UP PROCEDURES

1. There is **NO SPEEDING** at any time in the parking lot.

2. There should be one line of traffic.

3. At dismissal, cars will need to move forward. Students will walk to their cars. With proper parental supervision, student pick-ups are allowed at the Marshall Road curb. Students must use the center walkway to reach their rides.

4. Children should not be running through the parking lot in order to get to their rides at dismissal time.

5. Bikes are to be walked off the school grounds. Children walking and children walking bikes should use the center sidewalk.

6. No skateboarding on school grounds.

7. Supervision of students at dismissal is provided in front of the school only.

8. All children need to be picked up by 3:15 P.M.; otherwise they will be sent to Extension and a fee charged.

9. Students walking home from school need a parental permission form on file in the school office.

SECTION XI EXTRA-CURRICULAR SPORTS ACTIVITIES

The athletic program at Notre Dame School is motivated and guided by the philosophy and goals outlined in the beginning of this Parent/Student Handbook. However, for the smooth operation of this program, some additional goals and guidelines are necessary. Prior to listing them, the Administration wishes to acknowledge the support, participation and cooperation of parents and coaches, without whom the athletic program would not exist.

Objectives of the School Athletic Program

- To teach Christian values
- To teach sportsmanship and the value of athletic participation
- To teach the importance of practice and the management of time
- To develop acceptance and an appreciation of others
- To teach fundamental skills and rules of athletic competition
- To develop students physically
- To develop good health habits
- To provide a proper outlet for youthful energy

The Athlete's Prayer

Lord, please clear my head of all distractions,
And my heart of burdens I may bear,
So I may perform my very best,
Knowing You'll always be there.
Please lift me up before the moment,
So through Your eyes I may see,
And have a clearer understanding,
As the game unfolds before me.
With great courage I will meet this challenge,
As You would have me do,
But keep me humble and remind me,
That my strength comes from knowing You.
Then when all eyes are upon me,
At the end of this big game,
I will turn their eyes to You O Lord,
And to the glory of Your name. Amen

Requirements for eligibility:

- Parents must sign permission slips allowing their child to participate in the Notre Dame Athletic Sports Program.
- Students must be in good physical condition. Students must have medical clearance from a doctor **every** school year in order to participate in the sports program.
- Students must follow the rules and regulations as outlined in the Player's Code of Conduct.
- The Principal or Athletic Director may dismiss any player from any team for violating the rules of eligibility.
- The Administration retains the right to make exceptions in particular situations regarding eligibility.

Player's Code of Conduct

- Players shall show respect to coaches, officials, and teammates at all times.

- Players shall show respect to the members of opposing teams.
- Players shall cooperate with all reasonable demands from their coaches.
- Players must maintain a C or above average in every subject and must maintain satisfactory conduct to be eligible. (Grades below the required minimum shall result in ineligibility for ten (10) school days, which will run from Wednesday to Wednesday). **Eligibility will be reinstated when satisfactory progress has been made in accordance with academic standards.**
- Players receiving disciplinary suspension shall be ineligible for a period of at least ten (10) days. Additional time may be determined by the principal.
- Any student who has been suspended from school may not participate in any extracurricular activity during the suspension time.
- Missed practices and/or games must be communicated to the coach prior to the absence. Non-communicated absences will be unexcused. Three (3) unexcused absences may result in removal from the team.
- Players will be expected to attend and be **on time** for all games and practices.
- Students must attend school for the last half of the day in order to be eligible to participate in extracurricular activities. An absence from school will result in a player being ineligible on that day for either practice or game. Example: If a player is absent from school on Friday and there is a game on Friday night, that player **cannot** play in that game. If a game is scheduled on a weekend and the player was not in school on Friday, then the player may be allowed to play in Saturday or Sunday's game.
- Participants guilty of unsportsmanlike conduct or using obscene language may be dropped from the team.
- Removal of a player from a team shall have the approval of the Principal and Athletic Director.
- Players shall be considered eligible to play in league games when registration fees are paid.
- Players will be expected to put forth the effort to condition their bodies and learn the basic skills of the game.

Coach's Code of Conduct

- No one is deemed eligible to coach unless and until he/she has fulfilled the requirements issued by the Department of Catholic Schools of the Diocese of Sacramento and Oakland. These requirements include fingerprint clearance and blood borne pathogen in-service.
- Rules adopted by individual coaches must be in conformity with school policy and approved by the Principal and Athletic Director.
- Coaches act in the name of Notre Dame School and their conduct should reflect this at all times. **Siblings of players shall not attend practice sessions or games without additional parental supervision.**
- When difficulties arise, these should be discussed with the Athletic Director.
- Practices shall be scheduled for not more than six (6) hours per week.
- Teach your players that the rules of the game are mutual agreements that no one should evade or break.
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Follow the advice of a physician when determining when an injured player is ready to play again.
- Never ridicule or yell at the players for making mistakes or losing a competition. These are children and they are NOT in training to be Olympic athletes!
- Coaches should NEVER use foul language. Coaches receiving a technical foul for improper conduct will be given a warning. A second technical will result in a conference with the Principal and Athletic Director and possible dismissal.
- Coaches will play ALL eligible players a reasonable amount of time in EVERY league game, as determined by the principal and athletic director.
- Remember that children need a coach they can respect. Be generous with your praise and set a good example.
- The principal may dismiss a coach for not complying with these rules and codes.

Parent's Code of Conduct

Without the participation of parents, the listed objectives will not be achieved. The Administration relies on you to support the philosophy as it applies to athletic activities. This philosophy will be expressed in conduct at games, relating to officials, and how we encourage our young athletes.

- It is a mark of courtesy and gratitude to coaches to make sure players are dropped off and picked up promptly for games and practices.
- Children must remain supervised inside the facility. **The supervision of non-team siblings is the responsibility of parents. Children must remain with parents/guardians at all times. The Extension program children use the playground equipment after school. Therefore, the school playground equipment is off limits during games and practices.**
- Make sure that your child WANTS to participate in a sport. To get the most out of a sport, children should play to please themselves, not parents or coaches.
- If, or when, problems arise, they should be addressed at an appropriate time and in a proper manner with the coach. If not satisfactorily settled, the problem should be brought to the attention of the Athletic Director and Principal.
- Parents should conduct themselves in a proper manner when attending games. NEVER yell demeaning remarks to officials, coaches, or players on either team. There is a great deal of difference between cheering and verbal abuse. Derogatory or profane language will result in ejection from the stands/ballpark. Repeated offenses will result in a permanent ban from all athletic events.
- Support all efforts to eliminate verbal and physical abuse from children's activities.
- Encourage your child/children to always play by the rules.
- Parents should recognize that an honest effort is the primary objective over winning and losing.
- Remember that the goal of the game is to have the children learn the values of sportsmanship and teamwork.

NOTRE DAME SCHOOL HANDBOOK ACKNOWLEDGEMENT

I/we the undersigned have received an electronic copy of the 2017-2018 Parent Student Handbook. I/we have reviewed the Handbook with my child(ren).

Print Student Name (TK-2) _____
Grade

Print Student Name (TK-2) _____
Grade

Student Signature (Grade 3-8) _____
Grade

Student Signature (Grade 3-8) _____
Grade

Student Signature (Grade 3-8) _____
Grade

Parent/Guardian Name (Print) _____
Date

Parent/Guardian Signature _____
Date

Parent/Guardian Name (Print) _____
Date

Parent/Guardian Signature _____
Date

Please return to a teacher, who will bring it to the office.

Technology Use Agreement
2017 2018

Link

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