

**PARENT-STUDENT HANDBOOK
2011-2012**

Notre Dame Catholic School is an Archdiocesan Catholic School operated under the supervision of the Office of Catholic Schools of the Roman Catholic Archdiocese of Denver and is governed by the Archdiocesan Administrators' Handbook. A copy of this Handbook is available in the school office.

Notre Dame Catholic School is part of the over-all parish ministry of Notre Dame Parish. Notre Dame Parish is a "Eucharistic community" centered on the celebration of the Eucharist commemorating our redemption by our Lord, Jesus Christ.

All functions in the parish (including the school) give first priority to Eucharistic celebrations: weekday, Sunday, and holyday Masses; funerals; weddings, etc.

All other events are scheduled in view of this first priority.

At times, school events will be inconvenienced by weekday Masses (especially during Advent and Lent), by holyday Masses or by funerals. All members of the school community need to remember the primacy of Eucharistic celebrations and adjust accordingly.

**ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSE OF
TITLE IX EDUCATION ACT**

The elementary and secondary Catholic schools of the Archdiocese of Denver, under the jurisdiction of the Most Reverend Charles J. Chaput, O.F.M. Cap., Archbishop of Denver, and at the direction of the Director of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools.

Furthermore, Archdiocesan schools admit handicapped students in accord with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school administered programs.

MISSION OF NOTRE DAME CATHOLIC SCHOOL

**"The heart of every Catholic school must be alive with a zeal for the Gospel, the Eucharist, and the teachings of the Catholic Church. It must strive to form every student as a servant-leader centered in Jesus Christ, on fire with the Catholic faith, and committed to serving Christ's brothers and sisters in the wider community."
"Honor the dignity of the student and glorify the God who gave us intelligence."**

(**LIVING STONES** - +J. Francis Stafford, Archbishop of Denver)

Notre Dame Catholic School's Mission Statement

Notre Dame Catholic School teaches children preschool through eighth grade according to the traditions of the Roman Catholic Church. It exists to **Teach Minds** by setting high academic and moral standards and by striving to develop the talents of every student to the fullest. Following the example of Our Lord and Savior, Jesus Christ, the Notre Dame community of teachers, students and parents **Touch Hearts** with respect, love and kindness.

*Approved by Rev. Msgr. Leo R. Horrigan, Pastor
April 20, 2005*

NOTRE DAME CATHOLIC SCHOOL
2165 South Zenobia Street
Denver, Colorado 80219
303.935.3549 – office
303.937.4868 – fax
Website: www.notredamedenver.org

Accredited by the North Central Association (NCA)
Member of the National Catholic Education Association (NCEA)
Member of the National Association of the Education of the Young Child (NAEYC)

All teachers at Notre Dame are degreed and certified/licensed. All employees have been screened and background checks and/or fingerprint checks performed. All employees of Notre Dame Parish and School have undergone training in the "Safe Environments" program as required by the Archdiocese of Denver. Volunteers at Notre Dame Catholic Schools will be subject to background checks in accordance with Archdiocesan policy. All volunteers must have attended the SAFE ENVIRONMENTS program of the Archdiocese of Denver before they will be permitted to volunteer in any capacity at Notre Dame Catholic School.

ADMINISTRATION

Pastor	Father Michael Gass
Principal	Mrs. Charlene Molis, M.A. Ed.
Assistant Principal	Mr. Merle McKittrick

Early Learning Center

Ms. Joan Geldaker	Director
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Office Staff

Finance	Ms. Connie Miller
Admissions/Records	Mrs. Linda Amundson
Receptionist	Mrs. Anita Cook

Support Services

Mr. and Mrs. Roman Fresquez	Athletic Director
Mr. Kevin Harder	Director of Maintenance
Mr. Carl Maschka	Maintenance

PARISH STAFF

Father Michael Gass	Pastor
Rev. Mr. Charles W. Parker, Jr.	Permanent Deacon
Rev. Mr. Kevin Leiner	Permanent Deacon
Mr. Glenn Fox	Business Manager

SCHOOL GOVERNANCE

The primary authority in the school is the principal. In case of absence or incapacitation, the assistant principal is the primary school authority. The principal has supervision of and responsibility for the entire school program including all grades, all activities, childcare, at both the main building and the Early Learning Center.

The ultimate authority in the school is the pastor of Notre Dame Parish.

The principal and teachers share in the authority of the pastor of Notre Dame Parish and the Archbishop of Denver in the exercise of their ministry.

USE-OF-NAME

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or even as "school sponsored." Rather the activity, program or event must be one for which the school takes institutional responsibility. The principal and pastor must give written permission if the school name, logo or insignia are used by an organization or activity involving faculty members, students, parents or parish members

PARENTAL INPUT AND RESPONSIBILITIES

All families are expected to volunteer 20 hours per year. Please submit your hours to Mrs. Cook in the office either by hard copy or electronically once per quarter.

We welcome input and ideas from parents. Please feel free to use the principal's e-mail: cmolis@notredamedenver.org

If your children are on the school campus outside of school time, they must be under the supervision of their parent(s) or a responsible adult.

SCHOOL COMMITTEES

SCHOOL ADVISORY COUNCIL

Comprised of parents who advise the pastor and principal in developing, promoting, and evaluating programs and policies for Notre Dame Catholic School. They are appointed by the principal upon approval by the pastor.

PARENT AND TEACHER ORGANIZATION

The Notre Dame Parent and Teacher Organization (**P.A.T.**) welcomes all parents to join in monthly meetings and other activities that will be announced throughout the school year.

The purpose of the P.A.T. is as follows:

- To provide an **informational conduit** from school to parents.

- To **support the spiritual, educational, and developmental programs or services.**
- To provide **supplemental financial assistance** to the school.

Governance: the PAT Executive Board governs the Parent and Teachers Organization, with input from various committee chairs. The final authority in all matters is the pastor of the parish.

Meetings: The Executive Board and Committee Chairs meet on a monthly basis prior to the open meeting of the Parent and Teachers Organization. *All parents and faculty are welcome to attend the Open Meetings.* A schedule of meeting times and dates will be published in the monthly school calendar.

ADMISSION POLICY

All Catholic schools in the Archdiocese of Denver are open to students who sincerely seek a Catholic education and meet the following requirements:

- Subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese. All students must attend religious classes and religious activities conducted by the school.
- Must have a reasonable hope of completing the school's program.
- Students cannot be denied admission because of a disability unless the school cannot provide sufficient care or reasonable accommodations for the disabled child.
- A birth certificate and baptismal certificate must be presented prior to admission.
- A child entering kindergarten must be five years old on or before October 1st, NO EXCEPTIONS.
- Each school retains the right to set local admissions standards, policies and procedures in addition to those specified by the Archdiocese.
- Parents must receive a copy of the parent/student handbook and indicate in writing that they have read and agreed to the policies and regulation therein.
- Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the principal, pastor and superintendent. Such requests shall be judged on a case-by-case basis and if granted shall be for no more than one academic year.

FINANCIAL REQUIREMENTS

The Notre Dame Catholic School Tuition Contract must be completed for each family enrolling. Tuition may be paid in full, bi-annually, quarterly or over a 10 month period through FACTS.

If tuition payments are 30 school days late, the student will not be allowed to continue attending school until full payment is made or partial payment

is made along with an approved payment plan for the balance. Students will not be permitted to register at another Catholic school within the Archdiocese of Denver until all financial obligations at their current school are paid. Registration will not be accepted until all financial obligations are met. The Tuition Contract may be cancelled or waived due to the following: transfer to another school, expulsion or student withdrawal. Parent/Guardian will remain responsible for any outstanding tuition payment and/or fess. Upon withdrawal or termination of the student's enrollment, tuition will be prorated to the last school day of the current month. A \$100 processing fee will be assessed for any revision to the tuition agreement.

INTER-PARISH SCHOOL ASSISTANCE

All parishes pay the Archdiocese elementary and high schools a fixed ISA amount for each of its Catholic students who are enrolled in Archdiocesan schools and whose families are parish members. The Archbishop shall fix the amount of subsidy annually. This subsidy becomes part of the school's operating budget.

DAILY SCHOOL PROCEDURES

7:00	Childcare services begin
7:30	Gym opens for students - supervision begins, K-8th
8:00	Report to classes - School begins
3:00	Dismissal for all students
6:00	Childcare services end

Students must be in class at 8:00 AM and are expected to be in class at 7:45 AM on Thursdays when we attend mass.

Supervision is available in the school Family Center after 7:30 AM. Students should not arrive before that time unless they are in Before School Care. The school is not responsible for unsupervised children prior to 7:30 AM. Students are expected to be in classrooms at 8:00 AM to begin the day.

School dismisses at 3:00 PM. Students who have not been picked up by 3:15 PM will be taken to the school office and are to be picked up there. Students remaining after 3:30 will be taken to After School Care.

OFFICE HOURS TEACHER HOURS

7:30 AM - 3:30 PM
7:30 AM - 3:30 PM

Phones are answered from 8:15 until 12:30 and from 1:30 until 3:30. At other times, please leave a voice message.

You may also communicate with teachers via their school e-mail addresses. (First initial lastname@notredamedenver.org.)

The school clock is set according to the time given on www.time.gov.

COMMUNITY

A sense and spirit of community is a core value in any Catholic school and is essential at Notre Dame. In view of the Gospel, all members of this community (students, teachers, parents) are expected to help build the community sense and spirit in the school and parish. Activities and/or actions that hinder the sense and spirit of community and inclusion are not permitted.

When planning activities to which your child would like to invite classmates, please include everyone, especially if invitations are passed out in school.

ACADEMIC PROGRAMS

Notre Dame Catholic School aims to provide a traditional Catholic learning environment that fosters

- Gospel values
- Knowledge of the traditional teachings of the Catholic Church
- Performance of traditional Catholic practices
- Formation of a caring unified community focused on the values in the Gospel of Jesus Christ
- Academic excellence
- Personal dignity
- Self-discipline
- Respect for others
- Respect for all cultural heritages
- Opportunities for spiritual, physical, intellectual, social, and emotional growth
- Active involvement in learning
- Success according to ability, interests, and talents
- Basic skills in all subject areas

The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools. There are curriculum evaluation committees charged with the responsibility of reviewing, revising and developing implementation for individual subject areas of the curriculum. The curriculum includes Religion, Reading/Language Arts, Mathematics, Science, Social Studies, Physical Education/Health, Art, Computer and Music/Drama & Speech. There is a Statement of Curriculum Guide for Notre Dame Catholic School on the web and available in the school office which provides in detail the curriculum for each grade level, PS-8th grade. Music performances are considered a part of the Music curriculum.

In addition, a variety of co-curricular activities are offered:

- Student Council
- Catholic Cultural Arts Fair
- Spelling Bee

- "The Leprechaun Post" (newspaper)
- Junior Great Books
- Athletics
- Choir
- Student Asset Group
- Destination Imagination
- Academic Decathlon

CONTROVERSIAL ISSUES

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered.

POLITICAL ISSUES

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

HOMEWORK

All teachers will give homework. It is an essential part of your child's education at Notre Dame and should come before other extracurricular activities. You will be notified if your child neglects this work. Approximate homework amounts are as follows:

- 1-2: 20-30 minutes per evening
- 3-4: 30-45 minutes per evening
- 5: 1-1.5 hours per evening
- 6-8: 1-2 hours per evening

If a student is to have a prolonged absence due to family emergency or illness, teachers should be contacted for homework. If a student is absent for a short time, requests for homework should be made through the school office. Students are to make up missed work within three school days from the time they return. All students are responsible for obtaining information on missing homework.

If a student is unable to complete homework because of an emergency situation, parents should send a note to the teacher on the day the student returns to class. Otherwise, late assignments will not receive credit.

Tutoring may be recommended during the school year and/or over the summer if a child needs additional assistance beyond what the school can provide. Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal.

RELIGIOUS EDUCATION AND FORMATION

Religion Classes, the most important element of the entire program at Notre Dame, are taught daily, using the Sadlier religion series, covering doctrine, sacraments, scripture, and church history. (The Sadlier series is used in the parish religious education program.) School Liturgies are celebrated regularly by one of our parish priests. Parents are welcome to attend. Dates and times for these liturgies are published in the monthly Newsletter.

Sacramental preparation: Preparation for the sacraments of First Penance, First Communion, and Confirmation takes place within the context of the family and the parish community. Parents are involved in the education and formation of their children due to their role as the primary educators. For further information, contact the Notre Dame Religious Education Office. (Phone 303-922-9875)

Spiritual formation of children is of the utmost importance. Daily prayer, scripture readings, liturgies, celebrations of the sacraments, discernment prayers, Holy Thursday school retreat, and other retreats are an integral part of spiritual formation of students at Notre Dame.

READING

Notre Dame is known as a "reading school", a reputation in which we take pride. All students who can read are required to have with them a "silent reading book" in every academic class at all times.

SCHOOL-BASED COUNSELING PROGRAM

A psychologist or social worker, operating under the clinical supervision of the Catholic Charities Family Center, spends time weekly on the ND campus assisting children. This is a counseling program. Any further therapeutic interventions are carried out outside the school setting as determined by parents or guardians.

GENERAL SCHOOL REGULATIONS

PARENT/STUDENT CUSTODY INFORMATION

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

REPORTING CHILD ABUSE AND/OR NEGLECT

Colorado law (19-3-304 (1), (2), (2.5) 19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

STUDENT CONDUCT

The code of conduct for Notre Dame is based on the Gospel, particularly by asking the question, "What would Jesus do?" Students are expected to treat all persons with consideration and respect. They also have the right to expect to be treated with the same consideration and respect. *RESPECT* and *CONSIDERATION* are the most important aspects of student conduct at Notre Dame.

All adults and students associated with Notre Dame Catholic School are expected to take a strong, Christian stand against bullying, harassment and any sort of violent behavior.

The STUDENT CONDUCT regulations are in effect whenever a child is on the ND campus, while the child is wearing a ND uniform or is attending or participating in a school sponsored/supervised/related activity. Parents are responsible for the conduct and behavior of their children at all school events and the consequences of misconduct or misbehavior. If a student causes damage to school property, the parents will be required to pay the cost of the damage.

Parents are required to provide adequate supervision of their children at all school events. At events in the Notre Dame Family Center, students are not permitted to play on the ramp area, in any part of the school building, or outside. The school does not provide supervision outside the building when events take place in the school and or/Family Center.

Students will:

- Conduct themselves as young Christian ladies and gentlemen.
- Demonstrate good manners in speech and action.
- Respect each other and all persons in school.
- Respect the property of others.
- Speak quietly in the building.
- Not leave the school premises during the school day without permission from the principal. Written authorization from parents will be required.
- Refrain from chewing gum in school.
- Refrain from public display of affection.
- Refrain from running in the school building.
- Refrain from tackle football.
- Observe the rules set in your classrooms.
- Discipline themselves.
- Take responsibility for their own actions.

OFF-CAMPUS MISCONDUCT

Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affect the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to the following: electronic/internet or cell phone threats or harassment, threats of violence, alcohol use, fighting, hazing, drug possession or sales, sexual assaults. Interventions may include, but are not limited to: required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school activities, class trips, student government position and other leadership positions and graduation ceremonies.

PROBATION

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency.

THE FOLLOWING BEHAVIORS MAY RESULT IN SUSPENSION AND/OR EXPULSION:

- Refusal to obey a school authority, including the pastor of the parish, school administrators, teachers, paraprofessional and staff members, maintenance personnel and designated representatives such as substitute teachers and parent volunteers
- Violent acts or threats of violence or harm to others whether physical, verbal, or emotional
- Fighting

- Bullying
- Lying
- Cheating
- Stealing
- Destruction of school or personal property
- Disrespect
- Threatening any person in the school community or the community itself
- Profane, obscene, pornographic or suggestive language/gestures/pictures
- Possession, sale, or use of drugs, alcohol, or tobacco
- Possession of drug paraphernalia
- Possession of firearms, firecrackers, knives, weapons
- Behaviors that jeopardize the health, safety, learning, or welfare of others
- Behaviors that jeopardize the unified Christian community of the school
- Gang-related activity or references, written, verbal or otherwise
- Any form of harassment, particularly sexual harassment
- Interference with communication between the school and parents/guardians.

SUSPENSION: When a decision to suspend is made, parents will be called and required to have the student picked up from school as soon as possible. While suspended, the student will receive no credit for work missed but will be required to make up work missed. While suspended, the student may not participate in any school activities or in the Child Care program.

Students who fight may be suspended (out of school) for one complete school day (or more at the discretion of the principal). If additional fights occur, additional steps will be taken to facilitate a change in behavior. The purpose of the suspension is to make clear to the student that Notre Dame does not condone fighting as a method of resolving conflicts.

Likewise, some parental behavior is grounds for expulsion of a student. Please refer to the Appendix, Archdiocesan Policy 2660.

There is a "zero-tolerance" policy at Notre Dame for the use and/or possession of controlled substances and/or alcohol, for violent, harassing or bullying behavior, for the possession of weapons, and for gang-related activity and or behavior. A "zero-tolerance" policy means that students guilty of these infractions shall not be permitted to remain at Notre Dame without disciplinary consequences. This policy is applicable at and during all school-sponsored events and at any other time when the child's presence may be deemed to reflect representation of Notre Dame Catholic School.

Inappropriate Student-to-Student Interaction

Defined:

Harassment: Any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with and individual's academic performance, or of creating and intimidating, hostile, or offensive educational environment.

Bullying: A conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements – imbalance of power; intent to harm; threat of further aggression.

Teasing: Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. Teasing behaviors – while needing to be addressed by school officials – **do not** constitute bullying or harassment and the interventions and consequences are of another level.

Behaviors may include, but are not limited to:

- ❖ physical aggression
- ❖ written aggression/texting/computer messages
- ❖ hurtful teasing through looks, comments or gestures
- ❖ calling names
- ❖ taunting remarks
- ❖ touching
- ❖ gossiping about others
- ❖ bullying
- ❖ other forms of disrespectful conduct.

All allegations of bullying and harassment will be taken seriously and promptly investigated; it should be reported immediately. It should be reported to a teacher or administrator. All teacher reports must be sent immediately to the principal who will investigate the allegation along with the teacher. If bullying or harassment is in fact determined, a copy of the report will be forwarded to the pastor, the Office of Catholic Schools and the local police. Parents who believe their child has been harassed or bullied, (see policy definition on p. 6), should report the incident immediately to the principal. All school employees have a legal and moral obligation to report the alleged incident to the local authorities.

An investigation may consist of the following steps:

- ❖ Statements taken from those involved, including witnesses.
- ❖ If evidence indicates bullying or harassment, parents of all children involved will be contacted.
- ❖ If evidence indicates no violation was committed, no further action will be taken.
- ❖ If a violation has occurred, consequences for bullying harassment will be imposed. A student who is a repeat offender may be

expelled.

The pastor and principal will review all harassment reports and all penalties are at the discretion of the principal and pastor. Consequences will reflect the seriousness of the offense as well as its frequency. Consequences may include, but not limited to the following:

- ❖ detention
- ❖ suspension
- ❖ require counseling
- ❖ withdrawal
- ❖ charges filed
- ❖ expulsion.

The "zero tolerance" policy stated in this Handbook applies to all school employees as well as all students. Annual educational programs will be provided to faculty, staff, and students. Parents are welcome to attend. Date and place will be announced in the newsletter and on the calendar.

CHEATING

Notre Dame students are expected to maintain integrity and high moral standards in keeping with the Gospel and the teachings of the Catholic Church. Cheating is forbidden by both. Cheating is defined as seeking or giving answers on a test or assignment. Plagiarism is cheating; it is taking someone else's written work and submitting it as your own. Using notes or other resources not permitted during a test or for a class assignment is also considered cheating as is copying other student's work. Consequences for cheating are clear and immediate.

Consequences for cheating include, but are not limited to the following:

1. "0" on test or assignment and disciplinary probation for the remainder of the year.
2. Suspension for three days (out of school).
3. Possible withdrawal from Notre Dame Catholic School.

PARENT/SCHOOL RELATIONSHIP

If you have a concern, please follow these steps:

1. Contact the teacher first if you have questions about instruction, discipline, learning materials, class work, homework, etc.
2. Contact the principal about teachers or school policy.
3. In case of misunderstanding, please contact the appropriate teacher before contacting the principal.

Never question the authority of the teacher in the presence of children. You would not accept a teacher doing this to you.

Parents cannot expect the school to be able to communicate Gospel values if these values are not lived at home. Please do not speak adversely about the school or teachers or the parish in the presence of children. Please do not gossip as it often spreads misinformation or lies and it belies the values of Jesus.

If you are not satisfied after following the steps above, then contact the following in order:

1. The pastor of the parish 303.935.3900
2. The Office of Catholic Schools 303.715.3200

SUPERVISION OF STUDENTS

In accord with the CRS, no child under sixteen (16) years of age may be left without adult supervision. Faculty members and parents are required to provide appropriate supervision of Notre Dame students.

ATTENDANCE

DO NOT SEND YOUR CHILDREN TO SCHOOL WHEN THEY HAVE EVEN A SLIGHT FEVER.

All children are required by state law to attend school regularly. A full day is 7 hours (8:00 AM - 3:00 PM)

- If a student misses more than 1.5 hours, but less than 3.5 hours, he/she is counted absent one-half day.
- If a student misses more than 3.5 hours of one day, he/she is counted absent one day and is not eligible to participate in school activities.
- If a student enters school after 8:10 AM but before 9:45 AM, he/she is counted tardy.
- Perfect attendance means that a student is present all day, everyday, for the entire school year and has not been tardy once nor left school early.

A note of explanation must accompany all tardiness and absence from the parent or guardian. If your child is absent, please call the office (303-935-3549) no later than 9:30 AM. If no call is received, parents will be called. If no excuse is received, the child will be considered truant.

EXTENDED ABSENCE: If your child is absent for an extended period of time due to illness or other emergencies, teachers will work with your child to make up the work, tests and/or learning missed.

If parents choose to take their child (ren) out of school for an extended vacation, teachers will not be required to work with the child to make up work, tests and/or learning missed. Also, teachers are not required to provide assignments in advance.

NUMEROUS ABSENCES: If a student misses more than ten (10) days per semester, the principal will review his/her case and appropriate steps may be taken, including but not limited to failure for the semester.

Tardiness

Students are expected and required to be in school and class at the

assigned times. Punctuality is an important factor in the school environment. It is the parent's responsibility to get their child to school on time. If your child is tardy their detention will be imposed at their own recess. If your child is tardy due to a doctor's appointment they are required to bring a signed release from the doctor and this will be an excused tardy. Consideration will be given to excusing tardies when problems of a city-wide nature occur. It is important for your children to be given the opportunity to be successful in school, arriving late deprives them of many learning opportunities. Because it is important that your child is here before or no later than 8:00 am, the ramp doors will be locked at 8:00 and it will then be necessary to enter the building through the school office.

EARLY DISMISSAL: When you must have your child dismissed from school early, send a note with the child at the beginning of the day indicating the child's name, the time of pick up, and the reason for the early dismissal. Parents are to report to the school office to pick up the child. Children will not be released to the parents from the classroom. Children that are picked up early on a regular basis interrupt instruction; please schedule activities for after school hours.

Children are not permitted to leave the school with any adult other than a parent UNLESS arrangements have been made with the school office in writing by the parents PRIOR to the child's departure. Correspondence should be dated and signed by the parent.

Please try to keep medical and dental appointments outside of school time.

CHANGE OF SCHOOL/WITHDRAWAL

Please notify the school business office one week before the child is to change schools. Official records are sent from Notre Dame to the new school by mail (with exceptions being made for extraordinary circumstances). Official records will not be released for families owing tuition or day care fees.

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Archdiocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.

DANCES

Dances are held occasionally for junior high school students in the Family Center. Once a student has entered the dance, he/she may not leave the dance before the ending time, except in the company of a parent. If a parent wishes their child to leave with another party, a note must be sent to the principal indicating this and signed by the parent. Students are expected to observe all school regulations while at the dance. Dances will not be held during Lent.

LIBRARY BOOK FINE

Books are to be returned to the library on the date stamped in the book. Fines will be levied as follows:

Grade 1-5	5¢ per day
Grade 6-8	10¢ per day.

Students will be required to pay replacement cost for lost or badly damaged books.

DRESS AND UNIFORM CODE

Dennis Uniform has the Notre Dame Catholic School logo and all shirts must have the logo imprinted on them. There is no additional charge for the logo. All shirts must be purchased at Dennis Uniform.

Students in grades kindergarten through eighth wear uniforms. Parents are to see that the uniform code is followed exactly. Dress and grooming are to be modest and consistent with the standards and principles of a Catholic school. Most clothing is to be purchased from the Dennis Uniforms.

Dennis Uniforms
8600 Park Meadows Drive, Suite 700, Lone Tree 80124
303-738-2255

Online shopping:
www.dennisuniform.com
School code: C78

*Students are to dress appropriately for the weather of the season.
Students will be taken outside for recess unless the principal determines*

otherwise, based on rain, wet snow, wind chill or icy conditions.

Students who are not in compliance with the dress and uniform code
1. will receive a verbal warning the first time, 2. will receive a note home to the parents that must be signed the second time and 3. will result in a lost recess for 1st-3rd grades and an after school detention for 4th-8th grades for 30 minutes at a designated time.

GIRLS:

Grades K-5:

Grades K-8:

Grades 6-8:

Grades K-8:

Grades K-8:

Grades K-8:

Grades K-8:

Grades K-8:

Grades K-8:

Accessories:

All items are to be purchased at Dennis Uniforms

Columbia Plaid jumper

Columbia Plaid skorts w/tabs

Columbia Plaid skirt

Logo white blouses; short and long sleeve, w/Peter Pan collar

Polo with school logo: short and long sleeve, cap sleeve also allowed
white, navy and dark green

Logo turtleneck; white, navy and dark green

Pants; twill flat front and pleated front/navy

Shorts; twill flat front and pleated front/navy

Sweaters; Navy V-Neck soft-button front and Navy V-Neck sweater vest

(May be purchased at Dennis, but are not required)

Anklet w/trim-Columbia Plaid

Padded Headband – Columbia Plaid

Hairbow and Scrunchy–Columbia Plaid

Knee-Hi cable Knit; navy and white

Bike Shorts-navy (to be worn under skirt and jumpers only).

Sport Sock; navy and white

Girls:

Only solid white or navy socks or footed tights may be worn. Socks must be worn at all times and may not be layered. Socks must be visible above the shoe.

Hair must be kept off the face at all times. Hair can hang down in the front no lower than the top of the eyebrow. Bandanas, hair extensions or scarves are not permitted.

One earring per ear, posts only, is permitted, (no earrings below the ear lobe). Simple jewelry is permitted.

Makeup is not permitted

Boys: All items are to be purchased at Dennis Uniforms

Grades K-8:	Pants; twill flat front or pleated front/navy
Grades K-8:	Shorts; twill flat front or pleated front/navy
Grades K-8:	Polo with school logo; short and long sleeve white, navy and dark green
Grades K-8:	Logo turtleneck; white navy and dark green
Grades K-8:	Sweaters; Navy V-Neck Cardigan and Navy V-Neck sweater vest

Pants must be worn at the waist. White or navy socks must be worn and are to be visible above the top of the shoe. Hair is to be kept neat, combed, and must not extend below the top of the ear or the top of the collar. Fad hairstyles are defined as dreadlocks or any unusual haircut style, including shaved (bare skin) heads. Students who violate this regulation will be required to remedy the problem at the principal's discretion. Fashionable hairstyles are permitted. In case of doubt, consult the principal for a determination to be made at his/her sole discretion.

Earrings are not permitted. Boys are to be clean-shaven.

Girls and Boys:

ND SWEATSHIRTS: Imprinted ND sweatshirts are to be purchased through the ND Athletic Committee in the fall. These are the only sweatshirts that are acceptable. Shirts are to fit students appropriately. Sweatshirts and sweaters are to be worn over a shirt or blouse.

Only white tee shirts with no lettering are to be worn under uniform shirts.

SHOES: Tennis or athletic shoes are permitted. All shoes must be laced and tied. Sandals and clogs are NOT permitted, (closed shoes only). Socks must be worn with all shoes. Students MUST wear athletic shoes for physical education class. Students **may not wear boots** in class. In the case of inclement weather boots may be worn to school, but the boots must be removed and street shoes worn in class.

Fad hairstyles and unnatural hair coloring are not permitted.

The principal has the final decision regarding matters of dress and grooming.

COMPLIANCE: Uniforms are required from the FIRST day of school. Exceptions are made for "casual dress" days and "dress up" days, which are announced in the monthly Newsletter and calendar. If other "casual dress" days are designated, notice will be sent home.

The following are not permitted:

- Shirts without collars

- Shirts not tucked in
- Shirts with advertising
- Shirts with lace or sweatshirt material
- Colored T-shirts under collared shirts
- Over-sized or baggy clothing
- Any gang-related or gang-reference clothing.
- Shirts permitting the stomach to show

Dress Up Days:

On days of All School Liturgies, the class responsible for the preparation and presentation of the liturgy must DRESS UP. The following are guidelines for dress up days:

Boys: Slacks (no jeans), dress shirt with collar and tie**Girls: Dresses, dressy skirts, slacks and blouses (no jeans)**

- Dresses and blouses must have sleeves. No exposed midriff. The neckline is not to extend below four fingers from the collarbone. Leggings may be worn under a skirt, but the skirt must be at the knees.
- Backless and low-cut necklines are not permitted
- Dresses and skirts must be knee length, (leggings may be worn under a knee length dress or skirt)
- Maximum height for heels, two inches

Casual Dress Days: Uniforms may be worn on casual dress days. Dress up attire is always acceptable on a casual dress day. No hats, bandanas, hair extensions, or scarves are permitted. Girls shirts must have sleeves. Midriff skin may not show. Boys shirts must have sleeves and must not be oversized. Button up shirts must be buttoned. Pants and shorts may be worn and must be jeans, solid khaki, plaid shorts to the knee or uniform shorts or pants. Sport shorts are not permitted. Girls shorts must be fingertip length. Boys shorts may not be baggy or longer than below the knees. ***All casual dress must be modest and consistent with the standards and principles of a Catholic school. If the casual dress day is sponsored by the Student Council students are asked to pay \$.50.***

EMERGENCY INFORMATION FORMS

Parents are to provide the school with the required information on the emergency cards. Notify the school immediately if there are changes in this information during the school year.

PARTIES, CELEBRATIONS, RECEPTIONS

Parents planning school parties, celebrations or receptions should remember to plan on food and drink that will not stain the carpet in the classrooms. **Please do not serve soft drinks or punch with red dye.**

Parties are usually held in classrooms and in cooperation with the

classroom teacher. **PLEASE CHECK WITH THE TEACHER REGARDING STUDENTS WITH FOOD ALLERGIES.** Receptions must be scheduled through the school office well ahead of the event and will be scheduled in the Family Center.

FUNDRAISING

Fund-raisers are held annually under the sponsorship of the Notre Dame Parent and Teacher Association. The PAT Board, with the guidance and approval of the pastor and principal, makes the determination of how money earned through fund-raising will be allocated.

GRADING SCALE

The grading scales for the various departments (Early Learning, Primary, Intermediate, and Junior High School) of the school are published on the report card for that department.

TESTING PROGRAM

Annually Notre Dame students in grades 2-8 take the Iowa Test of Basic Skills. Also, grades 3, 5 and 7 are given the COGAT each year.

REPORT CARDS

Issued four times a year at the end of each quarter for grades K-8. Pre-school and Pre-kindergarten are issued on a different schedule. Report cards are posted electronically through FastDirect.

Note: Notre Dame will send duplicate report cards and newsletters to parents who request them of the Administrative Assistant for Records and in accord with court documents.

HONOR ROLL

Honor roll certificates are distributed to the students, in church, at a time designated by the principal at the end of first, second and third quarter. Fourth quarter honor roll certificates will be sent home with the child on the last day of school.

Students in grades 1st – 8th who have 93% or higher in all subjects

Students in grades 1-2 who have all "E" and "VG" grades on their report cards receive the designation HONORS.

Students in grades 3-8 who have all "A" grades on their report cards receive the designation HIGH HONORS.

Students in grade 3-8 who have all "A" and "B" grades on their report cards receive the designation HONORS.

ELEMENTARY SCHOOL PROMOTION AND RETENTION

A. Promotion

Promotion of students shall be based on completion of academic

work and master of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

B. Retention

All decision regarding retention are the responsibility of the principal in consultation with the teacher(s).

In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all factors related to the student's development (emotional, physical, social as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.

EIGHTH GRADE GRADUATION

Graduation is to take place no earlier than one week preceding the closure of school. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the ceremony and should be followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed.

FAILURE FOR THE YEAR Grades 6th-8th

Sixth or seventh grade students who fail one or more subjects at the end of the sixth or seventh grade will not be permitted to return to Notre Dame unless the failure is made up according to the norms set by Notre Dame. Eighth grade students who fail one or more subjects will not be permitted to participate in graduation and will not be promoted to 9th grade until the failures are made up. Students who fail a subject/s in grades 1st-5th will be expected to do work over the summer, as assigned by their teacher. The assigned work must be returned to the teacher and graded in order for the child to be promoted to the next grade.

STUDENT RECORDS

Parents will have access to student cumulative folders for review in the presence of the principal or vice-principal and with prior notice.

PUBLICATION OF STUDENT INFORMATION/PICTURES

- Information about Notre Dame students is not shared with the general public without the consent of the parents in the **Parent Response Form** in the Handbook.
- Student work will not be published on the Internet without written parental consent.
- Pictures of Notre Dame students are not published in the local media without the consent of the parents in the **Parent Response Form** in the Handbook.

IMMUNIZATION RECORDS

All students are required by Colorado Law to have an up-to-date immunization record on file with the school. Students who are not in compliance with this law by the date set each year will not be permitted to attend classes until the completed record is *on file*.

COMMUNICABLE DISEASES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent must be consulted prior to any action on the part of the pastor or principal.

ACCIDENTS AND ILLNESS AT SCHOOL

Principals, directors, teachers and other school personnel are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All qualified students may try out for membership in extra-curricular activities. Notre Dame is committed to providing everyone a fair chance to participate. The decision of the coach or moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in the decision making process unless the decision is arbitrary and capricious. It is the parents' responsibility to ensure that students are physically able to participate in sports in consultation with the child's doctor.

LOCKERS

Notre Dame Catholic School provides the privilege of locker use to students. The privilege is granted and sustained in the sole discretion of the principal. Lockers are and remain the property of Notre Dame Catholic School. All locker spaces are under the care, custody, and control of the school and, as such, shall be inspected by the principal or his/her designee(s) from time to time without notice. Students have no expectation of privacy with regard to the use of the school lockers and, by using such space, acknowledge the absence of any privacy interests concerning the locker space and further acknowledge that locker space is subject to inspection without notice at all times upon the implementation of the discretion of the principal.

Lockers and desks are assigned to students for their exclusive use. Students do not acquire any exclusive uses over the school's use and possession of such space.

All book bags must be able to fit in the locker available for use by the student.

7th and 8th grade students may use a school provided lock on their locker if they wish. The school provides all such locks. Seventh grade students pay a one-time locker fee of \$5. Locks shall be returned to the school at the end of the school year. Replacement locks cost \$5.00.

No locks other than school provided locks should be placed on lockers. Other locks will be removed at the student's expense and may cause the student to lose locker privilege.

All contents of all locker space are subject to inspection including, but not limited to, purses, back packs, gym bags, along with any and all other containers whether locked or unlocked.

SEARCHES OF STUDENT'S AND SCHOOL'S PROPERTY

The principal, pastor, assistant principal, professional staff of the Office of Catholic Schools or the Superintendent for Catholic Schools may conduct a search of the school plant and every aperture thereof, including desks and lockers. School searches must be reasonable and related to the school official's responsibilities. Normally inspection of personal property should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal must contact the Office of Catholic Schools for further instructions. After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, book bags, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which are prohibited on school property.

MEDICATIONS

Notre Dame Catholic School follows medication guidelines which are in accord with the Archdiocese of Denver Policies and the "Rules and Regulations Governing Schools in the State of Colorado" enacted by the Colorado Board of Health.

If your child needs to receive medication during school hours, including prescription and non-prescription medications, the following conditions must be met:

1. A signed parental permission form (obtained from the ND school office) on file at school, clearly stating the name of the medication and the time it is to be given at school.
2. A physician's signed statement on file at school that matches instructions on the container and on the signed parental permission form. It should also include the purpose of the medication, the length of time it needs to be given at school, and possible side effects.
3. Medication in the original container clearly showing the name of the physician prescribing the medication, the time it is to be given, and the dosage.

Parents are urged to work with their health care provider so that the dosage schedule is arranged to give medication at home rather than at school.

Please remember:

- Parents are responsible for getting the child's medication to school.
- If pills need to be split, please do so before bringing medication to school.
- If dosage changes, new forms must be completed and the CONTAINER instructions must match the new written instructions.
- Elementary and junior high students may carry inhalers on their person IF school MEDICATION PERMISSION FORM is completed and on file. ALL other medications must be kept in the school office.

Medications of all kinds, both prescription and non-prescription, can be administered solely by the school staff only when they include the written order by a physician. This includes Tylenol, aspirin, decongestants, cough drops, etc.

Parents may administer medication to their child (ren) at the school office. All medication must be brought to the school office. No student may keep medication on their person or in their locker, lunch box, etc. This includes cough drops. Any medication found on a student will be taken to the school office and the parents will be notified. The parent must pick up the medication from the school office.

Children who have chronic problems, i.e., recurring headaches, menstrual cramps, etc., should have a prescription labeled medication on hand on the school office to be used as the need arises.

If a student has a condition that might require medication on an emergency basis, (e.g., allergic reaction to insect bites/stings; asthma attack, etc.) the student's family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

MESSAGES TO STUDENTS

In an emergency situation, messages will be delivered to students. Parents should either call the school office or deliver the message in writing to the school office. Office personnel will only deliver emergency messages to the student. Otherwise, student messengers will deliver the message at 2:40 PM. Students will not be called to the phone for messages.

SCHOOL TELEPHONES

These are business phones. Students are permitted to use phones only with permission of office staff or administrators. Messages should be phoned in to the school office before 2:30 PM.

PARKING GUIDE

SAFETY HINTS

1. Make sure your child knows where your pick-up point is.
2. Consider arriving 5 or 10 minutes after 3:00 PM. Traffic has thinned by then.
3. Consider yourself a safety hazard for children and proceed with the utmost caution.
4. Be patient and understanding.
5. Use extreme caution when driving near Notre Dame -- or any school.

PARENT CONFERENCES

Held in November. At least one parent is required at the November conference. *Also, students in grades 1-8 are **required** to attend the November conferences with the parent.* Scheduling information is sent out prior to conference times. Other parent-teacher conferences are scheduled with individual teachers as needed or requested.

PARENT INFORMATION FORMS

This form is simply to keep parents informed of matters pertaining to their child (ren) at school. This is the INFORMATION form. This form is NOT placed in the student's cumulative file but is kept separately in the principal's files.

INTERNET AND COMPUTER USE – Student Acceptable Use Policy

We are very pleased to bring internet access to Notre Dame Catholic School and believe the Internet offers vast, diverse, and unique resources to both the student and teachers. Our goal in providing this service to teachers and the students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Students and staff are responsible for their behavior, actions, and communications, when using the school's network and computer technology. They are responsible for the appropriateness and content of material they store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computer, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing resources.

Students will participate in a training class prior to being allowed to access the network, Internet or use the e-mail system. During this training the students will learn the proper use of technology as well as the laws that govern e-mail and internet use.

Internet/Network use:

- The student will access the Internet and network services at the direction of the teachers and for educational purposes only.
- The student will never access the other folders or files.
- The student will not post or distribute any pictures or documents

that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teachings of the Catholic Church.

- The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally he/she will notify the teacher immediately.
- The student agrees never to use the Internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
- The student will abide by all laws regarding copyright and plagiarism.
- The student agrees never to tamper with or vandalize the property of the school or other users.
- The student agrees never to download or upload any file, application or resource to or from the schools network without prior permission of a teacher or system administrator.
- The student agrees to report any misuse to the teacher or system administrator.
- The school is not responsible for loss of data stored on the school computers or network.

E-mail users:

- The student may be assigned an e-mail address to be used for educational purposes. E-mail will be used for teacher-sponsored activities.
- The student will be polite in all communications. The use of inappropriate language, which includes vulgarity, obscenities, threats or suggestive statements, is strictly prohibited.
- The student agrees to keep his/her personal password and passwords of others confidential.
- The student should never reveal personal information about themselves or others. This includes name, age, gender, photo, address, phone and other information that could allow a person to locate the user.
- The student agrees to never arrange a meeting with any person while using the school's e-mail system.
- The student agrees to notify a staff member if a request for personal information, harassing or threatening statements, or any transmission that cause the receiver to feel uncomfortable is received through the school's account.
- The student may not use chat rooms or instant messaging services.

Consequences:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violation of any part of this policy can result in the following actions depending on the severity of the

action. The school administration will determine the appropriate consequence.

- Temporary suspension of privileges.
- Permanent suspension of privileges.
- Suspension from school.
- Expulsion from school.
- Report to local, state or federal officials.

Privacy:

There is no absolute Right to Privacy when using the school's computer resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty and other authorized persons will have the right to review any and all material saved, transmitted, accessed or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

Disclaimer:

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Notre Dame Catholic School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

PLAYGROUND EQUIPMENT

Students are not permitted to bring playground equipment (e.g. balls, bats, and other play materials) from home. The school, through the Parent and Teacher Association, provides the necessary and approved playground equipment.

TEXTBOOKS

Provided by the school and are the property of the school. All books are to be covered neatly and decently. The student will pay for lost or damaged books. The fine for a damaged book is \$10.00.

If the book needs to be replaced, the student will be charged the full cost of a new book. The Principal has final discretion regarding fines and replacement.

FIELD TRIPS

These are an important part of education at Notre Dame and are taken by

all classes during the school year. A field trip fee is collected for each individual field trip. A transportation fee is collected for each trip if a bus is rented. Parents may drive if they have completed the Safe Environment Training, have undergone a background check, provide proof of insurance, provide a copy of their license and complete the form provided through the Office of Catholic Schools. Fees are non-refundable. PERMISSION SLIPS are sent home for each field trip, in accord with Archdiocesan Policy No. 4340. No student may participate in the field trip without the official SIGNED permission form (required by the Archdiocese) on file with the teacher. No verbal permission can be given. Students who do not return a signed permission slip on the appointed date will not be permitted to go on the field trip and will be required to stay at home for that day. All students are required to ride to and from the field trip in school-approved transportation. Adults who volunteer as chaperones should not bring siblings on the field trip since their function is supervision of the students on the trip. If non-chaperone parents take part in the field trip, siblings are to ride with parents in their own transportation.

SAFETY AND EMERGENCY PROCEDURES

All parents, students, and staff members are required to support, observe, and enforce the general safety and security regulations of Notre Dame Catholic School.

In case of an emergency at which members of the media are present, the principal is the spokesperson for the school. No one else is to give information to the media.

During emergency drills or evacuations, the principal ordinarily will be on the Zenobia (east) side of the school and a teacher designated by the principal will be on the Sheridan (west) side of the school.

All personnel are required to be thoroughly familiar with the school safety plan and be able to give guidance and direction to all children during drills and if an emergency arises. All personnel are to be alert to safety and/or security problems and report them immediately to the principal.

Each class will be so organized that some of the pupils have responsibilities in assisting the teacher. Ordinarily, one student assistant will lead and another follows at the end of the class in any movement about or out of the building. Classroom doors will be closed for fire drills. All Fire doors will be closed for fire drills.

Plans should not remain rigid. They should be revised to meet the situation.

Each staff member is required to be familiar with the signals for drills. The location and evacuation maps should be conspicuously displayed in every room in the school. Obtain one from the school office if you do not have

one to post.

Explosion: In case of an explosion, all are to duck and cover and wait for instructions from the public address system or other means.

Fire Drills:

- Discipline, silence, and control must be maintained.
- Teachers bring roll books for attendance check.
- All personnel are to leave the building.
- Leave electrical switches alone.
- Last person out closes doors.
- Assemble in your designated area.
- No running or loitering.
- Order first; speed second.
- Silence in order to hear directions.
- Teacher and students out of the room should join their own class OUTSIDE the building.
- When outside, check roll.
- When in doubt, use the nearest exit.

Duck and Cover:

The signal is for a staff member to give the command (verbally) to "duck and cover". If a tornado strikes without warning, "duck and cover". Cover heads with hands.

Tornado Drill:

The tornado signal is either the city siren warning system or the school emergency signal (not the fire alarm system).

Upon the signal, the office will obtain further official information. Be prepared to move quickly to refuge areas if instructed or if signal sounds. Doors, windows, and blinds should be closed. The refuge area is the school building hallway or the junior high school hallways. No one is to remain in the gym/family center.

An announced tornado "warning" is an immediate emergency. All students and staff move immediately to the refuge areas and assume the "duck and cover" position as needed. Remain in the refuge area until cleared by school officials. **NO STUDENT MAY BE RELEASED FROM THE SCHOOL WITHOUT THE EXPRESSED PERMISSION OF THE PRINIPAL OR A FACULTY MEMBER DESIGNATED BY THE PRINCIPAL.**

If you cannot get to your designated refuge area, have student get to an INSIDE wall and face it. NEVER go to the gym.

Threats:

Depending on the nature of the threat, the building will be evacuated or locked down.

Leave all electrical switches alone.

In the event of evacuation, instructions will depend on weather conditions and the length of time the police/fire officials estimate they will need to have the building empty.

Weather permitting, classes will move to the field to assemble by classes.

In case of inclement weather, instructions will be given. If possible, the usual assembly point will be the church. **In exceptional cases, children may be taken (by teachers or staff members) to Children's Haven located at 2600 S. Sheridan Blvd.**

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan for Notre Dame is published annually as directed by law. It is available for review by parents and parish employees at the parish rectory at 5100 W. Evans Ave. without cost or restriction during normal business hours. If you desire a personal copy, please notify the parish business office and it will be supplied to you within five working days at a cost of \$.25 per page.

LIABILITY INSURANCE

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

BUILDING SECURITY/SCHOOL ENTRANCES

Concern for the safety and security of students and adults at Notre Dame is a high priority. All adults should be on the alert at all times for strangers in the building. If visitors do not have an office pass, notify the office immediately. Direct these visitors to the office. All parents and visitors are required to report to the school office to sign in and obtain a visitor badge.

All doors will be kept locked except the **2175 South Zenobia** door. **DO NOT OPEN ANY DOOR FOR VISITORS. DIRECT THEM TO THE PROPER DOOR.** Please remember to sign in at the school office before proceeding to any other part of the building.

SCHOOL PRAYERS

The school day begins with Morning Prayer at 8:10 AM. All persons in the building are asked to stop what they are doing and join us for the morning

prayers, which are led over the public address system.

SNOW DAYS/SCHOOL CLOSURE – Pre-school through 8th grade

Decisions to close school will usually be made by 6:00 AM.

Will be announced on

- | | |
|--------------|------------|
| 1. KOA Radio | 850 AM |
| 2. KCNC TV | Channel 4 |
| 3. KUSA TV | Channel 9 |
| 4. KMGH | Channel 7 |
| 5. FOX | Channel 31 |

You can also check the ND website: www.notredamedenver.org

Please do not call the rectory.

Parent should exercise their own parental judgment in determining whether to send children to school in bad weather.

VISITS TO CLASSES

Parents are welcome to visit classes at Notre Dame. If you wish to visit your child's class, please make arrangements with the teacher at least one day in advance. If you wish to converse with a teacher, please make an appointment through the school office 303-935-3549.

SKATEBOARDS, ROLLERBLADES, GAME BOYS, PERSONAL LISTENING DEVICES ETC

Not permitted at Notre Dame at any time. Will be confiscated and returned at the end of the school year.

CELL PHONES, PAGERS

If cell phones are brought to school, they must be turned off, stored in the student's locker, and are not to be used between 7:30 AM and 3:30 PM. Violators will have the phone confiscated and will only be returned to a parent. **Camera phones are forbidden at all times on the Notre Dame campus and at school related events.**

POSTING NOTICES AND SIGNS

The posting of notices and signs is permitted with the approval of the administration. Please use only MASKING TAPE. Do not use any other kind of tape, as it is very difficult to remove. *Any artwork posted for display or use in the school must reflect the Catholic identity of Notre Dame Catholic School.*

USE OF SCHOOL FACILITY BY OUTSIDE AGENCIES

Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities (Appendix CC, Certificates of Insurance)

PARENT/GUARDIAN RESPONSE FORM

For all parents or guardians from First Grade through 8th grade.
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I have read the Notre Dame Catholic School Parent/Student Handbook and agree to be governed by the policies and procedures contained herein. The specific Archdiocesan policies identified in this handbook are summaries only. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation and elimination at any time by the school at its sole discretion, without notice. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

Check if you give approval for the following:

- My child may use the Internet according to the norms stated under the Student Acceptable Use Policy in this handbook.
- My child's name may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook
- My child's picture may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook.

Parent/Guardian Signature

Date

Student Signature

Grade

Date

All response forms must be signed by a parent. Students in grades 5, 6, 7 and 8 are to sign their own signature after reading the Handbook. This form must be returned to the school office on or before September 2, 2011.

**NOTRE DAME CATHOLIC SCHOOL
EARLY LEARNING CENTER
License # 46302
2011-2012**

The contents of this portion of the PARENT/STUDENT HANDBOOK are applicable particularly to the students in the Early Learning Center, whether in preschool, prekindergarten, kindergarten, or any child care program.
Portions printed in italics indicate school policy.

PHILOSOPHY

The philosophy and program goals of Notre Dame Early Learning Center will meet the unique needs of all children by providing:

- ❖ A Catholic Christian environment, that accepts children for who they are, acknowledges, and values the diversity that each child brings to the Early Learning Center.
- ❖ Small and large group activities that give the children the opportunity to expand new ways of thinking, decision making, and problem solving and creating a desire to learn.
- ❖ Developmentally appropriate and traditional activities that foster intellectual, language, physical, creative, and social/emotional development.

ADMINISTRATIVE STAFF

Father Michael Gass, Pastor
Charlene M. Molis, Principal
Joan Martinez, ELC Director

Teacher, group leaders, and other staff members meet the licensing requirements of the State of Colorado.

COLORADO DEPARTMENT OF HUMAN SERVICES

In addition to being part of the Notre Dame Catholic School, the Early Learning Center is licensed by the State of Colorado Department of Human Services. The Early Learning center must comply with regulations relating to adult/child ratios, health and safety practices, staff requirements and qualifications and record keeping.

PRESCHOOL & PRE-KINDERGARTEN

Learning experiences for young children make a significant difference in their success in school. The preschool and prekindergarten programs at Notre Dame are an integral part of the entire curriculum. They form the first level of the Archdiocese of Denver's curriculum and the basis for future learning.

Preschool provides the transition from home to the school. Our preschool program includes introduction to the basic elements of religious education, language development, personal-social development, cultural awareness, art and music experiences, motor skill development, and math/science readiness as children learn through play.

Prekindergarten provides further development of the elements to which children have been introduced in preschool.

The Scope and Sequence of the Early Childhood Curriculum are available at the ELC Office.

Parent and Teacher Conferences are held twice a year, in the fall and in the spring.

KINDERGARTEN

The kindergarten program is one in which a wide variety of activities are provided to develop the readiness skills for reading, writing, math, and computer. Religious development and Catholic living are integrated aspects of our kindergarten program. A happy child who is eager to learn, who has a positive self-image, and who is developing good social skills is an important goal for the kindergarten year.

Parent and Teacher Conferences are held twice a year, in the fall and in the spring.

EXTENDED CARE

The children of working parents will experience fun, safe, stimulating, and age appropriate activities. Program activities include: crafts, games, homework assistance, outdoor activities, and nutritious snacks. We are open on most school holidays. Students will be escorted to the Early Learning Center after the school dismissal time by ELC staff. There are many athletic events and extra curricular activities sponsored by Notre Dame Catholic School. Parents should inform the ELC in writing if their child will participate in school sponsored extra-curricular activities during the After School Care program.

GENERAL DAILY PROGRAM

Balancing activities and events through the day is the key to a successful program. Early childhood education often shows learning looking more like play. What may look like "Play" is actually a child's "Work." This "work" provides an opportunity for a child to recreate experiences that help children to understand the world around them. When you look at our classrooms and observe children building with blocks, dressing up, painting, playing in sand or water and doing many other activities, you will see that learning is in progress. We are laying the beginning foundations for math, science, reading skills, and learning how to think instead of what to think. This approach is developmentally appropriate for young children.

CHILDREN WITH SPECIAL NEEDS

Acceptance to Notre Dame will be based on an individual basis; the administration of the Notre Dame Catholic School will determine if the child can be safely and adequately cared for.

REGISTRATION

Notre Dame Early Learning Center accepts children from the ages of 2 Ω (able to use the restroom independently), through the age of 14 or completion of 8th grade.

HOURS

The ELC Is open from 7:00 a.m. until 6:00 p.m. Monday through Friday with the exclusion of Holidays. Under no circumstances, will we provide care before 7:00 a.m. or after 6:00 p.m.

LATE PICK UP FEES

A late charge of \$1.00 per minute will be added for every minute a parent arrives after closing time to pick up their child. Payment is due when you pick up your child. Abuse of the late fee, may result in child being expelled. When a child is not picked up by 7:00 p.m., local authorities will be notified after calls to parents/guardians have failed.

CLOSING PROCEDURES

Once the last child has left, the building is checked thoroughly for children, left over belongings, and to be sure, it is locked and secure. Late children will be kept in the reception/office area.

DAILY ATTENDANCE

Daily attendance is taken in the office, as well as in the classroom when the children arrive. As children leave, they are checked off this list. Special instructions will be listed by the child's name. This includes:

- ❖ Participation in after school activities.
- ❖ Being picked up by someone other than a parent and/or guardians.
- ❖ Notes on the child's day and behavior.
- ❖ Medication or other matter to be sent home.
- ❖ Other pertinent information.

SUPERVISION OF CHILDREN

Children enrolled in any Early Learning Center program are under the direct supervision of staff at all times. When parents arrive and leave the Center, make sure that you close the door and gate behind you. Parents are responsible for supervising their children in the ELC and on the playground after they have signed the child out and after the child has been dismissed from class. It is extremely important that parents are careful about accompanying their children out of the Center and into their car. Children are welcome to play on the playground equipment at the ELC under their parents supervision. The playground will be closed during all dismissal times. The children are well versed in the rules and safety guideline. If a parent is in doubt, ask a staff member. Throughout the year, the children will take, well-supervised walks around the school, church, and religious education buildings. The walks are short and well suited to the child's age and abilities. They are supervised by staff members.

Parents must sign their child in and make sure that the teacher has greeted the child and is aware of his or her arrival into the classroom. When parents arrive to pick up their child, they must sign the child out and be sure the teacher is aware that the child and parent are leaving for the day.

ARRIVAL & DISMISSAL

An adult must accompany all children to and from the Center and sign the child in. The same applies when picking up children. *They must be signed out by their parent or legal guardian. No one under the age of 18 can sign a child out.* Children by law cannot sign themselves in or out. Older siblings must also be 18 to sign the child out.

Authorization sheets, which give permission for someone other than a parent/guardian to pick up their child, are available at the ELC office. These forms must be completed and kept on file at the ELC. If possible, please use only those people you have listed on this form. Please send us a note or call if other arrangements have been made. Divorced or

separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar's office. The Notre Dame Catholic School will not be held responsible for failing to honor arrangements that have not been made known. We cannot refuse a parent the right to take their child from the Notre Dame Catholic School without a signed and dated Court Order. Photo identification will be required to pick up the child.

When the grade school is dismissed, ELC staff members will meet the school-aged children at the school and escort them to the ELC. It is the parent's responsibility to inform the ELC of any changes in a child's schedule or if child will be absent. When children are involved in after school activities and sports, a written note from parent/guardian should be on file with us listing dates, times etc. that children will be away from the Center, as well as a statement of who will be escorting child to and from the events.

WITHDRAWALS

A written notice of 30 days must be given to the ELC or a full month's tuition will be assessed. All financial obligations must be current before any records will be released to any forwarding Notre Dame Catholic School or School.

We reserve the right to withdraw services at any time for a child who hinders the safety of other children or staff members.

TELEVISION & VIDEO VIEWING

Our program does not include regular television and video viewing. Occasionally, children may have the option of watching a program or video specifically designed for the interest and benefit of children. Only "G" movies are permitted.

NEWSLETTER & POLICY CHANGES

The ELC and School send out newsletters every month. The ELC's newsletter contains dates, events, and special days that will occur during the course of the month. Please take time to read the newsletter for upcoming events and to see what your child's teacher has planned for the month.

Parents will be notified in writing of any changes in services, procedures, or policies at the ELC so that they may decide whether the ELC continues to meet the needs of their children.

Personal Items

Bringing a stuffed animal, doll or blanket at the beginning of the school year while child is adjusting to the newness of the Center and naptime is okay. Please do not send toys. Exception: Show and Tell days. Please do not send candy with your child or in their lunch.

An individual cubby will be provided for the preschool, prekindergarten and kindergarten daycare children for their personal items. Children are taught to respect other's property, although this does not assure that items will not be missing. Please do not send valuables. We cannot be responsible if toys are lost or broken. Please label all items sent in with your child's name. This includes: coats, mittens, boots, Toys blankets, and lunch boxes. Money must be left in the office in an envelope with the child's name on it.

If problems arise, your child may be asked not to bring future toys. No toys resembling a weapon will be allowed.

CHILD CARE PAYMENTS

Payment must be paid in full by the first of each month. Payments may be brought in or mailed to the Early Learning Center office. There will be a 5% late fee assessed for childcare fees not paid on time (8th of each month). There is a \$20.00 charge for returned checks. Any future payments must be made in cash or by money order.

If childcare payments fall two months in arrears, your child will not be allowed to return until payments are current.

Childcare payments must be made separate from other payments such as school tuition, field trips, or hot lunch.

In case of extended absence from childcare for vacation or extended illness: parents have the option of paying the regular fee to keep a space or may withdraw the child with the understanding that re-entry will be on a space available basis.

Rates are subject to change.

PARKING

Vehicles entering the Center parking area will enter through the north driveway. Please exercise good judgment when in our parking lot. A parent/guardian, who leaves an unrestrained, unattended child in an automobile with the car engine running or not, is placing that child and others in harm's way. Such an act is criminally negligent. **NO** child should be left unsupervised.

It is imperative that all drivers follow these rules:

- ❖ **Never leave the car running, even if simply dropping in to leave or pick up a child.**
- ❖ **Never leave unattended children in the car.**
- ❖ **Never leave your car unlocked.**
- ❖ **Drive with extreme care in the parking lot at all times. Over the summer, day care children will be riding bikes, using roller blades, and walking from the ELC to the playing fields. Watch out for them! They do not watch out for you very well.**
- ❖ **Observe the posted STOP signs.**
- ❖ **Park appropriately.**
- ❖ **Be patient.**

LUNCH & SNACK

Parents are responsible for providing the child with a nutritious sack lunch. The ELC does not have facilities for warming lunches or refrigeration.

The Center provides both a healthy morning and afternoon snack for the children in preschool. Parents with children in the pre-kindergarten program will be asked to provide snacks on a rotation basis for their child's class. Milk is provided by the Center, at no additional cost, and is available for both snacks and lunch. Due to allergies to peanuts, the Center does not serve peanut butter snacks. Please inform us of any food allergies that your child has.

If child fails to bring a healthy lunch, one will be provided at the parent's expense.

PHYSICAL & IMMUNIZATION STATEMENTS

All children are required by Colorado State Law to have up-to-date immunization records and health statements on file at the Center at all times. The health statement should include any health conditions, allergies, medications being taken, and dietary limitations. This statement will need to be updated on a regular basis. It is the parent's responsibility to keep the ELC informed of any changes to the child's health. The health statement is due every year until the completion of first grade or age seven (7). A statement is then necessary every three (3) years. If the administration has reason to suspect that a child participating in the program may have a condition potentially hazardous to others, or finds the child's general condition indicates the need for such examination a statement may be requested. The immunization record is a separate form that must also be kept current. The immunization record and health statement are two separate forms and both must be on record and current.

Children, who do not comply with this law, will not be permitted to attend until information is current.

SUMMER PROGRAM

Throughout the summer, many events are planned. We schedule these interesting, fun activities to make your child's summer vacation special and relaxing.

Events include: swimming lessons, roller-skating, bowling, cooking, vacation bible school, weekly trips, arts & crafts, water days, bike days, presentations by visitors, gymnastics and much more.

Information regarding the Summer Program may be obtained from Ms. Geldaker at the ELC Office.

FIELD TRIPS

Field trips are carefully planned for the education and enjoyment of the children. A field trip fee is collected for each trip, which includes the cost of the transportation. Children are expected to follow bus safety rules. Each child's emergency forms will be taken along on the trip.

Permission slips are sent home for each trip, in accordance with Archdiocesan Policy. No child may participate in the field trip without the official signed permission form on file. No verbal permission can be given. All students are required to ride to and from the field trip in school sponsored transportation. Parents, who volunteer as chaperones, should not bring siblings on the field trip since their function is supervision of the students on the trip. If non-chaperone parents take part in the field trip, siblings are to ride with parents in their own transportation.

Parents who serve as volunteers or chaperones must have attended the SAFE ENVIRONMENTS training sponsored by the Archdiocese of Denver or they will not be permitted to chaperone or volunteer.

Parents are responsible for providing the Center with a car seat for children 4 years and younger and less than 40 pounds. All other children will be required to wear seatbelts while being transported. If you arrive late, after your child's class has left the Center for a field trip, your child will join another class until his or her group returns.

PARENT DONATIONS & FUND RAISER

We welcome donations of almost any kind! Things that you throw away can often be used for all sorts of activities. Your child's teacher can provide you with suggestions of needed materials. The ELC participates in the Parent and Teacher Association's annual fundraisers.

ALLERGIES

The ELC has children with moderate to severe allergies to food and other air borne substances. Please be aware of posted signs in classrooms and check with classroom teachers and or the office staff before sending in treats. Allergies may include perfumes, animals, peanuts, peanut butter, chocolate, and milk.

The Early Learning Center Extended Care programs will be closed on:

- ❖ New Year's Day
- ❖ Martin Luther King Day
- ❖ President's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Archdiocesan In-service days (to be announced)
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving and the following Friday
- ❖ Christmas Eve and Christmas Day
- ❖ Cleaning Days (to be announced)

INCLEMENT WEATHER/SCHOOL CLOSURE

If the Notre Dame Catholic School is closed due to inclement weather and/or other emergencies, information will be broadcast over the following Radio/TV stations:

KOA Radio-AM 850
KCNC TV-CHANNEL 4
FOX – CHANNEL 31

KUSA TV-CHANNEL 9
KMGH TV-CHANNEL 7

Please note carefully what information is given on the television and radio. Every effort will be made to give them detailed information regarding closures.

At times, the weather at Notre Dame will be such that the administration will decide to hold school, while weather in other parts of Metro Denver will be such that it would be imprudent for parents to drive or send children to school. Parents should make their decision based on what is most prudent

for them and their children. Preschool, prekindergarten and kindergarten classes will follow the school schedule, and will not meet if school is closed.

When the weather becomes excessively hot, the children are outside no longer than 45 minutes. There are frequent cooling down periods and liquid refreshments provided to them. Sunscreen will be applied provided there is a signed permission slip on file along with the sunscreen.

CHILD ABUSE & NEGLECT

It is required by law, that any and all incidents of suspected child abuse and/or neglect of a child be reported to the Colorado Department of Human Services for investigation (Denver: 303-727-3000). It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred in such a case. As a parent of a child in licensed childcare, you may report any suspected child abuse by calling the Child Abuse Hotline at 720-944-3000.

If you wish to make a complaint or have a concern regarding your provider, you may call the Public Health Inspection Division at 303-285-4075, or Colorado Department of Human Services at 303-866-5958.

Examples of situations which would be reported by Notre Dame Catholic School staff include, but are not limited to the following:

- ❖ Marks or bruises on a child that are unexplained or seem unlikely to have occurred as a result of the explanation given.
- ❖ Marks or bruises on a child caused by disciplining a child.
- ❖ Reports by the child of abusive neglectful treatment or observations by staff members of harsh, abusive or neglectful treatment of a child.
- ❖ Failure by the parent to obtain appropriate medical care for a child.
- ❖ Observations by staff members of inappropriate sexual behavior of a child.
- ❖ Observation by staff members of possible neglect of appropriate hygiene and/or provision of appropriate clothing, food, and shelter for the child.

REST TIME

All children enrolled at the ELC during the early afternoon hours will have a nap or rest period. The length of the rest time will depend on age and the needs of your child and Colorado Department of Human Services regulations. The Center will provide the children with an individual resting mat. Parents are asked to provide a sheet and blanket for their child. The child may bring a small stuffed toy to snuggle with during the rest time.

LOST & FOUND

There will be a box with Lost and Found items in the ELC office. Please check this on a regular basis for missing items. All articles not claimed will be given to charity.

BIRTHDAYS & HOLIDAYS

You are welcome to send in cupcakes, cookies, or a special treat to share with your child's classmates on these birthdays and holidays. Please let child's teacher know in advance that you will be bringing a treat and check to see if there are food allergies in the class.

CLOTHING & OUTDOOR PLAY

The preschool, prekindergarten children are not required to wear uniforms. However, we do require them to dress appropriately in comfortable and durable clothing that is washable. Any given day at the ELC includes outdoor time and messy art activities. The following are some guidelines when dressing your children for school.

- ❖ **No fad hairstyles, this includes but is not limited to unusual haircut styles or shaved (bare skin) heads.**
- ❖ Please use good judgment in selecting modest and weather appropriate attire for your child.
- ❖ When wearing dresses, the girls should have a pair of shorts on underneath for comfort and health reasons.
- ❖ Tee shirts and shorts are fine for both boys and girls.
- ❖ Be sure to send children with a light jacket or sweatshirt and when needed remember to sunscreen them in the morning.
- ❖ Please send your child in coats, boots, mittens, etc. when the weather is cold.
- ❖ Athletic shoes, though not required, are the best shoes for the children to wear when playing on the equipment. Sandals, especially slip-ons or thongs, are not permitted. During gym class, "Specials," athletic shoes are required.
- ❖ Simple jewelry, though permitted by school policy, should be avoided for young children. Necklaces could be caught on climbing equipment and young children could choke on the small pieces. Remind your children not to put things in their mouths, both from the sanitary and safety reasons.
- ❖ A change of clothing should be kept in child's cubby or back pack in case of soiling accidents which include: painting, toileting accidents, etc. The Center will allow children to change themselves or parents will be notified to come and change the child. The Center has a limited amount of clothing on hand.

The After School Care children (Grade School) may bring a change of clothes to change into. This will prolong the life of the uniform due to messy activities and outdoor play. Please send a jacket everyday as we go outdoors when possible.

PARENT INVOLVEMENT & VISITORS

Families are expected to volunteer 20 hours per year. Please submit your hours either electronically or hardcopy to Mrs. Cook in the school office. You are welcome to visit your child's classroom. This also allows you the opportunity to observe your child's social/emotional and educational growth. These visits are special for both parent and child. You will be well rewarded when your child sees the value you place on his/her education. Parents may visit the Early Learning Center, either by appointment or on a drop in basis, by first checking in at the office.

All visitors must first check into the office. Visitors will be asked to sign in and will be escorted through the building. If need be, 911 will be called and visitor and unauthorized person(s) will be asked to leave.

The Parent And Teacher Committee (P.A.T.) is a group composed of volunteer parents whose objective is to promote and enhance community awareness of the Center. Meetings are on a regular monthly basis and are published in the school calendar and on the web site.

EMERGENCY & SAFETY PROCEDURES

Cameras have been installed at exit doors on the main floor. Security locks have also been installed so that the staff can monitor visitors and students.

In any emergency at the ELC and School requiring the evacuation of the building, occupants of the Notre Dame Catholic School will evacuate to an area designated by the administration of Notre Dame Catholic School. The preschool will evacuate to the Church Rectory and the pre-kindergarten and kindergarten will evacuate to Children's Haven located at 2600 S. Sheridan Blvd. Supervising teachers will take attendance to be sure all children are accounted for. Attendance for the Early Learning Center is to be reported to Ms. Geldaker.

In a life threatening emergency involving a child, Notre Dame will call 911. Parents will be called. If a hospital is not listed on the Emergency Information Sheet, the paramedics will choose the hospital. All expenses incurred for emergency care are the parent or guardian's responsibility.

Fire drills, Duck and Cover drills, and Tornado Warning drills are held on a regular basis with the children.

Parents are to provide the ELC and School with the required information on the emergency sheets. It is imperative that we are notified immediately if there are changes in this information. Parents are encouraged to bring to our attention any suggestions or concerns they may have regarding the safety of our children.

Small scrapes, bumps and bruises, though traumatic to the child, will be cleaned and first aid given. Parents will be notified of injury when child is picked up at the end of the day.

EXPECTATIONS OF CHILDREN

Our expectations are based on those of Notre Dame Catholic School.

Children are expected to treat all persons with consideration and respect. They also have the right to expect to be treated with the same consideration and respect.

The parents are responsible for the conduct and behavior of their children and the consequences of misconduct or misbehavior. If a child causes damage to the Center's property, the parents will be required to pay the cost of the damage.

- ❖ Good manners are expected in speech and action.
- ❖ Be respectful of each other and all adults in the Center and School.
- ❖ Respect the property of others.
- ❖ Speak quietly in the building.
- ❖ Do not leave the Center premises during the day without permission.
- ❖ Refrain from chewing gum.
- ❖ Refrain from running in the Center.
- ❖ Take responsibility for your own actions.

The following behaviors may result in suspension and/or expulsion:

- ❖ Fighting or hurting others.
- ❖ Refusal to obey a staff member.
- ❖ Stealing and lying.
- ❖ Destruction of school or personal property.
- ❖ Disrespect.
- ❖ Threatening an adult or fellow student.
- ❖ Profane, obscene, or suggestive language or gestures.
- ❖ Possession of a weapon.

- ❖ Behavior that jeopardizes the health, safety, learning, or welfare of others.
- ❖ Biting.

Decisions regarding suspension or expulsion are made by the principal.

DISCIPLINARY ACTIONS

At any time when there is group involvement during play, the need for problem solving will present itself. It is our belief that positive guidance will help children to behave responsibly through the following ways:

- ❖ Redirection.
- ❖ Advanced planning to prevent problems.
- ❖ Positive encouragement and reinforcement.
- ❖ Rules that are understandable and consistent.
- ❖ Natural consequences that are fair and logical.
- ❖ Behavior modeling that is appropriate.

When consequences are required, they are given routinely with reminders to the children that are simple and quick. Time-outs are necessary at times, and they will be apart from the group for an age-appropriate time. The children will be respected and treated with concern. They will be asked to recount what has happened and all parties will have their chance to explain. At times, the child may need to be removed from the situation, to the office, for their time out. The child will then be returned to try again. We will always try to recognize positive behavior, while ignoring the negative, when safety concerns are not an issue. If safety concerns become an issue and behaviors do not improve, we will require a conference with the parent on an individual basis to determine the next step. At no time, do we use corporal punishment.

MEDICATION

A licensed registered nurse is on staff. In addition, licensed registered nurses are available as volunteers at most students functions.

Medications of all kinds, both prescription and non-prescription, can be administered by the daycare staff only when they include the written order by a physician. This includes Tylenol, aspirin, decongestants, cough drops, sunscreen, etc. Parents may administer medication to their child at the ELC office.

If your physician prescribes an over-the-counter medication, please ask him/her to write the prescription on a prescription form or to call the pharmacy. A regular prescription label can then be placed on the

medication at the pharmacy. You may also ask the doctor to fax the information to the school office (303.937.4868) and it will then be attached to your child's medication. All medications brought to the Center must be in an appropriately labeled container.

Written instructions for medication need to include:

- ❖ Child's name,
- ❖ Name of Drug,
- ❖ Dosage,
- ❖ Purpose of medication,
- ❖ Time and days medications is to be given,
- ❖ Anticipated number of days it must be given,
- ❖ Possible side effects,
- ❖ Storage instructions.

All medication must be brought to the ELC office for proper storage. No child may keep medication on their person or in their cubby, lunch box, etc. ELC personnel must administer medication. Any medication found on a child will be taken to the ELC office and the parents will be notified.

Children who have chronic problems, i.e., recurring headaches, should have a prescription labeled medication on hand at the ELC office to be used as the need arises.

If a child has a condition that might require medication on an emergency basis, (e.g., allergic reaction to food and insect bites/stings; asthma attack, etc.), the child's family shall provide all necessary information and training or instruction to the ELC personnel who might be responsible for administering such medication or carrying out such medical procedures.

HEALTH

Please do not send sick children to school. However, if in the opinion of the teaching staff or administration, your child is sick, we will call you to come and pick up your child. Your child will be isolated from the other children until you arrive. The following criteria will be considered when determining if your child must go home:

- ❖ Fever of 100 degrees or more
- ❖ Inflammation of the eyes (excessive redness, glassy or discharge)
- ❖ Vomiting

- ❖ More than one incident of diarrhea or loose stool which is not contained within clothing (communicable disease as defined by the Department of Health Services Center for Disease Control)
- ❖ Unknown rash
- ❖ Excessive nasal discharge, especially if yellow or greenish, since this indicates infection
- ❖ Pain
- ❖ Is tired

If your child was sent home due to illness, he/she cannot return to school and daycare until he/she has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return:

- ❖ Mood, appetite, behavior and activity are again normal
- ❖ No fever for 24 hours without a fever reducer
- ❖ Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)
- ❖ Vomiting, diarrhea cleared for 24 hours
- ❖ Frequent coughing, excessive nasal discharges resolved
- ❖ Pain (earache, cramps, headache, etc.) resolved

It is your responsibility to notify the school if your child has a communicable disease, such as measles, mumps, chicken pox, head lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted for parents when there has been exposure to a communicable illness.

PARENT/GUARDIAN RESPONSE FORM

For all parents or guardians from Preschool through 8th grade.
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I have read the Notre Dame Catholic School Parent/Student Handbook and agree to be governed by the policies and procedures contained herein. The specific Archdiocesan policies identified in this handbook are summaries only. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation and elimination at any time by the school at its sole discretion, without notice. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrator's Manual. In the even of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

Check if you give approval for the following:

My child may use the Internet according to the norms in this handbook.

My child's name may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook.

My child's picture may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook.

Parent/Guardian Signature

Date

Student Signature

Grade

Date

All response forms must be signed by a parent. Students in grades 5, 6, 7 and 8 are to sign their own signature after reading the Handbook. This form must be returned to the school office on or before September 2, 2011.