

PARENT – STUDENT HANDBOOK

2009 - 2010

“FIRST AND FOREMOST EVERY CATHOLIC EDUCATION INSTITUTION IS A PLACE TO ENCOUNTER THE LIVING GOD WHO IN JESUS CHRIST REVEALS HIS TRANSFORMING LOVE AND TRUTH.”

Pope Benedict XVI

MISSION STATEMENT OF NOTRE DAME SCHOOL

NOTRE DAME SCHOOL IS COMMITTED TO A CATHOLIC CHRISTIAN EDUCATIONAL ENVIRONMENT IN WHICH EACH STUDENT CAN ACHIEVE ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF TRUST AND MUTUAL RESPECT. GUIDED BY THE VALUES AND TEACHINGS OF THE CATHOLIC CHURCH, THE ADMINISTRATION, FACULTY, PARENTS, PARISH COMMUNITY AND STUDENTS WORK TO ENCOURAGE AND ASSIST EACH OTHER’S GROWTH IN GRACE AND WISDOM.

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PRE-KINDERGARTEN - GRADE 8

PHILOSOPHY OF EDUCATION

Notre Dame is a co-educational Catholic School Community. The education and development of children into mature life long Catholic Christians is the fundamental reason for the existence of Notre Dame School.

The School, as an extension of Notre Dame Parish, shares its educational mission to enrich the faith community; foster discipleship and proclaim the Gospel message through liturgical activities, daily worship, and opportunities for service to school and community.

This philosophy is reflected in recognizing the potential and individuality of each child. We emphasize the development of life long academic achievement, cooperation, respect, and the development of life long responsible leadership and service.

Parents are the primary educators of their children and parental involvement enhances all aspects of our educational program. The education of the total Catholic Christian person emanates from the modeling of the home, the school, the Church and Jesus.

GOALS/OBJECTIVES OF NOTRE DAME SCHOOL

- I. Maintain an identifiable Catholic, student centered environment that witnesses the Catholic Christian faith community in word and action.
 - A. Develop a Catholic faith community for students, parents and colleagues by modeling and fostering behaviors that reflect Gospel values and Catholic teachings throughout the curriculum.
 - B. Provide opportunities to participate in liturgical and para-liturgical services.
 - C. Participate in specific activities to foster spiritual growth such as the minister of care program, service projects during Advent and Lent, the Lenten mural project and the Notre Dame food pantry.
- II. To cultivate the academic skills and talents of all students.
 - A. Identify and design instruction appropriate to students' stages of development, learning styles, strengths and needs with Iowa Test of Basic Skills scores.
 - B. Involve students in purposeful, varied learning activities.
 - C. Integrate the use of technology.
- III. Create an atmosphere of mutual respect and cooperation with well-defined expectations regarding behavior.
 - A. Among faculty, students, and parents, demonstrate the use of common courtesy in speech and action. BE ATTITUDES – Be Respectful, Be Safe, Be Welcoming.
 - B. Reinforce respectful behavior through the use of the Pillars of Our Faith and different avenues of fostering Character such as The Fruits of the Holy Spirit, The Ten Commandments, The Beatitudes and The Gifts of the Holy Spirit.
 - C. Model and teach the behaviors that foster mutual respect and Catholic Christian values.
- IV. Develop personal and professional improvement through the use of new instructional methods and technology.
 - A. Develop technological skills through in-service opportunities. Utilization of www.teacherease.com for all progress reports and report cards Gr. 4-8.
 - B. Provide cross-curricular learning opportunities with the computer/mobile lab.
 - C. Take advantage of the funds available to teachers for continuing education.
 - D. Communicate with parents through newsletters, personal notes, conferences and family envelope.
 - E. Participate in analyzing the continuity of the curriculum.
 - F. Pursue educational opportunities to enhance our intellectual and spiritual growth.

RELIGIOUS FORMATION

The family is the basic unit of society and parents are the primary educators of their children. Parents set the attitudes and values for their children and thus give real meaning to the Christian education imparted by Notre Dame School.

RELIGION

Our strong, comprehensive program of religious education includes the following areas of study: Sacramental/liturgical expression, study of Scripture, experience in prayer, values formation and clarification in light of the Gospel, community service, historical, theological and doctrinal study of the Catholic Church with its application to daily life.

Religion is not only taught as a daily subject but also is integrated into each curriculum to form a total program of Christian education.

SACRAMENTS

Reconciliation - The reception of First Reconciliation is done in second grade. Students in grades 3-8 are afforded the opportunity to receive the sacrament throughout the year.

First Holy Communion - The opportunity to receive the Sacrament of the Eucharist is offered to our second graders in the spring.

Confirmation - The study and reception of the Sacrament of Confirmation is in high school. The students receive intensive preparation through class work and service projects.

Parents actively participate in the preparation of their child for the reception of the sacraments. Parents are required to attend meetings for explanation of the various programs.

MASS SCHEDULE

As part of their religious formation, the students participate in weekly Mass. They help to plan the Mass as well as participate in it. Parents are welcome each Friday to attend the 8:45 a.m. liturgy.

SPIRITUAL OBLIGATION OF PARENTS

Since the Catholic philosophy of education is the basis of the entire curriculum at Notre Dame School, and since parents are the first and foremost educators of their children, all parents, if Catholic, are expected to actively practice their faith by regular attendance at Mass and by frequent reception of the sacraments.

CURRICULUM EXPECTATIONS

A. CATHOLIC IDENTITY

1. That the curriculum of every school reflects its Catholic identity.
2. That Catholic values be infused into the curriculum on all levels and in all subjects areas when and where appropriate.

B. LENGTH OF THE DAY

1. That a minimum of 5-1/2 hours of formal instruction be scheduled, exclusive of lunch opening exercises, preparation for dismissal, etc. in grades 1 to 8 (DSB Policy 6120).
2. That the length of pre-kindergarten and kindergarten classes be arranged with regard for the physical, social, and intellectual abilities of children.

C. INSTRUCTION

1. That diocesan guidelines be followed for religion, early childhood education, computer, art and physical education.
2. That interactive instructional strategies be emphasized on all grade levels and in all subject areas, with minimal use of workbooks and worksheets.
3. That instruction in all subject areas, but especially the skill areas of reading and math, be adjusted to meet the educational needs of each student.
4. That instructional strategies be employed specifically for auditory, kinesthetic and visual learners.
5. That strategies for higher-level thinking, problem-solving and research skills be utilized in all subject areas and grades.
6. That lesson plans be written for all classes including music, art, physical education and Spanish.
7. That textbooks be selected from the approved instructional Materials List (DSB Policy 6710).
8. That teachers recognize the interdisciplinary nature of subject matter content, and plan appropriate cross-curricular learning activities.
9. That technology, particularly the instructional use of the computer, be integrated into the curriculum. (DSB Policy 6740)
10. That standards for correct grammar, usage, handwriting and spelling be applied to all written work.

D. ASSESSMENT

1. That assessment of learning based on multiple sources of information be done for the purpose of monitoring instruction, providing feedback to students, grading, and facilitating changes in the curriculum.
2. That the multiple sources of assessment used include both forced-choice and complex generated items.

E. ACADEMIC DISCIPLINES

1. Religion

- a. That all religious instruction follow the guidelines indicated in Goals and Objectives of Catechetical Instruction, as well as the outlines for catechesis issued by the Religious Education Office.
- b. That Catholic moral values be taught, including the topics of family life and human sexuality. (DSB Policy 6710 and E7)

2. Health

- a. That instruction on AIDS be included at the appropriate levels, using materials such as **AIDS: A Catholic Educational Approach to HIV** published by NCEA or the Diocesan approved curriculum outline.
- b. That health and drug prevention education be included in the curriculum.

3. Language Arts

- a. That language arts instruction focus on communication skills and include the areas of reading, writing, listening, and speaking.
- b. That persuasive, expository, and narrative writing be emphasized on all grade levels so that standard English is written in a grammatical, well-organized and coherent manner.
- c. That reading instruction focus on the comprehension, interpretation, evaluation and use of written material.
- d. That the teaching of handwriting skills be included in grades K through 5 and that standards for quality written work be developed and implemented for all grade levels.
- e. That spelling and/or vocabulary development be incorporated into the language arts instruction.

4. Mathematics

- a. That estimation and problem solving be emphasized as needed skills.
- b. That manipulatives be used frequently to demonstrate and find solutions.
- c. That in addition to learning computational skills, students use the calculator as a tool.

5. Physical Education

- a. That physical education classes emphasize motor development skills.
- b. That emphasis be given to the values of cooperation and teamwork in an atmosphere of healthy competition.

6. Science

- a. That science instruction be based on scientific methodology and hands-on strategies.
- b. That the social, environmental and ethical implications of technological development be included in the curriculum.

7. Social Studies

- a. That social studies instruction includes the areas of history, geography, civics and economics.
- b. That the rich heritage of Catholic Social Teachings be included in the curriculum.

8. Fine Arts

- a. That the music program includes experiences in vocal music, basic theory, appreciation and liturgical song.
- b. That art instruction includes presentation of skills and content, experiences of self-expression and art appreciation.
- c. That computer instruction includes word processing, database, spread sheets, integration with curricular subjects, drill and practice, and power point skills.

GENERAL INFORMATION

ACCREDITATION

Notre Dame School is accredited by the Catholic Schools Office of the Diocese of Joliet and has achieved recognition by the Illinois State Board of Education. Notre Dame School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities available to students in the school.

School evaluations occur on a regular basis in order to maintain accreditation and recognition status.

ADMISSION POLICY

Notre Dame School does not discriminate on the basis of sex, race, national and ethnic origin in admission of educational policies, athletic or other school administered programs.

In the admission of students to Notre Dame School, the order of priority shall be as follows:

1. **Children of Parishioners.**
 - a. Students from **school families** who are **active members** and are currently enrolled at Notre Dame School.
 - b. Students from **school families** who are **active members** and have siblings currently enrolled at Notre Dame School.
 - c. Students from **parish families** who are **active members** of Notre Dame parish.
2. **Transfer students from other Catholic Schools.**
 - a. From schools that are merging or consolidating.
 - b. From schools not offering full Gr. K-8 programs.
3. **Children of non-parishioners.**
4. **Other students.**

Active members are registered parishioners who demonstrate their commitment to their Catholic faith by regularly attending weekly liturgy, volunteer time or service in a parish or school ministry and provide regular financial support to the parish.

Registration is held each year in February. All applications are numbered and prioritized in conjunction with the above criteria. Final acceptance is determined by an ad hoc committee formed from the current School Board.

AMEND HANDBOOK

The principal retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.

ARRIVAL AND DISMISSAL

Walkers and drivers should time their trips so as to arrive at 8:20 a.m. Supervision begins at 8:00 a.m. No physical play is allowed on the parking lot. On days of inclement weather or extreme cold, the doors will open when the buses arrive (approximately 8:15 a.m.) and children will wait in the gym.

Bike Riders: WALK bikes on the school premises. Park and lock bikes in the rack. The school assumes no responsibility for bicycles. Helmets are recommended. Students in PK-1 must be accompanied by a parent when riding to school.

ROLLER BLADES/SKATEBOARDS AND SCOOTERS ARE NOT ALLOWED TO OR FROM SCHOOL

Car Riders: Before school, get out of the car in the church parking lot and WALK to the designated area in front of church. After school, exit from the north door of the building and WALK to the church parking lot. DO NOT LOITER NEAR CONSTRUCTION OR FENCES.

Car Drivers: Enter the parking lot from **NORFOLK AVENUE**: exit **NORFOLK AVENUE**
Please **do not back up** when students are present.

Drop Off: Enter parking lot from Norfolk Avenue. No entry to or from Chicago Avenue.
Drive to outside of parking spaces and drop off child(ren) adjacent to the safety island. The safety island is marked by orange cones. If you must park, please walk your child(ren) across line of traffic. **RIGHT TURN ONLY** onto Norfolk Avenue when exiting.

Pick Up: Do not form a queue. When leaving, pull forward and drive same route as drop-off procedure, exiting **right** onto Norfolk.

Bus Riders: Before school wait in the designated areas in front of church.

Car Pool Drivers: Give secretary a copy of your riders.

Supervision of dismissal procedures begins at 2:40 and ends at 2:55 p.m. Please make every effort to pick up your child(ren) on time.

ATTENDANCE

Students are expected to be in school, on time, each day unless ill or excused. They are not permitted to leave school grounds until dismissal or with the written consent of the parent.

Tardiness: A student is considered late when he/she arrives after the 8:25 bell. Arrivals after 8:30 should check-in with the office before going to the homeroom. Tardies will be marked on his/her permanent record. **When the bus is late, the student will not be marked tardy. A student will be given a yellow sheet when marked tardy. A note from home the day (upon arrival) of the tardy will negate the yellow sheet. All tardies appear on the student's permanent file.**

Truancy: The Illinois Compulsory School Attendance Law holds parents responsible for regular school attendance of their children. Truant means a K-8 child who is absent without valid cause for a school day or portion thereof. Medical notes from a doctor are necessary and will excuse excess absences.

Chronic Truancy means a child who is absent without valid cause for 10% or more of the 180 regular attendance days or 18 or more days. A medical note from a doctor is a valid cause.

If a student becomes a chronic truant, there are serious consequences.

Homework: Prolonged absence is disruptive to the academic progress of the student and is discouraged. However, if it is necessary for the student to be absent for a short period of time, the parents must notify the office in advance. All homework must be made up when the student returns to school.

Vacation:

- A. We do not encourage that students be taken from school for family vacations. Lengthy absence from school seriously interferes with the student's academic program for the following reasons:

1. Students miss valuable teacher presentation of new material; there is no compensation for this complex event when teacher expertise and student interaction combine to make the new learning understood.
 2. Upon returning to class, the student loses further instruction because of the confusion that results from having missed previous presentations.
 3. School work, in spite of good intentions, are most commonly done poorly and with inadequate understanding. Often they are incomplete. Work **will not** be given **in advance** of an extended absence.
- B. It is the responsibility of the student to contact the teacher(s) to find out which assignments were missed and to complete them within a given amount of time. Grades will reflect absences if the work is not made up during the allowed time.

BAND

A band program is available for students in Grades 4-8 through Band for Today. Sectional lessons are provided after school each week.

BIRTHDAY TREATS

- Candy, pop, cookies, cake, etc., will not be allowed as a birthday treat.
- Lunchtime does not allow the time and effort to eat and distribute treats.
- Birthday books are encouraged for Grades 1-8.
- Each month children celebrating birthdays that month will be honored by a free dress day.
- Summer birthdays will have a designated 1/2 birthday free dress day.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Facebook, YouTube etc. will result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

BOOK CLUBS

Notre Dame School provides students access to book clubs. Notre Dame School cannot review nor endorse all of the titles listed from these book clubs. Parents, as the primary educator of your child, please check your child's order to insure that the reading material is appropriate to your child's maturity and ability.

BULLYING/HARASSMENT

Respect for others is an essential part of Notre Dame School's discipline code. Bullying/harassment is an intentional, hurtful act (verbal, non-verbal, or physical) committed by one or more persons towards others.

All allegations and threats of bullying/harassment are taken seriously, promptly investigated and dealt with appropriately.

Direct bullying/harassment can take many forms including, but not limited to:

Teasing	Threats (subtle, implied)	Stealing
Taunting	Hitting	Vandalism
Hurtful Words	Pushing	Name Calling
Ganging Up		

Indirect bullying/harassment can take many forms including, but not limited to:

Crank Phone Calls	Rude Gestures	Misusing Email
Gossip/Rumors	Text Messages	Exclusion
I-Writing Cruel/Threatening Notes		

BULLYING CONSEQUENCES:

1. Once an allegation is received, school authority investigates and meets separately with all parties or witnesses.
2. A detailed report is filed.
3. Parents are contacted to discuss the incident.
4. Consequences of a first incident may range from a verbal warning, detention or schoolwork service.
5. If bullying continues, consequences will quickly become more severe.
 - a. Suspension.
 - b. Referral for counseling.
 - c. Expulsion.

BUS PROGRAM

DuPage Motor Coach services the needs of students attending Notre Dame School. District 181 provides limited bus service to our school.

Requirements For Bus Riders

1. Be on time for pick-up; conduct yourself in an orderly manner while waiting.
2. Remain seated at all times while the bus is in motion. Always face front when the bus is in motion.
3. Talk, don't yell.
4. Obey all directions given by the driver.
5. Respect property (damages will require restitution at family expense).
6. Treat the driver with respect.
7. Invite NO ONE to ride with you; only those assigned to the route may ride the bus.
8. Written notes are a must for bus riders getting off at a different drop off site.
9. No food or drink is allowed.
10. Keep head and arms inside the bus.
11. Any student jeopardizing the safety of students or that of others while riding the bus will be dismissed from the bus and will be denied riding privileges.

CARE OF BOOKS AND OTHER PERSONAL POSSESSIONS

In the interest of preserving texts and workbooks, all students are required to have a waterproof book bag for the transport of school material. Textbooks are property of Notre Dame School or the State of Illinois. Writing in or on books is forbidden. Replacement cost for damaged or lost texts will be assessed.

Hardback textbooks must have bookcovers at all times.

All textbooks must be kept in good condition and returned to school. Otherwise, students must pay for the replacements.

****** Any changeable clothing (caps, gloves, boots, sweaters, gym clothes, etc.) lunchboxes, crayons, glue, etc. should have student's name!**

All lost items are placed in the brown lost and found bin located in the primary wing.

COMMUNICATION

If the home and school are to work together in the process of education, they must communicate with one another. The school can only build on what the student brings from home. If the student hears negative comments about school from parents, trust between the student and teacher is diminished and learning is affected.

Family Envelope

Notre Dame School will use the **FAMILY ENVELOPE** system for all communiqué every Wednesday. Each month a newsletter and calendar are sent home with the only or oldest student. These newsletters are important communiqué from the school to each home. If you do not receive one by the end of the first week of the month, ask your child, then call the school office for the duplicate copy. Parents please remove all correspondence, sign and date the front of the envelope and return the envelope to school the **NEXT SCHOOL DAY**.

Parent Teacher Conferences

Formal conferences are scheduled for all students following the first marking period. This will enable the parent to confer with the teacher on matters pertaining to the growth and development of the student and to receive an evaluation of his/her accomplishments. The fall parent-teacher conferences are mandatory.

Students in Gr. 5-8 accompany their parent/guardian to **ALL** conferences.

The rescheduling of conference is done only for a death in the family or illness.

Should a parent deem it necessary to have additional conferences, a note or call to the teacher requesting such is required. This should be made at least one day prior to the time desired so that the teacher may arrange his/her schedule. Please, contact teachers for an appointment.

At no time should teachers be expected to leave their class during school hours or lunchtime to hold conference, nor should a parent go to the classroom between 8:15 a.m. and 2:35 p.m. for this purpose.

Family Information

To maintain effective records and files, the school office should be notified of any change of address or phone number (business or home) as soon as possible.

Parents going out of town for several days should let the school office know the name of the person responsible for the student's care in their absence.

If a change occurs in the family situation during the year due to separation or divorce, the school office should be notified. Any information concerning family matters will be considered confidential. **In child custody situations, it is important that the school office be informed who the custodial parent is.**

CRISIS PLAN

Notre Dame School has a Crisis Plan available for your viewing. All teachers and staff have the Crisis Plan binder in their rooms and are familiar with the procedures to follow to keep your children safe.

CURRICULUM

Notre Dame School complies with the mandates issued by the Illinois State Board of Education and the Diocese of Joliet School Office in all its curricular matters. One of the unique characteristics of our program is the existence of departmentalization in Grades 5-8.

Continuous progress exists throughout the School in the areas of textbooks and concept continuity. Students have 5-1/2 hours of formal instruction daily. This includes Religion, Language Arts, Reading,

Social Studies, Mathematics and Science. The core learning materials are constantly updated to keep the curriculum relevant to the child's needs. Fine Arts and Physical Education classes are conducted weekly.

The school has two basic organizational patterns. Grade PK-4 are considered self-contained. However, within each grade level there are large and small group discussions, flexible scheduling and cooperative sharing/grouping. Each grade has limited departmentalization. Grades 5-8 are departmentalized and share the resources of several teachers.

CUSTODY ISSUES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.

Notre Dame School complies with the prevailing laws of the State of Illinois concerning the rights of custodial and non-custodial parent/guardian.

Any legal restrictions which are placed on a child must be provided to the school through a copy of the legal document so restricting.

All report cards, conferences, or information concerning the progress of the child(ren) are sent to the legal custodians. The school will not be held responsible for failing to honor arrangements that have not been made known.

DISCIPLINARY ACTIONS

Notre Dame School exists to provide quality Christian education. Rules and regulations of the school are instituted in order that the common good may be served. The essence of Christian discipline is self-discipline. Discipline is an aspect of moral guidance.

Our code of conduct represents our vision, values and expectations of how everyone in our school community will behave. Behavior inconsistent with our Christian values, vision and school rules will have consequences.

Establishing clear rules and standards is the first step in fostering appropriate behavior. When students understand what is expected of them, they learn to make appropriate choices. Establishing consequences for inappropriate behavior teaches children that they are responsible for their behaviors and the choices they make.

Many of the rules found in the **handbook** and on the behavior form deal with safety related issues; respect for others and for property; and good manners. They are all important in maintaining a positive school climate that is conducive to learning. We call them our **BE ATTITUDES** – Be Respectful, Be Safe, Be Welcoming.

Consequences are most effective when they are immediate and appropriate to the infraction. It is important that students understand there will be consequences and accept responsibility for their actions. Every effort will be made to apply the consequences in a consistent manner.

Maintaining appropriate behavior needs to be a cooperative effort of the child, the teacher, the parents and the principal. **Parent cooperation** will increase the effectiveness of this discipline code. We ask that you are supportive of our efforts to provide a safe and pleasant school environment where each child can grow in grace and wisdom.

In Grades 4-8, one important aspect of our code of conduct is to come prepared for learning. If a student forgets the necessary materials for learning, he/she will fill out a "Red Sheet." This red sheet requires a student reflection, a parent signature, and student signature. This red sheet must be returned to school the next day. The third red sheet results in one detention. Every subsequent red sheet results in a detention.

Anytime a Grade 1-8 student comes to school in violation of the dress code or being tardy without a written excuse signed by a parent or guardian, the student will receive a yellow sheet. A detention will be issued on the third yellow sheet. Every subsequent violation results in a detention.

Please know that a written excuse signed and dated by a parent that accompanies the student to school will never result in a yellow sheet. **Written excuses must accompany the student upon the student's arrival to school.**

A detention is given for cheating, vandalism, bullying, and fighting. These are considered serious. These are also followed up with, but not limited to a parent contact and conference or steps 4-5 on page 12 and 13 of this handbook.

We ask that you discuss this code with your child and let him/her know that you are not only aware of the rules and consequences, but that you support this code of conduct.

1. A student will be given a detention. The form must be signed by the principal the day the detention is given. A detention form will be sent home and must be returned signed the following day. A forgotten signed detention results in another detention.
2. Continued inappropriate behavior will result in a parent contact.
3. Repeated or serious infractions will result in teacher, parent, student and principal conference.
4. Internal suspension - the student is refused admittance to homeroom for a period not to exceed three days. The student is expected to work on classroom assignments while under the supervision of other teachers or staff members. Participation in extra-curricular activities is forbidden during this time.
5. Expulsion - the most severe penalty that can be imposed. The student is dismissed from school.

A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.
6. Make their child(ren) aware of the rules, regulation and procedures contained in the handbook.

- Do you encourage your child to be enthusiastic about his/her school and work?
- Does your child schedule sufficient time for home study?
- Is there a suitable, quiet place to study at home, at a regularly scheduled time?
- Do you have family agreements that are kept regarding the use of the telephone, TV, computer and Internet access?
- What do you suggest as a substitute when you're told there is no homework?
- What time is your child in bed each night?

Your interest and support at home are important to your child and greatly appreciated by his/her teacher.

When self-discipline fails, there must be rules and regulations for the management of school behavior. It is the student's individual responsibility to know and abide by these rules and regulations.

We are aware that emergencies do arise and family circumstances may make meeting the code of conduct difficult on some occasions. A written note, signed by a parent or guardian upon arrival to school will excuse your child. Notre Dame staff, in cooperation with the school board and Father Schuler, has spent a great deal of time discussing this code of conduct to insure that it will be fair to all. If you have any questions or concerns, **please** contact the principal or your child's teacher immediately.

Conduct, whether inside or outside school.

Students that engage in behaviors outside the school that reflect poorly on the school and/or suggest that the student may pose a danger in the school are subject to serious consequences. The student is a Notre Dame student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will be disciplined by school officials. Discipline options, include but not limited to, are detention, suspension or expulsion.

DETENTION POLICY Students in Grades 1-8

- Student is given a detention. The form is signed by the principal and homeroom teacher the day it is given. The detention form is sent home and must be returned signed by parent(s). Students serve their detentions after school the following day until 3:30 pm.
- Detentions are served Tuesday to Friday. A student receiving a detention on Friday serves it on Tuesday.
- A student in grades 4-8 receiving a detention is removed from extra curricular events for the day the student receives the detention, including, but not limited to not participating in school sports practices or games.

	First Detention	Second Detention	Third Detention
Grades 1-3	Upon receiving the detention, student serves detention after school the following day until 3:30 pm.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Student is not allowed to go on any field trips for the remainder of the quarter.
Grades 4-7	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention . The student is removed from all extra curricular activities for the remainder of the quarter.
Grade 8	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention.	Upon receiving the detention, student serves detention after school the following day until 3:30 pm. Students may not participate in any school extra curricular activities the day they receive the detention. The student is removed from all extra curricular activities for the remainder of the quarter. The removal from graduation activities etc. remains at the discretion of the administration.

DESKS/LOCKERS

Desks and lockers are to be kept neat and orderly. Students are not to have pictures, mirrors, etc. on or in their lockers.

Each student is assigned a locker. In order to maintain a quiet atmosphere for class, students are not allowed to go to their lockers during class time. The school reserves the right to inspect lockers at any time deemed necessary.

DRESS CODE

Students in grades K-8 are required to be in proper uniform which must be worn by everyone at all times unless an out of uniform day has been announced. Uniforms must be purchased from:

Schoolbelles, Division of Kip Craft, Inc.
7763 S. Harlem Avenue, Bridgeview, Illinois
(708) 598-8008

All clothing items worn must be in good condition, free of holes and fading. It is expected that all clothing will be sized properly. Students are asked to appear clean and dressed accordingly to the following guidelines.

GIRLS:

- (K-4):** Plaid jumper must be touching the knee.
White blouse with collar (**no logo**). Free of ruffles, trims or hoods.
Solid red, white or blue socks **that cover the ankle** or knee highs (**no decorations**). Free of ruffles or trims.
Solid red, white or blue V-neck or cardigan sweater. Free of hoods, ruffles or trims.
- Grades 5-8:** Plaid skirt must be worn at the waist and touching the knee.
White oxford or button down blouse (**no logo**).
Solid red, white, navy, black or gray socks that **cover the ankle** or knee highs (**no decorations**).
Solid red, white or blue V-neck or cardigan sweater. Free of hoods, ruffles or trims.

BOYS:

- K-6:** Navy blue pants
Light blue polo shirt (**no logo or decorations**)
Solid color crew socks that cover the ankle (**no logo or decorations**).
Solid red, white or blue V-neck or cardigan sweater
- Grades 7-8:** Navy blue pants
Light blue oxford or button down shirt (**no logo**)
Solid color crew socks that cover the ankle (**no logo or decorations**).
Solid red, white or blue V-neck or cardigan sweater. Free of hoods, ruffles or trims.

All Students

- All clothes must fit properly, be neat and clean and in good repair.
- Blouses and shirts must be tucked in at all times.
- Boys in K-8 must wear belts.
- Appropriate hairstyles are required for both boys and girls. Trendy hairstyles and accessories are not allowed. It is expected that everyone's hair would remain its natural color. Highlights are prohibited.
- **Dress shoes are worn.** Sandals, mocs, flip flops, clogs or backless shoes are not allowed. **Heels should be no higher than ONE INCH.** Black walking shoes or athletic type shoes are prohibited. Shoes must tie, buckle or be loafers.
- Hats are not to be worn by either boys or girls in the building. **Hats are not to be worn backwards.**

- All underclothing worn with the uniform must be **SOLID WHITE**.
- Boys may not wear earrings and girls may not wear dangling earrings.
- Only jewelry of a religious nature may be worn. Wristbands of any kind are prohibited. Example but not limited to: LIVE STRONG.
- No makeup or nail polish is allowed. Perfume, cologne, body sprays and lotions are prohibited.
- All tops must be free of hoods, ruffles, trims, etc.
- Watches with no alarms are allowed for students Gr. 3-8. **Watches prohibited to PK-2.**

Violation of the dress code will result in a yellow sheet.

Warm Weather Uniform

Notre Dame students wear a warm weather uniform. Dates to be worn are determined by the Principal. All students in K-8 must adhere to the following warm weather uniform code.

1. **Shorts:** Solid color navy blue or khaki walking shorts. Walking shorts must not be below the knee or above the mid-thigh. A belt must be worn. No denim allowed. No skorts allowed.
2. **Top:** Solid color polo with a collar or the school uniform polo/blouse must be worn and tucked into shorts. **No Logos** are allowed on the polo/blouse.
3. **Shoes:** School dress shoes. No sandals, gym shoes or backless shoes allowed. No hiking boots or moc shoes allowed.
4. **Socks:** Solid color crew socks are to be worn. **No logos or decorations** are allowed on socks. Socks must be above the ankle.

Violation of the dress code will result in a yellow sheet.

DRESS-UP DAY

Dress up days are held on special occasions such as but not limited to Curriculum/Science Fair, Sports Awards Night, Blue and Gold Night. Students are expected to wear dress clothes. Nice slacks, collared shirts, skirts, dresses are to be worn. T-shirts, spandex, jeans, shorts, gym shoes, flip flops, backless shoes are **not allowed** on dress up days. (A violation will result in a detention.)

EARLY DISMISSAL

Diocesan Policy states: "The principal is authorized to grant dismissal to a student provided the request is made **in writing by the parent or guardian.**" (Policy #5160) When it is necessary for a student to be excused from school for medical/dental appointments, or an emergency, a note signed by the parent must be sent to the office and approved by the Principal. For the safety of the student, we ask that a parent come to the school office to sign the student out. The student will then be called from class.

ELECTRICAL DEVICES

No personal or non-academic electronic equipment is to be brought on school grounds. Some examples but not limited to the following are: cell phones, beepers, Game Boy, I Pod. Such items will be confiscated and be returned only to the parent/guardian by the principal or assistant principal.

EMERGENCY CLOSING OF SCHOOL

School will be closed on days when traveling to and from school would endanger those involved. Announcements will be made on the following radio stations: **WGN, WLS**. Room parents please consult your emergency phone tree.

EXPLANATION OF FEES

- Tuition:** Covers, in part, the school's operational costs. Tuition is assigned to each family according to the number of children in attendance and grade level.
- Milk:** Milk is available for lunch, and is payable at the beginning of the school year. Purchase of milk is optional. Notre Dame School is a non-discriminate participant in the special milk program provided by the State of Illinois.
- Gr. 1- 8:**
- Student:** The student fee is determined by the School Board each year. The fee includes the use of all text, workbooks, supplementary materials, art supplies, and any material needed to provide for our instructional program. Students are expected to pay for damage to books and equipment.
- Graduation:** This fee will offset expenses for graduation. Such expenses include class photo, gown, diploma, awards, class ribbon, class field trip and transportation expenses.

EXTRA-CURRICULAR ACTIVITIES

Notre Dame School provides the opportunity for many extra-curricular activities. Students have the opportunity to participate in the following activities:

Altar Servers	Student Service	Basketball	Clubs
Children's Choir	Volleyball	Track / Cross Country	
Intramural (coed)	School Moderators	Band (Grades 4-8)	

Participation Requirements

1. Sports Physical required for Grades 5-8.
2. Permission in writing from parent.
3. Transportation is the student's responsibility.
4. Cooperation with activity sponsor and his/her rules.
5. Fulfillment of all educational requirements; satisfactory progress in all academic areas.
6. Insurance coverage (proof or waiver).
7. A student absent from school may not participate in extra-curricular activities. This includes practices and games.
8. Extra-curricular activity fee will be required of all participants.
9. May not have received 3 or more detentions per quarter.

FACULTY AND STAFF

All teachers are certified by the State of Illinois and possess current teaching certificates. To further insure the quality of the teaching staff, all new teachers to the school are interviewed and approved by the Catholic School's Office of the Diocese of Joliet before any interviews are conducted and before any contracts are offered at the local school.

Teachers regularly participate in professional growth activities such as seminars, workshops, courses for credit and non-credit lectures, etc.

In addition to the many hours of class preparation and paper grading after school hours, the Notre Dame faculty generously supports the school through extra-curricular activities, attendance at athletic events before and after school, student help sessions, club moderators, coaching, chaperoning student activities and parent conferences. These volunteer activities along with the additional presence and preparation for such events as Open House and Parent-Teacher nights assure the Notre Dame community that the school staff is a dedicated, generous and competent one.

Evaluation of the teaching staff is done each year, through the processes defined by the Catholic School's Office. Evaluations are conducted by the principal.

FIELD TRIPS

Field trips are privileges afforded to students; are considered an extension of the educational process and an invaluable learning experience. Teachers are encouraged to plan trips that augment the curriculum. Complete trip information is sent home well in advance providing all details and charges. Signed parent consent forms are necessary. All costs of a field trip are absorbed by the students.

All field trip days are considered school days, not optional free days. Any student who does not participate in these events is required to attend school on these days. The school reserves the right to refuse to allow a student to participate on a field trip when his/her behavior is judged inappropriate or fails to meet academic requirements. Students with 3 or more detentions (per quarter) may not participate in field trips during that quarter.

A Protecting God's Children awareness session must be attended; Volunteer Release Form must be filled out and returned to school; Pastoral Policy Regarding Sexual Abuse of Minors, The Standards of Behavior for Those Working with Minors, and Parent Guide – Understanding and Preventing Child Sexual Abuse read. The School Acknowledgement Form needs to be printed, signed, and returned to the school.

FINE ARTS PROGRAM

The Fine Arts Program in the classrooms is supplemented with field trips and in-school programs which are planned to enhance our children's appreciation of the arts.

FORGOTTEN ITEMS

Forgotten lunches should be marked with the student's name and grade and left in the kitchen. If a student is missing an item (other than lunch), parents **may not** deliver the missing item to school or Notre Dame campus. Delivered items will not be accepted by teachers, staff, students or parish office staff.

FREE DRESS DAY

These are days when students do not wear uniforms and are free to wear jeans, shorts, gym shoes, and appropriate T-shirts. Shirts with inappropriate slogans/advertising and skin exposure are not permitted. Short shorts are not permitted. Sleeveless tops are not permitted. **Sandals or backless shoes are not allowed.** Shorts and skirts must be touching the knee. Please dress modestly.

Good Rule: If you think you shouldn't wear it, don't.

GRADING

Grades K - 3 Students are graded in all subjects except the Fine Arts curriculum.

Grades 4 - 8 Academic subjects are graded according to the following:

A+ = 100%	B+ = 92 - 91	C+ = 84 - 83	D+ = 76 - 75	F = 69
A = 99 - 96	B = 90 - 88	C = 82 - 79	D = 74 - 72	
A- = 95 - 93	B- = 87 - 85	C- = 78 - 77	D- = 71 - 70	

Music, Art: These subjects are graded as above in grades 4 - 8 only.
PE, Spanish:

All grades on the report cards are accompanied by an effort evaluation which takes into consideration the following:

1. Class participation
2. Quality of written and oral work
3. Special projects
4. Homework assignments
5. Promptness in handling assignments
6. Study habits and attitudes

GRADUATION AWARDS

American Legion Award is presented to one or more graduates who best represents the qualities of courage, honor, leadership, patriotism, scholarship and service.

Principal's Award is presented to one or more graduates who demonstrate school spirit, a compassion for children of all ages, a deep respect for Christian ideals, great service to the school, parish and community, integrity, strength of character and courage to do what is right. This is the most prestigious award a graduate from Notre Dame can receive.

Academic Awards

- **Highest Academic Achievement** is awarded to the student who has the highest grade point average in their class.
- **Academic Excellence** is awarded to student(s) who have received a grade point average .1 to .5 points below the highest grade point average. (First Honors 3 consecutive quarters.)

GUM CHEWING

Gum chewing is not permitted in the building or on school property. Infractions are punishable by a detention.

HEALTH AND SAFETY

- Health** Physical examinations/immunizations as prescribed by the Department of **Exams:** Health are required of all students immediately prior to the entrance into Pre-Kindergarten, Kindergarten and Sixth grade.
- Dental:** All students in PK, K, Grade 2 and Grade 6 are required to have an oral health exam performed by a licensed dentist.
- Vision:** All Kindergarten students are required to have an eye exam performed by a licensed ophthalmologist or optometrist.
- Sports** A student participating in athletics in Gr. 5, 6, 7 and 8 is required to have a **Physical:** physical exam by a licensed doctor.
- Emergencies:** A medical emergency consent form is required for each child. The forms contain contract information to enable us to call you or the person designated by you in case of emergency or illness. If the school is unable to contact you at the time of an injury, your signature permits emergency room treatment at Hinsdale Hospital.
- Medication At Home:** Parent should inform the teacher that a child is taking daily medication for chronic conditions when either the medication or the condition could affect the work/behavior of the child during the school day.

Medication At School: State law forbids school personnel to administer any type of drugs to students. If a student is in need of special medication (including aspirin) it cannot be supplied or administered by any member of the faculty or administration unless written permission accompanied by a note of instruction is presented by a parent. For safety reasons any medication will be dispensed from the office. **No medication is to be kept in a student's possession, desk, or locker.**

If a student is on any type of continuous medication, it should be indicated on the emergency information sheet, the teacher should be notified, and a **Medication in School** form must be filled out and on file.

Fluoride: With parental permission, students in K-8 participate weekly in a fluoride program sponsored by the DuPage County Health Department, which is designed to help prevent tooth decay.

Illness At School: When a child becomes ill at school, the parent or contact person will be called. The school does NOT have a health room and there is neither a place nor supervision for a sick child. Please keep phone number information up-to-date. The school will not release a student except to the parent/or authorized guardian.

*** It is imperative that a current telephone number where a parent can be reached is on file in the school office.**

Early Dismissal: Please do not call for your child early unless there is a situation which could not be handled at any other time. When this must occur, a written note is necessary and must be sent in advance of the early dismissal.

The secretary will arrange to have the child **IN THE OFFICE. PLEASE DO NOT GO TO THE CLASSROOM.** No child may leave the school premises without the written authorization of a parent or guardian. While dental and/or medical appointments will be honored, they are discouraged during school hours.

AIDS and Communicable Infectious Diseases: The Joliet Diocesan policy on AIDS is the policy for all Catholic schools in the diocese. Guidelines from the state and local health departments set the policy followed in other communicable/infectious diseases.

Special Health If a student has a special health problem this should be indicated in letter form for **Problems:** inclusion in the child's health file. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit the student's ability at school.

Late Arrival: If your child will arrive at school later than the tardy bell, please call the office, or send a note. Children arriving after the 8:25 am tardy bell who do not have a written note with parent signature will receive a detention.

Parents are required to telephone the school office on the morning of the absence by 8:30 am. After 9:00, the school will contact you as to your child's absence.

HOMEWORK

Homework is the oral or written reinforcement and/or reinforcement of concepts presented in class. It may include the completion of class assignments. Kinds of home study assignments should vary with the age of the students.

Time allotted for homework varies by grade level and by subject area. Each teacher will make a special effort to correlate all home assignments with the lessons already presented in school. They will be given in such a way that the parent can serve as a guide to their completion as well as follow the student's subject matter and progress in school.

Homework: Homework should be meaningful and purposeful. The following guidelines include long-term assignments and assigned independent reading.

K	20-30 minutes per week
1	15-30 minutes per night
2	15-30 minutes per night
3	30-40 minutes per night
4	40-50 minutes per night
5	50-60 minutes per night
6	60-70 minutes per night
7	70-90 minutes per night
8	90-120 minutes per night

Written work, research, memorizing, drill, projects, are some types of homework. Whatever type is assigned it is important to help the child realize early that homework is his/her responsibility and an aid to developing good habits of independent study that will be expected as his/her education progresses.

It is the responsibility of the student to contact his/her teachers for assignments missed during an absence and to complete those assignments and hand them in within the time indicated by the teachers. In cases where students are absent due to a family vacation, make-up work will be assigned upon the student's return to school. Work will not be given ahead of time.

Each student in grades 2 - 8 will purchase an assignment notebook at school. Homework assignments are to be recorded in this book each day. It would prove most beneficial if a parent would periodically check the book in order to be aware of the assignments due.

HONOR ROLL

Students in Grades 6 - 8 are eligible for Honor Roll.

First Honors - an average of 7.0 to 9.0 points.

Second Honors - an average of 5.0 to 6.9 points.

Point System: Math, Reading, English, Religion, Social Studies, Science, Spelling, Spanish, Vocabulary skills 7 & 8, Music, Art, P.E.

A+ = 9 points	B+ = 6 points	C+ = 3 points
A = 8 points	B = 5 points	C = 2 points
A- = 7 points	B- = 4 points	C- = 1 point

Automatic exclusions from the Honor Roll are:

1. Grade lower than C- in any subject
2. NI in effort
3. 3 or more detentions

Fine Arts will be computed as the average of the four courses. (Physical education is counted twice.)

LIBRARY

Each grade is scheduled one library period a week. It is hoped that all parents take an interest in helping their child establish good reading habits and encourage their child to use libraries frequently and responsibly.

Fines are charged for lost, damaged, or overdue books. Report cards are withheld until all fines are paid.

Lost books may result in library privileges being withheld.

Our well-equipped library, staffed by a librarian, contains a wide variety of books and periodicals. Media resources include tape recorders, televisions, overhead projectors, VCR's, and DVD players.

LOST AND FOUND

During the year we have an exceptionally large amount of unclaimed and unidentified items left in school. Please take time at the beginning of the year to clearly and permanently mark your child's belongings: sweaters, boots, gym clothes and shoes, lunch boxes, etc. It would also be beneficial if you would check these periodically in order to be sure your child has his/her own belongings.

In event of loss, the student should check in the classroom with the teacher and his/her classmates for the lost item, and then at the Lost and Found bin. The Lost and Found bin is located in the primary wing under the staircase.

LUNCH PROGRAM

Notre Dame School is a closed campus. Students are not allowed to go home for lunch. The lunch period begins at 11:30 and ends at 12:00 (M-Th) and on Fridays (11:40-12:10). Students eat at their desks in their classrooms. Milk is provided for those who order it. (Gr. 1 - 8 only).

Children should bring a bag lunch or buy hot lunch. Please bring forgotten lunches to the kitchen. Children eat lunch for 15 minutes in their classrooms and then go outdoors for 15 minutes of recreation. During this time they are under adult supervision. Special requests for children to remain indoors during recreation time should not be made since there is no additional supervision for them. Behavioral expectations during lunch period are regarded as seriously as the expectations during regular class time. Failure to comply with lunchtime regulations will result in a lunchtime detention.

Pop, soda or carbonated beverages are not allowed for lunch or at lunch.

Report cards will be withheld for outstanding lunch fees.

Notre Dame Students will not be involved in:

- Fighting
- Play fighting
- Showing disrespect to staff, students, and playground supervisors
- Bullying, intimidating, and/or threatening other students
- Misusing playground equipment
- Throwing balls against the buildings
- Bringing food and/or drink outside

Discipline Option: **Detention**

No parking is permitted in the school or church lots during the lunch period as children play in these areas.

MILK PROGRAM

Notre Dame School operates its Milk Program under the guidelines of the Federal Milk Program. Milk may be purchased for the student's lunch by the year. The yearly fee for milk is determined by the federal subsidies and is payable on August 1st.

NON-VIOLENCE

The environment of the Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal, and all reports will be taken seriously.

Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The principal shall take great care to investigate such alleged behavior. Consultation is advised; however, the principal along with the pastor retains local decision-making responsibility for the remedy and its implementation.

Incidents or threats of violence

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible.

The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it.

The pastor of the parish and the parents of students directly involved are to be informed as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as it is feasible, the CSO will confer with the principal to determine what course of action might need to be taken and develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents and students, pastor and school board, depending on the circumstances of each case.

It is possible that the offending party will be removed from the school and or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor that the offending party is not a danger to themselves or others.

PARENTS AS PARTNERS

As partners in the educational process at Notre Dame School we ask parents

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has hot lunch or a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a telephone call or written note when the student is absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly.

PARENTS' CONTRACT

The registration of a student at Notre Dame School is deemed to be an agreement to fully comply with all the policies, rules and regulations of the school as outlined in the Handbook for the current year and as revised or added to during the year.

Every family is to read the handbook with their student(s). Parent(s) and student(s) are to sign the contract agreeing to comply with school expectations. The contract is on the School website. This contract is due by the beginning of school.

PARENTAL OBLIGATIONS

The family is the basic unit of society and parents are the first and foremost educators. Parents set the attitudes and values for their children and thus give real meaning to the Christian education imparted by Notre Dame School.

The Catholic philosophy of education is the basis of the entire curriculum. All parents, if Catholic, and children are expected to actively practice their religion. This means: regular attendance at Mass, frequent reception of the Sacraments, family adherence to sound Catholic doctrine, and an awareness of the place of God and the Church in family life.

Our school is supported by tuition and the parish subsidy.

Tuition is set prior to the opening of the school year. Tuition is payable in ten equal payments using a coupon booklet or by our electronic banking system. Statements will not be mailed each quarter in an effort to keep our mailing costs down. Please note dates on your calendar and send in the remittance on time. Families who are not financially able to pay tuition may contact the pastor for financial assistance.

Families using the automated banking system do not need to use the coupon booklet. Computerized transactions will take place on the 15th of every month. Automated banking is for tuition only. It does not include technology fees, milk fees or registration fees.

Registration and admission to the school imply agreement on the part of the parents or guardians that they will support the discipline policy of the school. Parents should encourage their children to comply with the rules and show respect for property, fellow students, parents and school staff.

PARENT-TEACHER GUILD (PTG)

The PTG offers support to the school through its coordination of parent programs, school volunteers, "family fun" and student activities. It offers parents a forum for communication between the school and parent community. All parents are welcome and are encouraged to support this group by joining in all activities. This group meets monthly.

PARENT VOLUNTEER PROGRAM

Parent volunteers are one of God's very special creations. They come in two varieties: Moms and Dads. Added to their primary role on this earth, they are the lifeline of the school. Without them, teachers, would not be able to plan and provide the many activities that breathe spirit into a school family . . . there would be few if any trips to the library, park, field trips, parties, socials and sports competitions. "Protecting God's Children" awareness training session and background checks are mandatory for parent volunteers.

PERSONAL GIFTS/INVITATIONS

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations, or exchange gifts to selected students during the school day.

PHYSICAL EDUCATION REGULATIONS FOR GRADES K - 8

Physical education is a required course at Notre Dame. The following regulations have been established by the PE teacher and agreed upon by the Principal:

Gym attire - The proper uniform for Grades K - 8 consists of the Notre Dame PE uniform (gold T-shirt and navy shorts with Notre Dame insignia), white athletic socks and white or black gym shoes with white or black laces. Sweat pants / suit – if the student wants to wear a sweat suit, it must be a Notre Dame sweat suit. (The sweat suit is not a required part of the PE uniform.) Notre Dame PE uniforms and sweat suits are in stock at **Schoolbelles, 7763 S. Harlem Avenue, Bridgeview, Illinois, 708-598-8008.**

Gym bags - 16" x 8 1/2". NO BIGGER PLEASE. Locker space is limited.

The delivery of gym uniforms to school by parents is forbidden. Gym uniforms will not be delivered to classrooms by teachers, parents or staff.

No jewelry, watches or hard hair accessories are allowed.

Students must dress in proper gym attire on scheduled P.E. days. Students are expected to participate in daily warm-up activities. Students will be expected to show appropriate respect for peers, instructor and visitors.

Applies to Grades 1-3

Beginning with the second quarter, if a student does not have the proper gym uniform, the student will receive a yellow sheet. Three yellow sheets result in a detention. Every subsequent violation results in a detention.

Applies to Grades 4 - 8

If the student does not have the proper uniform on any given day, they will receive zero points for that day.

Students can earn a maximum of five (5) points per day. Students are expected to pray, exercise and jog together at the beginning of class. They should put forth their best effort and participate in the day's activity. They should also have a positive attitude and demonstrate proper sportsmanship. If these daily expectations are not met, point(s) will be deducted from their grade.

*If a test is given, those points will be added to their grade.

Additional Policy

Excuses - in order for a student to be excused without jeopardy of point reduction the student must present a doctor's or parent note to the instructor on the day to be excused.

Medical excuses - if any student is absent from PE for more than one class, a written medical excuse from physician is required.

PROGRESS REPORTS

All students in Grades 1 - 8 will receive Progress Reports midway through each quarter in every subject. Students in PK-K and specials will be contacted by the teacher as the need arises.

PROTECTING GOD'S CHILDREN

Virtus is the brand name that identifies best practices programs designed to help prevent child sexual abuse within religious organizations.

"Protecting God's Children" is a child safety program designed to maximize efforts against child sexual abuse.

All employees and volunteers are required to complete the awareness training session and undergo a background check.

The *Talking About Touching* program is the normative safe environment program for children enrolled in a Catholic school in the Diocese of Joliet. (K-5)

RED SHEETS

Students in Grades 4 - 8 receive a Red Sheet for forgotten materials necessary for learning. This red sheet requires a student reflection, a parent signature and student signature. This red sheet must be returned to school the next school day. Three red sheets result in one detention. Every subsequent red sheet results in a detention.

RETENTION

The Retention Policy is as follows:

- K - 4: Retention will be determined by reading level, teacher recommendation and consultation with the principal.
- Grades 5 - 8: If a student receives an F in 2 quarters in any of the following subjects: (English, Vocabulary / Reading, Science, Math and Social Studies) they must attend summer school or be tutored by an approved, certified teacher for an approved amount of time. Documentation must be presented to validate the progress.

SAFETY

Cars

Parents providing car transportation should be extremely cautious when entering and leaving the parking lot. For the safety of your child, and all children, we ask that the following procedures be carefully followed by everyone. Failure to follow these guidelines could cause serious injury to a child as well as bad example to all:

AM

Enter the lot from Norfolk Avenue: Exit to Norfolk Avenue. Pull into the marked parking area so driving lanes remain open if you choose to park. If not parking please follow the circular pattern of traffic.

PM

Enter the lot from Norfolk Avenue: Exit to Norfolk Avenue. Back into parking space so when leaving you can visibly see children.

Fire Drills

Fire drills are required and will be held periodically with the date and length of time needed to evacuate the building recorded. In every classroom, there is a sign directing students toward emergency exits. Fire inspections may be conducted at any time by the local fire department officials and/or diocesan inspectors.

Notre Dame School has a security system in effect when school is in session. This necessitates locking school doors at all times.

- Students/parents entering the building after 8:25 am will need to ring the bell, wait to be buzzed in the building and sign in at the office.

SCHOOL FINANCES

All financial payments for the current school year are to be completed by May 20. If bills are unpaid and proper action not presented to the School Board or the Pastor, the student(s) will not be accepted for registration for the next school year. Report cards or diplomas will not be given, nor will records be forwarded to another school, until the account is cleared.

Instructional Materials:

An instructional materials fee is charged each student and is part of the student's tuition. This includes: rental of textbooks, consumable workbooks, duplication materials, audiovisual equipment, film rental supplies, periodicals, testing materials, and classroom equipment/materials, etc.

SCHOOL HOURS

Students should be dropped off at school no earlier than 8:10 A.M. An early admission slip **is required** for entrance into the school building prior to 8:20 A.M.

SCHOOL DAY

Parking Lot Supervision:	8:10 a.m.	
First Bell:	8:20 a.m.	
Tardy Bell:	8:25 a.m.	Students will be marked tardy if they arrive after this bell and a detention will be given
First Period:	8:30 a.m.	
Lunch:	11:30 - 12:00	Monday-Thursday
	11:40 - 12:10	Friday
Dismissal:	2:45 p.m.	
Half Day Dismissal:	11:40 a.m.	
Pre- Kindergarten:	Tuesday-Friday	A.M. Session - 8:20 - 11:00 a.m. P.M. Session - 12:00 - 2:40 p.m.
Kindergarten:	Monday-Friday	A.M. Session - 8:20 - 11:00 a.m. P.M. Session - 12:00 - 2:40 p.m.

Please make sure your child is picked up from school on time.

SCHOOL PICTURES

Individual class pictures are taken in the fall of the year by a professional photographer. Finished pictures are usually available before Christmas. This is an optional program.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SINGLE PARENT FAMILIES/CUSTODY AND RELEASE OF RECORDS

When parents become divorced and custody of the child is part of the decree, it is advisable for the parent in custody to provide the administrator with a copy of the decree. It is important for the principal to know whether one parent alone will have agreed access to the child; to the child's school records, or whether both parents have equal access. It is also necessary to have proper addresses for both parents when both have access, and to know which parent is responsible for school payments.

SNOWBALL THROWING

Snowball throwing on school grounds at anytime is not permitted. This regulation is necessary as a safety precaution. Throwing of snow or ice will result in a detention.

SPORTS ACADEMIC ELIGIBILITY

Academic eligibility for sports will be evaluated at both interim and quarter reports. Exclusion from a team will result when a student receives a grade of F.

Students receiving two or more D's with a "NI" in effort will be ineligible from participation for a minimum of one week.

Students can be removed at any time by a staff member for inappropriate behavior or lack of effort.

Students will be re-evaluated and informed about their status one week after progress reports have been distributed and one week after report cards have been distributed.

SPORTS PHYSICALS (Grades 5-8)

As mandated by the Diocese of Joliet, all students in Grades 5-8 participating in school athletics are required to have a sports physical.

STATEMENT OF NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to the students at the schools.

TECHNOLOGY

Mission Statement

The mission of Notre Dame School, as directed by the Catholic Schools Office, is to equip students with the skills, knowledge and attitudes necessary to be contributing citizens in an independent, diverse, and technologically complex world.

Statement of Philosophy

In order for students to be successful, they must develop the skills and attitudes necessary for lifelong learning.

Technology will be constantly changing and will be woven into the entire fabric of life. Technology will be used as a powerful tool to use in the context of our values. Students must have the confidence and competence to use technology to be leaders not only in the workplace but in their communities as well.

We believe that every student should have equitable access to those technologies which are required to implement the curriculum.

To achieve our goals Notre Dame School must employ technological resources that are curriculum driven and enable teachers to use a wide variety of instructional methods to meet the needs of all students. Technology should be a vital tool that will enhance cooperative and collaborative learning. It should also facilitate communication and administrative tasks for teachers and administrators, enabling these persons to focus on education.

In order to enable teachers to use technology and integrate this tool into their teaching, the school must be committed to provide support and resources.

Technology Vision Statement

We believe:

- Our mission is to educate and empower administrative staff, teachers and students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society.
- Administrative staff, teachers and students should become proficient in the use of technology with an understanding of the implications of technology in furthering the mission of the local school.
- Technology should be used as a vehicle of communication, analysis and research in the light of good citizenship and ethical decision-making.

We are committed to:

- The integration and effective use of current and future technology to further our educational mission.

Authorization For Internet Access

Students in Grade PK - 8 must sign an Acceptable Use policy for the use of computers and telecommunications. This form can be found on the website. Parents may sign for PK students.

TELEPHONE

Parents are encouraged to contact their child's teacher whenever necessary. If you call the office during class time, a message will be taken for the teacher to return your call as soon as possible.

Students **DO NOT** use the office telephone. Emergency calls will be made by the school secretary.

TESTING PROGRAM

Tests and quizzes are a regular part of each teacher's curricular approach. In addition, standardized achievement tests are administered in the Fall to Grades 2 - 7. Attendance is important on testing days. Notre Dame School uses the Iowa Test of Basic Skills (ITBS) Battery which is mandated by the Catholic Schools' Office.

Performance assessments given to students in Grade 5 - 8, must be signed and returned within two school days. Failure to do so results in a red slip.

TEXTBOOK CARE

- All textbooks are loaned to the students.
- The **hard covered** books do not belong to the students.
- No markings of any kind, either pencil, ink or marker are to be made in or on any hard covered book.
- All **hard covered** books are to be covered at all times.

If a book is **LOST** or **DAMAGED**, students will be assessed a charge for any damage and/or will be charged full cost for book replacement.

TORNADO ALERTS

Children will NOT be released during a tornado warning. The safest place for them is in the enclosure and relative safety of the school. As difficult as this seems, we ask that you do NOT come to school. The presence of parents in large numbers, and the attempt to call children from their safety shelter to go home with you creates an aura of panic among those remaining. School officials have the serious obligation of providing for the welfare of all the children and cannot take precious time to provide for individual parents.

TUITION

Tuition rates are determined by the Notre Dame School Board in the winter of each year.

Tuition payments are due on the 15th of each month (August through May). The last payment is due May 15th of each year. The option of automatic withdrawals for your tuition only is offered to all Notre Dame families.

Rates for out of parish students are based on actual cost of education per pupil.

All tuition checks should be payable to: **NOTRE DAME SCHOOL.**

Refund Policy

In the event a student withdraws from Notre Dame School before the end of the school year, a portion of annual tuition may be refundable as noted below:

Withdraw Date Refund Withdraw Date Refund

August 31 90%	January 31 40%
September 30 80%	February 28 30%
October 31 70%	March 31 20%
November 30 60%	April 30 10%
December 31 50%	May 31 0%

A penalty will be charged for each returned check.

A graduation diploma and registration will be denied if tuition is not paid by May 15th. Registration forms will be denied to any current school families that have a tuition arrear.

UNIFORMS

In order to foster a spirit of equality and neatness, uniforms are worn by all students (K - 8).

Each student has the obligation of wearing the prescribed school uniform for his/her grade. If, due to an emergency, it is impossible for a student to be in full uniform, the student must bring a note from a parent stating the reason he/she is unable to wear the entire uniform for the day. No written explanation results in a yellow sheet.

Students are to arrive and leave the school premises in proper school uniform. Exceptions to this may be made by the Principal. Please refer to "Dress Code" for complete details.

VISITORS

Adult visitors are always welcome to visit our school, but we request that all visitors report to the school office first.

Parents should not go to a classroom after 8:20 a.m. without permission from the principal.

Visitors, parents and guardians may not hold individual conferences nor arrange for a conference with the teachers or students during the school days as this will disturb the classes in session. Conferences may be arranged by calling the office. If a message must be given to a student, please leave it at the office and it will be dispensed from there. Forgotten lunches should be marked with the student's name and grade and left in the kitchen. If a student is missing an item (other than lunch), parents **may not** deliver the missing item to school or the Notre Dame campus. Delivered items will not be accepted by teachers, staff, students or parish office staff.

The **Faculty Lounge** is for the specific use of staff members **ONLY** during the school day.

VOLUNTEERS

We welcome parents/guardians to assist our students in the classroom and during special activities throughout the year. **Any person over the age of 18** must have completed a

Volunteer Release Form on the school website (background check – please print, fill out and return to school)

VIRTUS - Protecting God's Children Training Workshop

Read these documents on Notre Dame School's website:

Parent Guide – Preventing Abuse

Pastoral Policy Regarding Sexual Abuse of Minors

The Standards of Behavior for Those Working with Minors

Print and sign the School Acknowledgment Form and return it to the School.

YELLOW SHEETS

Students in Grades 1 - 8, receive yellow sheets for uniform and dress code violations and tardies. This yellow sheet requires a student signature and a parent signature. Students in Grades 4-8 do not have a grace period.

Yellow sheets for students in Grades 1-3 are issued during the first quarter only as reminders to students.

Beginning with second quarter through fourth quarter, **3 yellow sheets result in a detention**. Every subsequent violation results in a detention.

WITHDRAWALS

When a student transfers to another school, the principal should be notified in person or via a letter two weeks in advance. It is necessary to know the name and address of the receiving school, as well as the new address of the family. All personal records will be forwarded directly to the principal of the receiving school. **No student records (exclusive of health records) may be released at the time of withdrawal or graduation unless and/or until all financial accounts with the school have been settled and a "request for records" form has been received from the receiving school.**

Because student records contain confidential information, they are not to be released to unauthorized persons.

Parent/Student Quick Reference

- Students should always dress in a manner appropriate for school with clothing sized appropriately and looking neat. Nothing will be allowed which might be distracting to the education program, including but not limited to hats, make-up, midribs exposed and distracting haircuts and hair color.
- Backless shoes are prohibited. This includes flip-flops.
- Socks must cover the ankle.
- Uniforms must be clean, (pressed) ironed, have all buttons, and be free from tears, fallen hems and holes. Uniform skirts and pants must be worn at the waist.
- Gum chewing is prohibited on school grounds.
- Students in Grades 5-8 must have all academic performance tests signed and returned within two school days. If not, the student will be issued a red sheet.
- 3 red sheets = 1 detention
- Yellow sheets for uniform infractions and tardy are for students in Grades 1-8. Three yellow sheets = 1 detention. Every subsequent violation results in a detention.
- Beginning second quarter, Grade 1-3 students will be issued detentions for yellow sheets. Three yellow sheets result in a detention. Every subsequent violation results in a detention.
- Students arriving after 8:25 are marked tardy. Tardies result in a yellow sheet. A written note upon arrival to school on the day in question will excuse the yellow sheet but not the tardiness. All tardies are recorded.
- Failure to return a detention form results in another detention. Failure to serve detention results in another detention.
- If a child receives 3 detentions per quarter, he/she will be ineligible for activities including but not limited to student council, sports, field trips, honor roll, and all school sponsored activities.
- Forgotten items such as but not limited to homework, projects, gym clothes and a change of clothes are not to be brought to school or church at all. Such items **will not** be delivered to students.
- No pop/soda/carbonated drinks are allowed at lunch.
- No parking from **11:30-12:15** in the school or church lot as this is recess time and we need to keep the lot safe for the children.
- Parents wishing to meet with teacher should call at least one day prior to arrange a time

and date.

- Coaches, parent volunteer and chaperones must complete, sign and return:
 1. Protecting God’s Children Training Workshop
 2. Volunteer Release Form (on the school website - fill out and return)
 3. Pastoral Policy Regarding Sexual Abuse of Minors (on school website - read)
The Standards of Behavior for Those Working with Minors
 4. Parent Guide: Understanding & Preventing Child Sexual Abuse (on school website - read)
 5. School Acknowledgement form (on school website – print, sign and return to the school)
- Lunch and library arrears must be paid within 24 hours of received notice.

NOTRE DAME 2009-2010 Class Schedule

Period	Time	Monday	Tuesday	Wednesday	Thursday	Period	Time	Friday
1	8:30						8:45	School Mass
2	9:15					1	9:40	
3	10:00					2	10:20	
4	10:45					3	11:00	
	11:30	Lunch	Lunch	Lunch	Lunch		11:40	Lunch
	12:05-12:20	D.E.A.R.	D.E.A.R.	D.E.A.R.	D.E.A.R.		12:15-12:30	D.E.A.R.
5	12:20					5	12:30	
6	1:05					6	1:10	
7	1:50					7	1:50	
	2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	2:45	Dismissal

Notre Dame School Detention Report - Grades 1-8

Name _____ Grade _____ Date _____

_____ of Detention(s) _____ Date of Detention

This report is done in only the best interest of your child. Please discuss this situation with your child and return this signed slip **tomorrow**.

The following checked item(s) refer to the behavior of your child:

- | | |
|---|--|
| <input type="checkbox"/> Irreverent / disrespectful behavior in church
<input type="checkbox"/> Disrespectful toward authority
<input type="checkbox"/> Lacks self-control
<input type="checkbox"/> Improper language
<input type="checkbox"/> Does not obey the classroom rules
<input type="checkbox"/> Does not respect the property of others
<input type="checkbox"/> Improper behavior in the bathroom
<input type="checkbox"/> Rollerblades, skateboards or scooters
<input type="checkbox"/> Improper behavior on the bus | <input type="checkbox"/> Improper behavior at lunch/playground
<input type="checkbox"/> Fighting / disrespectful to classmates.
<input type="checkbox"/> Bullying
<input type="checkbox"/> Vandalism
<input type="checkbox"/> Excessive talking
<input type="checkbox"/> Gum chewing / Candy
<input type="checkbox"/> Cheating
<input type="checkbox"/> 3 Red Sheets (Grades 4 -8)
<input type="checkbox"/> 3 Yellow Sheets (Grades 1 -8)
<input type="checkbox"/> Dress Code / Tardy |
|---|--|

Comments:

_____	_____	_____
Teacher Issuing Detention	Student Signature	Homeroom Teacher

_____	_____
Administrator Signature	Parent Signature

Should your child receive 3 detentions in one quarter, he or she will be ineligible for the Honor Roll and any school-sponsored activities (examples [but not limited to] student council, dances, sports, field trips) for that quarter.

** Please sign this complete form and return the following school day.
 Failure to return this form will result in another detention.
 PARENT: WHITE COPY DETENTION ROOM: YELLOW COPY TEACHER: PINK COPY