

**PARENT-STUDENT HANDBOOK  
2015-2016**

**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 and on the Notre Dame School website.**

**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 Samuel J. Aquila, 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.

**ARCHDIOCESE OF DENVER OFFICE OF CATHOLIC SCHOOLS:**

In the spirit of servant leadership, the Office of Catholic Schools provides vision, direction, and supervision to Archdiocesan Catholic school communities in order to assist them in the achievement of their mission to proclaim Christ and form authentic disciples.

The Archdiocese of Denver Catholic Schools give parents confidence that their investment in a Catholic School education will support their child's complete development and personal success. A rigorous, time-tested curriculum taught by committed faculty in a faith-based and nurturing environment results in a measurably accomplished academic achievement. Catholic teachings, faith and traditions are integral to a curriculum that reinforces what is taught at home, including virtues of discipline, respect, and responsibility. These will provide guidance and inspiration as your child navigates life's challenges.

**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 Father Michael Gass, Pastor October, 2011)*

**NOTRE DAME CATHOLIC SCHOOL**

**2165 South Zenobia Street  
Denver, Colorado 80219  
303.935.3549 – office  
303.937.4868 – fax  
Website: [www.notredamedenver.org](http://www.notredamedenver.org)**

**Accredited through AdvancED**

**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 or are working toward certification. 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. Renewal of SAFE ENVIRONMENT is done online every five years. The Archdiocese of Denver Sexual Misconduct Policy is to be read and signed.**

**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:**

Admissions/Records	Mrs. Anna Peetz
Receptionist/Administrative Asst.	Mrs. Anita Cook
Finance:	Ms. Kimberly Millican

**Support Services:**

Mr. and Mrs. Roman Fresquez	Athletic Director
Mr. Kevin Harder	Director of Maintenance
Mr. Chris Vigil	Maintenance

**PARISH STAFF:**

Father Michael Gass	Pastor
Father Joseph Monahan	Pastor in Residence
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 to the school. Hours volunteered should be submitted 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](mailto: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.

**DEVELOPMENT COMMITTEE:**

This committee is to cultivate relationships with the community for the purpose of building the spiritual and financial foundation of the school. It runs the Annual Fund Campaign (a fundraiser and hosts Spring Fest. All proceeds go directly to the school budget to reduce the subsidy the parish gives to the school. It reaches out to the alumni of the school by published the Alumni Newsletter.

**MARKETING COMMITTEE:**

A committee that organizes Notre Dame's marketing efforts.

**TECHNOLOGY COMMITTEE:**

They review the technological needs of the school and makes recommendations on how to purchase equipment. There is a 5-Year Technology Plan which supports 21st century learning.

**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. **New students will have a 90 day probationary period.**
- 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:**

A Notre Dame Catholic School Tuition Contract must be completed for each family enrolling. Tuition must 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 or partial payment is made along with an approved payment plan for the balance. Student(s) 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. Eighth grade student(s) with unpaid tuition will not be allowed to participate in graduation activities and ceremonies.

A 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 Contact after the school year has begun.

**TUITION: Policy #5010**

There are two tuition rates:

1. Catholic Parish Members -
  - The family must be registered with a parish six months prior to school registration.
  - The family verifiably contributes on a regular basis to the financial support of the parish.
  - The family attends mass regularly and is involved in the activities, organizations, or programs of the parish.
  - The child(ren) must be baptized.
2. Others:
  - Catholic families who do not meet the requirements for "parish members."
  - Non-Catholics
  - Children not baptized

**DAILY SCHOOL PROCEDURES:**

The school clock is set according to the time given on [www.time.gov](http://www.time.gov).

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

**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 required to be in classrooms***

**at 8:00 AM to begin the day and are expected to be at school at 7:45 AM on Thursday to attend mass.**

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.

*School dismisses at 3:00 PM. Students not picked-up by 3:15 PM will be brought to the school office to be picked up there. Students remaining after 3:30 PM will be taken to After School Care.*

<b>OFFICE HOURS</b>	7:30 AM – 4:00 PM
<b>TEACHER HOURS</b>	7:30 AM - 3:30 PM

*Phones in the office are answered from 8:30 AM until 4:00 PM. At other times, please leave a voice message.*

*You may communicate with teachers through FastDirect or their classroom phones .*

**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, Technology, and Music/Drama & Speech. The full curriculum is posted online through the Archdiocese of Denver website, [archden.org](http://archden.org), Office of Catholic Schools, curricula. Music performances are considered a part of the Music curriculum.

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

- Student Council
- National Junior Honor Society
- Technology Club
- Catholic Cultural Arts Fair
- Spelling Bee
- Junior Great Books
- Athletics
- Choir
- Academic Decathlon
- Chess Club

**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

#### **RELIGIOUS EDUCATION AND FORMATION:**

Religion Classes, the most important element of the entire program at Notre Dame, are taught daily, using the Ignatius Press and Loyola Press religion series, covering doctrine, sacraments, scripture, and church history. Students attend the 8:00 parish mass on. Parents are welcome to attend. Dates and times for these liturgies are published on the website calendar and in the weekly updates on FastDirect.

*Sacramental preparation: Preparation for the sacraments of First Reconciliation and First Holy Communion occur in second grade with the teacher and parents working together in preparing the children. First Reconciliation and First Holy Communion are held on a Saturday together with the children from the Religious Education program.*

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.

### **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.

### **Possession and Definition – Policy #2621**

- A) Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.
- B) Carrying, bringing, using or possessing a deadly weapon/weapon/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.
- C) A deadly weapon/weapon/facsimile is defined as:
- 1) A firearm, whether loaded or unloaded.
  - 2) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - 3) A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
  - 4) Any object, device, instrument, material, or substance—whether animate or inanimate—used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

### **Mandatory Expulsion**

- A) **Expulsion is mandatory** for deadly weapon possession and/or use in accordance with state and federal law.

- B) The principal, upon consultation with the Pastor and the Superintendent, shall initiate expulsion proceeding as outlined in *Expulsion, Policy # 2600* for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.
- C) Expulsion shall be for no less than one full calendar year for a student who is determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity.

### **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 an 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 above), 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. Dates and places will be announced.

#### **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

See Archdiocesan Appeal Process – Policy #1500

#### **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

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.

If a student is to have a prolonged absence due to family emergency or illness, teachers should be contacted for homework. Homework may be picked-up in the school office between 3:00 and 3:30pm 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.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips during these times to eliminate the need to interrupt a child's learning process. If you choose to vacation while school is in session teachers will not be required to work with your child to make up work, tests, and/or learning missed. Teachers are not required to provide assignments in advance.

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.

**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.

**TARDIES:**

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 due to an appointment, they are required to bring a signed release. 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.**

Leaving school early: When you must have your child dismissed from school early, please notify the office. 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 PRIOR to the child's departure.**

**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).

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

**DANCES:**

Dances are held occasionally for junior high school students in the Family Center (gym). 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.

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

*Online shopping:*  
[www.dennisuniform.com](http://www.dennisuniform.com)  
School code: C78

**GIRLS:**

Grades K-5:	Columbia Plaid jumper
Grades K-8:	Columbia Plaid skorts w/tabs
Grades 6-8:	Columbia Plaid skirt

**All items are to be purchased at Dennis Uniforms**

Grades K-8:	White blouses; short and long sleeve, w/Peter Pan collar
Grades K-8:	Polo with school logo: short and long sleeve, cap sleeve also allowed white, navy and dark green
Grades K-8:	Logo turtleneck; white, navy and dark green
Grades K-8:	Pants; twill flat front and pleated front/navy
Grades K-8:	Shorts; twill flat front and pleated front/navy
Grades K-8:	Sweaters; Navy V-Neck soft-button front and Navy V-Neck sweater vest
Accessories:	(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 or white

**Girls:**

Only white or navy socks, footed tights in navy or white or leggings in navy or white 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. 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 and appear on the calendar.

The following are not permitted:

- Shirts with advertising
- 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 cover the shoulder. No exposed midriff. The neckline is not to extend below four fingers from the collarbone.
- 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

**Mass Day Standard of Dress:** As a Catholic school we hold our students to a high standard which includes the respect that is shown when attending mass in behavior and appearance. Boys and girls are not to wear shorts to mass. Girls are to wear a jumper, skirt, skort or pants with a uniform shirt. Boys are to wear pants with a uniform shirt.

**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, or hair extensions 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 (blue or may be other colors), solid khaki, plaid shorts to the knee or uniform shorts or pants. No clothing is to be torn, should fit properly and be modest. 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.**

**Students who are not in compliance with the dress code will be sent to the office to change or call parents who will be asked to bring appropriate attire.**

*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.*

#### **EMERGENCY INFORMATION FORMS:**

Parents are to provide the school with the required information on the Emergency Contact Form. 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.

#### **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. The Iowa Interim Test will be given three times a year in Math and Reading to provide additional data on students' progress.

#### **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.

#### **HONOR ROLL:**

Honor roll certificates are distributed to the students 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 1-2 who have all "E", (93% and above), grades on their report cards receive the designation HIGH HONORS

Students in grades 1-2 who have all "E" and "VG", (85% and above), grades on their report cards receive the designation HONORS.

Students in grades 3-8 who have all "A" (93% and above) grades on their report cards receive the designation HIGH HONORS.

Students in grade 3-8 who have all "A" and "B" (85% and above) 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 tardiness 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 6<sup>th</sup>-8<sup>th</sup>:**

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 1<sup>st</sup>-5<sup>th</sup> 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, as the primary educators of their children, have the right to inspect and review the official permanent record of their child. Prior written request must be made to the principal for access to student cumulative folders in the presence of the principal or vice-principal. Student permanent records will be kept for individual students in accordance with the regulations of the Office of Catholic Schools, (Administrator's Manual Policy-#2320).

#### **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 use a school provided lock on their locker. 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 or available on the Notre Dame School website) 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.

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 parents should call the school office, messages will be delivered to students by office personnel, otherwise, student messengers will deliver message at 2:40 PM. Students will not be called to the phone for messages.

#### **SCHOOL TELEPHONES:**

School telephones are business phones. Students are permitted to use phones only with permission of office staff or administrators.

#### **PARKING GUIDE:**

#### **SAFETY HINTS**

1. Make sure your child knows where you pick them up at dismissal

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:**

Conferences are held in November. At least one parent is required at the November conference. *Students in grades 1-8 are also **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.

**INTERNET AND COMPUTER USE – Student Acceptable Use Policy:**

Our goal in providing Internet access 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 are allowed to bring electronic readers to school, but must follow school policy for teacher approved activities. The school will not be liable for lost, stolen or damaged devices.**

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.
- 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.

**Technology Concerns:**

Engagement in any social media outside of school may result in disciplinary actions if the content of the student's or parent's information includes defamatory comments regarding the school, the faculty, other students or the parish.

**PLAYGROUND EQUIPMENT:**

Students should not 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:**

Textbooks are 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 and 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, take the online Safe Driving Course, 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 and vice-principal will ordinarily meet students and teacher on the Notre Dame field. The off-site evacuation is at Children's Haven located at 2600 S. Sheridan Blvd.

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, when outside, check roll
- All personnel are to leave the building
- Leave electrical switches alone
- Last person out closes doors
- Assemble on the Notre Dame field
- 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 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 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. If you do not have accident or health insurance a policy is available for you to purchase through the Archdiocese; that information is sent home with the oldest or only children at the beginning of the school year.

**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.

**SNOW DAYS/SCHOOL CLOSURE – Pre-school through 8<sup>th</sup> 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 FastDirect and the ND School website:

[www.notredamedenver.org](http://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, e-mail or call the classroom to make arrangements to talk.

#### **CONTACT WITH STUDENTS DURING SCHOOL HOURS:**

Persons, (other than custodial parents/legal guardians), agencies or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the principal/director and follow Policy #2380 in the Office of Catholic Schools Administrator's Manual.

#### **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 3:00 PM. Violators will have the phone confiscated and will only be returned to a parent. A second offense will result in the cell phone being kept in the office until the last day of school. **Camera phones are forbidden at all times on the Notre Dame campus and at school related events.**

#### **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)

#### **CONCUSSION GUIDELINES: Archdiocesan Policy #2190:**

Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in

virtue. Medical researchers have discovered that young athletes, especially children and teens, don't often recognize their own limitations; especially when they have a concussion.

This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course. The PRINCIPAL must ensure that All coaches complete the on-line concussion training course approved by the Office of Catholic Schools, (OCS), prior to assuming any coaching duties. The Office of Catholic Schools will provide the principal with the name and link of the approved training courses. OCS recommends that all teachers and supervisors complete this course.

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain. While most with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous.

Concussion signs or symptoms include change in the person's behavior, thinking, or physical functioning. (Appendix ZZ)

The following steps provided by the Centers for Disease Control and Prevention are REQUIRED to be taken by the coach or supervisor whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion.

1. Remove the athlete from play immediately.
2. Inform the athlete's parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents. (Appendix AAA)
3. Ensure that the athlete is evaluated by a health care professional.\*\*
4. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluation for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.

After a concussed athlete has been evaluated and received clearance to return to play from a health care provider, school officials may allow a registered athletic trainer with specific knowledge of the athlete's condition to manage the athlete's GRADUATED RETURN to play. (Appendix BBB)

\*\*"Health Care Provider" means a doctor of medicine, doctor of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or

licensed doctor of psychology with training in neuropsychology or concussion evaluation and management.

PARENTS ARE REQUIRED TO SIGN THAT THEY HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CONCUSSION POLICY BEFORE THE CHILD CAN PRACTICE OR PLAY.

**PARENT/GUARDIAN RESPONSE FORM**

**For all parents or guardians from Preschool through 8<sup>th</sup> grade.**

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:

\_\_\_\_\_ I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Notre Dame Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video or photos may be used for informational, educational or marketing purposes regarding the programs or curriculum at Notre Dame Catholic School.

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Parent/Guardian Signature	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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Student Signature	Grade	Date
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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 4, 2015.

