

Notre Dame Academy

Guardian/Student Handbook

2024-2025

1927 Lewiston Dr.
Louisville, KY 40216
(502) 447-3155

www.ndasaints.org

STRIVE to be a Saint

**NOTRE DAME ACADEMY
2024-2025**

Please complete this form and turn it in to school by Wednesday, September 4th. We must have this paper on file in order for students to attend school at NDA.

We, the parent(s)/legal guardian(s) of _____, _____,
_____, _____, have read and agree to be governed by this school handbook for the school year 2024-2025. We recognize the right and responsibility of the school to make rules and enforce them.

The school reserves the right to amend policies and procedures in this handbook.

Signed, _____
(legal guardian)

Signed, _____
(legal guardian)

**Signed, _____
(child) (homeroom)**

**Signed, _____
(child) (homeroom)**

**Signed, _____
(child) (homeroom)**

**Signed, _____
(child) (homeroom)**

Date _____

Comments or Questions:

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Archdiocese of Louisville Catholic School Policy
(updated 2021)
WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools.

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school with parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

I. GENERAL INFORMATION

PHILOSOPHY

The philosophy of Notre Dame Academy is rooted in the directives of our Bishops:

“Catholic Schools are to be communities of faith in which the Christian message, the experience of community, worship and social concerns are integrated in the total experiences of students, their parents, and members of the faculty” (N.C.C.9)

We educate each child in a Christian environment, to accept and recognize his/her intrinsic value as a child of God; to grow in self discipline, where behavior is freely chosen; and to answer the call of faith to become a person of prayer whose talents and abilities are developed and dedicated to the salvation of the world.

The philosophy welcomes diversity in teaching styles and advocates that effective instruction rests upon the recognition of unique talents and learning styles. The faculty and staff, together with the students and parents, provide for the educational, spiritual, social, and physical development of our students. We believe parents are the primary educators of their children, and we work with them as a cooperative group having common purposes.

We aspire to accomplish this by:

- Developing in the students a firm belief in God and Christ-like love of neighbor.
- Helping each child develop a positive self-image and to recognize and utilize their individual strengths to become responsible members of society.
- Stressing academic excellence by emphasizing basic skills while building on the ability of each student to expand to their potential.
- Offering academic excellence aided by an experienced faculty offering challenging yet attainable goals for students, providing an atmosphere where diversity is welcomed and tradition is valued and each student can thrive in a safe and caring space.

MISSION

Based on the traditions of its founding parishes, Mary Queen of Peace (formerly St. Denis and St. Helen) and St. Lawrence, Notre Dame Academy is committed to providing an excellent Christ-centered Catholic education.

We provide challenging learning opportunities in a safe and supportive environment in which high expectations are established. We empower students with the skills and knowledge necessary to become lifelong Christian learners who live the gospel and serve God and our communities. (Revised May 2019)

VISION

- Foster a strong Catholic identity through faith formation and service opportunities.
- Maintain a culture where the Notre Dame Academy family is expected to demonstrate Christ-like empathy and compassion toward others.
- Support an environment where students are challenged to be self-motivated and actively engaged in their learning and their faith.
- Educate the whole child: mind, body and spirit.
- Give every child the opportunity to learn and grow.
- Collaborate with families to ensure that all learners reach their potential academically, socially and spiritually.

FACULTY AND STAFF

Father Steven Reeves	St. Lawrence Pastor	Mrs. Hannah Bunnell	Art
Father Benni Pengiparambil	MQOP Pastor	Mr. Matthew Henson	Music
Mrs. Ashley Titus	Principal	Mrs. Dee Dee Nauert	Technology
Mrs. Marcia Dunlap	Assistant Principal	Mrs. Jami Rankin	Spanish
Ms. Helen Hayes	Business Manager	Mrs. Olivia Schum	P.E.
Mrs. Daivie Kay	Curriculum/Library	Mrs. Jennifer Fentress	Library
Ms. Katy Burger	Recruitment & Development	Mrs. Becky Shaftlein	LC Assistant
Mrs. Hellen Kaelin	Secretary	Ms. Molly McGregor	LC Assistant
Ms. Charlee Muench	Kindergarten	Mrs. Laura Ecken	LC Assistant
Mrs. Becky Weilage	Kindergarten	Mrs. Loren Cecil	Teaching Assistant
Mrs. Robin Bindner	Grade 1	Ms. Brooklynn Eiden	Teaching Assistant
Mrs. Courtney Dant	Grade 1	Mrs. Nicole Goff	Teaching Assistant
Mrs. Natalie Bray	Grade 2	Ms. Kayli Hartlage	Teaching Assistant
Mrs. Lisa Duffy	Grade 2	Mrs. Amanda Lampton	Teaching Assistant
Mrs. Dana Braun	Grade 3	Mrs. Jessica Linton	Teaching Assistant
Ms. Kendall Kelly	Grade 3		
Ms. Casey Allgood	Grade 4	Mary Recktenwald	Cafeteria Manager
Ms. Alexis Filmer	Grade 4	Amanda Atzinger	Cafeteria
Mrs. Lisa Adams	Grade 5	Amanda McMullen	Cafeteria
Mrs. Hailey Mattingly	Grade 5	Mary Miller	Cafeteria
Mr. Thomas Filmer	Grade 6	Stacy Peak	Cafeteria
Ms. Lindsay Wilcox	Grade 6		
Mrs. Jennifer Lovewell	Grade 7	Mr. Nestor Merlos	Maintenance
Mr. JT Recktenwald	Grade 7		
Mrs. Tiffany Bennett	Grade 8		
Mrs. Ashley Henries	Grade 8		
Mrs. Sarah Clark	Counselor		
Mrs. Tabatha Hurt	Learning Coordinator		
Mrs. Tammy Thomson	Learning Coordinator		
Mrs. Nikki Stillwell	Learning Coordinator		

School Office 447-3155
 School Fax 447-5515
 Cafeteria 448-7556

Mary Queen of Peace Parish Office 448-4008
 St. Lawrence Parish Office 448-2122

SCHOOL SUPPORT ORGANIZATIONS

BOARD OF DIRECTORS

The purpose of the Board of Directors is to provide an institution in accordance with the teachings and traditions of the Roman Catholic faith and the highest educational standards possible. The Board shall be responsible for the following duties:

- Establish the philosophy according to which the Notre Dame Academy Principal's Advisory Committee will operate.
- Amend the Board by-laws.
- Approve the addition of any other parish wishing to be part of the school it operates.
- Approve any purchase, sale, lease or pledge of any real estate before seeking permission from the Roman Catholic Bishop of Louisville to execute such action.
- Approve the appointment of any Principal recommended by a selection committee of the Board of Directors
- Approve annual budgets and capital expenditures.
- Adopt the policies and procedures regarding salaries, hiring and tenure of all Principals and teachers employed by the Board in accord with the policies of the Archdiocese.

PARENT TEACHER ORGANIZATION PTO

The PTO of Notre Dame Academy is always looking for ways to better your child's school experience. The PTO provides health screenings, room parents, Staff Appreciation Week, High School Scholarships, the Color Run, fundraisers, "fun" raisers, etc. PTO is a wonderful way to participate in your child's education. If you have a student at NDA, you are a member of the PTO. Your suggestions and comments are always welcome.

The NDA PTO meets on the second Wednesday of each month at 6:00 pm.

II. ADMISSIONS

ADMISSION POLICY

The purpose of Catholic schools is to assure that Catholic truths and values are fully integrated into the daily life and academic program of the student. All students will participate fully in the religious program of the school. Notre Dame Academy is a part of the total ministry of Mary Queen of Peace and St. Lawrence parishes. Therefore, priority in admittance is given to children of registered members whose family is in good standing at one of the two founding parishes.

RE-ENROLLMENT

1. Returning students of active registered members in good standing (if financial obligations are current).
2. All other returning students.
3. All decisions regarding current student placement must be made by January 15 or that child's place will be given to new registrants or the next person on the waiting list.

NEW STUDENT ADMISSION

Families wishing to enroll a new student at Notre Dame Academy must submit registration online with required additional documents and a \$50 non-refundable fee. Each new student will be screened by NDA staff prior to acceptance. Students entering Kindergarten must turn 5 years of age on or before August 1st of the current school year. *All new students are accepted on a probationary basis for the first trimester of the school year.*

Students will be accepted in the following order:

1. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish with siblings already enrolled at NDA.
2. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish who completed PreK at St. Lawrence Preschool.
3. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish.
4. Children of active members of another parish in the Archdiocese.
5. Children who have been baptized Catholic but the family was not formally registered at a parish.
6. Children of non-registered/non-active members with siblings already enrolled at NDA.
7. Children of non-registered/non-active members who completed PreK at St. Lawrence Preschool.
8. Non-Catholic children.

Non-Discriminatory Statement:

Notre Dame Academy will not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship/loan programs, athletic programs and/or other school administered programs.

Admission of Students with Special Needs:

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write I. E. P.'s (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education Protocol, which includes developing School Strategy Plans and Student Accommodation Plans. In addressing the special needs of students prior to admitting a student with a diagnosed disability, our school must consider documentation referring to the disorder, and:

1. The severity and degree of the disability
2. The level of support needed from special services or any special equipment that the student may require
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc. Principals may engage the services of the Archdiocesan Special Education Consultant to assist in making a determination of whether a student's educational needs can best be met in a particular school setting.

Notre Dame Academy officials have the right to decide if its program will best meet an individual child's special learning needs. Enrollment for any student at Notre Dame is on a year-to-year basis. Officials have the right to inform parents that a child may not enroll for the next school year because of behavior, poor school work, lack of effort, poor attendance, excessive tardiness, destructive attitude, and/or lack of parental cooperation with school officials and/or teachers.

CLASS PLACEMENT

Any guardian requests dealing with class placement must be emailed to Mrs. Titus by July 1st. Requests are not guaranteed as there are many factors considered when creating class lists.

Once class lists are finalized, no changes will be made due to a guardian request. Notre Dame Academy reserved the right to move a student during the school year if it is in the best interest of the student.

TUITION POLICY

Beginning in the 2024-25 school year, we will have one category for tuition. The rate will be determined based on the following:

Tuition Tiers:

1. Family with 1 child
2. Family with 2 children
3. Family with 3 children
4. Family with 4 children
5. Family with 5 children

Children of families that have been blended through marriage will be considered as one family and be billed tuition rates according to the appropriate tuition tier. Notre Dame Academy reserves the right to evaluate the situation on an individual basis as needed.

Catholic Families:

Each year, the pastor of each of our founding parishes will evaluate each school family within their respective parish. If a family is determined to be an **active registered member** in good standing at one of the two founding parishes, they will receive a discount on tuition, as approved by the Notre Dame Academy Finance and Board.

An active member is defined as one who:

1. Is formally registered at one of the founding parishes, Mary Queen of Peace or St. Lawrence
2. Is a weekend worshiper who celebrates Mass with their children every weekend, (Exceptions are allowed for illness, employment, travel, and blended family situations, however, the pastor must be made aware of these circumstances prior to consideration of status for the next school year.)
3. Is a participant in parish stewardship of time, talent, and treasure. (One must sign up to serve the parish through time, talent, and treasure on the parish stewardship signup and honor the commitment).
4. All students in the family are up to date on age appropriate sacraments.

Any family joining one of the two founding parishes may be considered for a discount on tuition if they provide a letter from their previous pastor stating they were “active” in their former parish according to Notre Dame Academy’s criteria.

New Families:

New families may receive a discount on tuition as approved by Notre Dame Academy Finance and Board.

TUITION PAYMENT/FEES

Tuition is collected via FACTS Tuition Management. Families wishing to pay monthly tuition payments must enroll with FACTS. Tuition payment begins in July and ends in June. This coincides with the fiscal year. Families wishing to pay tuition in full must do so by July 1st preceding the current school year.

8TH GRADE TUITION POLICY

Families with an 8th grade student who is either an only child or the last child attending Notre Dame Academy, arrangements must be made for tuition to be paid in full by May 1st of the child's final school year.

DELINQUENT TUITION

If tuition is delinquent, FACTS will apply late fees. The student may be removed from class if tuition falls 50 days delinquent. The school family will be notified that the student(s) will not be allowed to return to school.

Resumption of attendance will depend upon either paying all late tuition and fees by cash or money order, or negotiating an acceptable payment plan with the school office which will repay late tuition in a timely manner. Parents/guardians will not be able to pick up school books or daily work missed. The student will be allowed to make up work after returning to school.

Records and report cards will be held if money is owed to the school, cafeteria, or library.

FINANCIAL ASSISTANCE

Any family who cannot meet the full cost of educating their children can and should apply for tuition assistance each fall through the Catholic Education Foundation Financial Aid Program. These forms are available through the CEF Website.

Emergency tuition funds are available in the case of loss of employment, death of the responsible party paying tuition, and illness. Please contact our school business manager for more information.

III. ATTENDANCE

SCHOOL HOURS

The school doors open at 7:15 am. Students must be in their homeroom by 7:50 am. Dismissal of students begins at 2:45 pm.

LATE PICKUP POLICY

All students should be picked up by 3 pm Monday-Thursday and by 1:15 pm on Friday. If a student is consistently picked up late, the Administration will contact the family/guardian to set up a formal meeting to discuss the ongoing issues. All efforts will be made to call parents and those listed on the "Emergency Pickup List". If no one can be reached and the child is not picked up within 1 hour of the ending time, authorities will be called (LMPD or Home of the Innocents) and arrangements will be made to transfer the child to a safe location.

EARLY DISMISSAL OF STUDENTS

A parent or legal guardian is the only one that can check a student out of school early unless we receive a note, email or call from the parent/guardian. **If someone that is not a parent or legal guardian shows up to pick up the student and we did not receive a note, a parent must be called to give us permission to send the student.** Students will be called to the office. They are not to be picked up at the classroom.

Students who leave before 11:00 A.M. and who do not return to school will be counted “absent” all day. Students who arrive at school before the 7:50 A.M. bell and who leave after 1:00 P.M. will be counted “present” for the day but will be marked as a partial day on their report cards. Students must be in school at least 5 hours to be counted “present” for the day. Students who are present in school for 3 hours will be counted “present” for 1/2 day.

Students will not be permitted to walk home when they are ill. Parents are required to make arrangements for someone to pick them up.

Restrictions on Student Dismissal

Specific requests concerning restrictions on individual student dismissals must be made in writing to the office. School officials will not give permission for parents to take another child home from school without that child’s guardians’ permission. School officials will not permit anyone other than those adults/guardians listed on the Emergency Form or the Authorized Signature Form on file in the office to sign a student out or leave with a student. We honor custodial agreements. We cannot deny a parent/legal guardian from picking up a child unless we have legal documentation.

ABSENCES/TARDIES

Consistent school attendance is one of the keys to academic progress. Guardians can help their child succeed by ensuring their attendance except when illness or extreme family emergencies occur. For illness longer than five (5) days, students must present a doctor’s note. A doctor’s note may be required for students with excessive absences at the discretion of the administration. When absences are necessary, please call the school office by 9:00 A.M. and follow up when the child returns to school with a note of explanation from the parent to the teacher. These notes are kept on file for one year. The Notre Dame Academy answering machine is *always* on – 24 hours a day, 7 days a week.

A student absent from school will not be allowed to participate in any extra-curricular activity on the day of the absence.

EXCESSIVE ABSENCES

“Kentucky Common School Law defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. All truants must be reported by the principal to the Director of Pupil Personnel of the appropriate public school district.” (Archdiocesan Handbook for K-8)

After a student misses 10 school days in a school year, a letter will be sent home informing parents of our concern. In addition, once 10 absences are reached, the student could be placed on an attendance contract/plan for the remainder of the school year and could also be asked to refrain from attending class trips and/or

extracurricular activities in order to make up for loss of instructional time. Excused and unexcused absences are considered in this process. Plans are developed in partnership with the family on a case-by-case basis.

School policy dictates that any student absent more than 20 days may be required to attend summer tutoring/summer program or said student could be retained based on a lack of mastery of material. Exceptions, such as with extended serious illness, may be allowed at the discretion of the principal.

TARDIES

Any child who is not in their homeroom by 7:50 A.M. will be marked tardy and must receive a tardy slip from the office before reporting to the classroom.

A student may have 5 unexcused tardies per trimester. Each additional tardy will result in a required 7:15 a.m. arrival where the student will sit in the school office until their classroom opens.

EXCESSIVE TARDIES

Arriving late to school constitutes an “unexcused” tardy unless a doctor’s note accompanies the student. The Principal is the final recourse for determining whether any tardy should be classified as “Excused/Unexcused.”. Parents/guardians will be notified upon the 5th tardy making them aware that the next tardy (6th) will result in a 7:15 arrival on the student’s assigned day. A meeting with parents/guardians may be scheduled with school Administration due to excessive tardiness concerns.

ARRIVAL PLAN

Students may be dropped off in the front parking lot at the front doors or in the back parking lot at the back door near the gym.

When students arrive they will proceed to the cafeteria where they will sit with students in their same grade level. At 7:30 students will be dismissed to their homerooms.

DISMISSAL PLAN

Students in Grades Preschool-1st Grade will be dismissed to the back parking lot.

Students in Grades 2nd-8th will be dismissed to the Front Parking Lot. Students will be sent into the parking lot to find their car. Guardians may wait at the porch for their children or at their car. All cars should pull into the school parking lot into a dismissal lane. Cars should not park in Parish or Cafeteria parking. If a child’s ride is not in the parking lot at the time of dismissal, they will wait on the front porch with staff.

If you need to change their dismissal plans, please send a note to school or email your child’s teacher.

DELIVERIES

After the 7:50 bell, parents may bring items to school that students left at home but students are not permitted to call home or email for items they have forgotten. Calls by students for permission to attend an after school function, go home with a friend, etc. are not permitted except in an emergency situation. These arrangements should be made in the morning prior to the student coming to school. If a change of transportation develops during the day, parents should call the office and the message will be given to the student.

IV. SCHOOL FAMILIES

SCHOOL VISITORS

Visitors are allowed to come eat lunch with students after Labor Day. All visitors must check in at the office and will turn in their car keys in exchange for a visitor pass. Lunch visitors must be on the approved list for the student they are visiting provided by their parent/guardian and be scheduled using the Google Form. Visitors must sign out in the office, return their visitor's badge in exchange for their car keys. **Regular lunch visitors, those that come to lunch once a month or more, must have Safe Environment Training and a Background Check on file.**

SAFE ENVIRONMENT TRAINING

In order to be in compliance with the Archdiocese of Louisville, all volunteers are required to attend the Safe Environment Training Program and have a criminal background check on file.

For information on the Safe Environment Training, log on to: www.archlou.org.

On the right, click Protecting God's Children, scroll down to Safe Environment Training & click on "Training Schedule" for a list with dates and location.

Contact the school business manager for information on criminal background checks. The cost is \$15 per person

V. ACADEMICS

CURRICULUM

Notre Dame Academy educates each child academically, emotionally, physically, socially, and spiritually in conjunction with the Archdiocesan and Kentucky curriculum guidelines and culminating outcomes.

The curriculum and instructional program is developed with the following guidelines:

- Archdiocesan school goals and objectives
- The individual needs of the students
- The abilities of the faculty
- The effective use of the facilities

Religious formation is a vital part of the curriculum of Notre Dame Academy. Religion classes and church attendance are an integral part of an academic environment that seeks to immerse students, teachers, and parents in Christian vision and values. Textbooks chosen are in accordance with the adopted lists by the Office of Lifelong Formation and Education and the State of Kentucky.

HOMEWORK

Homework is based on material that has been taught in school. Assignments will be a type of study, written work or a combination of both. Following are the recommended time frames for formal home study (from the Archdiocesan handbook):

Grades 1, 2 – 30 minutes

Grades 3, 4 – 45 minutes

Grades 5, 6 – 60 minutes

Grades 7, 8 – 75 minutes

It is each child's responsibility to record class assignments each day and to have them ready for the next day. Homework assignments can be found on the class Google Slides.

Work missed during class can only be made up if the student has an excused absence. Following an absence, students are expected to submit completed work promptly. The time limit will equal the number of days missed. For example, a student missing 2 days will have 2 days to complete and turn in assignments.

If a child misses school because of illness, the parents may request missed work when calling the office to report the illness. (Please request work before 9:00 a.m.) Missed work can be sent home with a sibling or neighbor or picked up in the school office between 2:20 p.m. and 3:30 p.m. Teachers are not expected to prepare/send assignments to be completed if a child misses school for an unexcused reason, such as family trips, extended holidays, etc.

Students who need books/assignments from their classroom after dismissal must make this request while the teachers are still in the classrooms. Classroom doors will not be unlocked once the teacher is gone (3:05 p.m.).

LATE WORK

It is ultimately the responsibility of each student to get his/her work submitted. When an assignment is not turned in:

- Day 1: A warning will be put in Class Dojo to notify guardians and students of the missing work
 - Day 2-4: A point will be deducted in Class Dojo
 - Day 5: An email will be sent to the student and guardian about the missing work
- No missing work will be accepted after two weeks.

PROGRESS/EVALUATION

Assessment Philosophy

Assessment is a comprehensive, multi-faceted analysis of an individual's progress against clearly defined learning standards as articulated in the Archdiocesan Curriculum Framework, Content Guidelines/Process Skills, other support curricula and the local school curriculum. A holistic assessment system, based upon the developmental needs of the learner using the RTI process, offers a variety of assessments including, but not limited to the following:

Performance Assessment – Student Portfolios, Narrative Descriptions, Anecdotal Records, Parent-Teacher-Student Conferences, Performance Events, Performance Tasks.

Teacher Checklists which include – Observed Behaviors, Observed Skills, Pupil Progress Report of Learning Standards.

Criteria-Reference Tests which may include – Math Inventory, Reading Inventory, Achievement Tests, Mastery Learning Pre-Test/Post-Tests for Mastery, End-of-Chapter Tests, End-of-Unit Tests.

Standardized Tests

A nationally recognized assessment (MAP) is used for comparison with national norms, individual percentiles, local percentiles and cognitive and achievement correlations. Notre Dame Administers the MAP assessments 3 times per year.

MOVIES TO SUPPLEMENT THE CURRICULUM

Teachers may at times present a lesson which can be enhanced by a movie. Teachers may show only films appropriate to the age and grade of their class and/or any recommended by O.L.F.E. Movies must be G or PG in order to be shown without any permission. If a teacher wishes to show a movie with a different rating or one that has inappropriate language or controversial situations, the teacher must request permission from the principal. If the principal approves, the teacher must also send home a permission slip to be signed by the parent informing them of their choice and giving parents an opportunity to respond.

PARENT-TEACHER-STUDENT (PTS) CONFERENCES

Parent-Teacher-Student (PTS) Conferences will be counted as “instruction days”. Attendance at conferences is mandatory for students and at least one parent/guardian. Students who do not attend conferences will be marked absent for one school day. Teachers will use conferences as time to talk about progress toward goals and areas where improvement is needed.

PROMOTION/RETENTION

In the primary grades, student progress is based on reading and math ability and social maturity, since this is the basis for all further study. If a child is to be retained, this is the time when it would be most beneficial to him/her. Students in grades 4-8 are promoted according to the progress of the student in all areas.

In all grades, if there is a possibility of retention, parents are usually notified by the second Parent-Teacher-Student Conference. Parents are advised if the student is in need of a summer program. All needed information is made available in April.

It is our belief that a recommendation for retention is a serious decision. Recommendations for retention are not meant to be punitive; instead, they are made with the hopes of giving the child the opportunity to improve so he/she can function at the appropriate grade and skills level, academically and socially.

Notre Dame Academy, its pastors, principal, and teachers do not accept the responsibility for unsatisfactory academic or developmental progress of a student who is recommended for retention and whose parents do not support it. Parents who do not support the recommendation for retention must state the reasons they do not on a signed document. This form will be kept on file in the school office.

GRADUATION

An 8th grade student who does not demonstrate mastery of grade level standards in language arts and/or math will not be promoted until required summer tutoring and assessments are complete.

The 8th grade class is the only class that celebrates graduation/promotion.

LEARNING NEEDS

Notre Dame Academy has two full-time Learning Coordinators to assist in identifying and servicing children with learning differences in the area of academics, behavior, and social development. If concerns in any of these areas are raised by parents and/or teachers, the Archdiocese of Louisville Intervention Protocol will be implemented to meet the needs of the child. Once a child has a diagnosed disability and his needs are identified, the Learning Resource Coordinator will work with the classroom teacher and parents to determine the most appropriate service delivery model.

Evaluations for a Learning Disability or other types of disabilities may be requested by one of Notre Dame Academy's Learning Coordinators through Jefferson County Public Schools at no cost to the parent. This request may only be made after interventions have been in place for six weeks. Evaluations may also be obtained through private psychologists and Spalding University Center for Behavioral Health. Fees are charged to parents for these services. Please contact your Learning Coordinator for more information.

Parents may also contact the Assistant Superintendent of the Archdiocese, who serves as a consultant to all Learning Coordinators, if they have further questions or concerns that our Notre Dame Academy coordinators are not able to address.

TRANSCRIPTS/RECOMMENDATION LETTERS

Requests for school transcripts or recommendation letters must be submitted in writing. There is a \$3 fee for school transcripts. Please submit your request at least 5 school days before the due date. All school tuition, fees, etc. must be current in order to release the transcript/letter. Transcripts will be stamped "unofficial transcript" when given directly to the student/parent. Recommendation letters are mailed directly to the school/organization.

VI. STUDENT PROGRAMS

SACRAMENTS

Sacramental Preparation and Celebration are a parish event. The entire faith community is called to exercise its role of Christian witness and create a supportive environment for the candidates' new stage of faith.

Sacramental preparation is a dual responsibility of the school and home. Guardians, as first educators of their children, begin the informal preparation at birth. Immediately preceding the first reception of the sacrament, a period of formal preparation is undertaken by the school and religious education program along with the support activities at home. Guardian meetings will be held to help parents grow in their understanding of the sacrament, and to become informed of the formal preparation program. Prayer and liturgical celebrations, both at home and in the parish are important elements of the program.

As a Catholic School, Notre Dame Academy follows Catholic tradition by requiring Mass attendance on the weekends at your home parish.

FIELD TRIPS

Field trips are encouraged. All field trips are academically oriented. Uniforms will be worn unless the type of trip permits otherwise. The official permission form signed by the student's parent must be presented to the teacher in advance of the trip. Verbal consent or a written note will not be accepted.

Children not in the class taking the field trip are not permitted to attend field trips.

Students may lose their privilege to attend a field trip if they fail to meet academic and/or behavioral requirements. If so, the student must report to school for a regular day of class.

All chaperones must have attended the Archdiocese Safe Environment Training and had a criminal records check on file before going on a school field trip.

EXTRA CURRICULAR

In addition to a sound academic and religious education, Notre Dame Academy offers a wide variety of programs and activities to develop and enrich the student's growth in various curricular areas. These activities help to foster loyalty, school spirit, and healthy competition. All participants in these activities must observe all school rules. School assignments take priority over extra-curricular activities. The student must have a note on file granting permission to participate in the activity and stating how the student will be going home. If a student does not have a note, they will not be allowed to stay for the after school activity.

PARTIES, GIFTS AND INVITATIONS

Classroom parties will be held for special events and activities which correlate with subject material. The teacher will contact the room parent if help is needed.

Parents may not send private party invitations to school for the teacher or child to distribute unless the **entire** class is invited. Teachers are not permitted to give out names and addresses of students. Look in the NDA Family Directory.

Birthday treats of any kind **MAY NOT** be brought to school. This includes food and party favors/gift items, etc. Neither flowers nor balloons are allowed to be delivered to individuals or groups of students in a classroom. Gifts may not be exchanged between students at school.

VII. Uniform Policy

Students' appearances create a first impression to those in our community and should conform to a standard of dress and decorum that demonstrates the seriousness with which they and their parents value their Catholic identity and education.

The school expects that parents/guardians take an active role in compliance of the uniform policy. Uniform violations may be given out by teachers and administration. Students may be asked to change into appropriate clothing from our uniform closet or parents may be called to bring in appropriate clothing. Coats, jackets, and other non-uniform outerwear may not be worn in the school building. All uniform decisions are under the discretion of the school Administration.

Shirts: Red or white polo-style shirt with collar, either short or long-sleeves, must be worn. Shirts with the school monogram are optional and can be purchased at Coffman's. No other logos should be on the uniform shirt. Coffman's offers our monogram on both cotton and dri-fit style polos. Shirts must be tucked in at all times.

Sweatshirts: Official red school sweatshirts purchased from Coffman's with the school monogram are the only acceptable sweatshirts. Coffman's offers our school monogram on the traditional style sweatshirt, cardigan sweater, and pull over $\frac{3}{4}$ zip sweatshirt.

Pants/shorts: Boys and girls may both wear uniform shorts or uniform pants year round. They must be navy in color and cannot be cargo shorts/pants. Shorts must be no longer than the knee and no shorter than 5 inches above the knees. Students may wear a brown, black, navy, or gray belt with pants and shorts that have belt loops.

Skirts/Jumpers: Girls may wear red plaid box pleated skirts or jumpers. Skorts are not allowed. Skirts and jumpers should not be more than 5 inches above the knee. Shorts should be worn under the skirt or jumper. Navy or black full length leggings may be worn under the skirt or jumper.

Socks: Socks can be solid navy, black, white or gray in color. Small logos are acceptable.

Shoes: Tennis/athletic shoes or other sturdy walking shoes with a hard bottom may be worn at school. (No boots.) The shoes must fit the foot tightly and must match. If shoes have strings that tie, they must be tied. Otherwise, velcro or elastic is acceptable as long as it is a shoe that fits the foot tightly. **Shoes may not be changed once students are at school.**

Hair: Hair must be out of the eyes and off the face throughout the school day and a traditional color. Haircuts with designs, words or symbols are not permitted for our school setting. No hair accessories such as glitter strands or nontraditional hair color extensions should be worn to school. Hairstyles must be changed if the Administration determines that they are not acceptable for a school setting. Administrators may request that a student's hair be changed if it is determined to fall outside these established requirements. Requests for hair changes must be abided by within three school days. Failure to do so will result in the student receiving a uniform violation mark and/or not being allowed to return to class until in compliance with school policy. No facial hair is allowed. Headbands must be flat against the head.

Nails/Makeup: Students may wear nail polish to school. Acrylic, fake nails, or gel nails may not be worn. Requests for the removal of nails must be abided within three school days. Makeup is not permitted in any grade level. This includes tinted lashes, lash extensions, and fake lashes. No temporary tattoos/tattoos or visible body art. (This includes drawing/writing on the body.)

Jewelry: No piercings other than earrings are permitted. Dangle earrings are not permitted. Jewelry that is worn should be minimal in size and quantity. No more than a total of 4 bracelets. No Apple/Android watches, Fitbits, etc.

PE: All students will be provided a PE uniform to wear on their PE day. They will wear the PE uniform all day. They may wear their regular school uniform on PE days but spirit wear is not allowed. Tennis shoes must be worn on PE days.

Spirit Wear:

Every Friday is a Spirit Day for students and the following may be worn:

Shirts/Sweatshirts: Shirts must be school or parish sponsored. Athletic jerseys for Notre Dame teams are also permitted as long as they are within school dress code guidelines. (No sleeveless jersey without a short sleeved item underneath.)

Pants: Jeans or sweatpants may be worn on Spirit Days. Pants may not have holes in them. Leggings may only be worn under a dress. Pajama bottoms are not acceptable.

Shorts/skirts: Shorts or skirts must be 5 inches above the knee or longer. Biker/spandex shorts/skirts may not be worn to school.

Dresses: NDA apparel dresses may be worn and must be 5 inches above the knee or longer.

Shoes: Tennis/athletic shoes or other sturdy walking shoes with a hard bottom may be worn at school. (No boots.) The shoes must fit the foot tightly and must match. If shoes have strings that tie, they must be tied. Otherwise, velcro or elastic is acceptable as long as it is a shoe that fits the foot tightly. **Shoes may not be changed once students are at school.**

On the 1st uniform violation, the guardian will be contacted with the option to bring a change of clothes or have the student change into an article of clothing from our closet. Upon the next violation the student will receive a uniform violation mark and will change into an article of clothing from our closet.

VIII. TECHNOLOGY

Students and parents must sign an Aceptable Use Policy (AUP) at the beginning of each school year. Students are to use school technology tools only under the direction and supervision of their teacher and only for the specified purpose designated. This Aceptable Use Policy is given out to all students at the beginning of each school year and can be found on the website. These forms are to be signed and turned in by all students and parents before school devices can be taken home, and acknowledge family understanding of all technology policies. All students will be given a school email account and should access them with the guidance of a teacher or parent.

Students should not use the Internet, texting, emails or other messaging tools to contact friends or parents from school during the school day. If students need to contact a parent, the office phone should be used. Accessing social networking sites such as Facebook, TikTok, Instagram, etc. is not permitted for students during the school day. Students should not use their school-assigned email address to sign up for any social media accounts or other non-school related subscription without teacher approval. By signing the Aceptable Use Policy the student and parent agree to abide by the school's policy governing access. The privilege of using school technology can be taken away at any time as a consequence of misuse.

Cell Phone Use

The use of any personal electronic device, including cell phones are prohibited. If cell phones are brought to school they must be kept in student lockers in the off position from the time they enter the classroom until they pack up for dismissal or dropped off in the office. Cell phones may not be used during the school day or on a field trip for any reason. Students will also have the option to turn in their phone into the school office each day upon arrival. Their phone will be kept in our Administration offices and they may pick them up as they are dismissed from school. Phones may not be out while waiting to be picked up from school. If students are found in violation of the above guidelines, their phones will be taken and held in the office for parent pick up and the student will receive a detention. The parent and student understand that Notre Dame Academy is not responsible for the loss or theft of cell phones.

CODE OF CONDUCT

“The Catholic School strives to effect in its students a lifestyle based on the Gospel precepts. Therefore, it is expected that Catholic school students will conduct themselves with Christian behavior appropriate to each occasion. Parish and school authorities are rightfully concerned with behavior problems on school premises and in public places (e.g. at athletic or recreational events, etc.). Catholic school personnel feel a responsibility for motivational or corrective measures whenever or wherever such incidents occur.”

We “STRIVE to be a Saint” at Notre Dame Academy. Our STRIVE program is implemented throughout our school culture.

Service

Thankfulness

Respect

Integrity

Voice

Empathy

At Notre Dame each teacher has definite rules in his/her classroom which will be explained to the students during the first week of school. Teachers will also inform students of consequences of inappropriate behavior. Students have the responsibility of knowing and following these rules. Rules apply from time of arrival to the school to the time the student is picked up from the school including after school activities.

THE PRINCIPAL HAS FINAL RECOURSE IN ALL DISCIPLINARY MATTERS.

DISCIPLINE PROCEDURES

At Notre Dame Academy, our goal is to teach each child the skills needed to be successful. This includes behavior skills. Through Behavior RTI (Response to Intervention), we strive to meet each student where they are and help them to learn and grow emotionally and behaviorally just as we do spiritually and academically. Behavior management will be differentiated for each student and at times the following discipline actions must be taken.

Cheating

At no time is cheating acceptable at Notre Dame Academy. Cheating, in short, is using someone else’s work and representing it as your own. Examples include but are not limited to copying someone’s written work/test/homework, plagiarizing/using AI, soliciting or unsolicited sharing of answers, changing the name on a paper to represent it as your own when it is not, etc. Consequences will be given to those who willingly give someone else his/her work as well as the person using the information as his/her own. Because situations will vary, the classroom teacher will determine the severity of the consequence in consultation with the administration. Consequences may include receiving a zero on the assignment/test, a reduction in credit, loss of privileges and/or loss of dojo points or a detention. Teachers are not required to give alternative assignments

or assessments due to cheating. Repeated issues with cheating will result in detentions and parent conferences will be called.

Detention

If a student is given detention, a form will be signed by the teacher and principal and sent home with the student. This form should be signed by the parent and returned to school the next day to be kept on file. If the signed detention is not returned the next day, the parent will be contacted. Detention will occur on their assigned day as noted on the detention for grades 2-3 from 2:45 – 3:15 (30 min) and for grades 4-8 from 2:45 – 3:45 (1 hour). Transportation is the responsibility of the parents. Siblings cannot stay for detention.

Suspension

Suspension is used only when normal disciplinary procedures have failed, or in cases of exceptionally severe breaches of discipline. Only the principal or assistant principal has the authority to administer suspension as a disciplinary measure. If a student is suspended they are not permitted to attend school activities/sports.

Probation

If a probation period is warranted, the principal has a conference with the student, teacher, and parents to advise of reasons, conditions and length of probation.

After the period of probation, a second conference is held for evaluation and to decide whether the probation is to be terminated or extended.

DISMISSAL FROM NOTRE DAME

Students may be asked to leave Notre Dame Academy for any single or just cause. Some possible reasons why such disciplinary action can be taken are:

- persistent disobedience or aggression and blatant opposition to school officials
- alcohol, drugs, smoking, vaping, drinking on school property or on the school bus, or during a school sponsored function
- pornographic material at school
- consistent violation of the rights of other students
- persistent opposition to teachers or administrators
- truancy
- theft
- vandalism of school or church property
- frequent, uncontrollable outbursts
- leaving school grounds during school without permission
- harm to the reputation of the school by conduct in or outside of school which is detrimental to the school's good name, for example by fighting on or off school property
- bringing guns, knives, or other weapons to school
- abusive language, profanity
- threats to others
- criminal arrest
- detention in juvenile offender facility
- persistent physical or sexual harassment

- failure of parent/guardian to follow expectations/rules of Notre Dame Academy

Continual disciplinary problems may result in permanent, out-of-school suspension.

“The Catholic Church and Notre Dame Academy recognize parents as the primary educators of their children. The education of students at Notre Dame Academy is a partnership between parents and our school. If, in the opinion of the administration, the partnership is irretrievably broken, Notre Dame Academy reserves the right to require the parent to withdraw his or her child. This is a very serious decision, and one not made lightly.”
(Sr. Mary Angela Shaughnessy, SCN, JD, PhD; NCEA publication, 2012)

Illegal Drugs

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

FIREARMS AND DANGEROUS WEAPONS (This entire section is taken from the Archdiocesan Handbook for Catholic Schools 8/96)

KRS Chapter 527 reads as follows: “A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purpose other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of post-secondary or higher education.”

The Kentucky Penal Code, Section 500.080, states “deadly weapon” means any weapon:

- (a) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; or
- (b) Any knife other than an ordinary pocket knife or hunting knife; or
- (c) Billy, nightstick, or club; or
- (d) Blackjack or slapjack; or
- (e) Nunchaku karate sticks; or
- (f) Shuriken or death star; or
- (g) Artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080 does not define hunting knives or pocket knives as “deadly weapons,” they should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches

high and fourteen (14) inches wide stating: “UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND (\$10,000) FINE.”

Failure to post the sign shall not relieve any person of liability under this section.

Should a student be in violation of the above policy, the following steps should be taken:

1. Parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. Superintendent is notified.

Reason for dismissal is noted on the student’s permanent record.

HARASSMENT

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

1. **Sexual Harassment:** Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual’s work performance or of creating an intimidating, hostile or offensive learning environment.
2. **Verbal Harassment:** Includes derogatory comments, jokes, or slurs: can include belligerent or threatening words spoken to another individual.
3. **Physical Harassment:** Includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work movement.
4. **Visual Harassment:** Includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

***See Conduct, Threatening Behavior, Firearms and Dangerous Weapons

BULLYING

All people have dignity because they are created in God’s image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.

Cyberbullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic

mail, instant messaging, text messaging, electronic readers, video games, websites and any form of social media.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

ROLE OF NOTRE DAME ACADEMY STUDENTS: Report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.

Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior. Treat others with the respect and dignity that is expected of a Catholic school student.

ROLE OF THE NOTRE DAME ACADEMY PARENTS: Report concerns of bullying behavior to their child's appropriate teacher or school counselor as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.

Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

PLAYGROUND CONDUCT

1. Avoid throwing any objects other than balls.
2. Students are to play in assigned area(s) only.
3. Students may not enter the school building during play without the teacher's permission.
4. Abusive language and/or arguing over game rules will not be permitted.
5. Sports with tackling are not permitted.
6. Flips, mounts, or cartwheels are not permitted.

RELEASING STUDENTS TO POLICE CUSTODY

School officials are required by law to release a student to the custody of a police officer. In the event that a police officer shows school officials a warrant for the arrest or detention of a minor child, school officials will ask permission to call the parent/guardian. Police officials are not required to wait for the parent/guardian before escorting the child out of school. If a parent/guardian cannot be reached, a school official will accompany the student to the police station.

RIGHT TO SEARCH

Notre Dame Academy reserves the right to search anything brought onto school property. Students can be asked to empty pockets, book bags, purses, etc. The principal will keep any confiscated items in the office. Parents will need to pick up these items.

"If a principal believes that a student is carrying a dangerous item on his or her person, the principal should ask the student for it. If the student refuses, the student can be asked to empty pockets, book bags, purses, etc. If the student still refuses, the principal must make a choice. Obviously, if the principal believes that persons are in danger, the principal will have to take whatever action appears necessary to gain possession of the item. If the situation permits, the best course of action would appear to be to contact the parent and have the parent come to school and conduct a search of the child. Obviously, such a procedure is a serious one and should be undertaken only in appropriately serious circumstances. Where possible, principals should contact the

appropriate diocesan personnel or attorney for advice.” (From Archdiocesan Handbook #5162)

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures or actions meant to cause harm to another person and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior; circumstances surrounding the behavior; nature of statements/gestures/actions; developmental stage of student; other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student’s parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise a member of the Pastor Committee and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee or any other person reasonably expected to be on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment, but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Range of Penalties

The range of penalties will take into consideration the age of the child.

IX. CAFETERIA

Our cafeteria is managed by Ms. Mary Recktenwald. The cafeteria is operated self sufficiently, receiving no money from the parish or school. The cafeteria is on the Federal Lunch Program, which provides a well-balanced meal, including milk, at a reasonable cost.

Each student will have a lunch account. Parents are expected to put money into their student's account for lunch and extras. This enables you to pay in advance for meals and/or a la carte items. Students may be given an alternate lunch if their lunch account balance is a negative \$13.00 or more. Please call the cafeteria if there is a problem making a payment.

Cafeteria Charge Policy

Students who are not eligible for free or reduced meals are allowed to charge five lunch meals. Parents of students will be sent automatic low balance notices from the Point of Sale system as well as the automated payment program that notifies parents when the accounts are low or negative. Students also are told when their accounts are getting low or are negative, e-mails are sent and phone calls are made.

When the communication with the parent breaks down with no effort to pay the charge, the student is then given an alternate meal of a sandwich and milk.

PAYMENT OPTIONS

- A. **OPTION 1: "CASH ON ACCOUNT – UNLIMITED"** Cash/check is sent to the school cafeteria and deposited into your child's account. There is no limit on the amount of money that can be deposited into your account. These funds are available to your child when purchasing meals/and a la Carte items in the cafeteria. The account balance simply decreases as purchases take place.
- B. **OPTION 2: "PRE-PAID LUNCHESES ONLY AND A LA CARTE ACCOUNT"** You may send in cash/check for X number of pre-paid lunches and X amount for extra items in the cafeteria. If students bring lunch from home and need a drink, they will need money in their a la carte account.

CAFETERIA GUIDELINES

All students at Notre Dame are expected to eat lunch whether it is a hot lunch or a brown bag lunch. Students are not permitted to bring bottled or canned soft drinks for lunch. No gum or candy is allowed. Students or adults are not permitted to have meals from a commercial food place in the cafeteria.

Students receive 25 minutes for lunch. The lunch period runs from 10:55 a.m. to 1:00 p.m.

The cafeteria or school is not responsible for any personal items lost or thrown in the trash. (Example: retainers, mouth appliances, money, etc.)

Visitors may begin eating lunch with students after Labor Day. They may only accompany students to lunch, they may not stay after lunch to go to recess or to the classroom. Visitors must be on an approved list for the student they are visiting and have completed by the parent/guardian and must complete the Google Form by 9:00 am the day of the visit. You will need to call the cafeteria to place your order if you choose to eat with your child. 502-448-7556. **Regular lunch visitors, those that come to lunch once a month or more, must**

have Safe Environment Training and a Background Check on file.

Money left in students' lunch accounts at the end of the year will roll over to the next year. Students who owe money to the cafeteria at the end of the school year will not receive their report card until the debt is paid.

Cafeteria Rules

Students may not return to the serving line for extras or for other items.

Students will demonstrate good manners and politeness at all times.

Students will raise their hand to ask for any additional items such as straws or cutlery.

Students need to stay seated at tables during lunch. They may raise their hand to ask permission to go to restroom.

Students are to wait until the cafeteria monitor dismisses them before getting up from the tables.

Each homeroom will have 2 table washers & 2 floor sweepers each day.

X. HEALTH/WELLNESS

HEALTH RECORDS

Each student will have health records on file at school with accurate and current information.

Immunizations – An immunization certificate, Kentucky Medical Examination Form, and Kentucky School Eye Exam form are required for all kindergartners and new students. These will be kept with the health records at school. When immunization records expire, you will be contacted by the school. You may go to your personal physician or to the Health Department to have your immunizations updated. Kentucky law requires that students whose immunization has expired or who have not given a record of immunization to schools not be enrolled.

Physical Exams - Kentucky law requires that all sixth graders must have proof of MMR #2 and physical examination before school begins. These medical exams shall be reported on forms prescribed by the Dept. of Education and will include a medical history, record of immunization, assessment of growth and development and general appearance; physical assessment including hearing and vision screening; a report of the results of the tuberculin (TB) skin test and recommendations to the school regarding health problems that may require special attention in the classroom or physical education.

Vision Screenings/Hearing Screenings – Vision and hearing screenings will be conducted at school once a year. Vision will be screened in grades 1, 3, 5, and referrals. Hearing will be screened in grades K, 1, 2, and 3 and referrals. Parents are advised if further attention should be given to a vision or hearing difficulty. Keep in mind, though, that these are only screenings. If you have concerns about your child's vision and hearing, please consult with your physician.

Scoliosis – This screening is done in grades 5 & 7. Parents are notified after a second screening if further attention is needed. Parents who choose not to have their child screened at school must present a doctor's signed note that the child was screened outside of school.

HEAD LICE

School officials must be notified when a child or other members of the family contract head lice. The child must remain at home until the proper treatment has been administered and is no longer present. The child who has been infested with head lice can return to school only with a doctor's statement or a Health Department release indicating that the child is free of active head lice. Head lice can only be passed from person to person through contact with brushes, combs, hats, clothing, etc. One case can spread quickly if left undetected. Therefore, if school officials find it necessary, individual children may be checked for head lice. Children who show signs of infestation must be picked up by the parents and begin treatment immediately.

ILLNESS AT SCHOOL

If a student becomes ill or is injured at school, he/she will be sent to the office. The office will call the parent to pick the child up, if necessary. School personnel will not assume responsibility for giving medical care during the school day.

Guardians should notify the office of special health or medical conditions that affect their child. If the parent is to be away from home or from their usual location, they should inform the office of where they can be reached.

Guardians are asked to keep children home who are running a fever, have chills, diarrhea, a skin rash or nausea. The child must be without fever (100.4 or greater), vomiting, and/or diarrhea for at least 24 hours before returning to school. Children who have conjunctivitis (pinkeye) remain at home until the infection is cleared up. Guardians will be asked to pick up their child if conjunctivitis (pinkeye) is suspected. School officials have the right to determine if the outbreak is serious.

MEDICATION

If a child needs to take medication from home (prescription or non-prescription), the guardians will need to complete the official "AUTHORIZATION TO GIVE MEDICINE" form and send it to school authorizing school personnel to administer the medicine. If you are requesting that your child receive more than the recommended dosage of medication for their age/weight, a doctor's note giving specific instructions must accompany the completed form.

Medicine must be sent in its original container with the child's name on it, the amount of dosage, name of the medicine, and the doctor's name, if prescription. School personnel will log each time medicine is administered. Medicine that is not properly labeled will not be given to any child.

No medicine is to be kept in the classroom at any time. When a student needs to bring medicine to school, it must be kept in the office.

SNACKS

Classroom teachers will provide examples of healthy snack choices that can be brought into school for a classroom snack break if it is a grade level policy to host a snack break. No gum, candy, or any drink besides water is allowed. Only clear water bottles can be used at school.

CHILD ABUSE

State Law (KRS620.030(2)) requires school officials who suspect the physical, emotional or sexual abuse or neglect of a child must report this to Child Protective Services. Notre Dame Academy officials will immediately report any suspicions of abuse or neglect in the home to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school if requested. School officials will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians that a child is being interviewed by social workers.

XI. EMERGENCIES

Kentucky State law requires that each school conduct fire drills and tornado drills during the school year. The safety of the students is one of our greatest concerns. It is essential that students participate in these drills in silence and orderliness. The teacher in each classroom will give the students instructions about how to proceed and where to go. Students are also drilled on how to respond in other emergency situations: e.g. earthquake, crisis drills, etc. School evacuation plans will be posted in each classroom.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Notre Dame Academy will follow the Office of Lifelong Formation and Education's decision to open or close in bad weather. The decision to close school due to weather conditions will be announced via radio and TV for the Catholic Schools of Jefferson County. One of the following announcements will be made:

1. All Catholic elementary and high schools in Jefferson County are **CLOSED**. This means Notre Dame will be closed.
2. All Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE**. This means Notre Dame Academy will begin school at 10 am. Doors will open at 9:15, the 2nd bell will ring at 9:50.

MASS SCHEDULE WITH INCLEMENT WEATHER

*8:15 a.m. Mass at St. Lawrence Church will be canceled when school is canceled.

*8:15 a.m. School Mass at St. Lawrence Church will be canceled when school is on delayed opening.

*8:15 a.m. Mass at St. Lawrence Church will be canceled in the event of a funeral scheduled later in the day.

COMMUNICATION

The office may take messages to students when there is an emergency and the message is essential. A child will not be removed from class to speak with a guardian unless it is a family emergency.

Guardians wishing to confer with teachers are invited to email the teacher or call the office and every effort will be made to have the teacher call them back when it is feasible. Teachers will not be interrupted to speak to a parent. Teachers may be contacted using their NDA email address. Social media should not be used for school concerns. Teachers should be given at least 36 hours to reply.

From time to time families in our school undergo severe emotional crises. Divorce, death of a family member or a hospital visit by the child are examples. This can cause great trauma for children and alter their behavior at school. Because of this and because our staff can lend much emotional support to children during these times, we request that you discuss any situations of this nature with your child's teacher. Let us help!

Guardians must always check-in at the office before going to a classroom to talk to a teacher. Teachers have a responsibility to supervise and appointments need to be made if a parent has to speak with the teacher.

Any guardian that would like to speak to an administrator will need to call the school office and schedule an appointment.

During school hours, including arrival and dismissal, it is the responsibility of our staff to actively supervise and are unable to discuss your concerns during these times. If you have a concern please contact staff through email or call the school office.

NON-CUSTODIAL PARENTS

Notre Dame Academy officials are required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled in Notre Dame Academy has the right to see academic and disciplinary records and to talk with school officials regarding his/her child's progress. Non-custodial parents, by law, have the right to information. Notre Dame Academy officials are not required to contact the custodial parent if such information is requested by the non-custodial parent. Notre Dame Academy voluntarily complies with the Buckley Amendment.

In special cases where a **COURT ORDER** states that the non-custodial parent has no right to information about his/her child, the custodial parent **MUST** present a copy of the document to school officials to be kept on file.

If a child is **NOT** to be released to a non-custodial parent, the school **MUST** have a copy of the court order stating this.

It is the responsibility of parents to keep the school informed of special family arrangements in regard to the custody of the child.

All custodial parents are encouraged to submit a notarized copy of the custody section of the divorce decree to school officials within one month of the opening of school. These documents are necessary to protect the legal rights of the custodial parent and the child. Parents should not assume that school officials are aware of court orders regarding custody.

RIGHT TO PRIVACY

The right to privacy of the individual, student or employee shall at all times be respected.

XII. GRIEVANCES

The staff of Notre Dame Academy believes that it takes cooperation among administrators, staff, students, and parents in order for each child to reach their full academic potential. At times, honest disagreements can, and sometimes do, occur between various groups. In these instances, the persons involved should try to reach an agreement that is mutually satisfactory.

Initially concerns or questions should be addressed to your child's classroom teacher. Should you not be satisfied, then contact the Principal. If still not satisfied, the question or problem should be brought to the Grievance Committee of the Board of Directors. Our school will be better able to educate children in a Christian family atmosphere when the channels of communication are followed as described above.

Teacher
Principal
Board of Directors
Diocesan Office of Education

Board of Directors Grievance Committee

In cases where parents consider any serious disciplinary action unjustified (probation, suspension, expulsion), they may request a Board of Director's Grievance Committee hearing.

Parents need to request a hearing to the Board of Directors Chairperson in writing within two days of the disciplinary action. The Board of Directors Chairperson contacts the Vice-Chairperson of the Board of Directors who is designated as the Grievance Committee Chairperson.

The Grievance Committee Chairperson will appoint two other Board of Directors members to be at the hearing. The members can be present at a grievance hearing only if their child is not in the same grade. The Chairperson will appoint a new Grievance Chairperson if this presents a conflict.

Parents who file the grievance are requested not to discuss the details with any Board of Director's member prior to the hearing. The Grievance Committee Chairperson will notify the parents when the hearing will be scheduled and where parents will need to report.

Date _____

PERMISSION SLIP

I request that Notre Dame Academy allow my son/daughter to participate in

_____.

I give permission for my son/daughter _____
 _____ (name)
 to attend _____ at _____
 _____ (event) _____ (destination)
 on _____.

I understand that this is an educational trip and a valid extension of the classroom experience.

In consideration of the making of arrangements for the trip by the school, I hereby release and hold harmless the school and any and all school personnel from any and all liability for any injuries, loss or other claims arising or resulting from this trip.

The cost of this trip will be: \$ _____ Date due: _____

LEAVING SCHOOL AT: _____

RETURNING TO SCHOOL AT APPROXIMATELY: _____

Parent/Guardian Signature _____

Emergency Phone Number _____

Date Signed _____

Siblings/other children may not go on field trips.

Bus transportation costs will not be refunded. Tickets, admission fee, etc. paid for in advance cannot be refunded unless the place of field trip refunds to Notre Dame Academy.

AUTHORIZATION TO GIVE MEDICATION

Dear Parent or Guardian,

In order for school personnel to administer **ANY** type of medication to your child at school, **WE MUST** have on file a signed affidavit giving your permission for us to do so. **THE MEDICATION SHOULD BE SENT TO SCHOOL WITH COMPLETE INSTRUCTIONS AND ITS ORIGINAL CONTAINER, WHICH MUST HAVE THE PRESCRIPTION LABEL ATTACHED.**

Sincerely,

Ashley Titus

Principal

Starting date for medication _____

Stopping date for medication _____

I hereby request school personnel of Notre Dame Academy – 1927 Lewiston Drive, Louisville Ky 40216 to give my child _____ medication.

INSTRUCTIONS TO FOLLOW WHEN GIVING MY CHILD THIS MEDICATION:

Type of medication: _____

Dosage: _____

Time of day (if applicable): _____

Hours in between each dose: _____

Signature of Parent or Guardian _____

Date _____

****Signing this form shall release Notre Dame Academy and the Archdiocese of Louisville School System and staff members from any liability of any nature that might result from administration of medication to the student.