

NOTRE DAME CATHOLIC SCHOOL

Forming Disciples of Jesus Christ since 1904



Lower Campus Student/Parent Handbook 2018-2019

Accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED), 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
940.692.6041

TABLE OF CONTENTS

Notre Dame Vision and Mission	2
Philosophy of Education	2
Accreditation	3
History	3
ND School Advisory Council & Finance Council	3
Diocesan Policies	3
Admission and Nondiscrimination Policy	4
Registration and Admission Policies	4
Financial Information	5
Attendance & Tardy Policy	7
Academic Integrity Policy	8
Communication	8
Lower Campus Program	9
School Hours; Grading Period; Grading System; Arrival/Dismissal; Academic Information	
Student Services	11
Guidance and Counseling; Transcripts; Extended Day; Lunch Program; Testing	
School Procedures	12
Birthdays, Special Occasions for Students; Closings or Delays; Custody Issues; Daily Announcements; Emergency Cards; Field Trips; Grievance Policy; Health Requirements and Medications	
School Safety	15
School Dress Code	17
Code of Conduct: General Rules and Discipline Procedures	19
Elementary School Dismissal (Operation Angel Safe)	24
NDCS Technology Policy	25
Diocesan Policies	27
Parent/Guardian Permission Slip	32
Signature Pages	34
Student/Parent Receipt Statement; Acceptable Use Agreement; Photo Release	
Schools Medication Permit Form	37

Notre Dame Catholic School

MISSION: Continuing the legacy of Catholic education in Wichita Falls since 1904, Notre Dame Catholic School offers a pre-K through 12, college preparatory academic program concurrent with the intentional formation of students in prayer, in wisdom, and in virtue, preparing them to become servant leaders for the common good.

VISION: Catholic schools in the Diocese of Fort Worth are committed to opening the doors so that our students can reach further than the walls that would otherwise enclose them and therefore are able to recognize and cherish the eternal and transcendental goods of truth, beauty, and goodness.

PHILOSOPHY OF EDUCATION: Notre Dame, a Catholic school in the Diocese of Fort Worth, strives to facilitate the spiritual, intellectual, social, emotional, and physical development of each student. Notre Dame Catholic School seeks to inspire a joy in learning and a thirst for greater and deeper knowledge in hopes of preparing them for future leadership in vocations and civic life in imitation of Christ.

Notre Dame Catholic School has a tradition of offering a rigorous intellectual program with extracurricular activities and events to develop the diverse God-given talents of its students. Notre Dame Catholic School stands as an educational and religious center for students, alumni, families, and the local Wichita Falls community.

The goal of Notre Dame Catholic School is to graduate citizens with a deep and comprehensive understanding of education that extends beyond the classroom. This goal is achieved by teaching its students to appreciate the richness of God's creation, to wrestle with the basic questions of human existence, to listen for God's personal call, to have a true love of others, and to respond with a generosity beyond the ordinary and commonplace.

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.

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.

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.

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)

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.

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.

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.

CONSENT BY ENROLLMENT

Enrollment and attendance at Notre Dame Catholic School is a voluntary arrangement entered into freely by both parents/guardians and the school. By enrolling and attending school, parents and guardians consent to and agree to abide by the policies and procedures established in the Student/Parent Handbook, with or without a completed copy of the Handbook Receipt Statement.

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 Wednesday.

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.

RENWEB: Parents and students in grades 1-5 may access grades, assignments and course information by logging onto *RenWeb*. You may go to the Notre Dame website and click on "RenWeb" 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 RenWeb 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.

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.

STUDENT SERVICES

GUIDANCE AND COUNSELING: Guidance and counseling at Notre Dame Catholic School assist the whole student – spiritually, emotionally, socially, academically, physically, and occupationally. 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.

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.

EXTENDED DAY: The Extended Day program is more than a simple after school care facility. Activities are supervised by a 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 Wednesdays.) 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 Wednesdays, 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 Wednesdays.

LUNCH PROGRAM: Lunches will be offered on both campuses through catering provided by Monarch Catering. Lunch menus will be provided by Monarch and shared with families in order to plan on whether to purchase lunch at school or pack lunch from home. The cost of the lunch will be \$5.00. Milk can be purchased a la carte for \$0.50 and water/juice can be purchased a la carte for \$1.00.

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 or outside food or drinks 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.

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.

SCHOOL PROCEDURES (*items listed in alphabetical order*)

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.

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.

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 administrative assistant by 3:15 p.m. the day preceding the announcement. Any announcement concerning clubs or organizations MUST have the approval of the moderator or Assistant 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.*

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 will lead to parental conferences, suspensions, or dismissal.

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.

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

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.

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 face discipline up to and including 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."

Safety Procedures

Tornados: 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: Lockdown drills will be practiced periodically in order to acquaint students with procedures and minimize anxiety in the event of an emergency.

- SAFETY CHECK – In the event of a threat in the neighborhood such as a burglary or suspicious activity, all students and staff are to remain securely inside the school building with all exterior doors locked.
- LOCKDOWN – In the event of an imminent threat to the building, the campus administrator will implement a lockdown. Teachers will secure the classroom, assemble students in a safe area of the classroom, and instruct students to remain quiet. Any students in the hallway or outside the building will be moved into classrooms and accounted for by school personnel. School personnel and students will remain in locked classrooms until the campus administrator or a local law enforcement officer has announced that the lockdown has ended.

Evacuation Procedures: In the event of a crisis which would require evacuation of the Lower Campus building, students will be moved to the Our Lady Queen of Peace parish offices. Students evacuated from the Upper Campus will be moved to the Our Lady Queen of Peace Chapel. Parents will be notified to pick up their children at the Our Lady Queen of Peace Great Hall, which will serve as the reunification location.

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.*

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.

Regular Uniform:

Emblems of any nature, except those of NDCS, are not permitted on clothing. School uniform items may be purchased from our local source, Chad Crowley Productions, by visiting the online store found on our website by using the 'Uniforms' tab found at the bottom of the webpage or at <https://notredame.splatinkwf.com/>. Parents may purchase dress code items through other vendors of school uniforms if available.

Lower Campus Boys Uniform Options include:

- *Pants:* Navy or khaki pants or shorts
- *Shirts:* White, navy, or hunter green polo(no logos); White Oxford buttoned-down shirt (long or short sleeved)
- *Outerwear:* Navy cadigan 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:

- *Bottoms:* Navy or khaki pants or shorts; Navy or khaki skorts; Uniform Plaid Jumpers (skirts may be no shorter than 3" above the crease line at the back of the knees)
- *Tops:* White, navy, or hunter green polo(no logos); White Peter Pan collared button-down blouse (long or short sleeved)
- *Outerwear:* 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)

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.

Mass Day Dress Code - for liturgies and other announced special days:

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. Uniform shorts may be worn through October and after Spring Break but never for Mass.

Girls in Grades 3K-5 – Uniform 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. Uniform shorts may be worn through October and after Spring Break but never for Mass. Solid colored shorts must be worn under Uniform Plaid Jumpers.

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.

DRESS CODE FOR 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.*

**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. For more serious or repetitive infractions of rules, students may be referred to the administration. An appropriate consequence(s) for serious student misbehavior will be decided at the teacher and/or administrator's discretion. The consequence(s) will be indicated on the misconduct report, and a detention may be issued. In the event that a misconduct report is issued, the student will be required to take the report home and obtain a parent's signature. The student must bring the signed report to back to school and present it to their homeroom teacher within two days of receiving the report.

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. All serious offenses in this section are cumulative during time of enrollment.
2. Discipline for all offenses may be carried over to following year if necessary for completion.
3. 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.
4. Appeals may be made in accordance with Diocesan policy. (DP 5220, DP 5221)
5. 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)
6. The School reserves the right to exceed or amend established discipline procedures if the offense warrants it.
7. 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 Wednesdays)
 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 Wednesdays)
 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>

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.
- Book marking 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: -----

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
2018-2019**

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

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.

Diocese of Fort Worth

Office of Catholic Schools

Medication Permit Form

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.

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: