

Philosophy of Notre Dame School

As an educational institution, Notre Dame School strives to provide an environment conducive to both instruction and the formation of the whole person. Notre Dame School is steeped in the rich traditions of Catholicism and as such, infuses Gospel values through the total curriculum.

As a school whose name gives honor and recognition to Our Blessed Mother, we hope to pattern and model our efforts in light of her example. With this in mind, Notre Dame School endeavors to teach as Jesus taught and to offer an education of academic excellence and the formation of sound moral and ethical consciousness.

Our students come to us from a diverse range of cultures, beliefs and abilities. Cultures and beliefs are respected and abilities supported or enriched. Our goal is to provide our students with the skills needed to succeed in a highly literate society, and then, as responsible faith-filled members of that society, to use those skills to create communities that actively promote social justice.

Dear Parents and Guardians,

Thank you for choosing Notre Dame School for your child's education. While there may be sacrifices associated with this choice, it is not without valuable dividends. A Catholic School education at Notre Dame is an investment in the future – the future of your child, the future of our Church, the future of our world.

Through education, society transmits its values, principles, standards, and codes of behavior to the next generation. Education in a Catholic School ensures that the values, principles and standards of our faith are transmitted to the next generation so that they can continue to be bearers of our faith. It is our goal that our graduates will grow to be productive members of society who will carry on the Gospel message of love and hope in our world.

This message is needed in our world now as much as ever. In an era of instant everything, it is important that children learn that things of value often take time. In an era in which communication often consists of "click and send," it is important that children learn to build relationships...with God and with others. That is the basis for building peace...within themselves and in the world.

Democracy will continue if all citizens are literate, critical thinkers who are compassionate. The hope of Catholic education is that people, educated in light of the Gospel, will see the world through a different lens. Education is not the means of a better life, but also of a better world. We want our children to acquire skills and habits of heart that will help them see that we must all live in service to others. Our efforts at Notre Dame are not only for the maintenance of democracy, but for building the Kingdom of God!

Parents are the primary educators of their children and Catholic schools provide parents with a system of support to emphasize and reinforce the values already taught and lived at home. Together, parents, students, teachers and clergy work to build and live community.

Our handbook is a means of communicating information, expectations, and policies set forth by the school as we work together to enable our children to be life-long learners who live and give witness to the Gospel. In choosing to send your child(ren) to Notre Dame School you are delegating us as the professionals to carry on what you have begun. Know that we take this responsibility seriously and are grateful for your trust and support.

NOTRE DAME SCHOOL.... A FAITH COMMUNITY

A Parish is a community of faith-filled people. The Parish School is a function, a service, an expression of this faith community in which children are given the experience of sharing faith with adult members of the parish family. As such, Catholic Schools are called upon to make faith real in the world. Such a mission is the shared responsibility of all members of the faith community.

The greatest responsibility lies with the Pastor, Administration, Faculty and Parents working together to build this faith community. Notre Dame has organizations established to work cooperatively for the good of our school - the **School Board** and **P.A.V.E.**

The School Board is an elected group of school parents whose function is to develop, formulate, and recommend policies to the Pastor, Principal, and Assistant Principal. It supports, advises and assists the administration in the smooth operation of the school.

P.A.V.E. (Parents Acting as Volunteers for Education) is open to all parents and guardians of children attending Notre Dame School. P.A.V.E. seeks to assist in keeping the tuition at Notre Dame School affordable by planning and hosting many events designed to raise money that is put toward the operational expenses of the school. These events are essential in order to meet the operational costs. It is the hope that the fundraising events will draw upon the broader parish and neighborhood community for support and participation as well as the school families.

In addition to the fundraising, P.A.V.E. also hosts events designed to build up a community spirit among the families in the school and events for the children. The parents of Notre Dame School have long understood that this school exists for their children. The Parish of Notre Dame also has pride in maintaining its school. All must work together to keep it viable. All parents are encouraged to participate in P.A.V.E.'s twofold function: to raise funds and to have fun.

All families are encouraged to participate in some of the many events sponsored by this organization to facilitate this fundraising effort. All families are required to participate in the *Pot of Gold Sweepstakes*. Families with students in grades N – 8 are responsible for selling or buying \$200.00 in raffle tickets;

This obligation must be treated as tuition and failure to comply will incur the same penalties as failure to pay tuition.

FACULTY and STAFF **2017-2018**
All teachers may be reached via email using the following protocol:
firstinitiallastname7211@ndsnet.org
ie. cdurkin7211@ndsnet.org

Nursery	Mrs. Elizabeth Pellettiere Mrs. Lori Wasserman Mrs. Deborah Puglia
Pre – K	Ms. Dyane Dowd Ms. Michelle McLarney Mrs. Joanna Gianesses Ms. Mary McElroy Mrs. Gina Mangione Mrs. Kimberly Grigonis Mrs. Rocio Rohan
Kindergarten	Ms. Lauren Merola Mrs. Tania Abshire Mrs. Donna O’Leary
First Grade	Ms. Kathleen Brophy Mrs. Kiersten Muccini
Second Grade	Mrs. Jeanne Saraceno Ms. Anne Wachowicz.
Third Grade	Mrs. Joanne Ryan Mrs. Caitlin Gernon
Fourth Grade	Mrs. Michelle Saccone Ms. Jillian Ra
Fifth Grade	Mr. Bradley Haywood Ms. Andrea Turrisi
Sixth Grade	Mrs. Andrea Decker Ms. Eileen Navagh
Seventh Grade	Mrs. Mary Rose Nish Mrs. Jacqueline Kucich

Eighth Grade Mrs. Kathleen Raspen
Miss. Jennifer Starzman

Religion Ms. Regina Bell

Art Mrs. Carol Burnett

Physical Education Ms. Kristina LoCastro

Technology Ms. Kathy Butler

Foreign Language Mrs. Gloria Harford

Library Mrs. Patricia Swedenberg

Music Ms. Shannon Winsch

Academic Intervention Ms. Andrea Turrisi

Services (AIS)

Nurse Mrs. Jane Dumas, RN

Administrative Assistant Mrs. Catherine Breen
Secretary Mrs. Lisa LoGrande
Mrs. Maryanne Schillinger

Custodial Staff Mr. Andrew Breen

Notre Dame School Board

Mr. Michael Koczko	Mrs. Caryn Durkin
Mr. Christopher Paccione	Dr. Gino Scartozzi
Mr. Joseph Fitzgerald	Mr. Michael Aguilo
Mrs. Kara McCarthy	Fr. William T. Slater
Mrs. Pamela Falke	Natasha Conklin
Mr. Anthony Ciaccio	Mrs. Cheryl Kontopoulos

2017--2018 P.A.V.E Board Members

General Operations Co-Chair	Mrs. Kelly Ann Reed
Co-Chair	Mrs. Emily Anschlower
Special Events & Fundraising	Mrs. Alison Cosgrove
	Mrs. Mercedes Zamora
Treasurer	Mrs. Cristina Maroney
Co-Treasurer	Mrs. Joanne Dunne
School Coordinator	Mrs. Sandy Quinn
Volunteer Coordinator	Mrs. Noreen Hurtado
Hospitality Coordinators	Mrs. Melinda Castellani
	Mrs. Kerri Flannelly
	Mrs. Alisia Keneth

POLICIES AND PROCEDURES

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

Confidentiality

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, please advise the parents to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

Absences and Illness: Parents must call the school if the student is going to be absent for the day. Calls should be made directly to the Health Office at (516) 354-2731. You may also call 516.354.5618 x 105. Both numbers will have the capacity to record a message. This telephone call is for safety purposes. If the school does not receive a telephone call from you reporting an absence, you will be called.

The morning telephone call however, does not negate **the need for an absence note when your child returns to school.** The note must be dated, signed by the parent or legal guardian and include the student's name, class as well as the date(s) and reason for the absence. Failure to send in the note will result in an illegal absence on the records. This is required as per New York State regulations.

Children who are absent from school during the day may not participate in after-school activities or school-sponsored activities in the evening.

A student may be excused from **one** physical education period without a note from a medical doctor. However, if the student has a medical need to be excused from physical education classes for more than one class or from recess, a physician's note should be submitted. In the same way, medical clearance from the doctor must be given for the student to resume regular activities. This includes participation in field trips and extracurricular events.

Students who are not permitted to participate in gym due to a medical condition may not participate in outdoor recess and / or some school events.

If a student is ill and the parent wishes to have classwork and/or homework listed, please make this known to the nurse when calling in the absence in the morning. Teachers may also be notified in the morning via their e-mail on the website. The texts and assignments will be sent to the general office at 2:30.

No child (or parent volunteer) is to call a parent when s/he feels sick or is hurt at school. This is the responsibility of the **nurse** or the school administration. If a student is being sent home, a parent, legal guardian, or an adult with the permission of the parent or legal guardian must sign him/her out in the Health Office.

Students may not leave school premises during school hours unless accompanied by a parent, legal guardian, or an adult with the written permission of the parent or legal guardian.

In the event of widespread illness, please be aware that we follow the recommendation of the Diocese, the District and / or the Center for Disease control.

Families are **strongly** encouraged to follow the school year calendar when planning family vacations. **No assignments will be given in advance.**

Admissions: Applications for registration to our school are on a rolling basis.. Parents will need to show evidence of the following for all children applying: residence, birth certificate, baptismal certificate, immunization, parish envelope

number. There is a \$125 application fee, refundable only if we are unable to accommodate your child. **December 1st is the birth date cut-off for all applicants for appropriate grade placement. All students must be immunized in accordance with NYS Public Health Law.**

First consideration for acceptance and full registration is given to those children who already have siblings in full-day attendance in grades K – 8 in Notre Dame School. Children from other parishes, as well as from non-Catholic families, are also considered for admission dependent upon enrollment and space availability per grade.

Decisions for acceptance to grades 1-7 are made after the school re-registration is complete, a meeting with administration, and an evaluation of academic records. All students will be screened to determine whether or not Notre Dame School can meet their educational needs. Students are generally not accepted into eighth grade unless they are moving into the area and have been attending a Catholic School.

After-Care: An extended day program is available. It is offered on both half-days and regular school days from dismissal until 6:00 and is open to students in grades K – 8 at the cost of \$6.00 per hour. Any student picked up after 6:00 PM will incur a \$20.00 fee. Students who are not part of the registered program and who are not picked up at dismissal in a timely manner will be sent to After-Care and billed at a higher rate. In some situations, children may attend After-Care on an as needed basis. Billing is at a different hourly rate. **A signed, dated note** must be sent to the office stating this service is needed and for what date(s).

Arrival and Dismissal: For the safety of the children, **no one** should be dropped off before supervision begins at 7:50 a.m. All students are to report to their assigned places in the schoolyard by 8:08 a.m. On inclement weather days, students should enter the building and assemble in the main corridor until instructed by the teachers on duty to proceed to their classrooms. Students who arrive **after 8:15** are considered **late** and must stop at the General Office before proceeding to their classes to have their arrival noted. Students with **three** unexcused latenesses will be given a date for an after-school detention.

Parents who drive their children to and from school are to be mindful of the "NO STOPPING" signs posted in front of the building. This is especially important in the mornings when buses must get through.

Please do not stop the flow of traffic to watch the children enter the building. You are not permitted to park in the Bus Zone. If parents wish to walk the child(ren) to the door, please park elsewhere, being careful to avoid neighbors' driveways. Drivers are urged to use **Mayfair Rd.** as a **one way street from a North to South** direction. If you are dropping off children via the gate on New Hyde Park Road, do not park in the crosswalks. If you are waiting for your child(ren) to enter the building, park in the Church lot near Durham Road.

Dismissal is orderly and led by teachers. If there will be a change in the routine dismissal for your child, please send a **dated** note to the teacher that morning. The

office cannot be responsible for relaying messages regarding dismissal changes unless it is an **emergency**.

Walkers and students transported by car are led out to the schoolyard as a class at 2:35 p.m.

Do NOT park on Mayfair Rd. until **all** of the buses have departed. We ask parents of the children in the **Early Childhood Programs** to be especially mindful of this and not to park in front of or block neighbors' driveways. Please refer to the *Early Childhood Handbook* addendum.

It is the responsibility of parents to arrange to pick up their children in a timely manner. However, it is understood that a parent may be delayed due to some unforeseen event. Please do not rush, thereby risking your safety and the safety of others. Students whose parents are late will be brought back into the building to wait outside the General Office for 10 – 15 minutes. After that period, students will be sent to the After-Care Program. Families will be billed accordingly.

Bus Transportation: Arrangements for bus transportation must be made through the home school district by March 31st for the following school year. The district of residence determines eligibility for bus transportation. Students are not permitted to ride any bus other than the one to which they are assigned. Neither a teacher nor the school office can give authorization to ride another bus. If a student is not taking a bus home on a particular day, written notification from home must be submitted to the homeroom teacher that morning. The office cannot be responsible for relaying messages regarding who will be picking up the child or if s/he is to take the bus or not. The School, Public School District, and Transportation Companies reserve the right to suspend a student from riding a school bus for disorderly, unsafe, or disrespectful conduct.

Band: Band lessons are provided by Paul Effman music services for children in grades 1 – 8. These are optional and are not included in the school tuition; an additional fee is incurred. Band lessons are given during the school day and students are removed from academic classes on a rotating basis to attend band. It is the responsibility of the student to get the work missed.

Cafeteria: Students have rights and responsibilities for usage of the cafeteria. All students have the right to enjoy their lunch in an orderly, clean atmosphere. They also have the responsibility to obey the cafeteria rules and respect the rights of others in the cafeteria.

Students who are not purchasing lunch should *bring* lunch to school. Forgotten lunches that are brought to school are to be brought to the General Office with the students' names and homerooms clearly labeled. Parents **may not** deliver lunches to the classroom. Take-out lunches (McDonald's, pizza, etc.) are not permitted and will not be sent down to the cafeteria. Students who forget lunch should stop by the office before going to the cafeteria. No one is responsible for delivering lunch.

Lunch is available for purchase on most days each week. Also available for purchase daily are snacks, ice cream, and milk. (Milk is available each day at the

cost of \$0.40 or an annual fee of \$50.00.) Snacks and ice cream range in price from \$0.25 – \$1.00). Please consult the monthly calendar for any changes.

Disrespectful or disorderly conduct will result in suspension (and/or expulsion) from the cafeteria. Parents will then be required to make alternate arrangements for their child's lunch period.

Code of Behavior: Notre Dame School is a school of choice; however, that choice is not without responsibility. Faculty and parents are concerned about the behavior of students. Together they can work toward helping the students grow toward the maturity needed to become responsible members of our society. It is expected that students maintain a Christian demeanor and do their best to behave in such a way as to promote a safe and orderly learning environment. **Respect** for themselves, peers, faculty, and all members of the school community is of the essence. Parents are responsible to the school for the behavior and conduct of their children and the school maintains its right to correct any breach in regulations. The students are responsible to behave appropriately and respectfully without impinging on the rights and privileges of their peers. The students, therefore, should avoid the following: creating disturbances, dangerous materials and behaviors, fighting, inappropriate language, insubordination and disrespect, theft and/or destruction of property, threatening or bullying behavior, harassment of any kind, noncompliance with the school dress code, and gum chewing.

Appropriate behavior is expected during the school day in the school building, on the playground, and at any and all authorized school activities. **This includes the appropriate use of technology, especially e-mail and social networking sites.** In all cases requiring discipline, the Principal and/or Assistant Principal are empowered to evaluate the seriousness of each incident and to administer appropriate disciplinary action.

Parents are expected to know the code of behavior, and the rules and policies of the school, to help their children know these codes and to cooperate fully with the school in helping their child(ren) abide by them. The ultimate goal of education is the formation of individuals who live in community. **Self-discipline, self-respect, and respect for others** are key for building and living in community. Helping our students grow in these areas should be the constant aim of both home and school.

Age and grade appropriate consequences to actions, positive and negative, help children to own responsibility for their actions. Lunchtime detentions are reasonable consequences for younger students and may be served for inappropriate or dangerous behavior, as well as lateness. When appropriate and/or possible, a letter will be sent home in advance of the detention. However, lunchtime detentions may be merited immediately if the severity of the infraction warrants it. Repeated lunchtime detentions will result in more severe consequences. Missed assignments will result in lunchtime detentions.

Demerits are meant as a means of communication between the school and the home that the student has violated the rules of the school or the classroom. They are intended to serve as a warning after verbal warnings have been given. School environment demerits are given for infractions that endanger, are disrespectful, or

are blatant violations of policies in the handbook. Classroom demerits signify that the child is misbehaving during instructional time and/or is disruptive to the class. Demerits are to be signed by the parents and returned the next day. Notre Dame School encourages the students to also sign the demerit as a sign of their responsibility in receiving one. However, failure of a student and/or parent to sign a demerit does not negate it.

Three demerits result in an after school detention and may necessitate a conference with parents. It may also be reflected in the personal growth area of the assessment card. Please understand that a poor grade in conduct may also be earned due to behavior that, while not specifically earning a demerit, is not satisfactory for the age and grade level. Demerits are not given lightly nor capriciously. The demerit system was implemented knowing that everyone makes an occasional error in judgment and behavior, but patterns of poor judgment should have consequences. This system is in effect for students in grades 5 – 8.

Infractions of a more serious nature will be dealt with at the discretion of the Administration. After-school detentions, exclusion from school sponsored events, suspension, and expulsion are possible consequences if a student is involved in behavior that is considered detrimental to the school or to another person. Patterns of behavior that seriously threaten the safety and well being of the school community are also subject to suspension and/or expulsion.

Weapons have no place in the Notre Dame School community. A student who brings a weapon onto school grounds will face expulsion.

Harassment of another student is unacceptable and will be dealt with according to the age and grade level of the students and the nature of the complaint. **It is incumbent upon all students** to know that they have the right and responsibility to tell another child to stop and, if there is no compliance, **to tell an adult in charge.**

Stealing or destruction of property, whether it is school property or the property of another, violates the rights of everyone at Notre Dame School. A student responsible for violating the rights of others in this manner is also responsible to pay for the damage. Repeated or serious offenses merit serious consequences.

The use and/or possession of drugs and alcohol are not permitted on school grounds or at any school activity. Violation of this rule will result in expulsion. Smoking and the use of smokeless tobacco by any student is prohibited on school grounds and at all school sponsored student activities and events.

The administration reserves the right to discipline students for off-campus conduct, especially if it detrimentally impacts on the school or defames others in the school community.

Suspension is sometimes a necessary consequence. Return to school may be dependent upon psychological evaluation, follow-up counseling, and the discretion of the administration.

Curriculum and Testing: Notre Dame School follows the New York State Learning Standards and the Rockville Centre Curriculum Guidelines for academic instruction in all subject areas. Qualified and effective Faculty and Staff members

implement the curriculum. The utilization of quality, educationally approved texts, materials, programs and methodology is evident and proven by a high level of achievement throughout the grades. In addition, technology is used to help students access, generate, process and transfer information.

Student progress is assessed throughout the year in a variety of ways: professional observations, testing (both formal and informal), homework, projects and class work, performance tasks. A progress or assessment report is meant to encourage and continue the development of student potential. These Diocesan reports issued three times during the year provide the parent and student with information about a student's strengths and weaknesses in each subject area.

The Iowa Test of Basic Skills (ITBS) is the standardized test administered Diocesan-wide in the fall of each school year. It is normed nationally for grades 2 to 8, showing achievement in academics in comparison to other students on the grade level. The Cognitive Abilities Test (CogAT), a standardized test that provides information about the students' ability level, is given in grades 1, 4, and 7. The New York State Assessments are given as decided by the Diocese in the "benchmark" years: Grade 4 – ELA, Math, Science; Grade 6 – ELA, Math, Grade 8-Science.

Early Childhood Classes: There are separate procedures for the arrival and dismissal of students in the Early Childhood Programs. Please refer to the handbook addendum distributed by the teacher.

Emergency Contact: **In the event a student is ill or injured in school, it is imperative that parents/guardians are able to be contacted in a timely manner.** For this reason, Notre Dame School requires that parents supply the school with a telephone number where they can be reached...home, business, and/or cell phone number. In addition, we require a name and phone number of a relative or friend in the local area as an emergency contact. It is **imperative** that the school be informed whenever changes are made in any of these phone numbers or addresses. Please send a note to the classroom teacher asking that it be forwarded to the office and the nurse.

Should there be the need to contact every family or a significant number of families due to some emergency, please know that our priority is to attempt to contact all families at a primary number. We have engaged the services of *School Messenger*, an automated calling service. There will not be any calling chains. Instead, an automated call will be made to the telephone numbers we have on file.

It is imperative that your PowerSchool sheets be correct, as this is the source for our calls.

Electronic Devices: Cell phones, cameras, iPods, may not be used by Notre Dame students on school grounds. **Cell phones will be confiscated.** Students may not bring their own iPads, laptops, etc. for use in school.

Emergency School Closings: If for any reason school is closed or has a delayed opening, it will be announced over 1010WINS radio station, as part of the News 12 Long Island information system, on WNBC/Channel 4. In addition, it will be posted on the school website: www.ndsnet.org. Notre Dame follows the closings of the New Hyde Park-Garden City Park School District. Each family should receive a phone call by 7:00 a.m. via the *School Messenger* calling system. Parents are asked to keep their phone lines available. Therefore, do **not** call the school or rectory. Should it be necessary to close school early or dismiss as per the home district, children will not be dismissed until parents are contacted. In the event of a delayed opening, do not bring your child(ren) until the announced time.

Fire Drills/Lockdown Drills: State regulations regarding the frequency and number of annual drills are followed. For safety reasons, complete silence and compliance with directions are required of all students.

Forgotten Items: Students are responsible to bring with them all materials required for the school day...lunch, books, homework, sneakers, etc. They may not call home to ask parents to bring them to school. If a parent realizes a needed item was left, s/he may bring it to the office **labeled** with the student's name and class. Please understand that the office personnel are not responsible for delivering these items and they may not get to the student in time.

At the end of the school day, students may not reenter the building to go back to their classes or lockers for forgotten items without checking first at the office for permission. The general rule is a 3:00 PM cut off for returning and students should not have to do this more than once during the school year.

Gum Chewing: Chewing gum is not permitted at any time.

Homework: Homework is assigned for the purpose of reinforcing work presented in school, to extend a unit of study, or to provide drill and practice. It is a process which should encourage the development of self-discipline, study skills and the ability to work independently. The nature and amount of homework and study is dependent upon grade level, academic content area, and the individual learner. Failure to complete homework on a consistent basis will impact on learning and may affect grades. Students in self-contained classes who miss or have incomplete homework will be issued a homework notice/demerit or be made to make up the work at recess. Students who repeatedly forget homework will serve an after-school detention. Trimester grades will be impacted for students as well, especially in grades 5 – 8.

Parents can provide assistance by showing interest, establishing a routine and appropriate environment for the completion of homework. Homework requests for a student who is absent should be made by 9:00 a.m. if not arranged previously with a classmate.

Teachers will not give long-term assignments or work to be covered if/when families opt to be on vacation when school is in session.

Materials: Students are required to have the materials necessary for the instructional program for the entire school year. These include, but are not limited to art supplies, folders, textbooks, notebooks, loose leaf, pens and pencils. Textbooks are provided on loan from the districts and are to be covered (not in contact paper) and kept in good condition. Lost books must be paid for. White-out or correction fluid is **not** permitted. Students in grades four and below are not permitted to use backpacks with wheels. They are cumbersome on the stairs and students of this age cannot maneuver safely.

Lunch: should be brought from home or may be purchased. (“Take-out lunches” Burger King, McDonalds, pizza may not be dropped off) Days and items will be on the monthly calendar. Please do not send in metal lunch boxes. Of course, glass bottles are never permitted for any grade.

Medication: There are legal state guidelines that control the administration of medication for students during school hours or activities that must be adhered to. Medication in school may only be administered if there is a written request by the parent accompanied by a written order from a medical doctor that includes the following:

1. student's name and date of birth
2. name of the medication
3. dosage and route of administration
4. frequency and time of administration
5. for as needed medications, conditions under which medication should be administered
6. date written
7. prescriber's name, title, phone number and signature.

At no time are students permitted to carry medication, prescription and/or over the counter (OTC). All medication must be in its original package labeled with the student's name affixed to the container. It is the responsibility of the parent or legal guardian to have the medication delivered directly to the health office in a properly labeled **original** container. Medications should not be transported daily to and from school. Parents should ask the pharmacist for two containers, one to remain at home and one at school.

Parent-Teacher Conferences: Teachers are available throughout the year for conferences regarding the students' academic and behavioral progress. Parents who wish to discuss their concerns are asked to make an appointment, thereby ensuring that the appropriate time and place is available. The schoolyard or hallway is not conducive to discussion and often detracts the teacher's attention from the class. Please phone the office, e-mail or write the teacher a note to schedule an appointment.

Parental concerns should first be addressed to the teacher(s) of the student. Scheduled periods for Parent-Teacher Conferences are available at the time of the assessment card distribution. These provide an excellent opportunity for the parents and teacher to review student progress and establish common expectations.

Photographs: Students may not use cameras or cell phone cameras at school. Pictures taken by students at school events or trips cannot be posted on Internet sites.

The administration reserves the right to submit pictures of students to the local newspapers for publicity reasons and/or take pictures to use for flyers, handouts, and journals. We may also publish some school events and pictures on the school website. (Naturally, on the website, no student names will be given.)

Student pictures may be published unless you request in writing that they not be and specify the medium. Please send this written notification to the attention of Mrs. McCarthy no later than September 11th.

Physical Education: Physical Education classes are required for all students. A valid written excuse from a parent is an acceptable excuse from **one** class. Any student who needs to be excused from participating in PE classes for any length of time must have a note from his/her doctor stating the reason for the medical excuse and its duration. Return to PE classes after a medical leave is dependent upon a doctor's note.

On days when students are scheduled to attend PE classes, s/he may wear sneakers to school provided that they are solid black or white and have a back and a regular sole. At no time may a student wear sneakers with wheels in the soles. Students must wear the required gym uniform (T-shirt with the ND logo and blue shorts) and athletic sneakers in order to participate in PE classes. **Students may opt for the sweat suit PE uniform as well. While students in grades K – 3 may wear the sweat suit for the day and for PE, student in grades 4-8 must change for PE classes. Students in grades 4-8 must wear the uniform PE shorts and shirt under the sweats and remove the sweat suit for class.** During the periods of the year when the summer uniform is worn, students in grades K – 3 may wear their uniform shorts and/or skorts to PE with the golf shirt; alternately, students in grades K-3 may wear their mesh shorts and t-shirts to school on gym days. Students in grades 4 – 8 should be prepared by wearing the PE uniform shirt for PE class, not just the golf shirt. Students who do not choose the sweat suit option are required to wear their PE uniforms under their standard uniform.

In other words, students in K – 3 may wear the sweat suit all day and not change for PE. Students in 4 – 8 must wear PE clothes (shorts and t-shirt) under either the sweat suit or uniform. Students in grades 4-8 may not come to school in gym shorts and t shirt, unless permission is given by the administration.

Jewelry may not be worn during PE classes. If a student removes an item of jewelry in order to participate, its safekeeping is his/her responsibility.

If a student has PE class on a day s/he uses a N.U.T. card, or if there is a sweatshirt day, students in grades K – 3 do NOT have to wear the ND PE uniform as long as the students are wearing play clothes and sneakers (no jeans, skirts, boots). If the student chooses to wear non-play clothes, the ND PE uniform must be worn for class and should be worn underneath their regular clothes. Students in grades 4 through 8 are required to have the PE uniform for **all** PE classes, even on NUT card or dress down days. If a student is not in compliance, the student will be marked unprepared and not permitted to participate. This is reflected in the grade.

Retention and Promotion: Students are promoted to the next grade level if all requirements of the current grade are successfully met and the behavior of the child is developmentally appropriate. These requirements may be academic, emotional, or social in nature. Students who experience difficulty in the learning process on a consistent basis will be referred for formal psycho-educational testing to determine if a learning disability exists. A student who is evaluated, diagnosed and classified as learning impaired may be promoted, but only with formal and appropriate support resource room services provided by the school district.

The recommendation for **retention** is based upon professional judgment and is always done for the benefit of the student. Parental cooperation and support is sought, but is not required in deciding if a student is to be retained. All decisions regarding student academic progress are made by the school administration, but always in consultation with parents and teachers.

Summer School: Failure of a major subject on the Junior High level is required to be made up by attending and earning a passing grade in a summer school course for that subject. For eighth graders, no diploma will be conferred until a passing grade in summer school is achieved and verified. Failure of more than two subjects **cannot** be made up in summer school and will prohibit the student from being promoted into the next grade. (Eighth graders who fail more than two subjects cannot receive a Notre Dame School Diploma. A student may not repeat 8th grade at Notre Dame.) It is the responsibility of the parents to find summer school placement. Recommendations for attending summer school will be made in June of the academic year.

Students in grades 1 – 6 may be required to attend a summer program or have some summer tutoring if s/he is not achieving or performing on grade level. Failure of more than two subjects may prohibit the student from being promoted.

Any student in grades 5 through 8 may be placed on *Academic Probation*. The Principal and Assistant Principal, in consultation with the homeroom and subject area teachers, may decide that a student's effort and/or achievement is not up to par. The student will spend lunch and recess periods working at outlining, rereading materials, extra study, etc. This is not meant to be punitive, but rather to take a pro-active approach to the problem.

Technology: The use of technology is an integral part of our school curriculum. Notre Dame's Computer Lab, Library, and classrooms are wired to provide Internet accessibility for students. Our school has invested in a program that monitors and secures Internet access for **educational purposes only**. This system insures that student access to inappropriate content and chat rooms is prohibited. Parents are required to sign an "acceptable use" waiver form each year so that students may use the technology available at Notre Dame School.

Students are responsible for appropriate use of e-mail and Internet both in school and at home. E-mail messages that are vulgar or harass others are inappropriate and impinge on the rights of others, thereby harming the school community. Messages sent among students or printed materials brought into the school may be subject to disciplinary measures. Photographs taken by students at school or at school events may not be posted on Internet sites. Cameras, and cell phone cameras, may not be brought to or used at school or on class trips except with permission.

Parents are urged to reinforce the lessons taught in school regarding Internet safety and discourage the sharing of screen names, passwords and e-mail accounts.

The school website is a useful communication tool for parents to check the page of the teachers, e-mail questions, verify information, etc. Students' grades may be accessed through the PowerGrade website.

Telephone Usage: Students may only use school telephones with consent of the administration. They may not be permitted to call for forgotten homework, lunches, sneakers, etc. Use of cell phones by students is not permitted and they will be confiscated if used in school. The office cannot be responsible for getting messages to students except in a family emergency.

Termination of the Educational Relationship:

The educational relationship between the school and a student is also an educational relationship with a student's parents. Where, in the discretion of the school, the behavior, attitude or conduct of a parent is of such an uncooperative, destructive or disruptive nature that the ability of the school to manage the student's parents is significantly impaired, a parent may be required to withdraw his/her child or children from the school.

Transfers: The parent of any student transferring to another school must request a transfer card and sign a record release form. This request must be made in writing at least three days prior to the last day of school in June. Requests made by parents contemplating transfer will incur a \$15.00 fee for the duplication of records previously given, ie. report cards, test scores, etc.

Tuition: Your cooperation in the timeliness of payment of this annual fee is appreciated. For your convenience it is payable over ten months. We utilize the services of a tuition collection company, FACTS tuition. All families must setup

and account with FACTS. Those families who pay in full are not required to pay the \$40. Fee. Families may register at <https://online.factsmgt.com/signin/3L7TV>. or by clicking the FACTS icon on our website. Tuition rates are determined according to parishioner status (Supporting Parishioner, Non-parish Supporting, and Non-Catholic); the number of children enrolled in the school; and the volunteer option chosen. Supporting Parishioner rates apply to families who annually support Notre Dame Parish (with a minimum \$500 donation) via the Sunday envelope system.

Payment is due the first of each month **from August to May through the FACTS program**. Please note that beginning with the September payment, a late fee of \$15.00 will be incurred for payments received after the 15th of each month. A \$10.00 fee for checks returned due to insufficient funds will be applied. These fees will be applied automatically. An arrears report will print if future payments did not include the fees incurred.

Tuition accounts with an outstanding balance may result in withholding of a student's assessment card. If families fail to purchase the *Pot of Gold Sweepstakes* tickets, this will be billed as tuition. School trips and events such as graduation and/or moving up ceremonies are privileges that may be withheld if tuition is in significant arrears. Accounts in severe arrears will result in a child being removed from class.

Uniforms: Students in grades K through 8 are expected to be in full uniform at all times beginning with the first day of school unless otherwise stated. The uniform is available at **Flynn and O'Hara**, the uniform supplier for Notre Dame.

Summer uniform: An *option* from Sept. to Oct. 31st and from May 1st to end of June.

Girls – Grades K – 6 golf shirts and khaki skorts. Girls in grades 5 - 8 may wear golf shirts with their skirts.

Boys – Grades K – 8 golf shirts with khaki shorts or khaki pants. Boys in grades 7 – 8 may wear golf shirts with their pants.

Standard uniform: Nov. 1st – April 30th

Girls – K – 4: plaid jumper uniform OR khaki uniform slacks with white Peter Pan blouse (long or short sleeve)

5-8: khaki skirt or khaki slacks with white Oxford shirt (long or short sleeve) or embroidered long sleeved polo shirts.

Sweaters are optional: cardigan for grades K – 4; V-neck sweater or vest for grades 5 – 8.

Boys - K – 4: khaki pants and white button down shirt (long or short sleeve) and school tie with emblem OR embroidered turtleneck. **UNIFORM PANTS ONLY.**

5-8: khaki pants with white Oxford shirt (long or short sleeve) and school tie with emblem. Khaki pants with navy embroidered long sleeved polo.

Sweaters are optional: cardigan for grades K – 4; V-neck sweater or vest for grades 5 – 8.

All boys should wear a black belt. Shirts must be tucked into pants.

Socks for boys should be solid navy. Girls may wear navy tights or navy knee socks.

Shoes - should be black, brown or navy. Shoes with a sole of more than one inch, platform shoes, athletic sneakers or construction boots are NOT permitted. Heels must be no more than 1 inch.

Sweaters - Students are permitted to wear a navy blue sweater in school.

Cardigans for grades K – 4; pull over (sweater or vest) for grades 5 – 8. The preferred style is available at *Flynn and O'Hara*. **Sweatshirts, even those purchased through PAVE, are not permitted.**

Earrings- GIRLS only are permitted to wear a single, simple post-type earring worn in the ear lobes. Hoop and/or dangling earrings are not permitted. Boys are not permitted to wear earrings in school. Body or facial piercings and tattoos are not permitted.

Hair – should be neat, well groomed and its natural color. Spiked, shaved-type hairstyles, hair feathers or extensions and hair colorings/highlights are not permitted. Students will be required to return the hair to its natural color or remove the feathers/extensions. Boys' hair should be no longer than collar length on the shirt; no tails or hair carvings.

Nail polish and make-up are not permitted and must be removed.

Jewelry should be limited to a single chain, watch, and/or ring.

All uniform items may be purchased via the school uniform company, *Flynn and O'Hara Garments* (800-669-1950).

PE (Physical Education) UNIFORM Gr. K to 8 – navy, nylon mesh shorts and gray T-shirt with Notre Dame School emblem. **BLACK Athletic sneakers must be worn.** At no time may sneakers with wheels in the soles be worn to school. Sneakers may be worn to school on days when the student will be having PE as long as the sneakers are black in color. PE uniforms are purchased via the school uniform company. Additional information is under the Physical Education Classes heading.

Visitors: All visitors, volunteers, and parents must use the Mayfair Road main entrance of school and report to the General Office. You will be asked to sign in and/or wear a pass. This is for the safety, well-being and security of **all** students and necessary to prevent classroom interruptions. At the advice of our POP

officer, we will be limiting foot traffic into the building. The safety of our students is paramount.

Volunteers: Volunteers are essential to the smooth daily operation of the school and to facilitate supervision at lunch. These dedicated adults provide a great service to all. If you are working in the building during the school day as a volunteer, please **do not** admit anyone via any of the side doors. All visitors are to enter via the main entrance on Mayfair Road.

Families who wish to be billed for tuition as Plan A option (or to serve as a Volunteer in any capacity) must have:

- the Parish Volunteer Ministry Packet (PVM) complete and on file at the Rectory of Notre Dame Parish
- the background check forms
- the record of attendance at a VIRTUS training
- review and sign the Code of Conduct for Volunteers

This is required according to policy set forth by the Diocese of Rockville Centre. It applies to all volunteers (parents, grandparents and guardians) who assist in the school in any way: chaperones, class captains, lunch duty and fundraising events. Without compliance in these areas, families are ineligible to volunteer and do not qualify for the Volunteer status option. Plan B tuition status is either by choice or for those not qualifying for Plan A. Tuition is an additional \$40.00 each month.

**Your service to fulfill your volunteer hours must include the following—
Either—lunch supervision—class captain—event chair—PAVE board
OR—your completion of an entire event, including set-up, the event and
clean-up or working portions of three different events--set-up or event and
clean-up**

Volunteer Code of Conduct from the Diocese of Rockville Centre

As a volunteer, I promise to follow the rules and guidelines of the *Volunteer's Code of Conduct* written by the *Diocese of Rockville Centre* as a condition of my providing services to the children and youth of Notre Dame School.

Therefore, as a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children at Church or school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the New York State Central Registry (1-800-342-3720).
- I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate in any investigation of abuse of children or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (ie. no fevers or other contagious situations).
- Strike, spank, shake, or slap children or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

General Statement:

Situations may arise that were not foreseeable at the time of this writing. Therefore, the Administration reserves the right to amend this handbook as needed. Parents and students will be notified of changes as they occur.

This handbook is provided as a service for the parents and students so that we are able to offer consistent guidelines for the benefit of the entire school community, especially the students. Please read it through with your child(ren), acquainting yourselves with the policies and procedures.

The signing of this form acknowledges that:

- you have read the handbook
- you are aware of the Rockville Centre Volunteer Code of Conduct expected of all volunteers.

Kindly sign and return the form given to you at *Open School Night*.

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You will receive a hard copy of this acknowledgement form, the acceptable use of technology form and the volunteer code of conduct to sign at our Open School Meetings.

The parent(s) of _____, enrolled in Notre Dame School, agree to abide by this school handbook for the academic year **2017-2018**. In signing this, I/we recognize the right and responsibility of the school to make rules and enforce them to promote an orderly Catholic Christian environment conducive to learning.

_____	_____
(Signature of Parent/Guardian)	(Date)
_____	_____
(Signature of Parent/Guardian)	(Date)

As a student of Notre Dame School, I agree to follow the rules and procedures set forth in this handbook and to do my best to meet my responsibilities as a member of the Notre Dame School Community.

_____	_____	_____
(Signature of Student)	(Grade)	(Date)
_____	_____	_____
(Signature of Student)	(Grade)	(Date)
_____	_____	_____
(Signature of Student)	(Grade)	(Date)
_____	_____	_____