



NOTRE DAME ACADEMY PARENT – STUDENT HANDBOOK

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of any revisions. If there are any questions, please feel free to contact the school at any time.

Sincerely,
Sister Marie Pascale

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Notre Dame Academy

Sisters de l' Union-Chrétienne de Saint Chaumond

Philosophy Statement

Notre Dame Academy brings together religious, Catholic/Christian lay staff as facilitators of learning, who in cooperation with the parents, the primary educators of their children, will provide a quality education. The Academy strives to inspire its students to grow as committed Christians in their faith, to become aware of their personal potential as disciples, and become virtuous, diligent, and responsible citizens in a contemporary world. Through loving guidance, cooperative effort, hard work, prayer and support, each Notre Dame Academy student is holistically prepared to participate actively in the life of family, church, and the communities of the 21st century.

Notre Dame Academy Mission Statement

Notre Dame Academy under the direction of the Institute de l'Union-Chrétienne de Saint Chaumond and adhering to the philosophy of Saint Vincent de Paul, is dedicated to providing all students with a sound foundation in spirituality, character formation, and academics. The Academy strives to inspire its students to grow as committed Christians in their faith, and to become aware of their personal potential as disciples in a contemporary world. Students are empowered by the traditions of the Institute to mature spiritually, intellectually, socially, emotionally and physically.

Vision for the Mission of Catholic Schools

“Evangelizing children and their families is one of the most vital ministries of our Church. Catholic schools in the United States have performed this function with excellence for over a century. The role our Catholic schools play in educating and forming the faith of our children continues to be valuable. Children in our Church today will fill the most important roles in leadership and ministry tomorrow as the Church continues its outreach to the world. For these reasons, Catholic schools must be places where children are nurtured in all aspects of mind, body and spiritual growth. Our Catholic schools must be accessible to children of all families no matter their race, culture or economic condition. To that end, and embracing the Church’s ‘preferential option for the poor’, all Catholics and Parishes, regardless of whether a local Parish has a school, are responsible for the health and growth of this important ministry of our Church.” - Bishop Flores



Our Blessed Mother and her Child

The original statue is located in the Chapel of the Mother House in Poitiers, France

We ask for her blessing to assist in the faith and education of our children throughout the world.

Private School

Notre Dame Academy is a Private Roman Catholic Elementary School, working 'under the umbrella' of the Diocese of San Diego. It is not a Diocesan School nor is it operated by the Diocese.

Robert H. Brom, Bishop of the Roman Catholic Diocese of San Diego, granted the Institute de l'Union-Chrétienne de Saint Chaumond the right to open Notre Dame Academy, as a Private Roman Catholic Elementary School.

The Institute de l'Union-Chrétienne de Saint Chaumond offers a curriculum integrated with the traditions and beliefs of the Roman Catholic doctrine.

The Sisters de l'Union-Chrétienne de Saint Chaumond is a traditional order and will provide the students with a solid, traditional Catholic education.

Primary goals include:

- Religious education as a priority in all grade levels
- Strict discipline is a primary focus to ensure a solid education
- All Teachers will be credentialed and specially selected for their ability to work with young children
- Parental involvement is highly encouraged in the development of the children
- All students are required to fulfill specified Christian service requirements for their grade level
- A learning environment where students, parents and administration unite in a quest for knowledge

It is an honor and privilege to the community to have your child attend Notre Dame Academy where they will receive their Catholic education from the Sisters de l'Union-Chrétienne de Saint Chaumond and chosen faculty and staff.

School Wide Learning Expectations

A student who graduates from Notre Dame Academy is expected to be:

1. A faithful Catholic/Christian witness who:
 - a. demonstrates knowledge of the Catholic faith
 - b. applies the teachings of Jesus Christ
 - c. practices social justice
 - d. serves others
 - e. respects all of God's creation

2. A diligent and lifelong learner who:
 - a. demonstrates higher level thinking skills
 - b. works cooperatively and independently
 - c. perseveres and follows through with commitments
 - d. recognizes life challenges as opportunities for personal growth
 - e. applies successful study skills and learning habits

3. A virtuous individual who:
 - a. demonstrates patience, honesty, and creativity
 - b. practices self-discipline, good health, and humor
 - c. demonstrates love for self and others
 - d. accepts strengths and weaknesses in self and academics
 - e. affirms accomplishments in self and others

4. A responsible citizen who:
 - a. uses manners and is courteous
 - b. accepts views and beliefs of others
 - c. communicates effectively
 - d. takes responsibility for personal behavior
 - e. practices tolerance and compassion for people of all cultures

Admissions

Non Discriminatory Policy

Notre Dame Academy Private School in the Diocese of San Diego, mindful of our mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Notre Dame Academy Private School in the Diocese of San Diego does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. (California Catholic Conference, March 1994; revised January 1997)

General Admission Policy

To be admitted, the student and his/her parent must subscribe to the school philosophy and agree to abide by the educational policies and regulations of Notre Dame Academy and the Diocese of San Diego. Admittance is under the discretion of Administration on an individual basis.

1. Preschool students must be toilet-trained and 3 years of age by September 1st of the school year
2. Pre-Kindergarten students must be 4 years of age by September 1st of the school year
3. Kindergarten students must be 5 years of age by September 1st of the school year
4. First grade students must be 6 years of age by September 1st of the school year
- Development readiness is determined, by the school, using standardized screening processes.

Order of Student Acceptance

1. Returning students of families and their siblings, provided all tuition and fees from the previous year have been paid.
2. Families involved and actively supporting of St. Therese of Carmel through weekly envelopes
3. Catholic school transfers
4. Catholic families from other parishes
5. Other interested students who, by their behavior and attitude, demonstrate a desire to attend Notre Dame Academy

New Student Math Placement Assessment

A math placement assessment is administered to all prospective students. The results of these tests are for internal use only. Feedback is not provided to the parents; it is used for placement purposes only. If the child is admitted to Notre Dame Academy, the student's teacher may use this as a benchmark for the student's beginning level. Report card grades from the previous school will be taken into consideration in the admission process.

Class placement procedure

Students are placed with teachers based on the following criteria:

1. Past Academic achievement
2. PAST student conduct
3. Gender ratio
4. Class size
5. Results of NDA Placement Assessment

Returning Students: Administration and Teacher collaboration between grade levels assures the best placement for your child. Out of respect for our policy and procedures, we ask that there are no requests made for specific teachers.

Parent - School Communication

Orientation Meetings

Back-to-School night will be scheduled for all parents during the first month of school. All parents are expected to attend. It is an opportunity for them to meet their child's teacher, visit the classroom, talk to other parents and find ways to become involved.

These meetings are designed for teachers to explain basic curriculum and behavioral policies, goals and procedures for the year.

Parent - Teacher Conference

Parent-Teacher conferences are held in the fall. All parents are required to attend the fall conference in order to establish a good pattern of communication.

To accommodate schedules of working parents, conference times are also available in the evening and before school on a first come/first served basis. Conference appointment times will be assigned approximately two weeks prior to conferences. Parents will need to confirm or reschedule assigned time.

Both parents and teachers are urged to contact each other whenever questions and/or concerns arise. Requests for additional conferences during the school year will be honored. Such conferences are scheduled by sending a written request, e-mail, or by phone to the classroom teachers, or the school office.

Appointments

Appointments with school personnel must be arranged in advance. Contact the school office to request a meeting; staff will assist you.

School Website

The Notre Dame Academy website is www.ndasd.org. Staff contact information, school forms, calendar, handbook, and other attachments are posted there for reference.

Report Card

Report cards will be issued quarterly - November, January, April and June. Students are graded for academic progress, social growth, and Christian Character.

Avoid comparing grades with that of other students. Only your child and his teacher can answer your questions. Please contact the teacher whenever you desire more information about your child's progress. Report cards are confidential between teacher, parent and student.

RenWeb

RenWeb is our School Management Software. It is a private and secure parent portal that allows parents to see academic information specific to your children, while protecting your children's information from others. All you need is an Internet-capable computer to view information such as: attendance, grades, progress reports, report cards, homework, missing assignments, school calendar, school announcements and teacher emails.

Log in directions:

- Go to www.ndasd.org
- Click on Renweb found under "Important Links".
- Log in as follows:
 1. Click the **First Time Users** tab if you have not logged into RenWeb before. If you have, skip to Step 5.
 2. Enter your email address (it must be an email address already known by Notre Dame Academy).
 3. Click the **Remember My Email?** box if you would like the login screen to automatically populate your email address on subsequent logins.
 4. Click the **New Parent Login** button. You will receive an email containing your password within 3 minutes. It will be sent to the email address you entered.
 5. Click the **Parents** tab.
 6. Enter the password assigned.
 7. Click the **Parent Login** button.

RenWeb Alert

RenWeb Alert is our school wide automated phone message system. The system is used to update families on upcoming events, schedule changes and other important reminders. In the case of an emergency, this system would also be used for parent updates.

Newsletter

Every Wednesday the school's weekly Newsletter, the Sonar is emailed to each family. The Newsletter can also be accessed on the school website and on Renweb.

Procedures

School Hours

The school office is located at 4345 Del Mar Trails Road, San Diego, CA 92130. Each day school is in session, the office is open 7:30 a.m. to 3:30 p.m.

Notre Dame Academy operates on a staggered dismissal schedule:

- **Preschool, PreK:** 7:55 a.m. – 2:45 p.m.
 - Recess: 9:30 a.m. – 10:15 a.m.
 - Lunch: 11:30 a.m. – 12:15 p.m.

- **Kindergarten:** 7:55 a.m. – 2:45 p.m.
 - Recess: 9:45 a.m. – 10:15 a.m.
 - Lunch: 12:15 p.m. – 12:45 p.m.

- **Grades 1 & 2:** 7:55 a.m. – 2:45 p.m.
 - Recess: 9:45 a.m. – 10:00 a.m.
 - Lunch: 11:45 p.m. - 12:15 p.m.

- **Grade 3 & 4:** 7:55 a.m. – 3:00 p.m.
 - Recess: 9:45 a.m. – 10:00 a.m.
 - Lunch: 11:45 p.m. – 12:15 p.m.

- **Grades 5 thru 8:** 7:55 a.m. – 3:00 p.m.
 - Recess: 10:00 a.m. – 10:15 a.m.
 - Lunch: 12:15 p.m. – 12:45 p.m.

- **Minimum days:**
 - Grades Preschool, PreK, 1 & 2: 7:55 a.m. - 12:00 p.m. No lunch recess
 - Grades 3 thru 8: 7:55 a.m. - 12:15 p.m. No lunch recess

Visitors

Everyone entering the school must first go to the school office to obtain authorization to visit the school. The entrance to the office is located by following the sidewalk to the left of the front gate. All visitors must sign-in at the front desk and put on a name tag. For security reasons, all gates will be locked from the outside of the school, providing a fire-safe exit from the inside.

In order to maintain an academic environment, parents are asked not to interrupt classes. Parents who wish to observe classroom procedures must obtain permission from the principal. If parents would like to hold a conference with a teacher they should make an appointment to confer with teachers after school, or at other appointed times in order to avoid an interruption of class instruction.

Visitors to Notre Dame Academy are welcome. However, social activities should take place outside the school office (confidentiality and privacy issues). The office should remain a quiet, working area. Phones in the office are for school use only.

Traffic Procedures

In the morning, parents are to drop off students by the sidewalk, in the front of the school gates. Extreme caution must be followed at all times. At dismissal, drivers should use extreme caution when picking up students. At drop-off, permanent parking is never permitted along the curb. Parents coming to school during class time are asked to use the designated parking areas rather than the office curb area. This will avoid any conflict with the traffic pattern.

All parents and carpool drivers are to adhere to the traffic guidelines as established and distributed each year.

GENERAL GUIDELINES

- a. Please be courteous and thoughtful at all times.
- b. Please do not use your cell phone in the NDA parking lot; even Bluetooth connection.
- c. Students are never to be dropped off or picked up on Del Mar Trails Road.
- d. As good neighbors, please park in the on-campus parking before parking on the neighboring streets. If you must park in the residential area, please be good ambassadors to our neighbors and not block driveways, move garbage cans, or leave trash. Always drive carefully, being watchful for children at play.
- e. Never leave children in an unattended car.
- f. Never leave your car, even for a "moment" unattended in the drop-off zone. Doing so will interrupt the traffic flow while we locate the driver of a parked car, and may even block access on campus in the event of an emergency.
- g. For the safety of all Staff, be mindful of the directions that are given, taking special care at the stop signs when Staff is managing incoming and exiting traffic.
- h. When exiting the campus onto Del Mar Trails, please use caution and courtesy.
- i. Preschool and Pre-Kindergarten students must be signed out of their classrooms daily. Please park in the parking lot and go to your child's classroom. Always use the crosswalks to cross the parking lot. Do not cross where cones designate 'drop off' or 'pick up' areas.
- j. Do not exceed 5 mph while driving on school grounds.
- k. Do not pass the car in front of you.
- l. Do not block traffic.
- m. Do not park in fire lane.
- n. Park only in designated spaces.

MORNING DROP-OFF

- a. Students arriving before 7:30 a.m. are required to report to Extended Care where there is supervision.
- b. Students may be dropped-off beginning at 7:30 a.m. without incurring any Extended Care fees.
- c. Work with your children to ensure that they are ready to quickly exit the car.
- d. Children should be dropped off at the curb in the south driveway – not in middle of parking lot.
- e. Students should not load or unload any of their belongings from the trunk of a car; parent or teacher should help in a prompt manner.
- f. Once you have dropped-off your students, do not pull into the traffic lane. Wait until the car line, as a group, moves forward.
- g. Turn off your car engine when you are in the loading/unloading area of drop-off.
- h. Wait to exit the loading zone until the Staff member turns the Stop Sign.
- i. Do not make a left into the parking lot after driving through the drop-off.
- j. Please use the appropriate crosswalks. In the morning, you may use both the east and west crosswalks. However, please ONLY use the east crosswalk at

dismissal. The impact of the traffic at dismissal prohibits safely using the west crosswalk

AFTERNOON DISMISSAL

- a. Use your family name placard.
- b. You may come no earlier than 10 minutes prior to your pick up. Coming earlier on campus bottlenecks the student pick-up. This will help to limit the number of cars on campus, allowing the dismissal pick-ups to run smoothly and quickly.
- c. Parents picking up students in 3rd -8th grade who arrive early should park to allow parents of the Kinder through 2nd grades students to get through to the pick-up line.
- d. Turn off your car engine when you are in the loading/unloading area of drop-off or pick-up.
- e. Wait to exit the loading zone until the Staff member turns the Stop Sign.
- f. Do not make a left into the parking lot after driving through the pick-up line.
- g. Please use the appropriate crosswalks. In the morning, you may use both the east and west crosswalks. However, please ONLY use the east crosswalk at dismissal. The impact of the traffic at dismissal prohibits safely using the west crosswalk
- h. The Front Office is a place of business, and as such, is not the appropriate place for holding impromptu meetings or waiting for your child.

Food Services

A nutritious lunch is available daily. On minimum days and on Holy Days of Obligation that fall during the week, lunch is not served. Please be sure to send a substantial snack on minimum days. Parents will pay for lunches in advance directly with our partner lunch provider.

Lunch Regulations

- Lunches and snacks should be selected with each child's health at mind.
- Carbonated soft drinks are not permitted.
- Glass containers are not permitted.
- Chewing gum is not allowed at any time.
- Due to allergy concerns, there is no sharing of food at lunch or snack unless it is group snack provided by a parent with teacher approval.

Lunch Clean-Up Policy

1. Each student is responsible for his/her own trash.
2. Each student is responsible for making sure that the entire campus is clean and neat, even if this means picking up trash that is not one's own.
3. Each student should make an effort to use the recycle bins.

Lost and Found

All lost items are kept in a storage area outside the library. All sweaters, shirts, blouses, pants, skirts and jumpers, as well as lunches and school materials, etc., must be permanently labeled with the full name of the student.

Family Directory

A Family Directory is created each year to help families communicate with each other and the school. It will be published when the names, addresses, and phone numbers have been verified. If families do not return the *Directory Information Form* by the requested due date, only their child's name and grade will be included in the book. The roster should be kept by parents and its use carefully supervised. **Under no circumstance is the official roster to be used for solicitation. Directory information, including e-mail addresses, is to be used for school related activities only.**

Birthday Celebration and parties

1. All birthdays in each homeroom will be celebrated once a month on a predetermined Friday during morning recess.
 - For the celebrations, we suggest a sign-up sheet for the parents of the birthday children to provide the following: **ONE** treat for each student, napkins, and waters. The choice of treat will be selected by the parents of the birthday students. Our preference would be a snack/treat that is low in sugar. Decorations are optional!
 - **A special way to remember your child's birthday is to donate a book to the school library in your child's name.**
2. Invitations to birthdays or other parties given outside school are to be mailed from home unless everyone in the class is invited.
3. Notre Dame Academy is not liable for off campus parties. Parent-sponsored parties are completely under parental control.

Media Center

Each student is responsible for all books checked out in his/her name. All books are to be returned by the due date in the same condition as when borrowed. Lost and damaged books are to be paid for by the student.

Final report cards will not be issued until all fines and overdue books are returned and/or paid for.

Attendance

Tardy Policy

1. The front gate will be **closed at 7:55 a.m. sharp**. Students arriving before 7:55 a.m. should walk to their classrooms, drop off their backpacks and belongings, and move immediately to prayer.
2. **After 7:55 a.m.**, students should enter the Academy through the reception entrance on the east side of the school. They will be given a tardy slip from office staff. During Morning Prayer, students who are tardy should not join their classes; they will be dismissed after all other classes.
3. Tardies are recorded electronically in our database system. Copies of the tardy slips are put in teacher mailboxes for additional record-keeping purposes.

Tardy and Early Dismissal Notification Procedures

1. Student is issued a tardy slip at the Reception desk if he/she arrives after 7:55 a.m.
2. If a student leaves school before the scheduled dismissal, he/she must be signed out by his/her guardian on the form located in the office. Excused early dismissals include medical appointments, illness, and playing on NDA Sport Teams. (Students playing sports will not need to be signed out as the office is already notified of their early dismissal).
3. One copy of the tardy slip is given to the Registrar. The tardy slip provides documentation for electronic notation in the Renweb Attendance file.
4. One copy of the tardy slip is given to the homeroom teacher.
5. If a student accumulates six tardies in one quarter, a letter is issued by the Registrar and sent electronically to the student's parents, the student's homeroom teacher, and Administration.
6. If a student accumulates eight tardies, a letter is issued by the Registrar and sent electronically to the student's parents, the student's homeroom teacher, and Administration. This letter states that a conference will take place. The teacher is responsible to call the parents for a phone conference at this time. The teacher reiterates the following:
 - a) Punctual attendance is an expectation here at Notre Dame Academy.
 - b) Students must arrive by 7:55 a.m. in order to be punctual for Morning Prayer.
 - c) By arriving late to school, the student is not receiving required instructional minutes.
 - d) The student's day is not started in an orderly manner when he/she is late.
7. If a student accumulates ten tardies, the student is issued a detention.
8. If a student accumulates more than ten tardies, a conference is held with the student, parents and administration. Further consequences will be determined at this conference.

Absence Policy

California school law requires that students attend school regularly unless they are specifically excused for a good reason. Students should be absent only for illness, injury and emergency. Regular attendance is a prerequisite to successful school life. Students who are absent or tardy are held responsible for any work they may have missed.

- 1. The school office must be contacted each day of a student's absence. Parents may send an email to attendance@ndasd.org or may call the main line, (858)509-2300, x1199.**
2. If a student is absent more than 15 days during a quarter, he/she may not receive grades. Arrangements for make-up work must be made with principal and teacher.

3. Participation in After School Events: Students absent from school may not participate in any school-related activity or sport on the day(s) of absence

Absence Notification Procedures

1. **If your child will not be attending school, please call our Registrar between 7:30a.m. and 8:30 a.m. (858) 509-2300, x1199 or send an email to attendance@ndasd.org.**
2. Teachers will take attendance in their classrooms following Morning Prayer and send the list of absent students to the office.
3. After reconciling the data, a computer automated phone call will be sent to those parents **whose children are not in school and who have not notified the Registrar of the absence.**
4. Once parents have listened to the automated message, they are asked to call the Registrar and verify their child's absence.
5. Note: Parents may receive the absence notification message in error due to timing. (ie. if a child was tardy or at a Doctor's appointment and the parent did not call the school.) Please call the school to update the information.
6. If a student accumulates six absences in one quarter, a letter is issued by the Registrar and sent electronically to the student's parents, the student's homeroom teacher, and Administration.
7. If a student accumulates eight absences, a letter is issued by the Registrar and sent electronically to the student's parents, the student's homeroom teacher, and Administration. This letter states that a conference will take place. The teacher is responsible to call the parents for a phone conference at this time. The teacher reiterates the following:
 - a) Daily attendance is an expectation here at Notre Dame Academy.
 - b) By missing school, the student is not receiving required instructional minutes.
8. If a student is absent more than 15 days during a quarter, he/she may not receive grades.
9. If for family reasons, parents need to take their children out of school temporarily, the principal and/or the teacher will discuss with the parents the possible effects of such an absence. In the case of long-term absences, parents must apply for permission and notify all their child's teachers, at least 2 weeks prior to departure. Advance assignments will be given at the discretion of the teacher. If the work is not completed, it will have to be made-up upon the student's return. A *Request for Extended Absence Form* or *Family Trip Form* must be filled out prior to the absence. Administration will review the request for approval.

Illness and Injury

Should a student be injured or become ill, he/she should report to the office. If necessary, the school will notify parents; student must be picked up at the school office. No student will be permitted to go home before contact is made through the school office.

Every family will maintain an updated Emergency Information Card indicating names and telephone numbers of persons to contact in the event of illness/injury or other emergency.

Students with contagious diseases should not return to school until cleared by their doctor.

Pediculosis (Head Lice)

If a child is discovered to have head lice, that child will be sent home that day and re-admitted to school with a note to the teacher affirming the child has been treated with a lice-killing product. Cooperation of parents is essential to control head lice infestation. **It is imperative that parents notify the school immediately if their child has head lice.**

Homework Request

For students who are absent, parents may request that homework be prepared for the student during the absence. All requests must be made prior to 9:00 a.m. and may be picked up at the office after 3:00 p.m.

Doctor/Dental Appointments

Parents are urged to make medical and dental appointments outside of school time, whenever possible. Phone calls requesting early dismissals are strongly discouraged. However, if it is necessary to schedule an appointment during school hours, student must be picked up at the school office. This will facilitate the teacher in having homework, backpacks, etc., ready, with less distraction to the rest of the class. Students are required to have a note from the medical office documenting date and time of appointment, when returning to school. This allows the student to be legally credited for attendance.

Telephone Privileges

No student may be called to the phone unless it is an emergency. If it is necessary to contact a student during the school day, a message may be left at the office. Lunches, books, or projects delivered by parents to school should be left at the office. Parents are not to disturb classes while in session.

No student is allowed to use the office phone unless given permission by a teacher or staff member. If permission is given to use the office phone, it may only be used in the presence of an adult.

If a cell phone is brought on campus, it will be checked in with the homeroom teacher at the beginning of each day to be stored in a locked file cabinet for the day. All phones will be returned before dismissal. School policy prohibits the use of cell phones on campus from 7:30 A.M. until 3:15 P.M. If a student has a cell phone and neglects to submit it to their homeroom teacher in the morning, the cell phone will be turned in to Sister Marie Pascale. The phone will be kept until the parents pick it up from Sister.

Parents who give students a cell phone, for after-school use, assume full responsibility if phones are lost or damaged at school.

Medication

- 'Permission to Administer Medication' form must be completed by the parent/guardian each time medication is to be administered at school.
- Prescription medication, prescribed by a doctor, may be administered at school.
- No medication may be left with the teacher or with the student, except for an EpiPen.
- EpiPens should be kept by the homeroom teacher and in the nurse's area, if needed.
- No medications are to be put in the student's lunch bag to be taken at lunch time.
- **Medication will be stored and administered in the school office, the accurate dosage must be written down.**

Emergency Preparedness Plan and Procedures

Each month, students and staff practice fire drills and/or emergency evacuation procedures; each quarter there will be an earthquake and lock down drill. In the event of an earthquake or other emergency while school is in session, parents are requested to follow the following procedures:

- Do remain calm and know your child is being well-cared for.
- Do not phone the school. Lines must be kept free for emergencies.
- Do come to school to pick up your child, OR send one of the authorized adults to pick up your child. There will be a designated pickup point for your child. The authorized adult must be specified by you on either the emergency card, or the blue disaster form, that you complete at the beginning of the school year. No exceptions to this policy will be made.
- Students and teachers will assemble on school grounds. All students will remain at school regardless of the time, until a parent or authorized adult comes for them, or until further direction is given by authorities to the school personnel. We are prepared to care for your children in times of critical situations.
- Any adult trying to pick up students at school will be required to show identification before the student will be released, and will sign a form indicating that the student has been released into their care. Parents will present themselves at the Control Center. Parents will be asked for each student's name and grade. Parents, or other authorized adult by the parents, must sign a release for the student.
- Each parent is responsible for completing ALL forms required and returning ALL forms completely filled out and signed.
 - If forms are received incomplete, Notre Dame Academy will continue to return the forms until they are complete and will not be responsible for release of inaccurate or incomplete information regarding your child.
 - Every attempt will be made to provide for the safety and care of your child.
- In the event the emergency/disaster lasts longer than twelve (12) hours, the school may be evacuated to the community evacuation center: Bay Club, 12000 Carmel Country Road, San Diego CA 92130. A sign will be posted at Notre Dame Academy informing parents of this move.

The Administrator/Principal may direct an emergency dismissal when a serious condition warrants it. If an emergency occurs outside school hours, the radio station will give information regarding school closure. As a general rule, Notre Dame Academy will follow the same procedures as Cathedral Catholic High School.

Safety Regulations

Insurance

Insurance is required for all students. The fee for this insurance is included in the registration fee. This program assists parents with medical expenses incurred due to accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a school sponsored and supervised activity. Insurance forms are available at the school office.

Bicycles

- Students in grades K to 3 are not allowed to ride bicycles to school unless they are accompanied by an adult.
- Any student in grades 4-8 who rides a bicycle to school must follow these safety rules:
 - State law requires a safety helmet be worn at all times while riding a bike.
 - Students must walk their bike upon entering the school or church property.
 - Bicycles must be securely locked.
 - Students must have written parental consent on file in the school office to ride their bike to/from school.
- Riding bikes in school yard, on ramp, or on footpaths adjacent to school grounds is never permitted.

Skateboards and devices with wheels

Students are not allowed to ride skateboards, backpacks with wheels, roller skates, roller blades, shoes with rollers, or scooters, or the like, on school grounds, on ramp, or on footpaths adjacent to the school grounds at any time. Students are not allowed to wear shoes with built-in rollers at any time on campus.

Vandalism

Students and their parents shall be liable for all damages to equipment or school property caused by the student. Chewing gum is not allowed anywhere on the school premises. It is potentially damaging to floors, furniture, sidewalks, etc.

Student Records

Emergency Care Information

Each student must have family emergency information on file that is complete and current. When a student becomes ill or an accident occurs, the parent or legal guardian will be contacted as soon as possible. If the parent or legal guardian cannot be reached, an attempt to locate other persons listed on the emergency card will be made. The emergency card also should indicate whether or not the school may choose a physician in an emergency.

If a child has allergies, epilepsy, rheumatic heart, etc., this should be indicated on the card under 'comments.' Written notification should be sent to the school office of any change in address or phone number.

Emergency cards must be kept current for the safety and well-being of the student.

Access to Student Records

Access to records may include not only an oral description by the authorized school official, but also permission to read or take away a copy of the original record. Only the Principal, as custodian of the record, authorizes the release of personal information about pupils.

Students' parents, legal guardians, or others authorized by law, have the right to inspect all of their children's student records in the presence of the principal. All requests to view a student record must be made in writing to the principal with 24 hours' notice.

Behavioral records, however, (e.g., counselor reports) shall be inspected only in the presence of a person qualified to interpret the records. The school will comply with requests to inspect student records in a timely manner.

A written request challenging the content of a student's records should be made directly to the principal.

Release of Student Records

- To Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- To Schools

When a student transfers from Notre Dame Academy to another school, a copy of the student's transcripts will be transferred upon proper request. This request is to be made in writing by the receiving school. Official transcripts will be mailed to the receiving school or delivered by a school official. They are never given to parents or students for delivery to the school.

Instructional Program

Evaluation / Accreditation

Notre Dame Academy shall undergo self-evaluation and accreditation by WCEA/WASC when scheduled by the Diocesan Office for Schools.

Curriculum

Curriculum may be defined as ‘all the guided experiences of the child under the direction of the school.’ It includes the content of courses of study and also embraces the development of the whole child that is within the scope of the school. In keeping with school philosophy and objectives, the students of Notre Dame Academy are enabled to grow in knowledge and the love of God.

Instruction in academic areas follows the directives from the California State Frameworks. Instructional methodologies include a variety of teaching strategies designed for optimum student learning.

- Instructional areas include:

| | | | |
|------------------------|---------|---------------|--------------------|
| French | Spanish | Language Arts | Physical Education |
| Technology | Health | Mathematics | Religion |
| History/Social Studies | Music | Science | Art |
| Library/Media Center | | | |

The faculty and staff at Notre Dame Academy endeavor to provide quality education for each student. Every effort is made to address the needs of each student within the scope of the program. Students are admitted to Notre Dame Academy with the understanding that they have a reasonable, well-founded hope of successfully completing the school's program.

The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. The teacher will provide remedial help to the pupil during class time by individualized instruction, as needed. The teacher will make the principal aware of any student with significant learning problems. Copies of communication and reports regarding the student progress will be kept on file.

Care of Books

- Textbooks and library books are the property of the school.
- Textbooks are numbered and assigned to each student, who is then responsible for its proper care.
- All books must be covered with a durable book cover. No contact paper or adhesive covers allowed on hardback books. Books should be carried in a back pack to minimize wear. Lost and/or damaged books must be reported immediately and replaced. The cost will be the responsibility of the student. A fine will be assessed at the end of each school year for damage to textbooks assigned to students. The fine will not exceed the replacement value of the book.

Religious Education

The educational mission of the Church and the reasonable expectations of parents require that a Catholic school be distinguished by an atmosphere and a formal program which relates religious beliefs and practices with the moral development and education of children. Regular religious instruction is an integral part of the educational program for all students at all grade levels.

The classroom preparation for sacramental programs involves parental understanding. To assist in parental understanding, meetings are held for parents of children preparing for the reception of Sacraments of Reconciliation and Holy Eucharist. Attendance at these meetings is mandatory.

Religious worship is an integral part of a child's growth and a central part of the identity of a Catholic school. Students will be involved in the preparation of all school Masses and Para liturgies.

In addition to the daily lessons and prayers, and integration of Catholic values throughout the day, Notre Dame Academy also offers the following religious experiences:

- Attendance at weekly Mass at St. Thérèse of Carmel parish church
- Daily assembly of the student body which includes community prayer, flag salute and announcements.
- All school Mass for Holy Days of Obligation; Liturgical Feast days; September 27th, Feast of St Vincent de Paul, Founder of the Institute de l'Union-Chrétienne de St Chaumont; September 28th, Feast of St Chaumont, Protector of the Institute de l'Union-Chrétienne de St Chaumont and October 17th, Anniversary of the Foundation of the Institute de l'Union-Chrétienne de St Chaumont.

(When Mass is not available at school on a Holy Day of Obligation, parents are responsible to assure attendance at mass at a parish of their choice)

- Retreat for Junior High students offered during the year through the Parish
- Reconciliation service for grades 3 - 8 during school hours during Lent
- Exposition of the Blessed Sacrament is celebrated almost every month.
- Marian celebrations for the Feast days of the Blessed Virgin Mary, and during the month of the Rosary (October) and the month of Mary (May)

Intermediate Sacramental Preparation

Additional sacramental instruction will be offered for any student in grades 3-8 who has not made their First Communion and/or Reconciliation.

Learning Resource Program

The mission of the NDA Resource Program is to identify and serve students who need academic support or enrichment, and to provide a resource for teachers and parents. Student needs are addressed through curriculum, ongoing assessment and collaboration. Individualized interventions are developed to enhance the learning process for each student. Interventions include accommodations created to facilitate achievement.

Technology Use

Computers and iPads are an integral part of our curriculum. Students and teachers are able to use the Internet as a powerful tool to gather information and perform research in a worldwide electronic network library.

Parents and students in grades K through 8 must sign the Digital Citizenship Pledge to ensure understanding of appropriate use and expectations for the use of iPads and all technical devices as it relates to school policy. This signed form must be returned to the school office during the first week of the school year.

The use of the computer is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. Vandalism, or intentional modification of system settings, will result in cancellation of privileges and/or disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is appropriate use, and their decision is final.

The administration, faculty, and staff may request the system administrators to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges.

Testing

Standardized tests, adopted by the Diocesan Office for Schools, will be administered during the school year. Renaissance testing is administered to students in grades 2 - 8. Each parent/guardian will receive a copy of the test results, charting the student's achievements and areas of strength and weakness.

Details of testing times will be sent home. It is important that each student is present during these testing days to determine an accurate record of his/her achievement. The national testing programs are not recorded as pass or fail, nor are they used for grading procedures or for comparative studies in the Diocese of San Diego. The test scores are used to measure student individual progress, and to evaluate and refine the educational programs by school personnel.

The Assessment for Catholic Religious Education (ACRE), for grades 5 and 8, is given during second semester.

Homework

Homework is reinforcement and extension of materials and skills covered in class. Long-term projects, such as essays, book reports, research projects, and oral presentations, may also be assigned and may require more time than the suggested homework minutes listed below. Although work should be completed without outside help, parents are asked to see that the work is completed and returned to school.

In the event a family chooses to take a student out of school for vacation, advanced assignments for up to one week will be given as long as parents have notified the school and the teacher one week prior to the trip. All missed work, test/quizzes, will be completed upon student's return to school. Extra time will be allowed for makeup work; the number of days absent will be the number of days that you have to complete the work (maximum of one (1) week). Please check with your child's teacher.

Daily homework allotments listed below are approximate. Homework may require more or less time. Individual students may require more or less time, depending on individual skills and capabilities. If you find your child is spending an excessive amount of time on homework each night. Please check with your child's teacher.

Approximate Daily Homework Allotments

| | | | |
|---------------------|-----------------|----------------------------|------------------|
| <u>Kindergarten</u> | 10 - 15 minutes | <u>1st & 2nd Grade</u> | 15 - 30 minutes |
| <u>3rd Grade</u> | 30 - 45 minutes | <u>4th & 5th Grade</u> | 45 - 60 minutes |
| <u>6th Grade</u> | 60 - 90 minutes | <u>7th & 8th Grade</u> | 90 - 120 minutes |

Grading Policy

The following grading system is used:

| <u>KINDERGARTEN</u> | <u>GRADES 1-3</u> | <u>GRADES 4-8</u> |
|------------------------|------------------------|-------------------|
| E Exceeds Expectations | O Outstanding | A+ 98 – 100 |
| M Meets Expectations | VG Very Good | A 93 – 97 |
| D Developing | S Satisfactory | A- 90 – 92 |
| NI Needs Improvement | NI Needs improvement | B+ 87 – 89 |
| NE Not evaluated | U Unsatisfactory | B 83 – 86 |
| | NE Not evaluated | B- 80 – 82 |
| | I Incomplete (missing) | C+ 77 – 79 |
| | | C 73 – 76 |
| | | C- 70 – 72 |
| | | D+ 67 – 69 |
| | | D 63 – 66 |
| | | D- 60 – 62 |
| | | F 50 – 59 |
| | | I Incomplete |

Report Card Distribution

Report Cards are issued on a quarterly basis via email to parents or guardian.

Progress Reports

Starting in the second quarter, progress reports are issued to all students in grades 1st – 8th approximately six weeks into every quarter.

Extended Absence

If a student is absent more than fifteen (15) days during a report card period, he may not receive grades without arrangements for make-up work with principal and teacher.

An incomplete grade on a report card will need to be fulfilled by:

- A written contract of assigned work, signed by student, parent, teacher, and principal
- Evidence of completed work signed by student, parent, teacher and principal.

Christian Witness Award

The Christian Witness Award is an award based upon Christian behaviors displayed inside and outside of the classroom by the student. Students are recognized based upon their positive attitude to do their best and willingness to display God's love.

Honor Roll

At the end of each academic semester, eligible students are recognized on academic and/or citizenship honor rolls. The following criteria are used in the selection process:

- Citizenship Honor Roll

This roll will include students in grades 1-3 who receive an 'O' (Outstanding) mark in Citizenship on their report card. Students in grades 4-8 must receive an 'A' in Responsible Behavior.

- Academic Honor Roll

This roll includes students in grades 4 - 8 who maintain a 3.0 - 3.74 overall average in the basic subject areas. Basic subject areas include Literature, Writing, Spelling, Grammar, Math, Social Science/History, Religion and Science. No grade below 'C' is acceptable in any course for student to be included on Academic Honor Roll.

- Principal's Honor Roll

This roll includes students in grades 4 - 8 who maintain a 3.75 or higher overall average in the basic subject areas. Basic subject areas include Literature, Writing, Spelling, Grammar, Math, Social Science/History, Religion and Science. No grade below 'B' is acceptable in any course for student to be included on Principal's Honor Roll.

Promotion

Students who complete the work of a satisfactory grade level in basic skill areas will be promoted to the next grade level.

Graduation

The 8th grade graduation takes place at a special Mass in June. A committee of teachers, parents and students plan the liturgy and celebrations which may include a special field trip and a reception for family and friends.

Kindergarteners are promoted on the morning of the last day of the school year.

Retention

Retention is a possibility when performance or development of a student is well below expected standards. Each case will be reviewed individually. Any decision concerning retention is made after considering all the facts related to the student's development (emotional, physical, social, intellectual) collected from a wide range of sources throughout the year. Parents will be kept informed of student progress, or possibility of retention, regularly during the school year.

Other School Programs

Student Council

Notre Dame Academy has a system of student government whereby student commissioners are appointed by their peers during the spring quarter.

The Student Council provides an opportunity for students in grades 3 - 8 to develop leadership skills while serving the school. Students running for office are required to have at least a 3.0 G.P.A. and no grade lower than an A- Citizenship each quarter.

Activities coordinated by the Student Council may include: community service projects, spirit days, and other events that build community and encourage spirit.

Sports Programs

Notre Dame Academy participates in the North County Parochial League offering junior varsity competition for grades 5/6; varsity competition for grades 7/8; and Track for grades K-8. Students in Kindergarten through 4th grade may participate in Pee Wee Soccer.

A schedule of sport seasons and sports offered is published at the beginning of each school year. After-school sports are a privilege. If any academic or behavioral concerns should arise, continued participation in afterschool sports will be evaluated by administration.

Notre Dame Academy forms a team if:

- 1.) A volunteer coach assumes responsibility for the team and
- 2.) A sufficient number of students participate.

The Athletic Director, or other person appointed by the Principal, will coordinate the sports program. Parent participation is essential in order to provide coaching, transportation to and from games, and to offer additional support needed by the Athletic Director.

To participate in each sport, families are responsible for paying the league fee and uniform rental.

A typical sports season is as follows:

| Fall Sports: Sept. - Nov. | Winter Sports: Jan. - March | Spring Sports: March - May | Summer Sports: June |
|--------------------------------------|--|---------------------------------------|--------------------------------|
| Girls Volleyball | Girls & Pee-Wee Soccer | Girls Basketball | Boys & Girls Track |
| Boys Flag Football | Boys Basketball | Boys Soccer | |

Field Trips

Field trips are planned as part of the instructional program. Student participation in field trips is a privilege and may be withheld if student fails to meet academic or behavioral requirements.

No student will be allowed to participate in a school-sponsored field trip unless the official permission slip is returned and signed by a parent or guardian. Verbal permission and telephone calls cannot and will not be accepted in lieu of the proper forms. Parents have the right to refuse to allow their child to participate in any field trip. Students will wear their school uniform, unless otherwise specified.

Transportation is provided by either charter bus or volunteer parent drivers. If traveling by car, all students must wear seat belts. All volunteer drivers must be over 21 years and have completed all 3 NDA Volunteer Requirements including Livescan, Negative TB test (submitted every 4 years), and child abuse reporting agreement.

Prior to the date of the field trip, parent drivers must complete all of the volunteer requirements and keep on file the following in the homeroom class:

1. Copy of a valid California driver's license
2. Current vehicle/driver insurance information
3. Field Trip Driver form

The minimum acceptable liability limit for privately owned vehicles is \$100,000.00/ \$300,000.00. All forms remain on file for one school year.

The supervising teacher shall have a first aid kit in his/her possession. No detours to stores or restaurants are permissible going to, or coming from, the location of the field trip. Siblings not registered in the school may not be brought on field trips as they are not covered by the school insurance.

School Choir

As a means of enriching the music program, students in grades 3-8 may elect to join the school choir as a singer or instrumentalist.

The Music Ministry of Notre Dame Academy offers the students the opportunity to share in the joy of serving God through music. The program provides spiritual, personal and musical growth through song and praise. The choir will participate in Friday morning school liturgies as well as special events. Participants will be required to attend one of two thirty minute practices per week. After approval of the Principal and Music Director, each student will be provided details of the practice schedule and requirements for liturgy service hours.

Altar Servers

Students in grades 5 - 8 are invited to serve St. Thérèse of Carmel Parish as Altar Servers. After approval by the Pastor and initial training, students will be scheduled to serve for various parish Masses on weekends and at school Masses. Ongoing training is a requirement. Time served as Altar Servers may be counted for Christian service hours.

Mission Outreach

Each year, Notre Dame Academy sponsors a number of outreach projects to help the less fortunate. The majority of these outreach projects, spearheaded by the students, benefit the local community. Some of projects include collecting blankets, toiletries, socks, diapers and for local shelters or sponsoring canned food drives for Catholic Charities of San Diego County. These projects are a wonderful opportunity for each one to reflect on God's goodness to us.

Middle School Service Hours

These service hours are a requirement 6th, 7th and 8th grade students. Service hours may include assisting in the school, at the church, or in the community. Students may perform service outside of NDA. If service hours are performed for an organization, the organization must be a non-profit organization. If service is done for an individual, it must be approved in advance by the principal. Each student is responsible to turn in service hours on the Student Service Hours Record Sheet on the due date.

Service requirements are as follows:

- 6th Grade 10 Hours
- 7th Grade 15 Hours
- 8th Grade 20 Hours

Officers of Student Council are required to perform forty (40) hours of Christian service during the school year.

Summer Programs

Summer Programs may be offered depending on the availability of staff. Programs may include a day camp and/or academic classes.

School Pictures/Yearbooks

Class and individual pictures will be taken at school by a professional photographer early in the school year. Advance notice will be sent home to advise parents/guardians. Children must wear formal uniform for class pictures. Yearbooks will be available for purchase.

Health

General Examination

Students at Notre Dame Academy will be required to meet the requirements of the Child Health and Disability Prevention Program (*AB 2068*). This CHDP law requires that all children who enter first grade present to their school office a health certificate signed by a physician. The certificate must show that a child has received a health check-up or screening within one year prior to entry to first grade. If a parent does not wish his child to receive the check-up, the parent must sign the waiver at the bottom of the examination form. Proper evidence of compliance will be placed in student health file.

Allergies/Chronic Illnesses

Any allergies, hypersensitivity (drugs, antibiotics, bee stings, foods) or chronic illness should be reported. Health factors will be kept on file in the school office. Teachers will be informed by the school principal. It is the responsibility of the parent of each student to inform the school office in writing concerning the medical welfare of a student.

Immunization

No student will be admitted to Notre Dame Academy unless he/she has complied with California immunization and health screening requirements. Up-to-date immunization records must be submitted to the school office prior to the student entering school. The immunization requirements are in compliance with State Guidelines.

1. Transfer Students:
 - All transfer students are required to submit a copy of their up-to-date immunization record before admission.
2. The California School Immunization Law allows a student to be exempt from the immunization requirements due to personal beliefs or medical reasons.

Discipline

Discipline in a Catholic School

Discipline in a Catholic school is an aspect of moral guidance, not a form of punishment.

The purpose of discipline is:

- To provide a classroom situation conducive to learning
- To educate students to appreciate the importance of developing personal responsibility and self-control
- To help build a sense of community

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their fellow students towards the attainment of class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Students are expected to:

- Be honest, courteous, and loyal
- Use only acceptable language
- Be responsible for the protection and preservation of school property

School - Wide Rules

These rules apply to all school-sponsored activities, on or off campus, including Extended Care and field trips, and are in addition to classroom rules.

1. Show courtesy and respect to all people.
 - Follow all rules and procedures
 - Use courteous and attentive behavior in all classrooms, during assemblies, and on the playground
 - Your hands, feet, and objects are not to be used to inflict harm
 - Follow directions of all in authority
 - Use appropriate language and actions
 - Use good manners
 - While on school grounds, remain in view of adult supervisors in designated areas
 - Enter school building or church only if accompanied by an authorized adult
 - Adhere to school uniform policy and guidelines

2. Respect property

- Show proper care of school property
- Use materials correctly
- Ask before using the property of others
- Do not chew gum on Campus

Behaviors deemed a danger to the school community will be reviewed by Administration on an individual basis. Any student associated with a street gang, or conspiring to bring gang members, weapons, the threat of violence or drugs on or near the Notre Dame Academy campus, or to any Notre Dame Academy function or activity, will be subject to immediate disciplinary action, as well as the involvement of law enforcement personnel.

Abuse of Teachers

Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing 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 such other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred dollars (\$500.00) (Ec44812).

Safety of Students

The (California) Legislature finds and declares that the protection against corporal punishment, which extends to other citizens in other walks of life, should include children... Children of school age are at the most vulnerable and impressionable period of their lives and it is wholly reasonable that the safeguards to the integrity and sanctity of their bodies should be, at this tender age, at least equal to that afforded to other citizens. (EC 49000).

Bullying/Cyberbullying

Any willful and repeated behavior that is reasonably perceived to threaten, intimidate, degrade, humiliate, terrorize or harass another student will not be tolerated. This kind of activity contradicts the mission and philosophy of the Catholic Church and Notre Dame Academy. Bullying and/or cyberbullying may result in disciplinary action up to, and including suspension or expulsion. The school may refer serious incidents to the school resource officer with the SDPD. Notre Dame Academy reserves the right to discipline students for off-campus behavior that creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Students that indirectly participate in bullying and/or cyberbullying by giving the impression that they support or agree with the negative behavior may also face disciplinary consequences. Any student who feels that they are a victim or is a witness to bullying is encouraged to report it to a Staff member. Reporting is confidential and every effort will be made to protect the student's anonymity. Any actual or perceived retaliation toward reporters/victims will be dealt with harshly. Additionally, students that make false accusations will also face serious consequences. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

School-Wide Consequences

The following consequences for discipline infraction will occur after the classroom discipline plan has been followed. Consequences may include: (List is not in sequential order.)

- Conference with student
- Conference with parents
- Assignment of special tasks
- Denial of privileges
- Removal from positions of responsibility
- Detention
- Probation
- Suspension
- Expulsion

Detentions

A student may be detained for a violation of various class and school regulations. The following is the detention policy of Notre Dame Academy:

- Staff member issuing detention will fill out a 'Detention Issuance Form.'
- Staff member will give homeroom teacher a copy of detention, and a copy to student to take home.
- Parents will sign detention slip and return slip to staff member who issued detention, acknowledging the responsibility of student to attend detention.
- Students who receive a detention will be given at least one day's notice.
- Detention is held on Tuesdays after school.
 - Grades 1-2 3:15 - 3:45 p.m.
 - Grades 3-8 3:15 - 4:00 p.m.
- Skipped detention will result in **two** (2) make-up detentions.
- School faculty members will supervise student assigned detention. Student may not use detention time to do homework. Students will fill out an infraction form during detention stating what happened and what could have been done differently.

Probation

A student may be placed on probation for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action.

Suspension

A student may be placed on suspension for serious misconduct, on campus or off campus, during school related activities, or for continued misconduct after being placed on probation. Lack of cooperation with suspension plan could lead to expulsion.

Official suspension may assume various forms:

- The student may attend class, but lose the right to participate in any curricular or extracurricular activity, on or off campus.
- The student may be suspended from a particular class and be required to report to a specific place on campus during this time.
- In unusual cases, a student may be sent home for the entire period of suspension and be assigned academic work to make up for loss of class time.

During the period of Suspension:

- All missed school work must be made up by student
- Student may not participate in any school-sponsored activities
- Students may be suspended or expelled without benefit of above outlined procedure for serious offenses that have an immediate and severe impact on school, staff or other students.

Expulsion

A student may be expelled from school for misconduct of a serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which student has been suspended one or more times.

Grounds for Suspension or Expulsion

Among acts which constitute good cause for suspension or expulsion are the following:

- Leaving school grounds, at any time during school day without written permission from parent or legal guardian and clearance from the office
- Actions gravely detrimental, to the moral and spiritual welfare of other students (*California Education Code 48900*)
- Incurable or disruptive behavior which impedes the progress of other students
- Habitual or persistent violation of school regulations
- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or any theft or force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school (*California Education Code, 48902*)
- Smoking or having any tobacco product on school premises.
- Possession, use or sale of narcotics or other hallucinogenic drugs or substances on school premises or elsewhere (*California Education Code, 48904*)
- Use or possession of intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct or otherwise related to a school activity or school attendance (*California Education Code*)
- Any minor who willfully cuts, defaces, or otherwise injures in any way, real or personal property belonging to Notre Dame Academy is liable to suspension or expulsion. The parent or guardian shall be liable for all damages caused by the minor (*California Education Code, 48909*)
- Misconduct when other means of correction fail to bring about proper conduct (*California Education Code, 48907*)
- Theft
- Habitual truancy
- Harassment in any form
- Threats of harm to self or others
- Bringing any type of weapon to school or school grounds. Any student found in possession of such will be subject to disciplinary action.

Child Abuse Reporting

In accord with California law, school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters.

The clear intent of the law, based on the seriousness of the crimes listed above, is to make such reports in the best interests of the affected child. Once reasonable suspicion is established, the staff does not have any legal alternative except to make the report to the proper authorities for their investigation and review.

(Reference: California Penal Code Section 11166.5)

Harassment

Notre Dame Academy affirms the Christian dignity of every student. It is the policy of the Academy to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or other personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

Harassment is any form of conduct that is not welcome, is personally offensive, and undermines the integrity of employment and professional relationships. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the Principal immediately.

Grievance Procedures

Parents are encouraged to follow the grievance procedures if they have a concern regarding classroom discipline policies. The purpose of the procedures is to secure, at the lowest possible level, equitable solutions to problems which may arise from time to time affecting the welfare of students and teachers.

A parent-teacher conference should always be the first level of this procedure. If an agreeable solution cannot be reached at this level, a parent-principal conference may be arranged. These procedures will be kept informal and confidential, as may be appropriate, in order to facilitate reconciliation, communication, and the strengthening of the school community.

Cell Phones

Students are **never permitted** to use a cell phone during the school day. Text messaging, phone cameras, and the like may not be used at school. This time period includes any time of day on campus when teachers and staff are in charge of students, including immediately before and after school; student cell phones may not be used by students between the hours of 7:30 a.m. and 3:15 p.m.

If students need to get in touch with their parents during the school hours due to an emergency, they must ask their teacher's permission to use the school office phone.

Any student cell phones found on campus during the time parameters stated above will be confiscated and turned in to Sister Marie Pascale. The phone will be kept until the parents pick it up from Sister. This policy is in place because the use of phones has become a distraction to learning in the classroom.

iPad Policy

The iPad device that each student will be using is for the purpose of conducting school work during school hours or while working on school-related projects at home. These policies are being set forth with the purpose of educating students on the responsible use and expectations when using the iPads. Allowing students to utilize technology during the educational process is a means for enhancing each student's overall learning experience. Our goal is to provide a safe, appropriate, and effective learning environment for all at Notre Dame Academy. Due to continuous advancements in technology, NDA reserves the right to add to these policies throughout the school year as deemed necessary. Violating any of these policies may result in disciplinary consequences depending on the violation. Possible consequences have been relayed in the Digital Citizenship Pledge. The school reserves the right to apply disciplinary consequences for technology-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

The below listed policies are to be enforced when students are using their devices both on and off campus:

SOFTWARE

- Students are not permitted to download or install any applications or other programs onto their device.
- Necessary apps will be installed at the teacher's discretion through a wireless Mobile Device Management program. This allows for a safe and secure iPad learning environment in which the devices are controlled by the teachers and Administration at NDA.

HARDWARE

- Removing the iPad from its case or removing the screen protector is not permitted with NDA devices. The barcode that has been placed on the back of the iPad itself is not to be tampered with or removed.

SECURITY

- NDA has a secure Wi-Fi network on campus that is designed to minimize student access to inappropriate content. While it is an effective filter, it is the student's responsibility to adhere to the Digital Citizenship Pledge.
- If a student comes in contact with inappropriate material, the student needs to turn the device over (screen facing down) and tell a teacher immediately.
- Students will have lessons throughout the year on cyber safety to help promote a positive and safe learning environment.

WARRANTY

- An AppleCare warranty comes with each iPad 2 that NDA students will be using. The warranty does NOT cover lost iPads. If an iPad is lost, a parent or guardian will be responsible for a full replacement fee for that device.
- In the event that the iPad screen breaks or the iPad no longer functions properly, an iPad Damage Report must be filed through the Front Office along with the \$50 replacement fee and the submission of the device to the Assistant Principal or the Technology Teacher.
- Willful neglect will void the warranty.

RETURN OF iPADS

- The iPad, charger, and USB cord must be returned by the Parent/Guardian or Student in the same condition in which it was received by the deadline set forth by NDA (T.B.D. in the spring). Any damage, including, but not limited to, scratches, cracks, or dents will need to be reported via an iPad Damage Report at that time.
- Report cards, transcripts, yearbooks, and promotion certificates will be held until the iPad and accessories are satisfactorily returned, and all claims are cleared.

iPAD SETTINGS & GENERAL RULES

- Lock Screen & Home Screen Wallpaper: The only wallpapers that can be applied are those which are given automatically within the iPad. Students may not use a picture saved to their camera roll or screenshot image as their Wallpaper.
- Passcode Lock: Middle School students may choose to add a Passcode Lock to secure their iPad device. This passcode should not be shared with any other students. If a teacher asks to see a student iPad, the student must unlock the iPad immediately per the teacher's request.
- Syncing: Students may not sync their school-issued devices with any other device or computer. This applies to apps, music, and any other content that is not permitted by Administration.
- Camera Function: Students are only permitted to take pictures that have an educational purpose and when instructed to by a teacher. Taking pictures of themselves, their friends, or during class when not directed by a teacher is NOT allowed and can lead to such consequences explained in the Digital Citizenship Pledge.
- iPad Use at Lunch/Recess: iPad use is not permitted at Morning Break, Recess or Lunch. This time is important for students to eat, to visit with their peers, and to get some exercise.
- Email Function: At NDA, students are issued a Google Education email account. Students may use the email function for educational purposes only (i.e. questions about assignments, collaboration on group tasks, etc.). Students are not permitted to send emails that are not directly school-related or are not appropriate. Students are not permitted to send emails during class time when such activity is not directed to take place by a teacher. Additionally, students and parents are not allowed to exchange emails during school hours.

Other Electronics

Students should not bring devices, such as iPods, MP3 players, video games, etc. Any electronic device brought to school will be confiscated. Parents must pick up confiscated cell phones and/or electronic devices from the Principal.

Dress and Uniform Code

The Sisters of Union-Chrétienne de Saint Chaumond strongly believe in discipline. The appearance of our students is very important to us as a community. We will strictly enforce our dress code.

Parents and students should understand that our dress code is not an option and respect our Order by following the dress code at all times.

Your children must wear proper school uniform at all times. Uniforms must be neat, clean, and sized appropriately (not too large or too tight).

No substitutions or changes are allowed. All indicated items must be purchased through the designated uniform company. Students not following the uniform policy (including free dress guidelines) will be issued a Uniform Violation (UV) mark in Renweb. Habitual uniform violations will result in further consequences, such as detention. When your child cannot be in uniform, a note of explanation must be sent to the teacher.

ALL CLOTHING MUST BE PURCHASED FROM 'MILLS UNIFORM COMPANY'
AND MUST HAVE NDA LOGO OR CREST AS NOTED

Shop online at: www.millswear.com or by phone (800) 541-1850

Store Address: 3949 Ruffin Road, Suite D San Diego, CA 92123

Phone Number: 858-836-2181

General Rules:

Students are expected to be in proper uniform at all times (exceptions will be noted). Clothes are to be fitted, modest, clean and presentable – not baggy, low-rider or rolled-up. Jumpers and skirts are to be no shorter than two inches above the knee. Shirts must be tucked in at all times, unless it is the poplin stretch blouse style for the girls.

All articles of clothing must be labeled by using a label, permanent marker, or embroidering.

Backpacks:

- Rolling backpacks are permitted for grades K-8
- No rolling backpacks for PS or PreK

Hair:

Hair should be neat, in good taste, and not interfere with vision. Hair should not be dyed, bleached, streaked or spiked.

BOYS: Hair shall be no longer than 3 inches on top and may not be below the bottom of the earlobes (no tails).

GIRLS: Hair bows; ribbons, barrettes or headbands must be white, navy or sky blue. Hair accessories must be modest in size. Girls may not wear sequined hair bows or ties.

Jewelry:

Girls are permitted to wear one pair of earrings, post style only, (no hoops or dangle earrings), one bracelet, one necklace, one ring per hand and one watch. Boys may wear one watch.

Makeup:

Makeup, such as eye-shadow, blush, lipstick, etc., is not to be worn on campus. Artificial nails or tips are not permitted and only clear nail polish is acceptable.

Free Dress: The school regards 'Free Dress' as a privilege and therefore expects that students will dress appropriately. All shirts and dresses should have sleeves.

Appropriate dress does NOT include cut-offs, bare midriffs, sleeveless tops, halter tops, plunging necklines, (even when worn with jackets), short shorts, short skirts with slits, excessively short hem lines, spandex, biker shorts, over-sized shorts and pants, and clothing with any kind of emblem, pictures, or writing incompatible with Christianity. Belts must be plain. No metal spikes or studs are allowed.

With student safety in mind, uniform shoes or athletic shoes must be worn. No open toe shoes, sandals, or flip-flops are allowed. With school maintenance in mind, please choose only non-marking soles on shoes for your child.

Teaching our children modesty in dress should be considered by parents when supervising Free Dress attire. Those in violation of the intent of this policy may lose the Free Dress privilege for the next Free Dress day. A student may be required to phone home for a change of clothes in extreme cases. It is the responsibility of the parents to see that their children are neat, clean, well-groomed and in appropriate dress.

BOYS UNIFORM: GRADES PS – 8

REGULAR UNIFORM ATTIRE:

- Navy blue pants (no logo)
- Navy dress shorts (no logo) - when specified for warmer weather days
- Black leather belt (no logo) must be worn in 2-8 (Belts are optional PS-1st)
- Sky blue polo shirt with logo
- Solid sky blue short-sleeve or long-sleeve oxford with logo
- ALL Black non-marking sole shoes
 - Closed toe and heel. Flat only; no platform shoes.
 - Solid black canvas shoes with laces are acceptable. (Vans)
- Navy blue, black or white socks - socks must go above the ankle and have no logos

REQUIRED FORMAL DRESS FOR MASS AND OTHER SPECIFIED OCCASIONS: PS-1ST:

- Navy blue pants (no logo)
- Solid sky blue short-sleeve or long-sleeve oxford with logo
- Black leather belt (no logo) are optional PS-1st.
- Navy long-sleeve sweater with logo or Navy sweater vest with logo
- All Black non-marking sole dress shoes (*No athletic/tennis shoes*)
 - Closed toe and heel. Flat only; no platform shoes.
 - Solid black canvas shoes with laces are acceptable. (Vans)
- Navy blue, or black – socks must go above the ankle and have no logos

REQUIRED FORMAL DRESS FOR MASS AND OTHER SPECIFIED OCCASIONS: GRADES 2ND-8TH:

- Navy blue pants (no logo)
- Solid sky blue short-sleeve or long-sleeve oxford with logo
- Black leather belt (no logo) must be worn in Grades 2nd -8th
- Navy blazer with crest (sewn on left pocket)
- Navy and gray striped tie
- All Black non-marking sole dress shoes (*No athletic/tennis shoes*)
 - Closed toe and heel. Flat only; no platform shoes.
 - Solid black canvas shoes with laces are acceptable. (Vans)
- Navy blue, or black – socks must go above the ankle and have no logos.

GIRLS UNIFORM:

GRADES PS - 2

Required Formal Dress for **Mass** and other specified occasions:

- Navy jumper with logo
- Sky blue peter pan collar blouse (no logo)
- Navy cardigan with crest (sewn on left side)
- ALL Black non-marking sole shoes
 - Closed toe and heel. Flat only; no platform shoes.
 - **Solid black** canvas shoes with laces are acceptable. (Vans)
- Navy blue, black or white socks/tights

Regular uniform attire:

- Navy jumper with logo
- Sky blue peter pan collar blouse (no logo)
- Sky blue polo shirt with logo
- ALL Black non-marking sole shoes
 - Closed toe and heel. Flat only; no platform shoes.
 - Best to have strap and tread on the bottom of shoe.
 - **Solid black** canvas shoes with laces are acceptable. (Vans)
- Navy blue, black or white socks/tights

GIRLS UNIFORM GRADES 3 - 8

Required Formal Dress for **Mass** and other specified occasions:

- Navy box-pleat skirt (no logo) with shorts underneath
- Sky blue stretch blouse with logo
- Navy cardigan with crest (sewn on left side)
- ALL Black non-marking sole **dress** shoes (*No athletic/tennis shoes*)
 - Closed toe and heel. Flat only; no platform shoes.
 - Solid black canvas shoes with laces are acceptable. (Vans)
- Navy blue, black or white socks/tights

Regular uniform attire:

- Navy box-pleat skirt (no logo) with shorts underneath
- Navy Skort
- Sky blue stretch blouse with logo
- Sky blue polo shirt with logo
- ALL Black non-marking sole shoes
 - Closed toe and heel. Flat only; no platform shoes.
 - Best to have strap and tread on the bottom of shoe.
 - **Solid black** canvas shoes with laces are acceptable. (Vans)
- Navy blue, black or white socks/tights

2015-2106 P.E. UNIFORM: GIRLS AND BOYS GRADES K – 8

Students in grades Kinder-8th, whose P.E. classes are scheduled Monday through Thursday, must wear their sanctioned NDA PE Uniform to school on their designated P.E. class day. Students will remain in their PE Uniforms throughout the day.

-Students whose PE class is scheduled on Friday will wear their Formal Uniform to Mass and then change in to their PE uniforms before class.

Required attire: Updated styles will be provided through Dolphin Shop starting in JULY!

P.E. Tops

- Bought through Dolphin Shop and/or Mills
- No NDA Team Uniforms (Soccer, Football, etc.)
- Track T-Shirt is acceptable
- NDA Hoodies, wind shirt and sweatshirts may also be worn.

P.E. Bottoms (Shorts, Track Pants, Sweat Pants)

- Bought through Dolphin Shop and/or Mills
- No NDA Team Uniforms (Basketball)

P.E. Shoes

- Solid White including the sole, Solid Black including the sole, Black/White (Solid black shoes including soles must be worn every day with regular and formal uniform)
- P.E. shoe examples (Adidas "Stan Smith," Nike "Match Supreme")
- Websites:
 - http://www.eastbay.com/Tennis/Shoes/_-_/N-1eaZne;
 - www.zappos.com
 - www.famousfootwear.com

Uniform Socks

- Solid blue, solid black or solid white colors
- Above the ankle
- No Logos

OPTIONAL ATTIRE FOR ALL STUDENTS (NOT TO BE WORN ON FORMAL DRESS DAYS):

Any items listed below may be worn over a polo or oxford while inside or outside in cool weather.

- Navy long-sleeve sweater with logo (Boys in Kinder and Gr.1 may wear to Mass).
- Navy sweater vest with logo (Boys in Kinder and Gr.1 may wear to Mass).
- Navy fleece zippered jacket with logo
- Navy windbreaker
- White mock turtleneck may be worn under the polo shirt.
- NDA Spirit Wear purchased from Dolphin Shop

Finances / Tuition

TUITION INFORMATION

- Tuition for siblings: 10% discount is available for tuition of each sibling after the first sibling. Students are to be attending Notre Dame Academy at same time.

TUITION PAYMENT OPTIONS

All families are expected to make tuition payments according to one of the following payment preferences. The preferred manner of payment must be submitted each year at the time of student registration.

Payment preferences include:

1. Option #1: Single (Annual) Payment:

- Annual payment due on or before July 1.
- 2% discount may be taken if paid by July 1 by cash or check only.
- No discount is offered on credit card payments.

1. Option #2: Semi-Annual Payment:

- 1st payment due on or before July 1.
- 2nd payment due on or before January 1.

2. Option #3: Ten (10) month Payment:

- First payment, on or before July 1 with a deposit of two (2) months payment
- Second payment of one month tuition due on or before August 1 and each successive month. Tenth payment on or before March 1.
- Credit card payments NOT accepted on ten (10) month payment plan.

All families are required to sign a 'Tuition and Policy Agreement' Form.

TERMS OF TUITION CONTRACT

APPLICATION AND REGISTRATION FEES ARE NOT REFUNDABLE

1. Late Payments and returned checks

Any check returned by the bank for any reason will incur a \$25 charge.

If more than two checks issued are returned by the bank, all subsequent payments will be accepted only by cash, cashier check or money order.

2. Pro-rated tuition

- Withdrawals

Families, withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year.

After the first day of school, tuition refunds shall be prorated on a monthly basis for those students withdrawing during the school year, according to a formula established by the Administration.

If after proration the student account is overpaid, a refund will be issued. If after proration, the student account is underpaid, the underpaid balance due must be paid immediately.

When a student terminates attendance at Notre Dame Academy, all unpaid tuition fees and other school charges become immediately due and payable.

If a student attends any part of a month, parents are responsible for the entire month of tuition.

- Entrance Mid-Year

Tuition will be billed at a monthly rate beginning the month of enrollment for students entering during the school year.

- Medical or Personal Absences or Extended Leaves

Tuition will not be prorated.

3. Non-payment of tuition

It shall be the responsibility of each school family to keep the school informed if there is a need to make a change in the preferred tuition payment plan, or adjustments in the amount of tuition expected to be paid.

If a family experiences an unexpected financial crisis, they need to notify the school five (5) working days before payment is due. The payment plan can be adjusted for that month to accommodate the family's needs.

Without such information, the following policy applies when tuition payments are received late:

Until the financial obligation to Notre Dame Academy has been satisfactorily met, Administration has the option to enforce the following actions:

- a. Delinquency in tuition constitutes cause for withdrawal of the student at the School's discretion.
- b. Readmission for the following school year may not be permitted until student tuition account is brought current.
- c. Students will not receive final grades, transcripts, etc. until tuition account is current.

The School shall have the right to legal action for the non-payment of tuition. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.

TUITION ASSISTANCE

In the spirit of sharing, families are encouraged to make a voluntary tax deductible contribution to assist with tuition for students who otherwise may not be able to attend Notre Dame Academy.

Parent Involvement

Volunteer Requirements

Our first and most important commitment is your child's safety. For that reason, we do require all volunteers on campus to complete the following requirements before any volunteer work is done:

1. Live Scan – all volunteers must be fingerprinted through a Live Scan process, using a school-initiated form. This assures the utmost safety of your child. There is a charge for this service. The Postal Annex, located in the Von's Shopping Center at the intersection of Valley Center Parkway and Carmel Creek, offers Live Scan. No appointments are necessary. Please note: if you have already had a Live Scan for the Diocese, you do not need to be fingerprinted again. Let the office know and we will contact the Diocese to obtain your records.
2. TB test – required by law for volunteers in schools. Negative test results from your Dr. should be turned in to the office. This test is required every 4 years.
3. Child Abuse Reporting Form – another requirement of the law. Only needs to be signed once.

We realize these requirements are not convenient; however, no price can be put on your child's safety.

Volunteer Program

Christ gives His people different gifts, not only for themselves but for others. Active involvement in the life of the school is expected of all parents. The Volunteer Involvement Program is a plan whereby parents/guardians support the school through the use of their time, treasure and talent!

Each family registering students at Notre Dame Academy will pay the amount of tuition indicated on the chart, and is responsible for completing thirty (30) hours of school service per family per two parent households or fifteen (15) hours per single parent household. Hours are to be earned from July through June.

Each family is responsible for creating a plan for the completion of those hours by signing the Parent Involvement Form received in the registration packet. Parents may either choose from one of the activities listed, or pay a non-participation fee of \$500 per family.

It is the responsibility of each family to record volunteer hours on the Parent Volunteer Service Hours Record Sheet. The completed form is due in the Accounting office no later than May 15, (include anticipated service hours for June) or the \$500 service fee will be added to your monthly bill.

Please note the name of the student so that proper credit can be given. Grandparents, older siblings, or other relatives must sign in volunteer hours since last names often differ. Volunteer Record Sheets are available in the school office.

NDA Guild Program

Membership in the Notre Dame Guild is open to the entire school community – parents, faculty and staff. The purpose of the Notre Dame Guild is to develop and effectively promote a more integral relationship within the school community, and to support its Christian philosophy, written policies and designated programs.

A major aspect of the Notre Dame Guild is to provide Notre Dame Academy with hospitality and fundraising support. Each year, Notre Dame Guild will sponsor events and programs in order to meet these goals.

Information regarding Guild-sponsored events and programs will be included in the newsletter and direct mailings. Guild members are encouraged to support all Guild-sponsored events and programs.

Extended Day Care Program

PURPOSE

The main purpose for the Extended Day Care program is to provide safe, nurturing, guided supervision before and after-school, for busy and working parents.

GOALS

- To provide extended day care in a Christian atmosphere
- To create a family bond among children of different age and grade levels
- To provide relaxation before/after busy school days
- To provide quiet study time for homework
- To provide recreation activities such as games, books, puzzles, art projects, etc.
- To provide active playtime in a well supervised play area

Students need to know that they will go to the Extended Day Care if a parent has not picked them up within 15 minutes of dismissal. If they are aware of this procedure, they will easily adapt should the situation occur. It will negate the parent having to call the office to forward a message to the student.

- Eligibility for Extended Daycare

Any student in any grade, Preschool through Eighth grade, enrolled at Notre Dame Academy can be accepted into the program based on space availability. The Extended Day Care program follows all admission policies of the school. A Registration form is required for each student to participate.

- Calendar

Extended Day Care is available on most days when Notre Dame Academy is in session. Refer to school calendar for a list of holidays.

- Extended Day Care Hours

Before school 7:00 – 7:30 a.m. Students remain inside until 7:30 a.m. They are then excused to the playground until bell rings at 7:55 a.m. Grounds are supervised during this time.

After school 3:00 – 5:30 p.m. On Minimum Days, daycare is provided from 12:30 - 5:00 p.m.

- Location

Notre Dame Academy Extended Day Care for preschool students is located in the preschool classrooms. Day care for students in grades K-8 is provided in the Art and Music room. The children will be taken to the playground for outdoor play time.

- Staff

A qualified director and staff members employed by Notre Dame Academy will supervise. The trained staff and early childhood educators will provide quality care.

- Emergency Information

A separate Extended Day Care emergency form must be completed for each family to be kept on file. Notre Dame Academy Extended Day Care will only release students to a pre-designated person. Therefore, a written release form is required if your child is to be picked up by anyone but the designated parent or parents.

- Illness or Accident

In the event of illness or an accidental injury, the Extended Day Care staff will immediately attempt to contact you. You will be expected to pick up your child as soon as possible after being called. If your child is ill, he/she will not be permitted to attend the program. Any student, who does not attend school for the day, may not attend the Extended Day Care program for that day.

Each student will have an Emergency Card on file at the Day Care Center. This file is separate from school office files. The names listed will be contacted in listed order until someone is notified of the student's illness or injury.

Special instructions must be listed on the Emergency Card. (Diabetes, asthma ...etc.)

- Medication

If a student needs medication while attending the Extended Day Care program, the Day Care staff will follow the same rules listed for school:

1. The appropriate form must be completed by the parent and the physician giving the Extended Day Care staff permission to administer medication to their child.
2. Medication dosage and times must be clearly indicated with physician instructions.
3. Medication must be delivered to the school office in the original container bearing the original pharmacy label.

Rules for Students in Extended Day Care

In addition to the rules of Notre Dame Academy, Day Care students are expected to:

- Show respect to all fellow students and the Extended Day Care staff
- Use appropriate language
- Play peacefully and work out problems with words
- Take good care of school equipment, games, and toys
- Clean up after themselves

Signing your child in/out

1. Sign in

- Any student dropped off before 7:30 a.m. must be checked into daycare. There is no yard supervision before 7:30 a.m. or after 3:00 p.m.
- IT IS THE LAW: all children must be signed in by parent in A.M. daycare.
- In P.M. daycare, each student will be signed in as they come from school. All students will be walked to the Extended Day Care area by their classroom teacher. The children will be signed in by the Day Care Staff. If your child has been signed in by the Day Care Staff, you will be charged the appropriate hourly rate.
- Students not picked up by 3:00 p.m. (12:30 p.m. on minimum days) will be required to attend the daycare program. Regular fees will apply. For their own safety, no student will be allowed on the school premises unsupervised. If a student is directed to the daycare program for any reason, he/she must be signed out by an authorized person before leaving the program.
- Students will be signed into day care following sports practices or games if parents do not pick children up on time.

2. Sign Out

- The parent or authorized person picking up student from day care must sign the student out. If a signature and time are not present on the sign-out sheets, the family will be charged until 6:00 pm. No student will be released without parent present. Students may not sign themselves out.
- A student will not be released to any person whose name is not on the signature card. The Parent must notify the Director in writing if someone not listed is to pick up their child. If the written note does not match our signature card, the student will not be released.
- Students will not be sent home in a taxi unless prior arrangement and identification has been made. If a taxi is used frequently, the parent must stipulate this on the signature card.
- Parents will accept all responsibility after their child leaves the daycare program and the school grounds.

Rate

- \$8 per hour. - Daycare fees will be charged in addition to regular tuition.

Late Pickup

- Failure to pick up your child by 5:30 p.m. will result in a \$3 fee for each 15 minutes. The late charge must be paid immediately by the pick-up person. Frequent lateness in picking up a student will be grounds for terminating the student's participation in the program.
- If a student is left at the daycare past 6:00 p.m., we will contact the persons listed on the student's emergency card.

Daycare Program Schedule

Students are expected to follow all school rules at all times. Discipline procedures and consequences used in the school will be followed in day care. Parents will be notified if behavior becomes a problem. Students, whose behavior problems are not corrected, will not be allowed in daycare.

Following taking of attendance, students attending the daycare program will be given time for snack, supervised outdoor play, homework, reading, and other activities.

Study time provided is not a guarantee that all homework will be completed; only that time may be available for the student to start homework. It is the responsibility of the parents to check the student's work nightly.

Snack

A light, nutritious snack and juice drink will be provided for students in the Extended Day Care. Students staying late are encouraged to bring an additional snack. On minimum days, students must bring their own lunch. A snack will be provided.

DROP - IN

This service is available to parents who may need to leave their child after school in an emergency situation or as the need arises. A few open spaces will be maintained daily; however, space may be limited. Please call the school in advance to insure an available space. A note to the teacher is also necessary so that they can be advised to send your child to day care.