

NOTRE DAME CATHOLIC SCHOOL

Forming Disciples of Jesus Christ since 1904



Student/Parent Handbook 2017-2018

Accredited by the Texas Catholic Conference Education Department (TCCED), AdvancED, and recognized as an accredited school by the Texas Education Agency (TEA)

Lower Campus (3K – 5th grade)
4060 York Street
Wichita Falls, TX 76309-4999
940.696.1011

Upper Campus (6th – 12th grade)
2821 Lansing Boulevard
Wichita Falls, TX 76309-4999
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Notre Dame Catholic School

MISSION: *As a center of evangelization, Notre Dame Catholic School forms disciples of Jesus Christ by preparing students in spirituality, academics, stewardship and service.*

VISION: *Notre Dame Catholic School is committed to the intentional formation of students through a Christ centered curricular and community experience. By focusing on the formation of students in both wisdom and in virtue, Notre Dame Catholic School seeks to instill students with a deep and well-founded faith as well as a deep and well-founded intellect, both of which will prepare students to become servant leaders for the common good.*

ACCREDITATION

Notre Dame Catholic School is accredited by AdvancEd and the Texas Catholic Conference Education Department (TCCED), and is recognized as an accredited school by the Texas Education Agency (TEA) in its list of accredited schools under Tarrant County, Diocese of Fort Worth.

PHILOSOPHY OF EDUCATION

Notre Dame, a Catholic school in the Diocese of Fort Worth, strives to offer to each student a moral, physical, cultural, intellectual and social, as well as spiritual, foundation upon which to form their lives as a child of God. The school assists parents in the education of their children by helping each student to develop faith and by helping each student to grow in wisdom and virtue. The school gives them guidance through teachers who are professionally competent and morally exemplary. Notre Dame provides an intellectually stimulating atmosphere in which students can experience a rich education in the Catholic tradition.

HISTORY

Notre Dame Catholic School is composed of an elementary school for students in pre-kindergarten through fifth grade; a middle school for sixth, seventh, and eighth grade students; and, a high school for students in the ninth through twelfth grades. The traditions of the institution are drawn from the Sisters of Saint Mary of Namur who, in 1904, founded the original school which was known as the Academy of Mary Immaculate, and the Congregation of the Holy Cross who joined the Sisters of Saint Mary when the school was broadened to include high school age boys. These two congregations have founded some of the most respected schools in the United States (such as the University of Dallas and St. Edward's University, both in Texas, and the University of Notre Dame in South Bend, Indiana). This great educational tradition of personal and academic excellence is continued on the present Notre Dame Catholic School campuses which replaced the historic Academy. The original school, which stood on the corner of Holliday and Ninth Streets, was the center of Catholic education in North Central Texas, being the only Catholic school from Fort Worth, 114 miles to the southeast, to Clarendon, 118 miles to the northwest.

The present Lower Campus opened in the Fall of 1954 and was known as Our Lady Queen of Peace Parish School. The Benedictine Sisters staffed the school from 1956 to 1968 to coincide with the closing of the Academy. Brothers of the Holy Cross joined the Sisters of Saint Mary in administering and staffing the high school.

In 1968, Sacred Heart Parish School merged with Our Lady Queen of Peace Parish School, creating a multi-parish school. Today, students attend from these parishes, as well as Our Lady of Guadalupe, Immaculate Conception, St. Jude's, and other churches in the surrounding area. In 1976, reorganization brought Our Lady Queen of Peace School and Notre Dame High School together under one school board and Notre Dame Catholic School was formed. In 1986, a middle school was instituted to better serve the needs of early adolescents.

NOTRE DAME CATHOLIC SCHOOL ADVISORY COUNCIL & FINANCE COUNCIL

The Notre Dame Finance Council monitors all financial decisions. It approves the annual budget, sets tuition and fees, and reviews the financial statements. The Notre Dame School Advisory Council provides counsel and advice to the Principal and Pastors of the school through their roles as representatives of their various constituencies with interest in the operations of the school. Anyone may submit an item for the agenda to the Principal or School Advisory Council Chair. The item must be in writing and submitted to the school business office ten (10) days prior to the meeting. Meetings are held in the Upper Campus library. For times and dates of meetings, please call the School Office.

DIOCESAN POLICIES

Policies in this Student Handbook correspond to and are referenced with the Diocese of Fort Worth policies as indicated by "DP" followed by the diocesan policy number. The diocesan policy manual is located at both the Lower and Upper Campus.

ADMISSION AND NONDISCRIMINATION POLICY

Notre Dame Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of religion, sex, race, color, national or ethnic origin in administration of its educational policies, scholarship, athletic or other school administered programs.

Notre Dame Catholic School adheres to the policies of the Diocese of Fort Worth with regard to the admission of students including special circumstances, such as students who have been home-schooled, HIV infected, etc. (DP 5000)

REGISTRATION and ADMISSION POLICY

Students enroll at Notre Dame Catholic School annually. Notre Dame and the Diocese of Fort Worth retain the right not to allow a student to continue attending or enroll. Registration is a conditional enrollment subject to review and determination by the school. The conduct of a student or the student's family may be grounds for the school

revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for revoking of a conditional enrollment of a student.

Records required for admission include:

- health records
- medical insurance information
- immunization records
- divorce decree and custody agreement (if applicable)
- birth certificate
- copies of Baptism, First Eucharist and Confirmation certificates (Catholic applicants only).

Applicants in Grades 1 through 12 must also provide most recent report cards, standardized test results and record of IEP if applicable. These will be reviewed to determine whether the program at Notre Dame Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students. All new students will be given a probationary period in which to prove himself/herself both behaviorally and academically. If during this period there are any problems, a student may be asked to withdraw his/her attendance at Notre Dame Catholic School. Withdrawal may be requested at any time upon demonstration of certain behaviors including but not limited to excessive bathroom accidents, physically aggressive behavior, behaviors where the student endangers him/herself including running toward and/or out the doors of the classroom or school building, or behavior that is so disruptive the teacher cannot otherwise engage in instruction or maintain order in the classroom.

PRE-SCHOOL ADMISSION

Children from three to five years of age may be enrolled in the pre-school program.

- | | |
|----------------|--|
| 3-KINDERGARTEN | Must be 3 years of age by September 1. (DP 5000) |
| 4-KINDERGARTEN | Must be 4 years of age by September 1. (DP 5000) |
| 5-KINDERGARTEN | Must be 5 years of age by September 1. (DP 5000) |

All applicants must submit a completed application form and the \$50.00 processing fee. An evaluation of the prospective student will be conducted by qualified staff. All students must be toilet-trained. A birth certificate and immunization records are also required. Formal registration will be completed after notification of acceptance, receipt of a deposit on tuition and enrollment in the tuition payment plan, positive evaluation results, and submission of diocesan required medical forms. If registration is not offered, the processing fee is non-refundable.

FIRST THROUGH EIGHTH GRADE ADMISSION

Since under Texas law, students in first grade must be six years of age by September 1, a birth certificate is required with the application form and the application fee. Immunization records are also required.

Applicants for grades one through eight must also submit copies of school progress and/or records from previous schools attended, including home school programs. These must include results of standardized testing, if applicable. An evaluation of the student by qualified staff may be required. Formal registration will be completed after notification of acceptance, receipt of a tuition deposit and enrollment form, positive evaluation results, if necessary, and submission of diocesan required medical forms. If registration is not offered, the application fee is non-refundable.

NINTH THROUGH TWELFTH GRADE ADMISSION

All applicants for the high school program must submit a completed application form, the application fee, and a copy of school records from previous school(s) attended indicating academic progress, credits earned, and results of

standardized testing. An evaluation of the student by qualified staff may be required. All transfer students must make an appointment with the Counselor. Academic standing and conduct will be verified and must be satisfactory.

- Applicants for grade nine must submit records indicating successful completion and proper academic credit for grades seven and eight.
- Applicants for grades ten and eleven must submit records indicating academic credit earned since ninth grade.
- Applicants after the beginning of the 11th grade must submit records indicating academic credit earned since ninth grade and have moved with family from a distance more than fifty miles radius of the Wichita Falls community. Students are not generally accepted for the second semester of grade twelve.

Formal registration will be completed after notification of acceptance by letter, receipt of a deposit on tuition and enrollment in the tuition payment plan, positive evaluation results, if necessary, and submission of diocesan required medical forms. If registration is not offered, the application fee is non-refundable.

Re-enrollment is required annually for all grades. Presently enrolled students will be registered in the Spring for the next term. Acceptance of new students is determined by space availability for each grade. Waiting lists will be established when necessary.

All new students are accepted conditionally. If a student's academic progress or social behavior is not acceptable, or if the school is not equipped to handle certain deficiencies, the parents will be contacted as to possible courses of action, including the possibility of referral to another institution better equipped to meet the needs of the student.

TUITION

The tuition rate is determined annually. Consideration is given for families with more than one child enrolled at Notre Dame Catholic School. Tuition may be paid in full by Orientation day or in payments set up through the Business Office with FACTS. All families must register with FACTS. For more information, contact the Business Office.

Students are not permitted to continue in class if tuition is more than six (6) weeks in arrears. Most fees and textbook rentals are included in the tuition. Late payment fees must be paid to FACTS and cannot be paid by the school. A return fee will be assessed to your account for any returned tuition payment. No student will be given a Progress Report or Report Card if tuition, lunch charges, library fines, Extended Day Care fees or other charges are in arrears. No school records will be released if students' financial commitment is in arrears.

The Business Office is located at the Upper Campus, 2821 Lansing Blvd., Wichita Falls, TX 76309 and may be contacted by calling 940-692-6041 from 8:00 a.m. to 4:00 p.m. on school days.

Withdrawal Policy

Families must notify the school in writing if a student is to be withdrawn from the school. Special arrangements may be made for our Military families being transferred. Families of registered students who withdraw will be responsible for tuition through the month of withdrawal.

Notre Dame Catholic School students on a Student (F-1) Visa must pay the entire tuition at the beginning of the school year. This tuition is non-refundable if the student withdraws before the end of the school year.

Tuition Assistance

Tuition assistance is available from a variety of sources and is limited. Notre Dame Catholic School strives to make every reasonable effort to offer tuition assistance to students whose family income and situation warrants such support. All applications for tuition assistance are processed through FACTS for an objective evaluation. There is a processing fee of \$30. Documentation is required with the application for verification purposes. All information submitted is confidential. Tuition assistance will only be considered if an application is submitted through FACTS. Families receiving tuition assistance are expected to contribute time and talent to the school in order to help bridge the gap between tasks necessary to operate our school and the ever increasing demands on our budget.

FUNDRAISERS

The tuition collection covers approximately 70% of the annual school budget. To meet the financial needs of the school, several special programs including fundraising activities are planned throughout the year. Parent involvement in these activities and programs are vital for a successful educational program and for keeping tuition costs down. All fundraising requires the approval of the Finance Council and the administration, regardless of the sponsoring club or group.

ENDOWMENT - The Notre Dame Endowment Fund exists through the Diocese of Fort Worth's Catholic Schools Trust. The Endowment provides both restricted and unrestricted interest earnings for the use of Notre Dame Catholic School in its budget. Gifts to the Endowment are tax deductible and may be made through the Business Office.

THE EXTRAVAGANZA - This annual event coincides with Catholic Schools' Week to raise funds and is an opportunity for Alumni, families, and friends to interact in a fun social evening. Dinner, dancing, live and silent auctions, and games of chance make this event very popular.

PARENT ACTIVITIES - Parent support groups provide financial assistance for various areas that benefit extracurricular activities outside the school budget. The Parent-Teacher Organization (PTO), the Booster Club, and the Band Parents are major groups who conduct fund raising activities. (See the Appendix.)

SOLICITING FUNDS FROM STUDENTS: Any direct solicitation of funds from students in school is to be kept to a minimum and used only to educate students to the value of giving to worthwhile causes. (DP 5340) All solicitation of funds from students or parents must first be approved by the Principal.

SCHOOL SERVICE HOURS

Service hours contributed at NDCS help to provide an economic bridge between tasks necessary to operate our school and the ever increasing demands on our budget. Opportunities exist for families to contribute their service, talent, and time for the betterment of the school. The value of these gifts is not only monetary, but contributes to the spirit and life of all associated with Notre Dame Catholic School.

All NDCS families are asked to contribute 15 hours of service to the school each school year. Service hours may include working at the concession stand at athletic events, helping in the Lower Campus cafeteria or on the playground, assisting with gardens/grounds maintenance, assisting at fundraisers, or helping a teacher with a project. Parents are to sign in when volunteering at school and keep a log of volunteerism outside of the school day. Volunteering for other organizations such as leading Scouts or coaching a YMCA team is not included in school service hours.

ATTENDANCE POLICY

According to Texas law, students in grades 5K through 12 must be in attendance for 90% of the days the class is offered in order to receive credit for the class. Documentation will be for individual class attendance each quarter. If absences from an individual class are more than 10%, make-up class time and the expense of the teacher are the responsibility of the student and family. Abuse of this policy may result in suspension or expulsion.

An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent. (DP 5200)

Non-attendance of classes is not excused unless verification is documented in writing:

1. by a physician indicating an illness as reason for the absence(s) and date(s)
2. by a parent indicating the nature of the minor illness and date(s)
3. by a doctor's office representative indicating appointment time

Signatures and information contained will be verified by school officials.

If a student is late by or otherwise misses 15 minutes of a class without appropriate verification as stated above, he/she is considered absent with no excuse from that class.

Once a student arrives on campus, he/she is considered officially in school and may not leave without proper permission. If a student leaves campus without proper permission, it will be considered an unexcused absence and may warrant suspension.

Students who arrive late cause disruption to class and undue stress for the student. Excessive tardiness (six or more throughout the year) will exclude a student from receiving a Perfect Attendance award.

Truancy may result in: 1st offense – notification of the parents and one (1) day out-of-school suspension; 2nd offense – parent conference and out-of-school suspension for three (3) days; and, 3rd offense – parent conference and expulsion.

If a student is to be absent from school, parents should inform the school by calling the campus office before 9:00 a.m. Upon returning to school, the student must bring in written verification to explain the nature of the absence.

A student should not be released from school during the day unless a written notice is sent, in advance, by a parent or guardian. Lower Campus students should be released only to parents or someone explicitly authorized by them. In the case of a non-custodial parent, unless restricted by an order of the court which is on file with the school, the non-custodial parent has full and equal access to the release of the student from the campus. Release notes must be verified as authentic. A third party who is authorized by the parent must be personally identified by them or be known to the principal or a staff member. Identification through a driver's license will be requested. (DP 5200) (Also, see CUSTODY ISSUES)

Parents should make medical and dental appointments after school hours, if possible. Children who must be excused for medical and dental or other appointments during school time are considered absent when the absence exceeds one-half of the school day. Three (3) early withdrawals each of which is less than 3½ hours are considered a one-half day absence.

Lower Campus students should not be sent on errands during school time or sent home for books, homework, and the like. Upper Campus students may only leave school during non-class time with the expressed permission of the principal. Extreme discretion should be exercised in this regard by school officials. (DP 5200)

Absence and athletic/social participation at the Upper Campus: Any student who is absent from 50% of the school day on the day of a school event (athletic contest, school dance, academic competition, etc.) or a Friday preceding a Saturday event, may not attend or participate in that event.

After an Absence at the Upper Campus: On the day the student returns to school, a written excuse signed by a parent or guardian must be brought by the student to the school secretary in order to receive a Re-Admit Slip. If the student returns without a note, he/she will have 24 hours to bring in the note, after which time the absence will be counted as unexcused.

College Trips: Trips taken by Seniors to visit colleges must be given permission by the Counselor. The student should request a permission slip from the Counselor at least one (1) week in advance of departure for the absence to be an excused absence.

Absences and Homework Requests at Lower Campus: Parents may call the school office by 10:00 a.m. to request assignments for absent students. Lower Campus teachers will not normally have time to gather student work until late in the day. Parents may pick up the work from the office at the end of the day (3:00 p.m.) or we can send the work home with a sibling.

Absences and Homework Requests at Upper Campus: Students who are out for three (3) school days or fewer should obtain assignments from classmates. If students are out more than three (3) school days, the parents may call the Counselor and make arrangements for procuring assignments.

Tardy Policy at the Upper Campus: Tardiness for any class is disruptive and is never acceptable. Students are expected to be at classes, meetings, assemblies, Mass and other gatherings punctually. Tardiness may result in a demerit.

Tardy Policy at the Lower Campus: Students arriving late cause unnecessary stress and disruption in the classroom. Class begins at 8:00 a.m. Students must have their belongings in place and be in their seats ready to begin class by 8:00 a.m. Chronic tardiness will result in a conference with the parents.

Off Campus Slips at the Upper Campus: Any student who will be leaving campus during the school hours for a medical or dental appointment or for a personal reason must present a note signed by a parent or guardian to the school secretary before school starts. The student will then be given an Off Campus Slip to present to the teacher of the class the student will be leaving. The student must check in with the school secretary upon returning to school for an Admit Slip. No student is allowed to leave campus without checking out at the front desk. Failure to comply with this regulation will result in disciplinary action.

ACADEMIC INTEGRITY

Notre Dame Catholic School subscribes to widely-accepted norms requiring that students exhibit the highest standards regarding academic honesty and integrity. Cheating, copying and plagiarism in any assignment or exam will not be tolerated and may result in a student failing the course or being expelled.

Three important principles are considered when defining and demanding academic honesty. These are related to the fundamental tenet that one should not present the work of another person as one's own.

The first principle is that final examinations, quizzes and other tests must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other pertinent information (unless the teacher has explicitly announced that it is allowed).

The second principle is that any use of the work of another person must be documented in any written papers, oral presentations, or other class assignments.

The general rule is that if the student has to look something up, or has learned the information recently either by reading or hearing something, the student must document it. The classroom teacher will specify the proper procedures to be used for documentation, but the main point is that documentation is required.

The third principle applies specifically to course work: the same written paper may not be submitted in two classes without permission from both teachers involved. Nor may a paper for which you have already received credit be submitted to satisfy a term paper requirement for another class.

COMMUNICATION

In order to be good stewards of our resources, the school communicates largely through e-mail. Therefore, we require all NDCS families to provide the school with a working email address and to check it frequently for messages from the school.

It is the intention of Notre Dame Catholic School to keep in close contact with parents and students. When lines of communication break down a sense of frustration is often experienced. Many problems can be avoided if all parties endeavor to rebuild these methods of keeping in touch. The spread of rumors and misinformation will be minimized when these procedures are followed.

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Thus it would be advisable that persons having problems speak directly to that person before going to the

person's superior. If a parent has a problem with a teacher, for example, he/she should discuss it first with the teacher; after that, the discussion could move to the principal, assistant principal, or counselor if necessary.

Parents As Partners

The faculty and staff at Notre Dame Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Once you have chosen to enter into a partnership with us at Notre Dame Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and teachers.

As partners in the educational process at Notre Dame Catholic School, parents and guardians agree to support and cooperate with the academic and disciplinary policies of the school and to treat teachers and staff with respect and courtesy in discussing student issues.

LOWER CAMPUS PROGRAM

SCHOOL HOURS:	Pre-Kindergarten (Half Day)	8:00 a.m. – 11:00 a.m.
	Pre-Kindergarten (Full Day)	8:00 a.m. – 3:00 p.m.
	5-Kindergarten (Full Day)	8:00 a.m. – 3:00 p.m.
	Grades 1 through 5	8:00 a.m. – 3:10 p.m.

Dismissal will normally be 45 minutes early on Thursday.

GRADING PERIOD: Quarterly (9 weeks) with Progress Reports at 4½ weeks

GRADING SYSTEM: (Evaluations of Progress are issued for Pre-School)

Grades 1-5:	A = 90-100	S = Satisfactory
	B = 80-89	N = Needs Improvement
	C = 75-79	I = Improving
	D = 70-74	
	F = 69 and below	

ARRIVAL/DISMISSAL: Supervision at the Lower Campus begins at 7:00 a.m. Children are required to go to the cafeteria through the west door off the parking lot (all other doors are locked at this time.) This free service is partially subsidized by the PTO and is reserved for working parents who need it. Those who take advantage of this service must see to it that their child has entered the building and is not left unsupervised in the parking lot. The morning care supervisor will enforce school rules. In case of inclement weather which causes a late start to school, morning care will not be available. Students arriving after 8:00 a.m. must enter through the front doors and check in at the office for a tardy slip.

Students should be in their classrooms with belongings put away and in their seats before 8:00 a.m. If a student is being detained after school, the teacher will contact the parent and provide a reason for the detention. Otherwise, all students are to be dismissed with their class except those scheduled to use the Extended Day facility. Use of playground at dismissal time is not permitted.

Students not picked up by 3:15 p.m. will be sent to Extended Day and the hourly fee must be paid. There will be **no exceptions.** Lower Campus students are to be picked up at the Lower Campus.

ACADEMIC INFORMATION

CURRICULUM: The curriculum of the Pre-school and Elementary program complies with accreditation standards of the Texas Catholic Conference Education Dept. (TCCED) and AdvancEd.

Curriculum:	Religion	Reading	Math
	Spelling	Science	Social Studies
	Penmanship	English	Physical Education/Health
	Music	Spanish	Library Skills
	Art	Liturgical Preparation	Technology (integrated into other areas)

TEXTBOOKS: The book rental fee is included in your tuition. This covers the use of textbooks, consumable workbooks, standardized testing materials, library and audio-visual aids, and most art supplies. *Textbooks are the property of Notre Dame Catholic School* and must remain covered throughout the year. If lost or damaged, a fee will be charged to the student for the cost of replacing the text.

REPORTING PROCEDURES AND HOMEWORK ASSIGNMENTS: To keep parents better informed in regard to student work, all students in grades 1-5 will bring home a weekly work folder (the Monday Folder). This folder will be sent on the first day of instruction each week (normally Monday) and will contain the student's work from the previous week. Parents are asked to sign the folder, read notes from school, take out the work, and return the folder on the next day.

If the student has a missing or late assignment from the previous week, the folder may contain a notice to the parent, advising that the assignment has been turned in late and received a lowered grade, or has not been turned in. In the case of a missing assignment, the student will have two (2) days in which to complete the assignment for a grade. If the assignment has not been turned in during this two day period, a grade of zero (0) will be issued.

TEACHER EASE: Parents and students in grades 1-5 may access grades, assignments and course information by logging onto *TeacherEase*. You may go to the Notre Dame website and click on "TeacherEase" on the home page and follow the prompts. Please call the administrative office if you need additional assistance.

GRADE REPORTS: Academic progress is reported at the completion of each Quarter. (These dates are noted on the School Calendar.)

PROGRESS REPORTS: If a student is in danger of failing a subject, parents/guardians will receive a Progress Report to alert them to the fact that the student needs help. The report is available via TeacherEase and may also be issued through the mail or e-mail at mid-quarter.

RETENTION: Students who consistently fail quarterly, have a significant number of semester failures (three or more), and/or have poor grades reflecting unsatisfactory progress will be evaluated to determine whether or not they should be retained or return to Notre Dame.

Promotion of a student will be based on the satisfactory completion of the present grade curriculum and the ability to do the next grade's work. There are no social promotions in the schools of the diocese. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion to various grade levels:

5K-Grade 1: A student must have at least a satisfactory final average in reading and mathematics in order to advance to the next grade level. Promotion is made on the ability to do the next grade level's work.

Grades 2-5: A student must have at least a "70" in religion, language arts (including a "70" in reading), and mathematics, and an overall "70" average.

Grades 6-8: A student must have a "70" in all core subjects – religion, English, language arts, mathematics, science, and social studies. A student who fails more than 2 major subjects is not promoted. For each major subject below "70," a student must make up the work in summer school. If summer school is not available, summer work may be assigned and the student will be tested prior to advancement to the next grade level.

Students in the elementary and middle grades should not be retained more than once while enrolled in the diocesan school system. (DP 5240)

PARENT/TEACHER CONFERENCES: Parent-Teacher Conferences are scheduled after the first and third quarter report cards. (These dates are noted on the School Calendar.) Additional conferences between parents and teachers may be initiated by either party. A parent may arrange a conference by phoning the school and leaving a message with the school secretary or by sending a note or e-mail to the teacher. The teachers will return the call as soon as possible to arrange a day and time for the conference.

UPPER CAMPUS PROGRAM

SCHOOL HOURS: 8:00 a.m. – 3:10 p.m.

GRADING PERIOD: Quarterly (9 weeks) with Progress Reports at 4½ weeks

GRADING PROCEDURE: Teachers calculate and report grades in *TeacherEase* for each student they teach. For report card purposes, grades are reported quarterly (every 9 weeks).

In Middle School, the quarterly grade is 50% of the semester grade. Final exams each semester are not comprehensive finals but usually are end of the chapter or unit tests. The grade earned is computed in the quarter as a regular chapter/unit test given at any other time.

Teachers in the 8th grade core subjects (Religion, English, Math, Science, and Social Studies) may give a comprehensive final exam in the 4th Quarter to prepare the student for high school. If giving a final exam in the 8th grade, the computation would be:

$$3^{\text{rd}} \text{ quarter (40\%)} + 4^{\text{th}} \text{ quarter (40\%)} + \text{Final Exam (20\%)} = 2^{\text{nd}} \text{ Semester Grade}$$

In High School, the grades are calculated as follows:

$$1^{\text{st}} \text{ quarter (40\%)} + 2^{\text{nd}} \text{ quarter (40\%)} + \text{Final Exam (20\%)} = 1^{\text{st}} \text{ Semester Grade}$$

$$3^{\text{rd}} \text{ quarter (40\%)} + 4^{\text{th}} \text{ quarter (40\%)} + \text{Final Exam (20\%)} = 2^{\text{nd}} \text{ Semester Grade}$$

Non-academic classes such as Physical Education, Yearbook, Art and Band are not required to have a final exam, but may be at the discretion of the teacher. Semester grades are the only reported grades on a student's transcript.

GRADING SCALE:	A = 90-100	4 points
	B = 80-89	3 points
	C = 75-79	2 points
	D = 70-74	1 point
	F = below 70	0 points

GRADE POINT AVERAGE: The GPA is computed by converting numerical grades to letter grades on the 4.0 system (A=4; honors courses A=5, etc.), adding all points then dividing by total number of grades.

HONOR ROLL: First Honors: GPA of 3.75 or higher with no grade lower than "B" (80-89)
Second Honors: GPA of 3.50 to 3.74 with no grade lower than "C" (75-79)

Students who receive three (3) detentions in one quarter, or have been suspended (in-school suspension or out-of-school suspension) for disciplinary infractions are not eligible for the Honor Roll, regardless of GPA. The Honor Roll is posted for each quarter.

ARRIVAL/DISMISSAL: All Upper Campus students arrive through the front door located at the main entrance. The only exception will be for students coming to athletic practices before school. Classes begin promptly at 8:00 a.m. so students must be in the classroom ready to begin class. The building is open at 7:30 a.m. Dismissal is at 3:10 p.m. Students must leave the campus by 4:30 p.m. unless detained by a teacher or administrator, participating in a sport or school activity, or enrolled in an after school program. If a student is unable to provide for their own transportation and they have not been picked up from the school building by 4:30 p.m., the authorities may be contacted to provide them with a safe ride home.

ACADEMIC INFORMATION

CURRICULUM: The curriculum of the Upper Campus programs complies with accreditation standards of the Texas Catholic Conference Education Dept. (TCCED) and AdvancED.

Grade 6 Courses: Religion
English/Language Arts
Mathematics
Science
Social Studies
Beginning Band
Physical Education/Health
Technology*

Grade 7 Courses: Religion
English/Language Arts
Pre-Algebra
Life Science
Texas History/Geography
Band
Physical Education/Health
Technology*

Grade 8 Courses: Religion
English/Language Arts
Algebra I (for High School credit)
Physical Science
United States History Survey
Art Appreciation
Band
Latin I -or- Spanish I (for High School credit)
Technology*

*Technology is integrated into the curriculum

HIGH SCHOOL COURSE REQUIREMENTS FOR DIPLOMA

Notre Dame Catholic School follows and exceeds the guidelines of the Texas Education Agency (TEA) and the Texas Catholic Conference for issuance of a high school diploma. The diploma plan offered at Notre Dame Catholic School specifies 30 credit hours to be earned by each student for successful completion of the academic program. This includes both Texas Catholic Conference required credits and locally required credits.

For graduation from Notre Dame Catholic School, a student must pass all required courses taken while in attendance full time at the school. To be considered a full-time student (able to represent the school in extracurricular activities or to be on the honor roll) a student must be enrolled in a Theology course and a minimum of five academic subjects.

Please see the Guidance Counselor for more information.

TEXTBOOKS: The book rental fee is included in your tuition. This covers the use of most books, consumable workbooks, standardized testing materials, library and audio-visual aids, and some art supplies. *Textbooks are the property of Notre Dame Catholic School* and must remain covered throughout the year. If lost or damaged, a fee will be charged to the student for the cost of replacing the text. Textbooks will be distributed during the first week of school.

PROGRESS REPORTS: Parents should check the School Calendar for dates the Progress Reports are due, and check the student's progress on *TeacherEase* at these times. Parents are encouraged to read these carefully and to respond if the teacher indicates a conference is desired. It is the parent's responsibility to keep apprised of the academic performance of the student.

INCOMPLETE GRADES: If a student receives an Incomplete (I) on the report card, he/she is responsible for making arrangements with the teacher for the completion of work. Work not completed within an agreed upon time frame between the student and the teacher will result in a zero (0) which will be factored in with other grades in the quarter and then reported.

ACADEMIC INELIGIBILITY: A student who meets the following criteria will be eligible for extra-curricular activities: At the end of each quarter, GPA is no less than 2.0 and failing no more than one (1) class.

Students who fail two (2) or more classes the previous year will be ineligible for athletics during the first four (4) weeks of the next school year. A Progress Report must show that eligibility has been earned.

The status of "ineligibility" begins on the date the grades are due which is noted on the School Calendar. After two (2) weeks of ineligibility, the student will be evaluated for probationary eligibility: a GPA of at least 2.0 and failing no more than one (1) class, at which time the student will be on probationary eligibility. The student will be permitted to participate in extra-curricular activities for two and a half (2½) weeks. If the student is not passing all courses after two and a half (2½) weeks, he/she will be ineligible. Students must maintain a 2.0 GPA in the Quarter to remain eligible.

Activities affected by ineligibility include: sports, cheerleading, dance team, theater (competitions and performances), band performance, art and academic contests, Student Council, National Honor Society, and Junior National Honor Society. Ineligible students should spend more time on academic work and will not normally be permitted to attend practices or rehearsals.

SUMMER SCHOOL: It is the responsibility of the student to remedy failing semester classes. All failures must be made up in summer school before a student can advance to the next grade level. Summer school must be attended at an accredited program, preferably Wichita Falls ISD. Summer school must be approved by the Counselor prior to enrollment for the program. All grades from a summer school program must be sent by the school district directly to Notre Dame Catholic School to verify credit remediation. Summer school credits are recorded on the transcript but grades are not counted in the cumulative numerical average.

RETENTION: Students who consistently fail quarterly, have a significant number of semester failures (three or more), and/or have poor grades reflecting unsatisfactory progress will be evaluated to determine whether or not they should be retained or return to Notre Dame.

Promotion of a student will be based on the satisfactory completion of the present grade curriculum and the ability to do the next grade's work. There are no social promotions in the schools of the diocese. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion to various grade levels:

Grades 6-8: A student must have a "70" in all core subjects – religion, English and/or language arts, mathematics, science, and social studies. A student who fails more than 2 major subjects is not promoted. For each major subject below "70," a student must make up the work in summer school.

If summer school is not available, summer work will be assigned and the student will be tested prior to advancement to the next grade level.

Students in the elementary and middle grades should not be retained more than once while enrolled in the diocesan school system. (DP 5240)

PARENT-TEACHER CONFERENCES: Parent-Teacher Conferences are scheduled each semester after the 1st and 3rd quarters. Additional conferences between parents and teachers may be initiated by either party. Arrangements may be made by contacting the teacher or Counselor. Conferences may be with individual teachers or with all teachers instructing the student.

CONCURRENT/DUAL ENROLLMENT PROGRAM: Students who meet the qualifications for admission for the Concurrent/Dual Programs at Midwestern State University or Vernon College may earn units of credit for a diploma from Notre Dame Catholic School as well as hour credit on a college transcript. Only courses that are approved for dual credit may count toward the NDCS diploma or the GPA calculations. Enrollment in college classes, high school extension courses or other opportunities to achieve college or high school credits must be approved by the counselor and principal.

ACADEMIC POLICIES: In order to help each student in the high school program at Notre Dame Catholic School achieve to the best of each one's ability, the following policies have been established:

1. Valedictory and Salutatory Honors – Only high school courses from the 9th Grade forward and college equivalent courses through the 8th semester will be considered for these honors. In case of a tie, the actual grade average will be computed.
2. Transfer students who have earned honors credit in the ninth and tenth grades from a previous school will not carry over the honors weighted GPA to Notre Dame. Advanced Placement credit *will* apply.
3. Transfer high school students entering Notre Dame after the beginning of the fifth (5th) semester are not eligible for the distinction of either Valedictorian or Salutatorian in the senior year.
4. Schedule changes are permitted within the first week of the school year with parent, teacher, and Counselor consent. After this period, only requests for schedule changes initiated by the teacher or the Counselor will be considered.
5. Transfer students are accepted through the beginning of 11th grade if academic standing and conduct are satisfactory. Students are generally not accepted after the start of 11th grade.
6. Students who pass a course and earn credit for it may not repeat the course for credit.
7. A student who earns an "F" in two or more academic subjects during a semester will be placed on Academic Probation. The student and parent must sign a statement of Academic Probation that will include the terms of probation. If a student remains on Academic Probation for two semesters and exhibits no behavior or action to improve, the student may be subject to dismissal from Notre Dame.

SENIOR INFORMATION: Seniors must meet all academic, financial, and citizenship requirements for graduation to be eligible to participate in the formal commencement exercises. Participation in formal graduation ceremonies is mandatory. Graduation ceremonies are a privilege, not a right. Seniors must check with the Counselor in the Fall Semester of senior year for proper clearance for graduation.

Scholarships: Seniors are informed about scholarships available through posted information in Senior Homeroom, on bulletin boards, announcements, and newsletters. It is the student's responsibility to complete scholarship applications and meet specified deadlines. Students are encouraged to maintain a high level of scholastic, extracurricular and service involvement to meet the requirements of certain types of special scholarships.

Letters of Recommendation: Frequently, the college application process necessitates requests by students for personal recommendations. When a student approaches a teacher, counselor, or administrator to ask for a recommendation, he/she should adhere to the following guidelines:

1. Ask persons who know you well enough to write a good recommendation for you.

2. Be prepared to give EACH person you ask a completed copy of your goals and activities resume sheet. The more thorough and in-depth your input, the better recommendation ultimately.
3. You should provide a stamped, addressed envelope for the letter.
4. Allow approximately two (2) weeks from the time that you make your request for the writer to follow through. One day's notice is not acceptable.
5. Give the Counselor at least 24 hours notice for a copy of your transcript.
6. Be certain to thank the writer for his/her support.

Semester Exams: Exams must be taken at appointed times and cannot be rescheduled. Exam days are considered regular school days. Parents and students are requested not to schedule family vacations, trips, or other activities during these important days.

Senior Exemption Policy: Those seniors with a semester class average of 93 or above may be exempt from the semester exam, subject to the teacher's discretion. The final grade will be determined by averaging the two nine week's grades. The senior exemption policy applies to the second semester only for yearlong classes. Seniors may be exempt from a one-semester class final exam in either semester by meeting the same criteria as for yearlong classes.

STUDENT LIFE

LITURGICAL CELEBRATIONS: The Mass is the center of Christian life. Our students actively participate in the Masses. Great effort is made to make these celebrations especially meaningful for children at various ages. Parents are welcome to attend. School Mass is celebrated with the entire school. Mass is normally celebrated each week on Wednesdays at 10:00 a.m. at Our Lady Queen of Peace Catholic Church, located between the Lower and Upper Campus. Check the Calendar and newsletters for dates and times. Parishes, not the school, coordinate formal sacramental preparation for children.

ATHLETICS: Middle School athletic teams are known as Lancers and Lady Lancers. High School athletic teams are known as Knights and Lady Knights. Notre Dame is a member of the Texas Association of Private and Parochial Schools (TAPPS).

All athletic activities are under the direction of the Athletic Director. Interested students should contact the coach or Athletic Director for more information. Sports schedules are available at the front desk.

Middle School – Grades 6-8

LANCERS

Football
Basketball
Track

LADY LANCERS

Volleyball
Basketball
Track

Each grade may have separate teams if numbers of students warrant it.

High School – Grades 9-12

KNIGHTS

Football	Baseball
Basketball	Track
Tennis	Golf

LADY KNIGHTS

Volleyball	Softball
Basketball	Track
Tennis	Golf

ATHLETICS AND EXTRACURRICULAR ACTIVITIES ELIGIBILITY: If a student is failing two or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until the next grade check. Students may regain eligibility after two and a half weeks if the student is passing all classes according to the records of the Principal or Academic Counselor. If the student is failing one or more classes at progress report time in the quarter following a failure, the student will remain ineligible for the duration of the quarter. Eligibility for the third quarter will be determined by a student's semester grades. The Principal or Academic Counselor reserves the right to invoke academic ineligibility in special cases.

NDCS fans will be excused from school to attend athletic games only if the following is met:

1. The student must meet eligibility requirements (GPA is no less than 2.0 and failing no more than one class). Students may not miss a class in which the student is failing.
2. The school must have written permission from the parent at least 24 hours in advance and the students must inform teachers at least 24 hours in advance of their absence.

AGE LIMIT: A student who has reached his/her 19th birthday on or before the first day of September shall not participate in any league contest.

ATTENDANCE: A student must be present for at least 50% of the day to be eligible to participate in athletic competition, practice, or extracurricular activities that day or evening (or the Friday preceding a Saturday event).

STUDENT COUNCIL: The Middle School and High School Student Councils are composed of elected representatives from the student body. Elections for High School officers and representatives are held in the Spring and in the Fall for Middle School. The Student Council provides a liaison between the students and the faculty/administration; provides social activities for the student body; and provides leadership in all student body activities. Meetings and activities are under the supervision of the Moderator who is a member of the school faculty.

MIDDLE SCHOOL CHEER AND SPIRIT SQUAD: Girls in sixth, seventh and eighth grades who demonstrate a desire to join the squad are members. The group participates in cheerleading and dance routines in support of Lancer and Lady Lancer sports events and other school functions.

VARSITY CHEERLEADERS: Students in grades eight, nine, ten, and eleven are eligible for try-outs in the Spring of each year for the Varsity Cheerleading Squad. Cheerleaders perform at athletic events and other school activities throughout the year.

NOTRE DAME ROYALES: The Royales are a dance team composed of girls in the ninth through twelfth grades. They develop synchronized dance routines and provide entertainment at athletic contests and other school functions.

SPEECH & THEATRE: Students in the Speech and Theatre classes have the opportunity to participate in competitive tournaments and events on the local, district, and state levels.

KEY CLUB: The Key Club is a service organization sponsored by the Kiwanis Club of Wichita Falls for young men and women in high school. Meetings are held on campus. This organization provides opportunities for leadership and service in the community and the school.

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY: The National Junior Honor Society is for eligible students in grades 7 and 8. The National Honor Society is for eligible students in grades 10, 11, and 12.

Art.IX, Sec.1 NHS Handbook. To be eligible for membership, the candidate must be a member of those classes designated as eligible in the Chapter By-laws. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Selection of Members

1. The Guidance Counselor will submit to the Principal a list of any [students in grades 7 and 8 for NJHS; students in grades 10, 11 and 12 for NHS] who have been enrolled the previous semester and who have a cumulative grade point average between 3.75 and 4.0.
2. These students will be notified in writing that they are eligible to be considered for membership in the Notre Dame Chapter of the NJHS or NHS. Membership in the local chapters is an honor bestowed upon a student and is based on OUTSTANDING scholarship, character, leadership, and service. A copy of SELECTION OF NJHS or NHS MEMBERS and a timeline of the process will also be given to each candidate.
3. Students may opt to accept or decline this invitation.
4. If a student accepts the invitation, the following procedure will be used:
 - A. The student and his/her parent will sign a form that states they are aware that an invitation to join NJHS or NHS and completion of the process does not indicate automatic membership in the organization.
 - B. The accepting candidate will complete and return to the Guidance Counselor the following:
 - (1) A 250-300 word essay stating why he/she deserves to be a member of the NJHS or NHS, and
 - (2) A complete list of school/church/community/home/work activities (leadership and service).
 - C. The Guidance Counselor will compile all the returned forms and notify the faculty council that they are available for review.
 - D. After reviewing the applications, each faculty member will be invited to rate and comment (in writing) on each candidate in the following areas: scholarship, character, leadership and service.
 - E. Completed ratings are turned in to the Guidance Counselor who tallies each candidate's scores and gives them to the Administrator. All scoring is based on a 4-point scale. Final score is the average of all teachers' points and the student's GPA. A sample follows:

<u>Teacher</u>	<u>Category</u>	<u>Score</u>	Total points: 15
Alpha	Scholarship	4	Add GPA <u>3.80</u>
	Leadership	3	18.8
	Character	4	Divide 18.8 by 5 = 3.76
	Service	4	Score: 3.76

- F. The Moderator of NHS & NJHS will present the findings to the Principal.
 - G. New members will be notified of their acceptance into NJHS or NHS.
 - H. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, character, leadership, and service that they displayed to gain chapter membership.
 - I. New members will meet with "old" members and the Chapter Moderator to plan an Induction Ceremony which will be held during a school assembly. Parents and guests will be invited to attend.
5. A member of the NJHS or NHS must maintain the GPA at which they entered or higher and maintain the standards of character, leadership, and service that the society upholds.
 6. Members who fall below the standards shall be promptly warned in writing by the Chapter Moderator. They will be given a reasonable amount of time to correct the deficiency, except in the case of flagrant

violation of school rules or civil laws. In these situations, a member does not necessarily have to be warned.

7. In all cases of impending dismissal, a member shall have a right to a hearing before the Moderator and the Principal.

“THE KNIGHT”: The yearbook staff annually compiles, edits, and publishes “*The Knight*” commemorating the current year’s activities. Students in grades ten through twelve may be on the yearbook staff.

VARSAITY BAND: The Notre Dame Varsity Band is composed of students in grades seven through twelve who desire to be members. The band performs at sports events and activities, holds concerts, and competes on local, district, and state levels.

STUDENT SERVICES

GUIDANCE AND COUNSELING: Guidance and counseling at Notre Dame Catholic School assist the whole student – spiritually, emotionally, socially, academically, physically, and occupationally. Students are encouraged to become familiar with the wide variety of education and career information available in the counseling office. Standardized testing is coordinated through the guidance office. Confidentiality is maintained in all cases except where there is imminent harm to the student or another person whereby state/federal law requires the counselor to make reports.

Students and parents may make appointments with the Counselor. The counseling office is in charge of student academic scheduling. College information, registration information for college admission testing, registration for the MSU Concurrent Program, eighth grade college and career exploration, and sending of transcripts are also services provided by the counseling office.

TRANSCRIPTS: Students desiring transcripts should make their request in writing to the guidance counselor. All official transcripts are mailed to a designated party; official transcripts are not given directly to students or graduates. A student is granted three (3) transcripts. There is a \$5.00 fee for each additional transcript.

LIBRARY SERVICES: The Richard L. Duggan Library located at the Upper Campus is open from 7:30 a.m. to 3:30 p.m. most school days. Individuals and groups may be accommodated. Materials are selected which support the curriculum and enrich education. The library provides numerous fiction, nonfiction, biographies, periodicals, newspapers, and reference materials. Library rules are posted upon entry to the library and will be strictly enforced for the consideration of those utilizing the facilities. The Librarian is also responsible for the AV room and materials contained therein. All AV equipment and resources must be reserved with the Librarian. The Librarian provides reference and research assistance for students and staff.

Meetings may be held in the library. Requests for use and proper notice must be given to the Librarian.

Fines for overdue books, personal student behavior, and respect for books and materials are the responsibility of the student. Any misuse of the library by any student will result in the loss of privilege to access the library.

EXTENDED DAY (LOWER CAMPUS): The Extended Day program is more than a simple after school care facility. Activities are supervised by a well-trained, caring staff. Hours are from 3:00 p.m. to 6:00 p.m. on school days (2:15 p.m. to 6:00 p.m. on Early Dismissal Thursdays.) Registration for this program is done on Orientation Day. The student may be registered for regular use or for scheduled care. Due to limited space, registrations will not be accepted when the facility is full. The program operates on many school holidays as well. For information on rates and times, call the Business Office. All Extended Day payments must be made through your FACTS account. This payment is in addition to tuition, lunch costs or any other fees. On Early Dismissal Thursdays, the charge for Extended Day Care will be ½ price (\$3.00) for the “early hour,” e.g. dismissal time until 3:15 p.m. Regular fees will begin at 3:15 p.m. on Early Dismissal Thursdays.

LUNCH PROGRAM:

Food from restaurants may not be brought into the cafeteria at either campus.

The cafeteria program provides a federally funded hot lunch program. Lunch tickets and milk-only tickets are available from the Cafeteria Supervisor. Each ticket contains five (5) lunches (including milk) or five (5) cartons of milk. Parents may purchase the tickets directly from the cafeteria or they may send an order for tickets with their student. Please mark the envelope with the child's name, class, and amount enclosed. Indicate which ticket and the number of tickets being purchased. Your child will notify you when he/she is out of tickets and there is a need to purchase more. Checks should be made out to Notre Dame Catholic School.

At the Lower Campus, special days with special menus occasionally occur during the school year to encourage parents to enjoy lunch with their child. Parents are also invited to meet their child for lunch on other days. There is a guest table reserved for parents and their child. You may also bring in a sack lunch without notification to the cafeteria. If your child is celebrating a birthday, we ask that you do not bring a cake. Birthday cupcakes and other such *individualized* snacks are appreciated. There should be enough for the entire grade, since classes enjoy lunch together.

At the Upper Campus, students may purchase lunch on a daily cash basis, purchase a lunch ticket, or may bring a lunch from home. The closed-campus policy prohibits guests other than immediate family members, but parents are invited to meet their child for lunch. Please call the school office one day in advance to order a lunch and may also bring in a sack lunch without notification to the cafeteria. When family desires to have lunch at school with their student, please let the office know that you are coming. Students who forget lunch money or their lunch from home will be allowed to phone home during break for someone to bring it. Lunch menus including prices are posted. Permission in advance from the Principal is required for any delivery of group lunches for special occasions.

TESTING:

Religion Testing: The ACRE test is administered to Grades 5, 8, and 12 in the spring.

Standardized Testing: The Iowa Test of Basic Skills (ITBS) and CogAT (Cognitive Abilities Test) are administered to Grades 1 through 8 in September.

Special Testing: The Duke University Talent Identification Program (TIP) is available for qualified students in Grade 7 in the fall. The PSAT/NMSQT is administered to Grades 9, 10, and 11 in October.

The Guidance and Counseling Office maintains registration packets for college admission testing (ACT and SAT), which must be taken before a student begins course work at any Texas state college or university. For information regarding testing, please contact the Counselor.

SCHOOL PROCEDURES (*items listed in alphabetical order*)

Bicycles, Skateboards, Scooters and Rollerblades: Bicycles may be ridden to and from school. They may be locked and kept by the 3rd wing entrance at the Lower Campus, at the south entrances for Upper Campus students. Skateboards, scooters and roller blades are not to be ridden on campus at any time. Skateboards, scooters and roller blades in use are subject to confiscation. Shoes with wheels are not permitted inside the school building.

Birthdays and Special Occasions for Students:

Lower Campus: Invitations to birthday parties or special events may be given out through the school provided they are for every child (Pre-K and 5K), or every child of the same gender (grades 1-5) in a given class. At lunchtime, if your child is celebrating a birthday, we ask that you do not bring a cake. Birthday cupcakes and other such individualized snacks are appreciated. There should be enough for the entire grade, since classes enjoy lunch together.

Upper Campus: Please call the school office in advance to make arrangements for any special treats to be shared at lunch time. If your child is celebrating a birthday, we ask that you do not bring a cake. Birthday cupcakes and other such individualized snacks are appreciated. There should be enough for the entire grade, since classes enjoy lunch together.

Both Campuses: Deliveries of balloon bouquets, flowers, cakes, cupcakes, etc., must be left at the front desk. Notification of these deliveries to the student will be made during lunch or at the end of the day. Flowers and balloons will be held in the front office until the end of the day.

Cell Phones: Cell phones are not permitted between the hours of 8:00 am and 3:10 pm unless students are invited to use their cell phone during the class period by their teacher. Phones are to be kept out of sight and off or silent. If a student is found in violation of this policy, the phone will be taken up by the teacher and turned in to the front office until the end of the school day. Repeated violations will result in additional consequences. If a student will need their cell phone for after school activities and/or travel, the phone may be checked in with the office and kept safely until the student is dismissed if the student chooses to do so. Notre Dame Catholic School is not responsible for damage to any item confiscated or stolen on school property. All electronics, including cell phones, may be examined by school officials for inappropriate content or use at any time.

Closings or Delays: In the case of severe weather, Notre Dame Catholic School generally closes or delays opening whenever the Wichita Falls ISD closes or delays opening. If the situation would be different, our school name would be announced in the media separately. Please listen to local television stations – Channel 3 or Channel 6 or local radio stations for information on closings or delayed opening time. The school may also use the automated messaging system *SchoolMessenger* to call your phone numbers registered with the office. Please make sure we have updated phone numbers. *In the event of a late start, morning supervision will not be provided.*

Custody Issues: The intent of Notre Dame Catholic School is to be supportive of all families. Families must assist Notre Dame in doing so by providing the necessary information. NDCS asks for the following: 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. The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner. Should there be any changes to the custodial agreement while the child is a student at Notre Dame, it is the responsibility of the parents to provide the school with updated court documents. The school will abide by what is on file.

Daily Announcements: All announcements must be turned in to the school secretary by 3:15 p.m. the day preceding the announcement. Any announcement concerning athletics MUST have the approval of the Athletic Director. Any announcement concerning clubs or organizations other than athletics MUST have the approval of the moderator or Principal.

Emergency Cards: Each student is required to have a completed Emergency Card on file in the campus office. This information is used when a student becomes ill or is hurt while on campus. Neither campus houses an infirmary, so the student must be sent home if unable to attend class. The school does not release students unless a parent, guardian, or designated adult has been contacted. In serious cases, students will be taken to the hospital and the parents notified. For this reason, it is imperative that the Emergency Card has up-to-date information.

Field Trip Policy: Field trips or outings should offer experiences of significant educational value for students, designed to correlate with teaching units and to achieve curricular goals. No overnight trips for PK-8th grade students are permitted. A field trip is a privilege given to students and not a right. Students can be denied participation if they fail to meet academic and/or behavioral requirements. (DP 6070) Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip without the teacher's knowledge or permission. Please contact the teacher if you'd like to volunteer as a chaperone for field trips. Chaperones must complete the Safe Environment training. A standard permission form is in the Appendix to this handbook. This is helpful to photocopy or use if the student should forget to bring one home. Teachers/sponsors will provide the permission form with information regarding the Field Trip in advance of the activity. Students who fail to submit a proper form will not be allowed to participate in the field trip. *Telephone calls will not be accepted in lieu of written permission.* Faxed/emailed permission forms can be accepted.

Parents do have the right to refuse to allow their child to participate in a field trip. In that case, the student will be in attendance at school. Since the field trip is educational, attendance on field trips is considered attendance at school. It is NOT an option to just keep a student home. In that case, the absence will be counted as such.

Food, Drinks, Gum, or Candy: No food, drinks, gum, or candy are allowed in the academic halls, classrooms or gymnasium. Faculty and staff members are asked to deal with students who violate this rule on an individual basis. *All food items are to be consumed in the cafeteria.*

Gambling: Students are not to engage in any activity that includes any form of gambling.

Grievance Policy: A copy of the Diocese of Fort Worth Policy 5221 regarding appeals concerning students, other than suspension or expulsion is in the Appendix to this handbook. Policy 5220 Out of School Suspension or Expulsion provides the following Appeal Procedure:

If the parents or the guardian wish to appeal the Principal's decision (to expel or suspend a student from school), a written appeal must be filed with the Superintendent of Schools within five (5) days from the date the parent's or the guardian's receipt of notification of the Principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation, or conciliation process of the Diocese.

Health Requirements and Medications: All students in pre-school, ninth grade, and new to the school are required to have a Medical Report form filled out by a physician on file at the school. Students must be current on all immunizations. Medical forms are also required of all students participating in athletics. Forms may be obtained from the campus office and must be returned completed by Orientation Day. Athletes will not be permitted to practice or play in a sport until the Medical/Physical form is on file at the school. The school does not cover students on school insurance. All students are required to have insurance information on file with the office.

A student is expected to participate in physical education classes unless there is a written statement from the doctor requesting restriction of physical activity.

Allergy Policy (Diocesan Update: 7/20/16)

- If the student has any noted allergies requiring the use of an epi pen, the parent shall furnish the school with two epi pens for the student. An allergy plan of care (action plan) for the student must be in place by the 1st day of school and at all times that the student attends the school. The epi pens and the Diocesan Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school.
- Prior to each field trip, the Parent has the responsibility of reminding the teacher that the epi pen is to go on all field trips with the student.
- The epi pens furnished to the School by the Parent must be currently valid and any expired epi pens are to be immediately replaced by the Parent.
- All school employees will have annual training in August during orientation, and refresher training as needed.
- At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions.

Communicable Disease: General information –

- Immunizations required by the State Department of Health must be observed
- Students should remain at home when they exhibit the first symptoms of a disease
- When a student in school is suspected of having a communicable disease, he/she should be separated from other students until he/she can be sent home

Guidelines for Excluding Students from School (TCCED policy):

Exclusion Guidelines:	Return to School Guidelines:
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours

Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

Nut Awareness Policy (Diocesan Update: 08/02/16)

Notre Dame Catholic School recognizes that nut allergies represent a health and safety hazard, which can have serious consequences for students who have an allergy to peanuts/nuts. In order to protect our students with any nut allergy from an environment that may be harmful to their health and safety, we have instituted a policy to minimize the risk of exposure to “peanut” items for these students with peanut allergies, however we cannot ensure other food products haven’t been manufactured in a facility who uses peanuts/nuts in other products.

All teacher and staff will be given a list of the students with peanut/nut allergies. All school employees will have annual training in August during orientation, and have refresher training as needed.

Notre Dame Catholic School will have a designated table in the lunchroom for students whose parents request in writing that they do not sit at a table with students who have peanut/nut products in their lunches. This designated table will be cleansed before and after each lunch.

Students with peanut/nut allergies may only eat food that is brought from home unless written permission is received by the teacher/nurse from the parents.

No snacks or any other food with peanuts or nut products will be served in the student’s classroom or used in any class project. All students in that classroom must bring “peanut/nut free” snacks if they are to be consumed in the classroom, however, we cannot ensure other food products haven’t been manufactured in a facility who uses peanuts/nuts in other products.

Students **without** allergies may have peanut/nut products in their lunch containers.

If time permits, in an unusual situation when lunch must be served in other areas of the building, the school nurse will work with administration and teachers to create a safe environment for the students with peanut/nut allergies.

Only “peanut/nut free” snacks will be permitted in the student’s classroom during parties or class projects that include food. However, we cannot ensure other food products haven’t been manufactured in a facility who uses peanuts/nuts in other products.

Inappropriate Language: The way we speak to and treat one another directly correlates with respect. Profanity, crude or inappropriate language and rude gestures are unacceptable (verbal or nonverbal). Students should always show the utmost respect for faculty, staff, school volunteers and their fellow students. Violation of this ethic will, at the very least, result in detention. Continued violations could lead to parental conferences, suspensions, or dismissal.

Married Students: The primary responsibility of Notre Dame Catholic School is education. The primary responsibility of a married person is marriage. Because of the potential conflict and divergent responsibilities, married students will not be allowed to attend Notre Dame Catholic School. A married student will be asked to withdraw immediately.

Medication for Students: Please see the Medical Permit Form in the Appendix for important information and restrictions concerning medications for students while on campus. (DP 5320)

Parents must write a note to describe out of the ordinary exceptions to the medical policies. Examples include: use of cough drops, change in uniform, special devices such as special shoes, crutches, slings, or other appliances necessary for a student's health. The student must present the note to the front office to be approved. The student will carry a copy of the parent note (bearing an approval signature by the office) on his/her person throughout the school day. If any of the above is necessary for more than one (1) day, permission must be granted by the Principal. A parental note and a doctor's prescription for such devices or accommodations must be furnished for approval by the Principal or Counselor.

Messages for Students: If parents need to get a message or bring an article to a student, they should call or come to the campus office and we will deliver the message or item. Students are not permitted to use cell phones to communicate with parents during the school day. Messages should be limited to urgent types only. At the Upper Campus, please advise your student that if he/she has forgotten to bring their lunch or lunch money, or any other item, to make a practice of checking in at the front desk between classes to see if it has been delivered.

Parties or Group Travel Events: Notre Dame Catholic School will not participate nor facilitate in the planning of any non-school sponsored graduation event or trip.

Public Displays of Affection: Public displays of affection at school or at school functions are not appropriate. These expressions would include kissing, groping, prolonged hugs, etc. Demerits or detentions will be issued. Parents may be called and the students could be suspended. Serious or repeat offenders will be put on probation and possibly withdrawn from Notre Dame.

Respect for Authority: Disrespect for teachers, substitute teachers, staff, volunteers, parents, or general disregard for school authority is unacceptable. This includes a general disregard for school rules and guidelines. Violation will, at the very least, result in detention. Continued violations could lead to parental conferences, suspensions, or dismissal.

SCHOOL SAFETY

The school reserves the right to inspect anything brought onto the Notre Dame Catholic School campus at any time. All adult employees have a copy of the NDCS Employee Safety Manual which details actions required for a variety of situations. You are welcome to review this manual with the Principal at any time.

Safe Environment Program (from the Diocese of Fort Worth, Human Resource Manual, and Revised 4-22-04)
The Charter for the Protection of Children and Young People, adopted by the United States Conference of Catholic Bishops, requires:

- All employees to participate in the safe environment session, *Keeping Children, Youth and Vulnerable Adults Safe*. Volunteers who work with children and youth must also participate in training.
- Acceptance and sign off by employees and volunteers on *The Code of Conduct and Behavior Standards for Ministers*.
- Evaluation of the background of all employees. Volunteers who are involved with children will also have a background evaluation completed.

All criminal background evaluations must be completed through the Diocesan Department of Human Resources. Schools will maintain a record of compliance of all three mandatory elements of the safe environment program (participation in a *Keeping Children, Youth and Vulnerable Adults Safe* session, sign off on the Code of Conduct, and background evaluation.) (DP 1160) Sessions of *Keeping Children, Youth and Vulnerable Adults Safe* are offered throughout the year at the school and parishes. Call the school or parish offices for dates and times for these sessions.

NDCS students also participate in the annual student sessions of *Called to Protect for Children* (kindergarten through fifth grades) and *Called to Protect for Youth* (sixth through twelfth grades) of the diocesan Safe Environment Program. Parents will be provided the opportunity to opt-out of these sessions in writing for their

students. Absent written documentation, permission to participate in the diocesan program is assumed for all NDCS students.

Evacuation: In the event of a crisis which would require evacuation of the Lower Campus building, students will be brought to the Upper Campus. If evacuation of the Upper Campus building is necessary, students will be brought to the Lower Campus. Parents will then be notified to claim their children.

Handguns and other weapons: All weapons are forbidden on school grounds, *even if a person holds a permit*. This policy applies not only to students but to all others on school grounds. Students in possession of firearms or other weapons will evoke automatic expulsion.

Section 30.06, Texas Penal Code, prohibits a holder of a license to carry a concealed handgun who has been given notice that concealed handguns are forbidden on the property from taking a concealed weapon onto the property or from remaining on the property with a concealed handgun and not leaving the property.

"Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun."

Tornados: Tornado Warning: If a "tornado warning" is in effect for the locality, students should be alert to directions and will be taken to a safe place. Areas in each building have been designated for shelter. Children will not be allowed to leave either campus unless released to a parent. Tornado drills are held periodically in order to acquaint students with procedures and to minimize anxiety in the event of a tornado warning. (DP 6020)

Fire Drills: Fire drills are required by law and are an important safety precaution. They are held monthly, beginning in September. (DP 6020) It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route (signs are posted in every room) as quickly as possible. For facility of movement, and in case directions need to be changed, students are not permitted to talk during a fire drill. Students should remain outside the building until a signal is given to return inside.

Lockdown Procedures: Students will practice emergency drills periodically in order to acquaint students with procedures and to minimize anxiety in the event of an emergency.

- SAFETY CHECK – Means there is a threat in the neighborhood such as a burglary or suspicious activity, and all students and staff are to remain securely inside the school building with all exterior doors locked.
- LOCKDOWN – Means there is an intruder or threat inside the building.
 - Teachers will bring all students into the classroom, lock the door, turn out the lights and move students away from the door.
 - Everyone is to remain completely silent until the all clear (2 bells) is given.
 - Students caught outside of their classroom when lockdown is implemented should move immediately to the office area where they will be put in a safe place. They should not try to return to their classroom, as they will not be let inside.

Visiting the School: For the safety of the children, both facilities are "closed campuses". No one is to enter either building without checking in at the office. Our children's safety depends on our knowing who is on campus at all times. Parents are welcome to visit the school, but must clear the visit with the office of either the Lower or Upper Campus.

During the hours of instruction, no visitors are allowed into the classrooms or instructional hallways without permission from the administration. *All parents and visitors must check in at the appropriate office where they will receive a Visitor's Pass.* Parents and visitors must have a valid and specific reason for being on campus during the school day. For reasons of safety, efficiency, and professionalism, those visitors who have concluded with the reasons for their visit are asked to leave campus until the end of the school day.

Parents who volunteer or have appointments in the building may not drop into a classroom to see their student or a teacher during the day. This is an interruption to the class and to the educational process.

It is understandable for the first week of school to escort small or new children to their classroom until they are more familiar with the school environment. However, once children are oriented parents may not enter the instructional hallways when dropping children off in the morning.

Teachers are required to give the children in their care 100% of their attention, and they cannot visit with a parent when they must be attending to their class.

All students who leave campus during the school day must be signed out at the office. Parents who wish a conference with a teacher or administrator should call to make an appointment. *Under no circumstances is a parent to interrupt a teacher during class time.*

Unwanted Visitors: Unwanted visitors will be asked to leave the school by the principal or authorized personnel. If the visitor refuses to leave, the principal or authorized person will activate emergency service (911). (DP 6020)

School Telephones: The school maintains telephone service to both campuses for business purposes only. Lines of access are limited. Therefore, only necessary phone calls will be allowed. In cases of illness or injury, school personnel will notify the parent or emergency number(s) on the Emergency Card and may allow the student to speak with a parent. Students who need items brought to school for school activity or travel may request the front desk to call on their behalf. Students will not normally be allowed to call parents for forgotten assignments. *Students will not be allowed to leave class or be tardy to class to request telephone calls unless they are ill.* Athletes or students on field trips who arrive after school hours and need to make phone calls to parents for transportation will be allowed to use telephones with supervision by the coach or moderator.

Student Automobiles and Parking: Driving is a privilege, not a right. Student violators of the laws that protect safety are subject to disciplinary action.

Students may park in the center and along the west curb of the south parking lot only. Student parking is prohibited in faculty parking areas, on the street, in the front circle drive and in the back circle. Seniors may have one reserved parking place in the center of the south parking lot.

1. The student parking area is off limits during the school day. Students are not permitted to go to their cars without approval from an administrator.
2. Students driving in a reckless or hazardous manner on school property or in the adjacent neighborhood may lose driving privileges. Students who disobey laws and speed limits will lose driving privileges. Students must park in a designated parking space.

Student Travel: Students will be NOT be allowed to drive other students to and from school-related functions between the school hours of 8:00 a.m. to 3:10 p.m. The ONLY exception is sibling(s), in which case, a written note or phone call by the parent or guardian is mandatory in advance. Students who are participating in a field trip must ride the approved transportation to and from the field trip with their class.

Student Lockers: Lockers are the property of the school and are assigned to the student on a loan basis. Although a student may have control of his/her locker against another student, such possession is not exclusive against the school and its officials. The school reserves the right to inspect lockers at any time without probable or reasonable cause. It is the proper function of the school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes. If locks are removed or incapacitated, the student will serve detention and/or any monetary payment for damages and repair. Students may only use the lockers assigned to them. Lockers must always be kept neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students will be charged for the expense of cleaning and repairing lockers when these regulations are violated. Lockers are subject to search by the proper school authorities at any time. Drug dogs may be utilized at any time. In decorating lockers, students are reminded that this is a Catholic school and they should place nothing in or on the surfaces of their lockers which is not appropriate in a Christian environment. Inappropriate items may be removed by the administration at any time.

Locker combinations should not be given to other students, even friends. Entering or attempting to enter a locker not belonging to the student may be interpreted as an attempted theft subject to appropriate disciplinary action. Students and their parents are financially responsible for locker damage.

Student Residency: Each student, as a member of Notre Dame Catholic School, must reside with at least one parent or a legal guardian.

Tobacco Products: Use or possession of any form of tobacco product on campus, in the parking lot or school function is strictly prohibited. Violation will, at the very least, result in detention. Continued violations could lead to parental conferences, suspension, or dismissal. Parents will be notified after such a violation.

Transfer of Student/Student Records: Transfer of a student from Notre Dame Catholic School to other schools is issued only at the request of the parents or guardians. No transcripts or school records will be released until all school obligations have been fulfilled including payment of tuition. Parents must speak with an administrator or business office personnel and sign appropriate paperwork. The receiving school must request school records by phone, fax or mail. For families being transferred overseas, please call the business office for information requesting school records.

SCHOOL DRESS CODE POLICY

God created all equally.

A school uniform silently teaches the lesson of equality while allowing individuality to shine through via actions, words, and personality. Clothing worn at school must be neat and in good repair with no holes, tears or ragged edges. Hairstyles for both boys and girls must be reasonable and in keeping with the standards of neat appearance. Hair must be combed neatly and kept clean. Hair length for boys will not extend over a uniform or dress shirt collar, cover the ears, or over the eyebrows. Outlandish or faddish hair styles or embellishments such as feathers or beads or varied lengths and colors will not be permitted. Hair color must be a natural hair color. Young men must be clean-shaven at all times and sideburns should be no longer than the middle of the ear.

In general, anything that is worn that draws undue attention to the student is not allowed. Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day and will serve a detention.

LOWER CAMPUS: Students are expected to comply with the applicable provisions of the dress code in all grades Pre-Kindergarten through Five at the Lower Campus. No boots or shoes with lights are ever allowed, including Spirit Days. An entirely one-color tennis shoe (soles, laces, body of shoe) in black, white, or navy blue is required all days except Mass Days and Spirit Days.

We require the guidelines below throughout the school year, and we further require that additional fads in the form of hair, make-up (including nail polish, sculptured nails, tips, etc.), accessories, socks or shoes remain at home for use during personal time. It is the responsibility of the parents to see that their children are in uniform according to the school's requirements. Only the Principal can excuse students from the uniform.

Liturgies and other announced special days require the dress uniform, described below:

Mass Day - Dress Uniform:

Boys in Grades 3K-5 – white oxford (long or short sleeved), monogrammed navy ND tie, navy pants with belt, white, navy, or black socks with leather (or leather look-alike) dress shoes or the dress code tennis shoe.

Girls in Grades 3K-5 – ND plaid jumper with white Peter Pan collared button-down blouse (long or short sleeved), white or navy socks or stockings with leather (or leather look-alike) dress shoes or the dress code tennis shoe. The traditional “saddle oxford” dress shoe in navy and white is also an acceptable Mass Day shoe.

Jean Day/Spirit Uniform:

Blue jeans (or jean skirts for girls) with a NDCS t-shirt or sweatshirt and the uniform tennis shoe or other athletic shoes are the acceptable Spirit Day attire. Jean shorts may be worn until the end of October and after Spring Break if they are neat, hemmed, and the length of uniform shorts. Substitutes for NDCS shirts will not be permitted. NDCS Spirit Wear may be purchased from the school office and on Orientation Day. Please note that University of Notre Dame spirit wear is not an acceptable substitute for NDCS spirit wear.

Other Uniform Options (Regular Uniform):

Emblems, except those of Notre Dame Catholic School, are not permitted on clothing.

School uniform items may be purchased from Parker Uniform Company or other vendors of school uniforms. Some items (the plaid jumper, ND ties, school crest patch) must be purchased from Parker (directly or through the school).

Lower Campus Boys Uniform Options include:

- Navy pants or walking shorts* with white or hunter green polo knit or white Oxford button-down shirt (long or short sleeved)
- Khaki pants or walking shorts* with navy, hunter green or white polo knit or white Oxford button-down shirt (long or short sleeved)
- Navy cardigan or pullover sweater with school crest patch, without a hood (may be worn at Mass)
- NDCS Spirit Wear (ordered from the school office; may not be worn at Mass)

Lower Campus Girls Uniform Options include:

- Navy/green plaid jumper (Parker only) with school crest patch on left side and white Peter Pan blouse
- Navy pants, shorts, or skort with white or hunter green polo or white Peter Pan blouse
- Khaki pants, shorts, or skort with navy, hunter green, or white polo or white Peter Pan blouse
- Navy cardigan or pullover sweater with school crest patch, without a hood (may be worn at Mass)
- NDCS Spirit Wear (ordered from the school office; may not be worn at Mass)
- Solid colored shorts must be worn under jumpers on a daily basis for P.E. and recess

*Uniform shorts may be worn through October and after Spring Break but never for Mass (except 3K).

No frayed, torn, or ragged clothing is acceptable, even if it is new. Shirts and blouses should be neat and free of wrinkles. Fashion Accessories should be in good taste and not detract from the uniform.

- Lower Campus students do not have time to change shoes for P.E. or recess. Therefore, the uniform athletic shoe is required for all days except for Mass days and remains acceptable on Mass days. Mass day dress shoes should be a sturdy leather (or leather look-alike) in black, brown, navy or tan. The traditional "saddle oxford" in navy and white is also acceptable.
- Boots (including western or winter boots), open back or sling-back shoes, sandals, or shoes with lights are NOT permitted even on Spirit Days.
- On days other than Mass days white, navy, grey, or black socks must be worn with shoes and must cover the ankle. Girls may also wear solid (not patterned) white, navy, grey, or black tights with skirts. In cold weather, white, navy, grey, or black leggings may be worn in lieu of tights. These must be the fitted type, not flared, and must cover the ankle. Multi-colored socks are never appropriate.
- All pants or shorts with belt loops must be worn with a navy, brown, black or cordovan belt.
- No over-sized or baggy clothing is allowed. No cargo pants or low rider pants are permitted. Pants and shorts must be neatly hemmed with no frayed edges.
- Jewelry must be very plain, preferably of a religious nature. One set of earrings will be allowed only if they are the stud-type for pierced ears (no dangling or hoops).
- Boys are not permitted to wear earrings or studs of any kind.
- Headbands, barrettes, or bows may be worn to style hair. They must be conservative and non-distracting.
- Skorts or shorts must be no shorter than mid-thigh.
- If t-shirts are worn under the uniform blouse or shirt, they must be either solid white or solid gray. The sleeves of the t-shirt should not show under the uniform shirt.
- Coats and jackets may not be worn in the classroom (except ND Spirit Wear; please note that University of Notre Dame spirit wear is not an acceptable substitute for NDCS spirit wear).
- No caps or hats should be worn inside the building during school hours.

- No writing on one's body is permitted. No permanent or temporary tattoos are permitted. No hologram contact lenses are permitted.

UPPER CAMPUS:

We require the guidelines below throughout the school year, and we further require that additional fads in the form of hair, make-up, accessories, socks or shoes remain at home for use during personal time. It is the responsibility of the parents to see that their children are in uniform according to the school's requirements. Girls' skirt lengths must be in compliance. Only the Principal can excuse a student from the required uniform.

MASS DAY - DRESS UNIFORM for liturgies and other announced special days:

Upper Campus Boys – white oxford (long/short sleeved; undershirt must be solid white), monogrammed navy ND tie, khaki pants with belt; white, brown or black socks with black or brown dress shoes

A navy colored blazer is required for Juniors and Seniors. The Navy Blazer must be a two-button classic or slim-fit style of blazer that is either wool or wool blend with no patches.

Upper Campus Girls – plaid skirt with white ¾ sleeve blouse from Parker Uniform, plaid cross-tie, navy knee socks with dress shoes (solid – not patterned – navy tights may be worn on cold winter days; undershirt must be solid white and should not show at the waist)

A navy colored blazer is an acceptable option for Juniors and Seniors. The Navy Blazer must be a two-button classic or slim-fit style of blazer that is either wool or wool blend with no patches.

*Students not in proper uniform on Mass Days may be sent to the office to have parents bring the correct uniform to school. A detention or demerit may be issued.

JEAN DAY/SPIRIT UNIFORM (must be approved by the Principal):

Blue jeans (full length, covering ankles) with a NDCS t-shirt or sweatshirt, white/navy socks with athletic or school shoes. Substitutes for NDCS shirts will not be permitted. NDCS Spirit Wear may be purchased from the school office and on Orientation Day. Please note that University of Notre Dame spirit wear is not an acceptable substitute for NDCS spirit wear.

Other Uniform Options (Regular Uniform):

Emblems of any nature, except those of NDCS, are not permitted on clothing. School uniform items may be purchased from Parker Uniform Company or other vendors of school uniforms.

Upper Campus Boys Uniform Options include:

- Navy or khaki pants
- White or navy polo-style knit shirt (no logos); NDCS approved polos may be worn on Fridays
- Oxford-style button down shirt in white or light blue (long or short sleeved)
- A solid colored or simple patterned tie or bow tie may be worn with the Oxford style button down
- Navy cardigan or pullover sweater, without a hood; solid navy sweater vest (may be worn at Mass)
- NDCS Spirit Wear (ordered from the school office; may not be worn at Mass)
- A navy colored blazer is an acceptable option for Juniors and Seniors. The Navy Blazer must be a two-button classic or slim-fit style of blazer that is either wool or wool blend with no patches.

Upper Campus Girls Uniform Options include:

- Navy or khaki pants
- Navy or khaki skirt
- Plaid skirt (from Parker only)
- White ¾ sleeve blouse (does not have to be tucked in, but must be Parker)

- White or navy polo style knit shirt (no logos)
- Oxford-style button down shirt in white or light blue (long or short sleeved, no logos)
- Navy cardigan or pullover sweater, without a hood; solid navy sweater vest (may be worn at Mass)
- NDCS Spirit Wear (ordered from the school office; may not be worn at Mass)
- A navy colored blazer is an acceptable option for Juniors and Seniors. The Navy Blazer must be a two-button classic or slim-fit style of blazer that is either wool or wool blend with no patches.

No frayed, torn, or ragged clothing is acceptable, even if it is new. Shirts and blouses should be neat and free of wrinkles. Fashion Accessories should be in good taste and not detract from the uniform.

- All shoes must have non-marking soles and low (2-inch or less) heels.
- Students are to wear dress shoes or business casual shoes with the uniform. No athletic or casual shoes are allowed. Acceptable styles of dress shoe are Oxford style, Derby style (boys and girls), and ballet flats (girls only). Acceptable styles of business casual shoe are loafer style and boat/Sperry style. Any question as to whether or not the shoe falls within the guidelines is subject to administrative discretion.
- Boots (ankle length or western style) may be worn on designated Spirit Days and must be made of leather or suede in shades of black, brown, or tan. Boots may be worn with pants only.
- White, navy, black, tan or brown socks must be worn with shoes and must be visible. Girls may wear solid (not patterned) navy or black tights with skirts. In cold weather, black or navy leggings may be worn in lieu of tights. These must be the fitted type, not flared, and must cover the ankle and worn with socks that cover the ankle. Multi- or brightly-colored socks or pajamas are never appropriate for school.
- All pants must be worn with a solid brown or solid black belt.
- No oversized or baggy clothing is allowed. No cargo pants or low rider pants are permitted. Pants and shorts must be neatly hemmed with no frayed edges.
- Visible tattoos, body art or writing on one's body is not permitted. No hologram contact lenses are permitted.
- No caps or hats should be worn inside the building during school hours.
- Jewelry should be very plain, preferably of a religious nature, and must not distract. No chain wallets or spikes on belts, bracelets or necklaces are allowed.
- Boys are not permitted to wear earrings or studs of any kind.
- No body piercing on areas other than girls' ears are permitted. Earrings will be allowed if they are the stud-type for pierced ears or modest hoops or dangles. Gauged-style earrings are not permitted. Girls may wear no more than two earrings on each ear (lobe or cartilage).
- Headbands, barrettes, or bows may be worn to style hair. They must be conservative and non-distracting. Fad items of clothing or for hair styling are to be reserved for home.
- Skirts must be no more than 2 inches above the bend of the knee. Skirts may not be rolled down at the waist. Skorts must cover mid-thigh.
- P.E. uniforms – NDCS or solid colored t-shirt, solid colored shorts of appropriate length, athletic shoes, socks..
- If a t-shirt is worn under the uniform blouse or shirt, it must be either solid white or solid gray. The sleeves must not show under the uniform shirt. Under the white dress shirt, only a solid white undershirt should be worn.
- Winter coats may NOT be worn in the classroom.
- Approved Notre Dame Spirit Wear, including the ND letter jacket, NDCS fleece pullover, a solid navy hooded sweatshirt, and NDCS sweatshirt, may be worn at the upper campus during the school day. Please note that University of Notre Dame spirit wear is not an acceptable substitute for NDCS spirit wear.

DRESS CODE FOR CASUAL DANCES, SCHOOL EVENTS, AND OTHER OUT-OF-UNIFORM ACTIVITIES

How we dress when we are not in school uniform must still be tasteful and modest. We always want to be positive representatives of our school community. Students must follow the guidelines established for each activity.

Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students may wear sandals or boots, but flip flops of any kind are not permitted. Pajamas or nightwear, boxer shorts,

thermal underwear, and slippers/house shoes are never appropriate. *Anything that draws undue attention to the student is not allowed.*

- No mini length apparel is permitted. Dresses and skirts must be mid-thigh in length, including slits. Shorts may be worn but they must be appropriate in length and style. If t-shirts are worn, they may not have any image or writing that is suggestive in nature or have slogans which have double meaning or innuendos.
- T-shirts may not advertise alcohol or tobacco products or in any other way be in poor taste. The final determination lies ultimately with the Principal.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, or tank tops, sundresses, low necklines, shirts or blouses which reveal any part of the stomach, clothing made of clingy, revealing fabrics, etc. are neither acceptable nor appropriate. Boys may not wear extremely baggy pants. Once again, the final determination lies ultimately with the Principal.
- The wearing of caps or hats of any kind during the school day is not permitted in the school building even if the student is out of uniform, unless it is approved as a special dress-up/theme day (e.g. Western Day.) Earrings for boys are not permitted during the school day. Any other visible pierced body parts (i.e. noses, eyebrows, tongues, etc.) also are not permitted.
- Hair code and shaving code for boys remains the same.
- While “out-of-uniform” days are an opportunity for the students to express their individuality, the attire should not be of such a nature as to cause a distraction and consequently interfere with the learning environment.
- Those students who are in violation will be given the choice of changing into their school uniform or calling a parent to bring an appropriate item of clothing. The student may not go back to class until they are in compliance. Students may lose this privilege for remainder of semester.

CODE OF CONDUCT GENERAL RULES AND DISCIPLINE PROCEDURES

Attending a Catholic school is a privilege and not a right of the student. The conduct of the student or the parent of the student may cause the student to lose the privilege of attending a Catholic school. (DP 5000) Students in a Catholic school are expected to behave in a Christian manner. As a participant in the school community of Notre Dame and in accordance with the philosophy of the school, it is an obligation for all students to respect the dignity of all of its members. Therefore, all demeaning behavior is prohibited. Students and parents/guardians are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

The school reserves the right to inspect anything brought onto the Notre Dame Catholic School campus at any time.

The student is a Notre Dame student at all times. A student who engages in conduct, whether inside or outside the school, that disrupts the order of the school or is detrimental to the reputation of the school, may be disciplined by school officials. This includes online postings to social networking sites such as Facebook® as well as inappropriate use of texting or emailing.

It is expected that school personnel and parents work together to promote growth in the development of a child’s self-discipline. Parents are expected to respect the professional judgment of the staff while working with them as a team to guide the child’s development in this area. Students whose parents have violated the principles of *Parents as Partners* as referenced on page 6 of this handbook may also be excluded from Notre Dame Catholic School.

The following rules and procedures have been developed to assist in the responsible behavior of our students which will create an atmosphere conducive to learning and allow us to maintain conditions essential to the orderly operation of the school. This handbook will be posted on the school’s website at www.notredamecatholic.org for the purpose of communicating all school policies and procedures, including this Code of Conduct. Parents and students must sign the included acknowledgement forms signifying that they have received the handbook and agree

to be bound by the provisions it contains. (DP 5280) This agreement must be on file in order for your child to attend classes at Notre Dame.

The following code, rules and procedures have been developed based on Catholic values and the dignity of the human person:

LOWER CAMPUS:

Guidelines for student behavior management are established by the Faculty at the Lower Campus. Items that will detract from the learning environment are not allowed at school at any time. Items taken away from students may be returned to the parent(s)/guardian(s) on the last day of the school year. Misconduct slips are sent home for serious infractions and/or continued misbehavior. Students may be sent home for the day at the discretion of the teacher or an administrator depending on the severity of the incident or the disruption caused. A detention may be issued. This requires the student to take the detention slip home and obtain the parent's signature. Then, the student must bring the signed slip and report to the teacher/supervisor on the day and time it is issued. For more serious or repetitive infractions of rules, students may be referred to the administration.

UPPER CAMPUS:

Misconduct in the classroom will be handled by the classroom teacher by utilizing the following Demerit System.

- Demerits may be given for any number of minor infractions, including but not limited to: improper uniform, chewing gum, disruption in the classroom, tardiness, and/or any violation in classroom procedure.
- If a student exhibits severely unreasonable, disruptive behavior in a physical manner, the student will be removed from the classroom, athletic area, etc. for the safety of the student and/or others. In addition, see the section below, "Violence – Threatened and Acted."
- Suspension (in or out of school) includes suspension from all athletic practices and games and all other extra-curricular activities, practices, and performances, such as cheerleading, dance, choir, band, drama, dances, club meetings, etc. Students who receive an out-of-school suspension will not be allowed on campus during the days of their suspension. Students must complete all class work and tests from the days of suspension.
- Demerits will be tallied at the end of every day. It is possible for a student to get more than one demerit in a single day. Parents will be notified by the teacher giving the demerit before the end of the day.
- When the number of demerits totals four (4), a detention will be issued. The count of demerits begins again after each detention.
- In some instances of obvious deliberate misbehavior, a teacher or administrator may issue a detention immediately, surpassing the demerit count.
- A detention will require a parent's or guardian's signature and will be scheduled to be served after school. Failure to report for detention will result in an additional detention and a parent conference with the Principal.
- After a student receives his 3rd detention in a semester, a conference with the parent will be scheduled. All subsequent detentions issued that semester shall be served as one-day in school suspensions. This includes detentions earned from receiving four demerits as well as detentions issued outright for specific infractions. As always, more serious infractions may result in loss of extracurricular privileges, out of school suspension, and/or expulsion. At the beginning of a new semester, the demerit count is reset to zero.
- If your child participates in athletics or other before or after school programs, he or she must attend detention before going to practice or a game.

GENERAL RULES AND CONSEQUENCES: Violation of any of the below items 1 through 9 will result in the student being placed on Disciplinary Probation. If the occurrence is in the Fall Semester, probation will last until the end of the Spring Semester; if the occurrence is in the Spring Semester, probation will last until the end of the following Fall Semester.

1. TRUANCY - any intentional unauthorized absence from school

1st Offense: Notification of the parents and one (1) day school suspension

2nd Offense: Parent conference and school suspension for three (3) days

3rd Offense: Parent conference and expulsion

2. **LEAVING SCHOOL WITHOUT PERMISSION**

1st Offense: Notification of the parents and one (1) day school suspension

2nd Offense: Parent conference and school suspension for three (3) days

3rd Offense: Parent conference and expulsion

3. **CUTTING CLASS**

1st Offense: Detention

2nd Offense: Parent conference and school suspension for one (1) day

3rd Offense: Parent conference and school suspension for three (3) days

4. **CHEATING**

1st Offense: Grade of zero (0) on assignment for all parties involved, parent conference, and detention

2nd Offense: Grade of zero (0) on assignment for all parties involved, parent conference, and school suspension for one (1) days

3rd Offense: Failure of the course, parent conference, and school suspension for three (3) days

4. **VANDALISM/THEFT (See Appendix for Computer Lab information)**

PETTY or 1st Offense: Parent conference, restitution, and school suspension for one (1) day

MALICIOUS or 2nd Offense: Parent conference, restitution, and school suspension or expulsion

5. **MISCONDUCT**

Misconduct (occurring in the building, on the grounds, or at extra-curricular activity locations) includes, but is not limited to, the following: frequent and/or serious class disruption, improper behavior outside of class, profanity, misconduct on school transportation, student harassment, hazing, public display of affection, fighting or rough-housing (pushing, shoving, boxing, etc.), insubordination, extortion, intimidation, abusive behavior, pornographic writings or drawings.

Consequences of misconduct may result in: demerits, parent conference, detention, in-school suspension, out-of-school suspension, and/or expulsion.

6. **SUBSTANCE ABUSE**: The school will comply with all State and Federal laws. The school reserves the right to define USE, POSSESSION, SALE, and NEAR CAMPUS in any substance abuse related situation.

a. **Alcohol**: use, possession, or being under the influence before, during or after school, on or near campus or at any school sponsored activities

1st Offense: Professional counseling may be required, three (3) days out-of-school suspension, restitution for any damages

Seniors: in addition to above, loss of senior privileges for remainder of school year

2nd Offense: Expulsion

b. **Illegal Drugs**: USE, POSSESSION, UNDER INFLUENCE - Automatic expulsion

c. **Selling or Providing Drugs/Alcohol**: Automatic expulsion

d. **Possession or Use of Tobacco Products**: on or near school or at school-sponsored events

1st Offense: One (1) days out-of-school suspension

2nd Offense: Three (3) days out-of-school suspension

3rd Offense: Expulsion

e. **Possession of Firearms:** Automatic expulsion

Any athlete, spirit leader or class officer who violates Rule 6 while in uniform or formally representing the school will automatically be dismissed from team, squad, extra-curricular activity, or leadership position.

7. **HAZING:** Hazing is any conduct whereby a person causes another to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. It need not involve physical contact; hazing can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

1st Offense: Parent conference and three (3) days out-of-school suspension

2nd Offense: Parent conference and expulsion

8. **INAPPROPRIATE ITEMS AND MATERIALS:** Materials or items that are deemed inappropriate obviously include those that are prohibited by law for minors to purchase or possess. These are considered to merit major consequences, such as those under No. 6. Examples include pornography. Although not prohibited by law, examples of other materials treated as seriously are extremist promotional materials, racially biased materials, etc.

1st Offense: Confiscation for the remainder of the day and detention

2nd Offense: Detention and a \$25 Recovery Fee must be paid to a parent/guardian before the item is released

3rd Offense: Three (3) days school suspension and no return of item until the end of the school year

Cell phones or items needed for after school activities and/or travel may be checked at the office and secured until the student is dismissed. They must be turned off while stored away for after school use. Notre Dame Catholic School is NOT responsible for damage to any item confiscated or stored on the school premises. Electronic items confiscated may be examined by school officials for inappropriate content or use.

9. **PROFANITY, CURSING:** The use of profanity (verbal or gestured) while at school or participating in a school sponsored activity or athletic event is totally unacceptable. Self-control is expected of students attending a Catholic school. Profanity is defined as blasphemous (taking the name of the Lord in vain) and/or obscene language.

1st Offense: Detention

2nd Offense: One (1) day school suspension

SPECIAL NOTES:

1. Seniors have a unique position of leadership among the students of the school and they are accorded privileges recognizing their maturity. Seniors, therefore, have the greater responsibility of being positive role models to the underclassmen and they can expect to be held accountable to higher standards of responsibility.
2. All serious offenses in this section are cumulative during time of enrollment.
3. Discipline for all offenses may be carried over to following year if necessary for completion.
4. Any athlete, spirit leader, class officer, student council member or member of an extracurricular activity who represent the school to the public and who merits "loss of activities," will also be subject to the policies of the athletic department, team rules, or group rules as they apply.

5. The School's failure to invoke suspension or expulsion on one occasion for the commission of an offense constituting cause for suspension or expulsion shall not affect the right of the School to invoke the penalty of suspension or expulsion for a later or another commission of the same offense or any other offense.
6. Appeals may be made in accordance with Diocesan policy. (DP 5220, DP 5221)
7. Any serious violation of major school rules that occurs during a school sponsored activity held on or off campus, or potentially harms the reputation of Notre Dame Catholic School, may result in immediate expulsion. (DP 5220)
8. The School reserves the right to exceed or amend established discipline procedures if the offense warrants it.
9. The School reserves the right to review the conduct and actions of Notre Dame students, regardless of where or when such actions take place, if they are of a nature to bring discredit to the School or, if they conflict with the Christian values for which Notre Dame Catholic School stands. This review includes electronic communications such as e-mail, online posts or text-messaging.

HARASSMENT, PHYSICAL OR VERBAL ABUSE: Any form of harassment, physical or verbal abuse of other students, teachers and other adults is not tolerated at Notre Dame Catholic School. Suspension or expulsion may be invoked. (DP 5220)

According to Federal law, sexual harassment includes but is not limited to:

- (1) verbal conduct such as epithets, derogatory jokes, or comments, slurs or unwanted sexual advances, imitations or comments;
- (2) visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- (3) physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter;
- (4) threats and demands to submit to sexual requests for certain benefits; and
- (5) retaliation for having reported or threatened to report sexual harassment

A report of harassment, physical or verbal abuse should be made to the Administration/ Principal. Also, students are encouraged to talk to any adult on the staff on either campus if they would be more comfortable doing so. All employees of Notre Dame Catholic School have received professional information or training to attend to reports of harassment and abuse.

All allegations of sexual harassment will be taken seriously and promptly investigated. Confidentiality and concern for both the alleged victim and the alleged perpetrator is stressed. (DP 5320)

Blogs & Social Networking Sites Engagement in online blogs or social networks may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students or the Church.

Bullying and Cyberbullying Notre Dame Catholic School attempts to provide a safe environment for all individuals. Verbal, physical or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) may face detention, suspension, proof of professional counseling and/or expulsion. Bullying is generally defined as negative, aggressive behavior repeated over time that involves an imbalance of power. Bullying can take many forms. While conflict is inevitable, bullying is not. The faculty, staff and administration of Notre Dame Catholic School continually work with students, parents and colleagues to create conditions that prevent bullying behaviors.

VIOLENCE – THREATENED AND ACTED: All threats of violence will be taken seriously. The safety of everyone at Notre Dame is the predominant concern. If the Principal believes that the presence of a student in the school poses a safety threat for others in the school, the student will be treated with dignity but will be removed from the school. Dependent upon the circumstances, the administration may (1) evacuate the school, (2) inform the police, and/or (3) inform pastors and the superintendent. The school reserves the right to treat cases of violence, whether threatened or acted, individually and age appropriately. ((DP 5320, DP 5215, DP 5220)

OFF CAMPUS CONDUCT: Students should remember that they are responsible for the good name of Notre Dame Catholic School at all times. Behavior on or off campus that is not exemplary may lead to disciplinary action up to and including dismissal. The administration may ask for the withdrawal of any student whose conduct is detrimental to the school’s good reputation.

PARENT BEHAVIOR (DP 5220): “*Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence may be requested to withdraw the student from the school. The student’s records shall reflect that the student has either withdrawn or transferred. The student records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.*”

Operation Angel Safe

LOWER CAMPUS DROP-OFF AND PICK-UP PROCEDURES

Arrival Procedures

- The speed limit in the parking lot is 5 MPH.
- Morning Care opens at 7:00 am in the cafeteria and is staffed by two faculty/staff members.
- If arriving before 7:30 am, please walk your child into Morning Care.
- If arriving before 7:45 a.m., you must drop off your children at the OLQP Youth Hall / NDCS doors (on the Lansing St. parking lot side). Do NOT park in the drop-off area. These doors are locked at 8:00.
- A faculty/staff member will monitor students and the drop-off line from 7:30-8:00 am at the Lansing St./OLQP Youth Hall entrance.
- The York St. entrance will be opened at 7:45 a.m. and remain unlocked until 8:15 am. The York Street drop-off area is a no parking zone during arrival and dismissal times.
- Parents may park in the parking lot and walk their child into the school.

Dismissal Procedures

- Half-day Pre-K students may be picked up at 11:00 a.m. at the office.
- Full-day Pre-K, Kindergarten and 1st Grade Classes:
 1. Dismissal time is 3:00 p.m. for Pre-K and Kinder; 3:10 p.m. for 1st Grade. (2:15 & 2:25 p.m. on Thursdays)
 2. If the Kindergartener has a sibling in grades 1-5, he/she will be dismissed with the older sibling so you will have to make only one pick up.
 3. Parents are asked to form a car line on York St. spanning the school block from the flagpole to the parking lot entrance. DO NOT block access to the Church office.
 4. Teachers and aides will deliver your angel to your car. Please have your name identification card where it can be easily seen.
 5. When your child is secured in your car, and if you have no one else to pick up, you may pull out in the passing lane and be on your way.
 6. At dismissal time this block is a NO PARKING zone used for loading students only.
 7. Parents will not be allowed to park and pick up the student by walking through traffic. We insist that all parents use proper dismissal procedures.
- Grades 2-5
 1. Dismissal time is 3:10 p.m. (2:25 p.m. on Thursdays)
 2. Parents are asked to enter the school parking lot from Lansing. Do not use the middle entrance; use the north entrance by the fence. This is the exit. You are asked to form a car line in the parking lot along the perimeter as outlined on the map.
 3. Parents will not be allowed to park and pick up the student by walking through traffic. We insist that all parents use proper dismissal procedures.
 4. Classes will be standing at the cafeteria doors where teachers and Safety Patrols will help the children into your cars. Please have your name identification card where it can be easily seen. There is often a glare, which makes it difficult for the teachers to see it and we usually can not see your face. Please be patient with us.
 5. Drivers are to remain in their cars when loading children.
 6. If you need to speak to a teacher, please park and wait until dismissal is over so the teacher may give her full attention to the children.
 7. When your child is safely in the car, and you have no one else to pick up, you may pull out into the passing lane and exit the north driveway (by the fence) and be on your way.

NDCS TECHNOLOGY POLICY

Various technologies are used to support the curriculum and to augment instruction in the classroom. It is a school-wide policy that all computers used at Notre Dame Catholic School are to be used in a responsible, productive, moral, and lawful manner. Failure to comply with the policy and the guidelines of computer use, as described below, will result in a loss of computer privileges.

Computer and the Network

Computer networks allow students to interact with other computers on campus. Students should never download or install any commercial software, shareware, or freeware onto the network drives or disks, nor should students copy other student's work or intrude into other student's files.

Connecting to the Internet

The Internet links thousands of computer networks around the world, allowing Notre Dame Catholic School students to explore thousands of libraries, databases, museums, and other repositories of information. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Although Notre Dame Catholic School does have a filtered system, it does not have total control of the information on the Internet and families should be aware that some sites accessible via the Internet may contain material that is inappropriate for educational use. Notre Dame Catholic School does not condone the use of such materials. However, we believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages.

COPPA Compliance

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998 with amendments in 2012. The primary purpose of COPPA is to place parents in control over the information gathered about their children by websites/apps. The Rule applies to commercial websites/apps that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13. Additional information regarding COPPA can be found by visiting [http://business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions#General Questions](http://business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions#General%20Questions)

Google Apps for Education

Google Apps for Education is a web-based tool for our students and staff. It may be accessed from any computer connected to the Internet. This education version of Google Apps provides a self-contained environment for students and staff to create and store school work, collaborate and share information, as well as publish some resources publicly. The education version is also ad-free and data is only used to improve GAFE services. You can find the GAFE Terms of Service here: http://www.google.com/apps/intl/en/terms/education_terms.html

The features and options used by students will be based on grade level and requirements for coursework. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Gmail, Sites, Calendar, Blogger, YouTube, Maps, and Earth. Email, if available to your student, can only be sent to or received from others with Notre Dame Catholic School accounts unless otherwise specified by the school. Teachers may request that students have access to YouTube for directed projects. Teachers will provide initial instruction to students prior to using tools in the Google Apps suite as well as ongoing guidance for their use in the classroom. GAFE student accounts created by Notre Dame Catholic School will be managed by the school in consultation with the Region 9 Education Services Center. In school, teacher supervision and Internet filters are used to prevent access to inappropriate content and to

ensure that student use of digital tools follows the appropriate guidelines. Student accounts can be accessed by administrators at any time.

Parent/ Guardian Guidelines

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss rules and expectations for using Internet-based tools, including GAFE. Parents should report any evidence of cyberbullying or other inappropriate use to the school immediately.

Student Guidelines

Any action by a student that is determined by school personnel to constitute an inappropriate use of technology (computers, Internet, cell phones, etc.) is in violation of rules. If the school discovers postings on social media sites that are posted during school hours the student was in attendance, the student will face discipline for each unauthorized entry. The following are guidelines to prevent the loss of computer privileges at Notre Dame Catholic School:

Responsible use includes:

- Using the school's WiFi network for school purposes only.
- Treating all equipment with respect
- Using the Internet and other computer resources to research assigned classroom projects
- Using the Internet to investigate information on the World Wide Web
- Asking for help if unsure of what to do in any application
- Modeling proper behavior around the computers
- Being responsible for one's own actions and for loss of privileges if rules are violated

Irresponsible use includes:

- Using a computer to harm other students or their work
- Trespassing in another student's work or files
- Damaging the computer or the network in any way
- Wasting limited resources such as disk space or printer paper
- Violating copyright laws
- Interfering with the operation of the network or any stand alone computer by installing illegal software, shareware, or freeware
- Using the Internet for any illegal purpose
- Viewing, sending, or displaying offensive messages, photographs, drawings, etc.
- Bookmarking sites on the Internet without proper permission

Violating the Computer Policy may result in:

- Restricted network access,
- Loss of network access,
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

ACCEPTABLE USE POLICY

WiFi/INTERNET TERMS, CONDITIONS, AND REGULATIONS

It is the policy of Notre Dame Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Whether using a school or personal device, access privileges may be revoked; school disciplinary action may be taken; and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Acceptable Use The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives and mission of Notre Dame Catholic School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat,” or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

3. Privileges The use of the Internet and related technologies is a **privilege**, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user’s access to the Internet and related technologies due to unacceptable use.

4. Copyright It is the policy of Notre Dame Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Notre Dame Catholic School policy, doing so at their own risk and assuming all liability.

5. Other

- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Prior approval for Listservers is required for students.

DIOCESAN POLICIES CONCERNING TECHNOLOGY ISSUES
6200 ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchwerks. The term “Staff member” as used herein shall mean all employees of a school,

Staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate

information for the student's benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by a school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student's parents about the contact and the student's parents shall immediately reported the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

6205 ONLINE SOCIAL MEDIA

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee's messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school policies, including Acceptable Technology Use and the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers*.

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.
- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis or weblogs.
- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.
- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

6210 THE MINIMUM SOCIAL MEDIA REQUIREMENTS

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
 - Abide by all diocesan, parish and/or school guidelines
 - All communication by school employees reflect on the Church and the school
 - Do not claim or in any way give the impression or the appearance of representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
 - All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
 - Abide by all copyright, fair use and financial disclosure laws.
 - Never divulge confidential information.
 - Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
 - Practice Christian charity.

DIOCESAN POLICY 5221
Appeals Concerning Students Other Than Suspension or Expulsion

Any parent having a complaint concerning a teacher's and/or principal's action in connection with a student, other than an expulsion, must first speak with the principal and/or the teacher. If the grievance is not resolved, the Grievant presents the grievance in writing to the principal of the school within ten (10) days following the event which forms the basis of the grievance. The written grievance must (i) clearly identify that it is a grievance, (ii) describe the event or action which forms the basis of the grievance, (iii) describe all actions which the Grievant has taken to resolve the matter, and (iv) describe the action the Grievant would like the principal to take. Upon receipt of the grievance, the principal shall immediately furnish a copy of the grievance to the Pastor, if it is a parish school, and to the Superintendent of Schools. If the principal feels that there should be a meeting with the Grievant, the principal will attempt to set up said meeting within five (5) days of the receipt of the grievance. Then the principal shall investigate the alleged grievance and mail a written decision to the Grievant within seven (7) days from the receipt of the grievance or within seven (7) days from the date of the meeting with the Grievant. Copies of the written decision shall be furnished to the Pastor, if the school is a parish school, and to the Superintendent of Schools.

If the Grievant wishes to appeal the principal's decision, then within five (5) days from receipt of the written notice, the Grievant shall furnish the Pastor, if there is one, a copy of the grievance, the principal's written response and the Grievant's appeal. If there is no Pastor, the grievance appeal goes to the Superintendent. The Grievant must inform the Pastor or the Superintendent that the Grievant is appealing the principal's decision. The Pastor shall, within five (5) days of the receipt of the appeal, meet with the Grievant. The Pastor shall make his written decision within (5) days from the date of the meeting.

If the Grievant wishes to appeal the Pastor's decision or if it is not a parish school, the Grievant must give notice to the Superintendent of Schools of the Grievant's wish to appeal the Pastor's decision or principal's decision, if not a parish school. The Grievant must furnish the Superintendent with the grievance, the principal's decision and the Pastor's decision. The Superintendent shall make such an investigation as the Superintendent feels appropriate. The Superintendent shall furnish the Grievant within ten (10) days from the date of the Notice of Appeal, a written decision.

In all grievances and appeals concerning students, the decision of the Superintendent of Schools is final and is not subject to any further grievance, appeal, mediation, or conciliation process of the Diocese.

ALL TIME LIMITS REQUIRED FOR AN INDIVIDUAL TO FILE A GRIEVANCE AND AN APPEAL OF THE GRIEVANCE ARE MANDATORY TIME LIMITS. IF A PARTY FILING THE GRIEVANCE FAILS TO MEET ANY OF THE TIME LIMITS, THEN THE GRIEVANCE PROCEDURE IS TERMINATED AND NOT SUBJECT TO ANY FURTHER APPEAL OR ANY FURTHER GRIEVANCE, APPEAL, MEDIATION, OR CONCILIATION/ARBITRATION PROCESS OF THE DIOCESE. EACH GRIEVANT MUST STRICTLY ADHERE TO THE TIME SCHEDULES FOR FILING A GRIEVANCE AND APPEALING FROM ANY DECISION. FAILURE TO FILE A GRIEVANCE WAIVES ALL OTHER GRIEVANCE, APPEAL, MEDIATION OR CONCILIATION/ARBITRATION PROCESS OF THE DIOCESE.

**NOTRE DAME CATHOLIC SCHOOL
PARENT/LEGAL GUARDIAN PERMISSION FORM
For Out of School Activities**

This is to certify that _____ has my permission to take part in the activity listed below. This is only if my student is eligible to go on this trip, or to this activity, as set forth by the school administrator. This activity will be under the guidance and supervision of _____ . However, I release the supervisor and Notre Dame Catholic School from any liability and waive any and all claims against the School and the administrators, teachers, and staff, individually or collectively, for injuries which may be received during the activity, either at the destination or in the traveling to and from the said destination.

Signature of Parent or Legal Guardian

Date

I, _____, understand that it is my responsibility to act in a manner befitting a student of Notre Dame Catholic School at any functions that I attend. I also understand there will be NO use of drugs, alcohol, tobacco, or possession of these stated items or those deemed illegal and not stated. If my behavior is not befitting, I understand that there will be a ZERO tolerance of such behavior and my parent(s) or legal guardian(s) will be notified to come pick me up immediately.

Signature of Student

Date

Destination: _____

Supervisor: _____ Phone: _____

Date and Time of Departure: _____

Date and Time of Return: _____

Student Cost: _____

Permission Form – Out of School Activities

MEDICAL/INSURANCE INFORMATION

Student's Name: _____ Home Phone: _____

Student's DOB: _____ Address: _____

Parent(s)/Guardian(s) Name: _____

Parent(s)/Guardian(s) Business Phone: _____ Cell Phone: _____

Emergency Contacts: Name: _____ Phone: _____

Name: _____ Phone: _____

To Whom It May Concern (Doctor, EMT, etc.):

Please be advised of the following medical conditions or allergies of which we feel you should be aware:

Insurance Company: _____ Phone Contact: _____

Policy Number: _____

This form is to be in the possession of the sponsor/supervisor at all times during the activity.

I, _____, (parent)(guardian) of _____ give my permission for the sponsor/supervisor to contact emergency medical aid to help my child, if deemed necessary.

Signature of Parent/Legal Guardian

Notre Dame Catholic School
2821 Lansing Blvd.
Wichita Falls, TX 76309
(940) 692-6041

**NOTRE DAME CATHOLIC SCHOOL
STUDENT/PARENT RECEIPT STATEMENT
STUDENT/PARENT HANDBOOK
2017-2018**

We have received the Parent/Student Handbook and agree to be bound by the provisions it contains and abide by all rules, regulations, and policies of Notre Dame Catholic School and the Diocese of Fort Worth.

Notre Dame Catholic School reserves the right to amend this Handbook. Notice of amendments will be available to parents.

Parent/Guardian Signature

Parent/Guardian Signature

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade

Parents as Partners: We at Notre Dame Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Once you have chosen to enter into a partnership with us at Notre Dame Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty.

As partners in the educational process at Notre Dame Catholic School, parents agree to support and cooperate with the academic and disciplinary policies of the school and to treat teachers and staff with respect and courtesy in discussing student issues.

This signed statement must be turned in to the school office by the 1st day of classes.

Photo-Video Release

To whom it may concern:

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

Signed: _____

Date: _____

Please return to the school office by the 1st day of classes.

ACKNOWLEDGEMENT FORM

I have received and read a copy of the Diocesan School Policy #6205 Online Social Media.

I have also received and read a copy of the Diocesan School Policy #6210 The Minimum Social Media Requirements. I understand both policy statements and agree that all student members of my family will abide by the standards set forth in both policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member(s) of my family up to and including expulsion from the school.

Parent Name: _____

Date: _____

Student(s) Name(s)

Name of School: Notre Dame Catholic School

Parent Signature: _____

Student(s) Signature(s): _____

ACCEPTABLE USE POLICY

I understand that the Internet access at Notre Dame Catholic School is designed for educational purposes, and that my use of this system must be in accord with the educational and religious goals of Notre Dame Catholic School. I further understand that for any violation of the *Acceptable Use Policy* my access privileges may be revoked and school disciplinary action will be taken.

My signature below indicates that I understand and agree to abide by the attached *Acceptable Use Policy* for Internet access use at Notre Dame Catholic School.

Parent Signature

Date

Student Signature

Date

Please sign this attachment and return it to the school. Thank you.

Only **necessary** medication (prescribed for, but not limited to the treatment of; ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. The **parent** is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
5. Antibiotics will not be given at school-by-school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. **High School** students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the **school nurse** and/or the **parent** perform nebulizer treatments in school. Non-medical school (not licensed) personnel are not permitted to administer this treatment.
9. Once a vial of insulin (or other medication in a vial) is started (opened), date it and discard after 30 days.
10. Only the school nurse and/or the parent may work with an insulin pump or insulin administration. Non-medical (not licensed) school personnel are not permitted to work with an insulin pump or insulin administration.
11. Medication will not be administered via a central line at school by any school personnel.
12. Medication that is expired will not be administered in the school clinic, it will be properly discarded.

**TO THE NURSE OF:
SCHOOL**

NAME OF STUDENT:

GRADE:

ROOM:

NAME OF MEDICATION:

DOSAGE AND DIRECTIONS FOR GIVING:

BEGINNING DATE:

ENDING DATE:

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

(2 of 2)

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Ft. Worth, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Ft. Worth, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN:

DATE:

SIGNATURE OF PHYSICIAN:

DATE:

(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: