



## **NOTRE DAME ACADEMY**

### **MISSION STATEMENT OF NOTRE DAME ACADEMY**

We the members of Notre Dame Academy will:

- Provide a quality Catholic education from Pre-School through Grade Eight to the children of the Parishes of Cathedral, St. Augustine and St. Mary and the Belleville area.
- Create and build upon our combined years of family and religious traditions.
- Create an environment that challenges students and families to develop spiritually, academically, socially, physically and emotionally.
- Encourage mutual respect among family, students, and faculty.
- Provide the safest possible environment for our children at each campus.
- Work with the families of the Parishes of Cathedral, St. Augustine and St. Mary to provide the gift of Catholic faith to our students.
- Lead our children into the advanced world of knowledge and technology.

By working towards these goals, we will serve the needs of our parish and civic community as we move into the future.

## **PHILOSOPHY OF CATHOLIC EDUCATION**

Catholic education is an expression of the teaching ministry of the church, organized to promote human development in response to the spiritual, moral, intellectual, emotional, and physical through a ministry embracing a message of faith, taught and lived in community, and reaching out in service to others.

The desired outcomes of Catholic education include personal sanctification and social reform in the light of Christian values. Further, academic excellence in all curricular areas and development of a positive self-concept and moral values are sought. The secular is taught for its own inherent value, and the religious is provided to deepen an understanding of the faith experience. Religious and secular, each complementing the other, offering a deeper and fuller picture of reality.

Unity of purpose is promoted through a variety of structures. Educational institutions, processes and services are designed to create an environment in which living, conscious and active faith may grow to maturity. To this end, priests, administrator, teachers, staff, parents, and students share appropriate responsibilities.

Christian education is intended to make people's faith become living, conscious, and active, through the light of instruction. The Catholic school is the unique setting within this ideal can be realized in the lives of Catholic children and young people.

Instruction in religious truths and values is an integral part of the school program. It is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the student's experiences of learning and living achieve their deepest meaning.

## **NONDISCRIMINATORY POLICY**

In employment practices, the school and/or parish shall provide equal employment opportunities to all employees and applicants for employment without regard to race, sex, national origin, age, disability, or any other status protected by applicable federal, state or local law. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

This policy applies to all exempt and non-exempt personnel hired by the school and/or parish employer.

### **AS EDUCATORS, WE BELIEVE THAT:**

- ... our objective is to identify, understand, and meet the needs of each student, thus enabling every child to develop a positive self-image, and meet a reasonable measure of success.
- ... each student and teacher is worth the time, effort, and interest of each other because each one is important. We will not only support each other but also encourage the initiative and creativity of students and staff to accomplish our objective. We also strive for mutual respect among the students, faculty, staff, and administration.
- ... students are uniquely different, and this difference is in background, talent, and ability to learn. We are concerned with the "how" to learn as well as the "what" to learn and think.
- ... the wholesome development of the individual student and his character is of primary importance. To achieve this, the total academic program needs the support of parents. Through open communication we can achieve understanding and cooperation. Parent participation in school activities and conferences with teacher, parents and students is vital in reaching this goal.
- ... students need to feel a responsibility for their own learning. Therefore, we must assist students to develop skills of considering alternatives, examining potential consequences, and acting on their own conscience.
- ... learning takes place through personal involvement in, and enjoyment of the learning activities. Faculty members must work to create an excitement for learning in an atmosphere of truth and excellence.

### **PRIORITY IS GIVEN TO:**

- ... helping students see what the Catholic religion means to them in today's world
- ... incorporating religious considerations and values into other parts of the school program
- ... helping each student assume responsibility for his own learning

... engaging students in meaningful activities

... progress reporting according to individual ability

**COOPERATIVE EFFORTS ARE MADE TO:**

... create healthy, honest interaction among faculty, parents and students

... ensure consistent classroom expectations

... provide positive reinforcement of students and co-workers: accentuate the strengths and talents of faculty members and students

**SIGNIFICANT FEATURES:**

5<sup>th</sup> – 8<sup>th</sup> grade Specialized teachers

Electives Classes Grade 5-8

Green Screen Studio

Science Lab

Weekly Mass

Art

Band Grade 4- 8 Althoff

Chorus

Student Council

Scholar Bowl

Math Team Grades 7-8

Chess Club

Located within walking distance of downtown Belleville

Personal Laptops Grades 5-8

Touchscreen Computer Lab

Technology classes

Virtual Reality Goggles

Spanish

Physical Education

Rhythm Band

Sports Program

Interactive Curriculum

Speech Team

Full-sized Gymnasium

## **CURRICULUM AND INSTRUCTION**

### **ACADEMIC POLICY**

We, teachers and parents alike, have a responsibility to educate our students to the best of our ability. Our students likewise, have a responsibility to do their best in school. In order to help them achieve this goal and establish a framework for parent-student-teacher participation in this process, the following Academic Policy has been prepared. We ask for your support and understanding as we strive to do the best we can for all our students. The implementation of this policy will take place in the following way:

The school year is divided into four periods for reporting to parents and students. Quarter grades are sent home for all students in Grades K thru 8. Midway through the quarter individual conferences with teacher and parent(s) may be arranged by appointment. No such conferences are permitted before school or during class periods, as the teachers use such time for teaching and/or supervision of the children.

If, at the end of the next evaluation period, a student has not raised his/her grades, an appointment will be scheduled with the student, teacher, parent, and possibly the principal, to discuss the student's grades. This meeting will conclude with a definite plan of action, which, hopefully, will result in the child improving his/her, grades.

In order for eighth grade students to participate in graduation, they must have passed the Federal and State of Illinois Constitution exams with a grade of at least 75%. Health records must be up-to-date. If there are any unpaid fees or tuition, the student may participate in the ceremony but will not receive a diploma until such fees are paid.

## **ACCELERATION/RETENTION: DIOCESAN RECOMMENDATION**

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.

- a. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and reasons for this request.
- b. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior and academic progress. Discussion of student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meetings. The principal may find it advisable to attend these meetings.
- c. The principal shall see that the student is evaluated through adequate testing to discover student's academic and emotional needs and abilities, strengths and weaknesses.
- d. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- e. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention or acceleration resting with the principal.
- f. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- g. Parents must be informed at least 9 weeks before a final decision is made to retain or accelerate a student.
- h. At Notre Dame Academy, a student will not be promoted to the next grade if the student has "F" average for the year's work in two (2) of the six (6) major subjects. If a student has an "F" average for the years' work in two (2) of the six (6) major subjects, she/he must successfully complete assigned work over the summer on one (1) of the two (2) subjects. The subject taken will be at the discretion of the principal. When the work is completed the student will be promoted. If this is an eighth grader the student may take part in the graduation exercises, but will receive a blank diploma.

## **ADMISSION POLICY**

Notre Dame Academy admits students of any race, color, religion, national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Students are not discriminated against on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school administered programs.

## **ADMISSIONS REGULATIONS**

### **A. Pre-School, Prekindergarten, Kindergarten and Grade 1**

1. A child may be admitted into Pre-School who is age 3 and fully potty trained.
2. A child may be admitted into Prekindergarten who is age 4 by September 1.
3. A child may be admitted into Kindergarten who is age 5 by September 1.
4. A child may be admitted into First Grade who is age 6 by September 1.
5. A copy of a valid State Birth Certificate and a baptismal certificate is required.
6. A completed health form including immunization information is to be returned by October 15th.
7. Students in PK and Kindergarten are screened to assess their level of ability.
8. All new students are accepted on probation status.

### **B. Transfer Students:**

#### **Outgoing Students**

- a. Parents are asked to make a formal withdrawal at the school office.
- b. Records will be released to the new school when a request from that school is received in the office.
- c. All tuition and fees must be paid in full before records will be released.

#### **Incoming Students**

- a. New students registering at Notre Dame Academy are to be recommended by the principal and/or teachers at current school.
- b. A copy of Report Card should be presented at the time of registration.
- c. A Placement Test in Reading and Math will be administered to any student applying for entrance.
- d. All new students are accepted on probation status. All new families sign a probationary form at the time of registration.

- C.** Each spring registration will take place for the coming school year. Each family is asked to register at that time and pay the registration fee. Participating members of St. Augustine's, St. Mary's and the Cathedral of St. Peter's will have priority in enrolling their students for Notre Dame Academy.

**ENROLLMENT - PROBATIONARY**

This is to inform the parent/guardian that any new transfer students (other than those entering kindergarten & prekindergarten) who register to attend our school shall be considered probationary. This probationary status will remain effective until such time as the student’s school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any special needs of the child can be met by existing school curriculum and resources.

“Sufficient period of time” is to be judged by the principal and teacher/s involved on a case-by-case basis, preferably not to exceed six weeks. Each student and parent/guardian will confer with the principal and teacher/s after this time, to insure that the student is able to meet success in his/her new environment.

Notre Dame Academy reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal, and teacher/s involved) not be enrolled at this school. The Board of Education will be kept informed by the principal, on a current basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7th and 8th grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# 2022-2023 TUITION PAYMENT POLICY

## Kindergarten thru 8<sup>th</sup> Grade

|                    |                    |
|--------------------|--------------------|
| 1 child            | <b>\$4,550.00</b>  |
| 2 children         | <b>\$7,460.00</b>  |
| 3 children         | <b>\$9,910.00</b>  |
| 4 children or more | <b>\$11,940.00</b> |

|  |                             |
|--|-----------------------------|
| <b>Pre-Kindergarten (4 year old) <i>All week</i></b> | <b>\$5,915.00 per child</b> |
| <b><i>M-W-F</i></b>                                  | <b>\$3,800.00 per child</b> |

|                                 |                               |                   |
|---------------------------------|-------------------------------|-------------------|
| <b>Pre- School (3 year old)</b> | <b>Full Day- all week</b>     | <b>\$5,910.00</b> |
|                                 | Monday/Wednesday/ Friday      | <b>\$3,800.00</b> |
|                                 | Tuesday/ Thursday             | <b>\$2,555.00</b> |
|                                 | <b>Morning Only –all week</b> | <b>\$3,145.00</b> |
|                                 | Monday/ Wednesday/Friday      | <b>\$1,945.00</b> |
|                                 | Tuesday/ Thursday             | <b>\$1,465.00</b> |

***Tuition paid in full by the first day of school will receive a 3 % discount.***

The above tuition rates are for the children or wards of a participating member of one the parishes. A participating member of the Parish is defined as one whom:

- Is registered in the Parish office,
- Is actively engaged in the spiritual and family life of the Parish,
- Participates regularly in the Parish liturgy,
- Regularly contributes to the financial support of their parish, and
- Is willing to give of one’s time and talent for the good of the Parish and its charitable causes.

Families failing to meet these requirements will be considered inactive and will be charged the Non-Parishioner tuition rates. Families being reclassified will be given written notification.

### **Neighbor Parishioner/ Other Faiths—**

Additional **\$500.00** per family, per academic year (K-8)

A Neighbor Parishioner is defined as a member of a nearby Catholic church which does not have a school or that do not have space available. Currently, St. Luke & St. Henry are Neighbor Parishes.

A Non-Parishioner is defined as anyone who is not a member of the Roman Catholic Church or anyone who does not meet the criteria as stated above.

Tuition payments are handled by **FACTS** online registration is required. **There is a \$50.00 administrative fee charged by FACTS which will be included in your first payment.**

**Delinquent Accounts—**

Accounts not current within 30 days will be considered delinquent and the student(s) subject to dismissal. Notices will be sent to the account holder requesting a meeting with the Principal to discuss the status of the account.

The Notre Dame Academy Board policy prohibits the entrance of students to the new school year if tuition, student fees, band fees, athletic fees or fines remain unpaid. A student requesting a transfer should have all bills paid before a request is made to have records mailed to a new school.

Any outstanding tuition, student fees, band fees, athletic fees or fines not paid in full by **May 15th** will result in report cards being withheld for grades K-8 and the student(s) will not be re-registered for the following school year. Blank diplomas will be given to graduating students attending the school graduation ceremony.

If there are extenuating circumstances regarding your account, you must meet with the Principal to make any special arrangements.

**Registration Fee— This Fee Is Non-Refundable**

|  |                 |
|--|-----------------|
| <b>Paid by February 25th</b>                                 | <b>\$50.00</b>  |
| <b>Paid February 26<sup>th</sup> – March 22<sup>nd</sup></b> | <b>\$80.00</b>  |
| <b>Paid after March 22<sup>nd</sup></b>                      | <b>\$100.00</b> |

**Parish Support—**

Each Parishioner from Cathedral of St. Peter, St. Augustine, & St. Mary is strongly encouraged to make regular financial contributions to the support of their Parish. Your continued financial contributions to the church help maintain the campuses’ facilities and programs.

**Tuition Refund**

If for any reason you dis-enroll your child(ren), the annual tuition rates will be pro-rated.

**Tuition Assistance Program—**

A tuition assistance program is available. Please contact the Principal for further information. All inquiries will be kept in strict confidence.

# **GENERAL INFORMATION**

## **SCHOOL HOURS**

The School Day begins at 7:50 a.m. and ends at 3:05 p.m.

Parents may drop off at the Cathedral Campus in the front or back of school. Evening pick up is done in the back parking lot, see diagram given in summer mailing.

**Students may be dropped off as early at 6:30 a.m. with a charge of \$5.00. There is no charge after 7 a.m.**

## **EXTENDED CARE**

For students who cannot be picked up at dismissal may enroll in our extended care program. There will be no charge for **students enrolled** who use this service during the first half hour in after school/extended care. Please refer to the registration form for fees associated with this program.

Any student involved in the after school athletic program are under the supervision of the coaches.

## **ABSENTEEISM AND TARDINESS**

Attendance is taken daily and is included in your child's permanent record. A student's absence from school can only deter his or her progress and should be avoided unless absolutely necessary. Chronic tardiness and absenteeism is reason for concern. A child can never truly make up work missed when absent because the whole classroom presentation and activity has been missed. The more days missed multiplies and increases the difficulty of a student "trying to catch up" and disturbs the educational process of the student.

If for some serious reason a student will be absent for several days, a note is to be sent to the principal and teacher of the student. This note is due in the principal's office a week in advance of the absence.

When a child is absent, A PARENT SHOULD CALL THE SCHOOL BEFORE 8:30 A.M. TO STATE THAT THE CHILD WILL NOT BE ATTENDANCE. In addition, a written excuse needs to accompany the child when he or she is readmitted after the absence. The note needs to have the child's name, grade and reason for the absence with a parent signature.

If a child has a dental or doctor appointment and arrives to school before 9:30 am they are given a full day of attendance and will not be marked tardy. If a child leaves for a dental or

doctor appointment and returns to school within one hour with a medical paper from the doctor the child will not be marked absent or tardy. If gone more than one hour the student is considered ½ day absent. If a student leaves school within one hour of normal dismissal, they are not marked absent.

When a student arrives late but within 30 minutes of the beginning of the school day, the student will be considered tardy. No tardies will be given for bus related issues. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as 1/2 day absent. If a student has three tardies per semester the student will not receive an award for perfect attendance at the end of the school year.

### **ALCOHOL POLICY**

In compliance with Diocesan policy, no alcohol will be bought, sold or brought into a school-sponsored event where children are the primary participants.

### **BAND**

Band is open to students in Grade 4 through Grade 8. Instruction is at Althoff Catholic High School on mornings before school and one day a week at Notre Dame.

### **CELL PHONE USAGE POLICY**

Students' phones are to be off and out of sight between school hours. Cell phones may not be kept on person during the school day. Any student's phone that is visible during those hours or heard by a staff member, regardless of where the phone is kept (i.e. a phone left on in a locker or book bag), will be confiscated and turned in to the school office. **Cell phones may not be kept on person during the school day.**

The first time a student's phone is confiscated, the student will be allowed to pick up the phone at the end of the day. If a second violation occurs, the parent or legal guardian will be required to come to school to meet with the administrator in order to retrieve the phone.

The presence and/or use of any cell phone in a testing situation will be deemed as cheating. The student's phone will be confiscated, the student will receive a zero (0) for that test and all other rules associated with cheating on a test will be followed.

## **SOCIAL MEDIA**

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking site.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

The school may require the student to share content in the course of such an investigation.

## **CHILD PROTECTION**

The Diocese of Belleville requires all teachers, PSR catechists, youth ministers, coaches, assistant coaches, janitors, secretaries, cafeteria workers, drivers, and others in leadership roles who come in any contact with students in programs and activities sponsored by the parish/school, whether salaried or volunteers, are to complete the proper forms and Child Protection Training and subsequent annual Refresher Course. Volunteers in the schools of the Diocese of Belleville must be in full compliance with the Diocesan Child Protection Policy before beginning to work with children.

### **Requirements:**

**Initial Child Protection Policy Training** -The school web site has a link to this online training.

### **Background checks:**

**CANTS** (Child Abuse and Neglect Tracking Systems). This form is required and must be completed for compliance and is updated every 2 years. This form is turned into the school office and sent to the Diocesan Child Protection Office.

**CI** (Criminal Investigation) This form is required every 4 years. This form for authorization must be completed for compliance. Forms are turned into the school office.

**Fingerprinting** Required by Coaches, Asst. Coaches, & Employees.

**Employee Application:** Required by Coaches, Asst. coaches, and other volunteers, if they receive a stipend of any kind.

**Volunteer Application** This application is filled out once and turned in to either campus's office and will be sent to the Diocesan Office

**Annual Refresher Course** This is a yearly refresher course only for those who have completed the Initial Training. It is completed on line. A copy of completion of the course must be given to the office at either campus.

### **CHILDREN'S EDUCATIONAL COMPONENT TRAINING**

Mandated by the Diocesan Office of Child Protection, all children in Grades PS-8 will receive an annual Child Protection program. The objective is to educate and empower children about their personal and body safety. The content for each grade's lesson is age appropriate. Permission for this program is required from the child's parent or guardian.

### **Internal Reporting Procedure for Abuse and Neglect**

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). Please report any suspect of child abuse or neglect to the administrative staff of Notre Dame Academy. The Principal or appointed personnel will call DCFS and follow the guidelines mandated by the state.

All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders, coaches, administrative staff, principals, and volunteers who work with children are mandated reporters.

### **CLASS INTERRUPTIONS**

Classes are not to be disturbed at any time during the school day. ***Before*** school is ***not*** a time to have a conference with a teacher. Teachers use this time for students and organizational procedures. All conferences ***MUST*** be scheduled with the teacher & the office. Any visitors need to sign in at the school office.

### **CLASSROOM STAFFING POLICY**

The Principal of Notre Dame Academy will be responsible for determining the staffing needs for the school and then hiring qualified individuals to fill those needs.

The general classroom size **guidelines** which the principal will use for hiring classroom teachers, para professionals, and additional teachers for other classes are listed below.

Student-Teacher Ratio Guidelines:

|                          |   |
|--------------------------|---|
| Pre-School (3 year olds) | 10 students - 1 teacher                             |
|                          | 11 -19 students - 1 teacher and 1 para-professional |

|                                 |   |
|---------------------------------|---|
|                                 | 20 students – 2 teachers                            |
| Pre- Kindergarten (4 year olds) | 10 students – 1 teacher                             |
|                                 | 11 -19 students - 1 teacher and 1 para-professional |
|                                 | 20 plus students – 2 teachers                       |
| Kindergarten                    | 15 students – 1 teacher                             |
|                                 | 16-24 students – 1 teacher and 1 para-professional  |
|                                 | 25 students - 2 teachers                            |
| Grades 1, 2, 3, & 4             | 20 students – 1 teacher                             |
|                                 | 21-27 students – 1 teacher and 1 paraprofessional   |
|                                 | 28 students – 2 teachers                            |
| Grades 5, 6, 7, & 8             | 27 students – 1 teacher                             |
|                                 | 28 students – 2 teachers                            |

### **CONDUCT AND DISCIPLINE**

One aim of our school is to assist the child in developing Christian self-discipline. The child will be helped to see clearly the consequences of various behaviors and to realize that choosing certain behavior means accepting the responsibility for the consequences of that behavior.

When the parents send their child to school, they are delegating some of their teaching authority to the school. The child should bring to school good habits of discipline already formed at home.

Good discipline promotes good academic progress. The atmosphere of the school should be quiet, peaceful, orderly, and at the same time should stimulate and motivate students to learn.

Children are expected to respect and obey all teachers and supervisory personnel, volunteer workers, cafeteria personnel, maintenance workers and coaches- at school or at school sponsored activities. Most especially the children are to respect any person giving a presentation of any kind to the class.

These principals and expectations apply to students both on campus and off campus during school (after care, athletics, field trips etc.) and non- school sponsored programs and events.

Respect for the property of the school as well as the property of others is also expected for every student. Reimbursement is to be made to the school for any damages to school facilities (e.g. windows, plumbing, etc.) laptops, texts, and library books are the property of the government and school. Students are responsible for the care of these items and compensation must be made for their loss or damage.

Each teacher is primarily responsible for enforcing the rules and regulations of the school. At the beginning of the year, students will be informed of classroom rules and school regulations. A child must learn to be responsible of his/her actions and decisions. If a student knows what is expected but deliberately acts contrary to that expectation, the child should be ready to accept the logical consequences. However, since each action and the circumstances surrounding it are different, the consequences will differ. There are occasions when a large group of student may be involved in an incident and it is not possible to single out which students are guilty.

We want you and your child to understand that it is a privilege to attend Notre Dame Academy. This privilege can be lost by actions of the child or parent.

## **CODE OF CONDUCT**

Notre Dame Academy provides a challenging and safe learning environment. Responsible self-discipline in students is a key to continuing this tradition. Students are expected to practice Christian behavior and attitudes as they show respect for the school and all members of school community.

### **Respect for Self**

- Be on time and prepared for class
- Come to school rested, fed, and clean.
- Follow school dress code
- Be honest and trustworthy
- Use respectful language
- Complete homework
- Know and follow rules and policies in this handbook

### **Respect for Others**

- Cooperate with staff, students and others
- Play without hitting or fighting
- Speak respectfully with staff, students and others
- Be courteous to others
- Walk quietly inside school buildings
- Keep hands, feet and other objects to self
- Follow the requests of all staff
- Allow others to learn
- Demonstrate good manners towards others

### **Respect for Property**

- Use school property as intended and keep it clean and safe
- Ask permission when borrowing
- Respect the property and the belongings of self and others

## **COMMUNICATION and LINE OF AUTHORITY**

In the spirit of Jesus, we ask that anyone having a question, disagreement, or problem please contact the person who is foremost responsible. To follow the chain of command, we ask that you contact the teacher first before the Principal, or the Principal before the Pastors. If you feel things have not been settled at the lower level, then proceed to the next level. At times it may be beneficial for the parent, teacher and principals to meet in order to discuss the situation.

Several avenues of communication are offered: school websites, written notes, email, phone, and visit to school. Parents who wish to observe in a classroom may do so by arranging a time with the principal and at the convenience of the teacher.

## **COMPUTER LAPTOP LEASE**

**Students in grades 5 – 8 will lease laptops for instruction, online books, and Google classroom. They will be required to agree and sign the laptop lease agreement every year.**

## **CONCUSSION**

Notre Dame Academy follows concussion protocol of the Diocese of Belleville. Concussion forms are signed during the admission process. See form Pg. 55

## **CURRICULUM**

Our curriculum follows the guidelines of the Diocese of Belleville and the State of Illinois in regard to subjects taught and time allotment for the various grade levels.

## **FACULTY MEETINGS**

Formal faculty meetings are held on first Wednesday of each month (September-May) as listed on the school calendar. Students are dismissed at 1:45 pm on these days. After school care is provided if needed.

## **FIELD TRIPS**

Normally each grade K-8 will go on one field trip a year chosen by the teachers and others chosen at the Principal's discretion. These field trips are curriculum related activities, but they are also privileges afforded to the students. Students can be denied participation, by the joint consent of the teachers and principal, if a student fails to meet academic and/or behavioral requirements. Due to age level Pre-School and Pre-Kindergarten may be taking part in several field trips. All students going on the field trip must bring in the official school form signed by the parent or guardian allowing the student to participate. Phone calls and non-official school forms are not acceptable. Students are to wear the school uniform for field trips. Any change of the uniform for field trips will be at the discretion of the principal. It is also the right of

parents to refuse to allow their child to participate in the field trip. In this case the student will be placed in another room under a teacher's guidance for the necessary time. Chaperones must be compliant on Child Protection. Chaperones are not to bring other small children on the field trip because their responsibility is to the children of the class.

**FINES**

Textbooks issued are the property of Notre Dame Academy. They should be used with care and returned in good condition. Students are responsible for books, which are lost or damaged. Fines will be assessed according to the damage done or for the cost of replacement.

**GRADING SYSTEM**

There are five criteria that will be used to determine a student’s grade, namely tests, homework, class assignments, projects, and class participation. Teacher discretion will determine how these criteria are weighted for grades.

The grading system follows the diocesan guidelines as stated:

|                           |                              |                           |
|---------------------------|------------------------------|---------------------------|
| <b>Excellent Progress</b> | <b>Satisfactory Progress</b> | <b>Failing</b>            |
| A+ 99-100                 | C+ 84-85                     | F 0-69                    |
| A 95, 96, 97, 98          | C 80, 81, 82, 83             | -----                     |
| A- 93, 94                 | C-78, 79                     |                           |
| <b>Good Progress</b>      | <b>Poor Progress</b>         | O - Outstanding Progress  |
| B+ 91, 92                 | D+ 76, 77                    | G - Good Progress         |
| B 88, 89, 90              | D 72, 73, 74, 75             | S - Satisfactory Progress |
| B- 86, 87                 | D- 70, 71                    | N - Needs Improvement     |
|                           |                              | U – Unsatisfactory        |

Parents may monitor their student’s progress all year by using FACTS for Grades 1-8.

**HOMEWORK AND STUDY HABITS**

The assignment of homework by teachers is acceptable and is intended to strengthen student skills in various subjects or to allow them to apply skills they have learned. Homework should stimulate self-mastery, self-discipline, and a spirit of independence and self-control. The amount of homework varies with the age and capability of each child to work independently. Parents are asked to contact the teacher(s) if they have any questions concerning homework.

If a student does not hand in homework at the appointed time there will be NO CREDIT given for the work. We want students to daily take responsibility for their homework.

Parents should work to provide a place in the home where study can take place in a quiet atmosphere. Recommended amount of time spent on homework follows:

Grades 1-2-3 20-30 minutes daily

4-5 45-60 minutes daily

6-7-8 60-120 minutes daily

In order to help students correct and understand work given to them for homework or class work, the teacher will correct the work in class. It is very important for students to have their assigned class work or homework with them when needed. This is also a step of responsibility. If an assignment is missing at the time it is due to be handed in, the student will receive no credit for the work. There may be times when a teacher will work individually with a student to help them achieve this policy.

### **HOMEWORK WHEN ABSENT**

It is the student's responsibility to ask for and hand in all assignments he or she may have missed due to absence from school or an individual class. Any assignments not handed to the teacher within a **REASONABLE TIME**, as stipulated by the teacher, will be counted as a zero when averaging grades.

Make-up work may be sent with another student if it is requested at a reasonable time in order for the teacher to prepare it. It is not always possible for this to be done prior to dismissal on the same day.

Teachers are not obliged to make special arrangements for students going on vacations during the school year. Ordinarily, work will not be given to students before they leave on vacation because the teachers cannot exactly judge how much material will or will not be covered during the time the student is absent. The student must take the responsibility for completing assignments and tests when he/she returns to school. It is not the teacher's responsibility to pursue the students.

The teachers will work individually with a student to help them achieve this policy.

### **HONOR ROLL GRADES - 3<sup>rd</sup>- 8<sup>th</sup>**

In order to give recognition to students for outstanding academic achievement, there will be an Honor Roll system. For a student to be eligible for the Honor Roll, the following criteria will be followed.

#### **HIGH HONORS**

Average GPA of 11.0 -12.0 point in the 6 major subjects

No individual subject grade lower than a "B+"

CONDUCT: A student needs a satisfactory grade in: all other subjects and no disciplinary problems for the quarter.

## **HONORS**

Average GPA of 9.0 -10.99 point in the 6 major subjects

No individual Subject grade lower than a "B-"

CONDUCT: A student needs a satisfactory grade in: all other subjects and no disciplinary problems for the quarter.

### **POINT SYSTEM USED:**

The point value system used is:

|       |      |      |
|-------|------|------|
| A+ 12 | A 11 | A-10 |
| B+ 9  | B 8  | B-7  |
| C+ 6  | C 5  | C-4  |
| D+ 3  | D 2  | D-1  |

### **ALGEBRA POINT SYSTEM:**

A+ 15 points, A 14 points, A-13 points

B+ 12 points, B - 11 points, B- 10 points

C+ 9 points, C 8 points, C-7 points

## **INDOOR RECESS**

Written permission is required in order for a student to remain indoors during recess when the rest of the students are going out. On occasion a child may need to stay indoors for health reasons, but this should not be habitual occurrence. You are asked to write the teacher a note for your child to stay in at recess. This permission should be requested only in emergencies due to the extra supervision required.

Students are not to bring toys, I-Pods, MP3 Players, DS, Game boys, etc. to school. They will be held in the school office for parents to pick up if found or seen by an adult.

## **INSURANCE**

Parents are responsible for providing accident and/or health insurance for their children. If parents do not have the above coverage, they will be required to purchase student accident insurance.

## **LEAVING SCHOOL**

Children are expected to remain at school throughout the school day unless the school office receives a note or phone call. The person arriving to pick up children before dismissal must be an authorized adult for release. The person is required to come to the school office, and sign the student out. Students will be called to the office to be dismissed with the authorized adult.

## **LUNCH PROGRAM**

District 118 provides food for our school lunch program. Prices are as follows:

|                |                        |
|----------------|------------------------|
| Student lunch  | \$3.25 (includes milk) |
| Seconds Entrée | \$1.75                 |
| Milk-only      | .50                    |

Lunch invoicing and payments will run through your FACTS account. Please stay up to date with your lunch payments to avoid a disruption in lunch service to your child.

The National School Lunch Program is available at Notre Dame Academy. Eligibility criteria for free/reduced price meals, along with an application are available on our school website and also in the school office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA

by: 1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2. **Fax:** [\(202\) 690-7442](tel:2026907442); or 3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **PREGNANT STUDENT POLICY**

The Principal of Notre Dame Academy will inform the Rector and Pastors immediately upon knowledge of a pregnant student. The Rector, Pastors and Principals, in consultation with the Diocesan Office of Education, will make final judgment as to whether or not a pregnant student should be enrolled or continue enrollment in the school. Pregnancy will not be the sole reason for expulsion. They will take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they will consider each

person's case individually, will consult with the student and her parents and will recommend appropriate counseling resources. All of this will take place within the confines of confidentiality. If the biological father is enrolled in Notre Dame Academy, consultation will take place with him and his parents, and recommendations will be made to appropriate counseling resources. All of this will take place within the confines of confidentiality.

The Principal and Pastors will inform the School Board that they are handling a pregnancy case.

### **REPORT CARDS**

Report Cards are given out quarterly according to the Diocese School Calendar. At the first report, which is in November, a conference of parent and student is held with the teacher. At other report times, the parent and or teacher may request a conference.

### **SCHOOL CALENDAR**

Each year the school calendar is established to allow for the required number of days. This calendar is published on the school web page. Any additions or corrections will be posted on the school's web page.

### **SCHOOL PICTURES**

Individual school pictures will be taken at the beginning of the year and in the spring. Although every child has his/her picture taken, no one is obligated to purchase pictures. Fall pictures are used in the Yearbook.

### **SMOKING POLICY**

In compliance with Illinois state laws and Diocesan and Parish policies, smoking is prohibited in the buildings on each campus. Parish policy also prohibits smoking in and near the entry way of the McCormick Center and Kuhl Hall. In addition, smoking is prohibited at any school.

### **STUDENT COUNCIL**

Officers are elected from the students of grades 7 & 8. All officers must have a scholastic average of B and no grade lower than a C. Committee chairpersons may be students of grades 6, 7, and 8. Grade 5 elects a class representative. The Student Council sponsors activities Based on the average of the three quarters prior to the election, of each of the six major subjects, the student must have a scholastic average of "B" and no grade lower than a "C".

## **STUDENT RECORDS**

Permanent records for each student are kept in the school office in a secure file. Following graduation records are sent to the Diocese office of Education for microfilming. Parents have to right to inspect and copy all permanent records. Fees for copying will apply.

Notre Dame Academy abides by the provisions of the Buckley Amendment with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Procedure for Compliance with the Missing Children Records Act**

Upon notification by the Illinois State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway. The school must immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school must remove the flag from the student's record.

## **STUDENT SUPPORT SERVICES**

A student in need of support services (counseling, speech, educational testing) will be evaluated by the school staff, the school principal and parents. A plan will be created and appropriate steps will be outlined to enable the student to receive needed services.

## **TELEPHONE CALLS**

One of our school rules is responsibility. Students learn to be responsible through practice and organization. Calling parents at home or work for incidental items (homework, books, lunches, band instruments, etc.) or for reminders of scheduled meetings or practices does not foster a sense of responsibility. Therefore, the school phones will be used by students only in extenuating circumstances during the school day. Parent messages will be relayed to the student(s) before the end of the day. Neither teachers nor students will be called from their classes except in case of emergency. If an urgent message must be delivered, please give it to the secretary. Students will be permitted to use the office telephone only in case of sickness or emergency and must have permission of the homeroom teacher and the office.

## **TESTING**

1. Students in Grades 2-8 take standardized achievement tests and aptitude tests, approved by the Diocesan Office.
2. Grade 5 & Grade 8, alternating years take the ACRE test (Assessment of Catechesis/Religious Education )

## **TESTS/PROJECTS**

Teachers will communicate and schedule tests, projects and homework for each grade level. Parents are asked to sign and return tests to the teacher at the request of the teacher.

## **WEATHER PROCEDURES**

In an effort to improve communications between parents and school, Notre Dame Academy will use School Messenger. This is a telephone broadcast system that will enable school personnel to notify all parents by phone within minutes of an emergency, school cancellation, etc. School Closings will also be announced on television Channel 5. We notify them as soon as we can get through to them to make the announcement. Announcements begin at 5:30 a.m. and continue at regular intervals until 8:30 a.m. Once school is in session, classes will continue regardless of weather conditions. You may pick your child(ren) up early by signing them out in the school office.

## **DISCIPLINE PROCEDURES**

The word discipline comes from the word disciple. Christ told us how to look and recognize his followers. Notre Dame Academy -Cathedral Campus & St. Augustine Campus is a place where:

- Every person is respected regardless of age
- Students, staff, teachers and administration work to help each other
- All exhibit the love and concern in Christ Himself, for Christ is ever present in our school today
- In short, our school community should be a community of faith, whose bond of unity is shared by the presence of God in each one of us present here today. In order to create the atmosphere where such values and attitudes can grow, it is necessary that all students fulfill their responsibilities also. Children must have respect for themselves first, one another, and for the adult members of this school community
- **STUDENT EXPECTATIONS**
- Give a good example to fellow students
- Practicing self-discipline and developing a sense of responsibility
- Obey rules established by the school and the classroom teacher
- Treating others and property in a respectful manner
- **PARENT EXPECTATIONS**

- Support the faculty and reinforce the ideals and goals of the school in your home and by encouraging your children in their efforts to achieve them
- Take a conscientious role in your child's development by being aware of his or her academic or social needs
- **FACULTY EXPECTATIONS**
- Implement rules and policies fairly and consistently
- Communicate to parents any significant changes in their child's behavior, academic or social being. Meeting with parents need to be done privately
- **STUDENT BEHAVIOR**
- Discipline and Achievement: There is a close connection between discipline and academic achievement. This achievement demands self-control on the part of the student, mutual respect and cooperation on part of the teachers and students and creating a learning environment that is orderly, peaceful and purposeful.
- Behavior Improvement Process: Self-control is a learned process and it takes time and effort to develop. Often, unacceptable behavior occurs because children make mistakes in their journey of becoming young adults. This usually means that the school needs to be an environment that will help the student develop a sense of self-control. The teacher, the principal or a phone call can do this through a talk to the parents, isolation from their peers, detention, suspension and even expulsion if necessary.
- If ordinary disciplinary means fail to convert a student to the point of unreasonable behavior, and then extraordinary means must be employed. This would include the following:
  - Conferences with student, parent, teacher and principal
  - In-school suspension
  - Out of School Suspension
  - Revocation of Privileges and denial of class activities
  - Expulsion of student may occur following an exit conference with student, parent, teacher and principal
- Unacceptable Behavior  
Some examples of behavior in a Christian educational community and requiring the use of extraordinary discipline measures are:
  - Chronic lack of effort and work
  - Disregard of school and classroom regulations
  - Defacement/Destruction of School Property
  - Frequent Disruption of Classes
  - Frequent Violations of Dress Code
  - Stealing
  - Verbal Disrespect
  - Insubordination toward any staff member of the school community
  - Frequently hurting students feelings, bullying them or calling them names
  - Fighting or Verbal abuse of students
  - Frequent tardiness
  - Truancy

The following forms of absences are classified as truancies:

- Being absent without a parent calling in
- Absences from school without the knowledge and consent of the parents
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission
- Absences exceeding 17 days for which a written excuse has not been received

Truancies will be a cause for expulsion.

Some behaviors merit SUSPENSION from school. Among these are:

- Smoking, drinking and drug use in school or on parish grounds
- Leave school without permission
- Grave disrespect of a staff member
- Serious vandalism or theft
- Causing harm or injury to another through fighting or carelessness
- Possession or use of a weapon
- Doing anything which threatens the health, safety or welfare of the school community. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules or procedures for just cause at his or her discretion.

Typical Consequences in dealing with Behavior

- Verbal Warning
- Conferences with Teacher and/or Principal
- Detention
- Parent Conference
- In-School Suspension
- Out of School Suspension
- Expulsion from School

Note: These are suggested guidelines, but at any time a student can move down the list depending on the rule violated.

### **BATTERY AGAINST SCHOOL PERSONNEL**

The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of batter committed against the school personnel. The chief school administrator shall notify the Illinois State Police within 3 days of the incident or better through the School Incident Report System in IWAS.

## **BULLYING**

Bullying can be defined as verbal and non-verbal behavior that occurs repeatedly over time and causes physical or emotional harm to another. Such behavior may include, but not limited to teasing, taunting, threatening, hitting, stealing or destroying personal property. Staff will be responsible for preventing bullying in the following manner

- Supervise students closely in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bully reports
- Take parent's concerns about bullying seriously
- Investigate all reports of bullying
- Assign consequences for bullying based on the Notre Dame Academy -Cathedral Campus & St. Augustine Campus Disciplinary Procedures
- Provide immediate consequences for retaliation against students who report bullying
- Support Notre Dame Academy -Cathedral Campus & St. Augustine Campus Bullying Policies
- Students will be responsible for preventing bullying in the following manner:
  - Treat others with respect
  - Refuse to bully others
  - Refuse to let others be bullied
  - Refuse to watch; laugh or join in when someone is bullied
  - Report bullying to staff
  - Practice the 4 R's respect of self, respect for others, respect for the environment, and respect for learning

## **PROCEDURES FOR BULLYING AND DISCIPLINARY ACTION**

1. Immediately report any bully incident to staff
2. The bully incident will be investigated by teachers and principal with the goal of stopping the bullying
3. In case of serious bullying, staff will record the incident and both parents will be notified. A meeting will be set up for both parties to discuss the issues.
4. An attempt will be made to help the student change their behavior through counseling and corrective discipline.
5. Disciplinary action will include
  - 1st Incident Investigate all allegations and a verbal warning.
  - 2nd Incident Further investigation, including meetings with parents, witnesses, teachers and students. May result in possible school suspension with mandatory probation period.
  - 3rd Incident If it is deemed that a student continues to exhibit bullying behavior, it may result in expulsion from school.

## **DETENTIONS**

Detention policy will be specified at each individual campus.

## **DRUG FREE POLICY**

All students have a right to attend school in an environment conducive to learning. The use of alcohol and drugs are illegal and interfere with an effective learning climate and healthy development of children. Notre Dame Academy has a legal and moral obligation to maintain a drug free and smoke free educational environment. Schools must provide drug education that is integrated within the curriculum at all grade levels, to prepare students for decision-making against drug and alcohol use. At Notre Dame Academy the adults are not allowed to smoke in school, on school grounds or at any school sponsored events. Furthermore, no alcohol beverages may be served if students are present at any school event. If a student is found in possession of any type of drug, they will immediately be suspended until further notice. Parents will be called and a meeting between the parents and principal will take place. The principal will give parents a variety of resources that they can use to help their child. After parent meeting, counselor meeting with student and parents; then the student might be readmitted based on a meeting with the parents and counselor.

### **Alcohol, Drugs, and Weapons DP#5142, 5142.1**

The possession, use and/or distribution of alcohol, cigarettes, any form of drugs or weapons (knives, guns, mace, etc.) is prohibited in school buildings, on school grounds, on school buses, and at all school functions including athletic functions. The principal (or the adult in charge) will notify the parents immediately of any such offense. Police will be notified if necessary.

Students found to be in violation of this policy will be disciplined by the principal with possible conversation with the pastor and, if needed, the School Board. Each violation will be evaluated on an individual basis. Disciplinary measures may include: professional family counseling, withholding of privileges, and/or suspension/expulsion. Notification to the juvenile authorities might be required.

Police Questioning: The principal will follow administrative procedure from the Diocese of Belleville.

## **FIREARMS AND DRUGS**

School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school

The chief school administrator shall immediately notify local law enforcement agencies of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.

The chief school administrator shall notify the Illinois State Police of such accidents through the School Incident Reporting System on IWAS.

## **SEARCH AND SEIZURE**

The Diocese of Belleville and the Office of Catholic Education mandated that school personnel are in charge of protecting the health and safety of all students. Fulfillment of these duties may conflict with a student right for the need for privacy. There needs to be a balance between the students' rights and protection of society.

While lockers, desks, and other storage areas are provided by the school, the school retains the control and access to all lockers, desks and storage areas. These areas are assigned to students based on the premise that they will be used for school use. School personnel at any time may inspect these areas with or without the student.

## **SEARCHES OF SCHOOL PROPERTY**

All property of the school including students' desks and lockers as well as content may be searched and/or inspected at any time without any notice. Authorized school personnel have an unrestricted right to search these structures as well as containers, book bags, purses, or articles of clothing that are left unattended on school property.

## **SEARCHES OF STUDENTS' PERSON AND PERSONNEL PROPERTY**

The search of a student or personal property currently being carried is permissible when there is any suspicion that a student may be carrying contraband.

## **CONDUCTING THE SEARCH**

- When conducting a search at least one other authorized school personnel must be present. Where possible one person must be of the same gender of the student.
- The principal must always have another school authority present when a search is conducted.
- If a weapon or other substance is suspected, the school will call the Belleville Police Department immediately.
- If the weapon or illegal drug is seized, the principal will call the police and report the incident to the police, diocese and rectory and then hand over contraband when the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty his or her pockets, open a school bag or purse, the student will be detained under supervision until the parents arrive.

The chief administrator of the school, or his/her designee, reports instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act [105ILCS 127].

## **Appeal Process**

Appeals should be made according to the line of authority as stated under Communications in this handbook. After the teacher, principal, rector and pastor, the next appeal is to the Superintendent of schools.

### **RACIAL HARASSMENT POLICY**

Any individual wishing to present a racial harassment complaint may do so in writing.

1. The written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate, corrective action, depending upon the circumstances up to and including termination or expulsion
4. The person who reported the incident will be advised of the findings and action taken.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment of an employee by another employee or by a student is unacceptable. Employees or students engaged in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student exercises their right to make a complaint under this policy and strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to sanctions for misconduct set forth above.

Notre Dame Academy will gather all the facts regarding any allegations and appropriate action will take place.

## **GENERAL BUILDING INFORMATION:**

### **Safety and Drills:**

An Emergency Response Team is in place and an organizational chart is provided in our Emergency Response Plan Book. This response plan has been developed to serve as a reference for school personnel to use as they prepare for and respond to emergencies. Our utmost priority is the safety of our students, faculty, and staff.

Annually, the school conducts drills to include: Fire, Tornado, Lock Down, & Earthquake. The drills comply with state guidelines.

### **EVACUATION INFORMATION**

A planned procedure of evacuating the building is in effect in our school. In the event that an evacuation is necessary the fire alarm will be pulled. The evacuation site is at the far fence of the playground by South 1<sup>st</sup> Street. The command post will be set up at the picnic table. The second evacuation site is the McCormick Center. Drills are held regularly. In the event that students need to be picked up for early dismissal a call will go out via School Messenger to parents. This call will notify parents what has happened and where to pick up their child (ren). (Parent/Student reunification) No student will be allowed to leave without being signed out by their parent or authorized adults. Teachers will not be permitted to leave the premises until dismissed by the Principal.

# **Notre Dame Academy**

200 South Second Street

Belleville, IL 62220

August 2022

TO ALL PARENTS, GUARDIANS, FACULTY AND STAFF:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at the Cathedral School Building in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, reviewed by the Principal and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Principal.

Mrs. Linda Hobbs  
Principal, Notre Dame Academy

## **NOTRE DAME ACADEMY UNIFORM DRESS CODE**

Students out of uniform will call home if the infraction cannot be corrected at school.

### **BOYS Grades K-8**

**Slacks:** Boys must wear navy blue straight leg dress/uniform pants or shorts. Corduroy is acceptable (NO BLUE JEANS). Pants must be cuffed or hemmed, not rolled. Pants must have plain or pleated fronts with maximum of four (4 each) pockets. **Cargo** style pants or shorts are not allowed.

**Belts:** Belts are to be worn by all boys, grades 5-8 when they are wearing pants or shorts with belt loops. The belts are to be a solid dark color.

**Shirt:** Boys may wear a plain hunter green or white shirt, long or short sleeve with collar or pale yellow with the ND logo. ND logo is optional on the white or hunter green shirts. Acceptable collar shirts include oxford shirt, polo, and standard turtleneck. Shirts are to be tucked in. A **PLAIN** white (*with no writing*,) short sleeved undershirt may be worn under the uniform shirt.

**Sweater:** Boys may wear navy blue or heather gray sweaters over their shirt. The sweaters are limited to pullover, button up or zipped up in front. Sweater vests are allowed.

**Sweatshirt:** Only the official Notre Dame Academy sweatshirt may be worn in the classroom. A shirt with a collar of hunter green, pale yellow, and white must be worn underneath. No hoodies may be worn in the classroom.

**Socks:** **Solid** white or black socks (need to be visible at all times.)

**Shoes:** Tennis shoes are acceptable. Color will not be dictated, but shoes should be free of ornamentation. Shoes with wheels in the sole are prohibited. Any other shoe worn must have a strap in the front and in the back. No Crocs or Heelys are allowed in school. This is for safety reasons. Boots may only be worn to school on snow days but they must be removed in the classroom. A change of shoes would be required if wearing boots to school.

**Earrings:** Boys may not wear earrings

Jackets, sweatshirts or hats worn to school are not to be worn in the classroom. Only Notre Dame Academy uniform sweaters and sweatshirts are worn in the classroom.

## **GIRLS**

**Grade K-4** Girls must wear a plaid shift or skirt. NOTE: Girls must wear shorts under their uniform shift. Solid navy blue dress slacks, shorts, Capri pants, and corduroy slacks are acceptable.

### **Grades 5-8**

**Belts:** Belts are to be worn by all girls, grades 5-8 when they are wearing slacks/shorts with belt loops. The belts are to be solid dark color.

**Grades 5-8** Girls must wear the plaid uniform skirt. NOTE: Girls must wear shorts under their uniform skirt. The skirt should **NOT** be shorter than 3 inches from the floor when kneeling (**skirts may not be rolled**). Solid navy blue dress slacks, shorts, Capris, and corduroy slacks are acceptable.

### **Grades K-8**

**Shirt:** Girls may wear a plain hunter green or white shirt, long or short sleeve with collar or pale yellow with logo ND. ND logo is optional on the white or hunter green shirts. Lace collars are not allowed (acceptable collars are round collar blouse, oxford shirt, polo, and standard turtleneck) Shirts are to be tucked in. A **PLAIN** white (***with no writing***) short or long sleeved undershirt may be worn under the uniform shirt.

### **Optional for Girls in Grades K-8**

**Sweater:** Girls may wear navy blue or heather gray sweaters over their shirt. The sweaters are limited to pullover, button up or zipped up in front.

**Sweatshirt:** Only the official crewneck Notre Dame sweatshirt may be worn in the classroom. A shirt with a collar of hunter green, pale yellow, and white must be worn underneath. No hoodies may be worn in the classroom.

**Tights/Socks:** Solid white or black socks (need to be visible at all times). Girls may wear navy blue leggings or navy blue or white tights under their skirts or shifts.

**Shoes:** Tennis shoes are acceptable. Color will not be dictated, but shoes should be free of ornamentation. Shoes with wheels in the soles are prohibited. Any other shoe worn must have a strap in the front and in the back. No Crocs or Heelys are allowed in school. This is for safety reasons. Boots may only be worn to school on snow days but they must be removed in the classroom. A change of shoes would be required if wearing boots to school.

**Makeup:** **No Facial makeup is to be worn in school.**

### **ALL STUDENTS - FIELD TRIPS**

Uniforms will be worn on all Field Trips, unless otherwise stated by the Principal.

### **ALL STUDENTS - HAIR**

All students should keep hair neat, clean and should use good taste in choosing a style that is not a distraction in the classroom. Only natural hair colors will be allowed, i.e. no blue, green, orange, etc. The Administration reserves the right to ask ANY student to change his/her hairstyle if they feel the student's current style is inappropriate. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.

### **Non-Uniform Policy**

There will be some designated out of uniform days during the school year. This does not include picture days. On these days the students may be out of uniform.

1. If it is a general out of uniform day students may wear "nice" jeans, no bleached out jeans, frayed cut-off jeans and no holes in the jeans. Shirts or t-shirts may not have inappropriate logos or pictures.
2. The length of shorts and skirts should follow the regular uniform policy.

The Faculty and Staff will implement the aforementioned dress code policies as directed by the School Principal. Our expectation is that each student will be in uniform each day. First period teachers check daily and send students out of uniform to the office. Any student who comes to school out of uniform will receive a checkmark and be asked to call a parent for appropriate clothing. If there are any questions regarding any item within the Dress Code Policy, they are to be directed to the School Principal. If interpretations are required that affect the entire student body, a note will be sent home.

## **HEALTH REGULATIONS**

All students, Pre-School, Pre-kindergarten through Grade 8 are expected to meet the following vaccination requirements:

- 1 Diphtheria, Pertussis, and Tetanus (DPT , DTap, Tdap)
- 2 MMR -Measles, Mumps, and Rubella
- 3 Polio (IPV or OPV)
- 4 Hepatitis B
- 5 Hib series –Pre-School and Prekindergarten level
- 6 Varicella (chickenpox)
- 7 Pneumococcal Pre-School and Prekindergarten level
- 8 MCV4 required in 6<sup>th</sup> Grade

Illinois School law requires that children who are not completely immunized will be sent home after one month of school. If you have questions regarding your child's immunization status, please check with your doctor.

In addition to being in compliance relative to immunizations, children must receive physical examinations prior to entering Illinois schools for the first time, prior to entering sixth grade, and prior to entering ninth grade. Children who have not received physical examinations, as required, are considered to be in noncompliance whether or not they have received the necessary immunizations.

### **PHYSICAL FORMS**

Pre-School, Prekindergarten, Kindergarten and Grade 6 are to return a completed physical form to the school office by the first day of school.

### **SPORTS PHYSICALS**

All students playing sports must have a physical.

### **DENTAL FORMS**

Dental exams are required on students in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade.

### **VISION FORMS**

All children in Kindergarten are to have a vision exam by an Optometrist or Ophthalmologist.

### **HEARING SCREENINGS**

Hearing screening is a mandated activity and required by the Illinois Department of Public

Health. Annually students in grades Pre-School, PK, K, 1, 2, and 3, any transfer students and teacher referrals will be screened

### **VISION SCREENING**

Vision screening is a mandated activity and required by the Illinois Department of Public Health. Annually students in grades Pre-School, PK, K, 2, and 8, any transfer students, and teacher referrals will be screened.

“Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.”

*Frequency of Screening Title 77 Administrative Code Section 685.110(d)*

### **FEVER**

**All students need to be fever free for 24 hours before returning to school from any illness.**

### **COMMUNICABLE DISEASES**

The following indicates the rules for school attendance for the following diseases:

**Chicken Pox** May not attend school until all scabs are completely gone, or a note from the doctor saying he/she is no longer contagious.

**Measles** May not attend school until rash has disappeared.

**Mono** May not enter school until a doctor's release has been given to school.

**Mumps** May not attend school until all swelling has disappeared - usually about 12 days from onset.

#### **Scarlet Fever&**

**Strep Throat** Must be excluded from school until all discharge has ceased and temperature has been normal for 24 hours.

#### **Whooping**

**Cough** Must be excluded from school 3 weeks from onset of the paroxysmal cough.

**Impetigo** Must be excluded from school until sores are completely healed.

#### **Pediculosis or**

**Lice** May not attend school unless under treatment or a note from the doctor stating the child is lice free. The student must be checked by principal when child returns to school.

**Scabies** May not attend school unless completely healed or a note from the doctor saying he/she is no longer contagious.

**Pink Eye** May not attend school until he/she has been on medicine for 24 hours after diagnosis by doctor.

### **HIV/AIDS**

Notre Dame Academy follows procedures established by the Diocese of Belleville, the Illinois Department of Public Health, U.S. Catholic Conference, American Red Cross and the U.S. Centers for Disease Control concerning students infected with HIV or having AIDS.

- Students with HIV who are enrolled or seeking enrollment are permitted to attend school unless exceptional conditions are present; students will not be excluded.
- When a student is infected with HIV/AIDS, the principal and pastor must be informed.
- The type of education and care setting for the student will be determined with the student's physician, the public health personnel, and the office of education.
- Those persons with immediate contact with the student where potential transmission might occur will be informed of the student's infection.
- Students transferring from another school in order to avoid contact with a student with HIV/AIDS will not be accepted.

## **MEDICINE**

School personnel are not permitted by state law to give aspirin or internal medications of any kind. All medicine brought to school must be brought to the school office. All medicine is to be delivered to the office staff by an adult and all medication is to be returned to the parent/guardian by the office staff. The guidelines for administration of medicine in school follow on the next four pages. The form on the following pages must be filled out completely by the doctor and the parent and must accompany the medicine. Students must come to the office to take their medicine. All medicine is to be marked with the student's name and directions for taking the medication.

## **PEST CONTROL**

Notre Dame Academy believes the best way to control pest infestations involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are less harmful to human health and the environment. If bug repellent is used, a sign will be put up where the repellent has been applied. Notre Dame Academy has a contract with Presto Pest Control. Presto visits and inspects the school grounds on a monthly basis. Records are kept on each visit. These records shall be made available upon request

## **ALLERGY PROCEDURE**

Parents of students with various forms of allergies are to be in contact with principal/teachers/school office to inform them of the student's allergies before the first day of school. All reasonable recommendations will be made to provide for the health and safety of the students. Allergy documentation from a doctor MUST be listed on health record.

### **Food Allergy Management**

A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. The release of these chemicals results in the symptoms of an allergic reaction which can include a serious, life-threatening reaction known as anaphylaxis. If a child has been diagnosed with a food allergy, it is mandatory that parents notify the principal of the allergy. A Food Allergy Management Program will then be developed for each known allergic student. While it is not possible for the school to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program helps to greatly reduce these risks.

This program shall include the following:

Allergy Assessment.

1. Authorization for Emergency Action.
2. Medical alert form for teachers.
3. Medical alert form to Parents.
4. Individual Health Care Plan for students with life threatening allergies.

It is the responsibility of the parents to provide the school with the Allergy Assessment (completed by the parent) and the Authorization for Emergency Action (completed by the Child's physician). The Individual Health Care Plan will be set up by joint consultation of the parent, teacher(s), and principal. (Diocesan Policy 5141.5)

# Illinois Department of Health

## Guidelines for Medication Administration in Schools

The following are medication administration policies that we will be followed at Notre Dame Academy. These policies apply to the normal school days. We have received them from our Catholic School Office and they are to be followed in every Catholic School in the Belleville Diocese.

**As a general principle, medication WILL NOT be given at school.** An acutely ill student will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Intramuscularly or intravenous medications will not be given by Notre Dame Academy personnel.

Special circumstances exist for a health problem that can be expected to be of a long duration.

Only those medications that are necessary to maintain the student in school and must be taken during school hours may be brought to school.

Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons, therefore, shall be entered in the record.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This includes standing orders.

**A written order for prescription and nonprescription medication** must be obtained from the student's Licensed prescriber. The order includes:

|                                      |  |
|--------------------------------------|--|
| Child's Name                         | Licensed Prescriber and Signature          |
| Date of Birth                        | Licensed Prescriber Phone Number/Emergency |
| Phone Number                         |  |
| Date of Prescription                 |  |
| Name of Medication                   |  |
| Dosage                               |  |
| Route of Administration              |  |
| Date of Order                        |  |
| Frequency & Time of Administration   | Discontinuation Date                       |
| Other Medications Child is receiving | Intended Effect of the Medication          |

Medication must be brought to the school in the original package or an appropriately labeled container.

**Prescription medications shall display:**

|  |                            |
|--|----------------------------|
| Child's Name                                 | Date and Refill            |
| Prescription Number                          | Licensed Prescriber's Name |
| Medication Name/Dosage                       | Pharmacy Name, Address &   |
| Administration Route and/or other Directions | Phone Number               |
| Name or Initials of Pharmacist               |                            |

**Over the counter Medications** shall be brought to school in containers with the manufactures' original label with the ingredients listed and the student's name affixed to the container.

**Non-Prescription medicine will not be dispensed** in our school. Nonprescription medicine includes: aspirin, Tylenol, (or any other brand name) antacids, antihistamines, and other medications.

No topical application of alcohol, calamine lotion or any other medications will be used. If an injury occurs, **we will use soap and water** and inform the parent if the child needs further treatment or needs to be sent home. If a child needs medication, the parent will be called and he/she resumes the responsibility to bring the student's medication or take the student home.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during schools hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the **parent(s)/guardian responsibility** to assure that the licensed prescriber order, written request and medications are brought to the school.

Only the principal or designated person shall be allowed to supervise a student taking prescription medication. **At no time shall the principal or designated person administer medication to a student.**

On the following page is a copy of the form that is to **be filled out by the parent and by the licensed prescriber.** If you need additional copies please request them from the school office. It may be a good idea to have some on hand for emergencies. Only these forms will be accepted.

# REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND RELEASE FROM LIABILITY FORM

*This must be presented to the school office when a student returns to school with medication.*

I/We, the undersigned parents/guardians of the minor child \_\_\_\_\_, a student at Notre Dame Academy, hereby request said school to allow said child to attend school in spite of his/her special health problem and to be given medication prescribed by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor and drug store, name of drug, and the specific time it is to be given at school. I/We assure all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release and discharge Notre Dame Academy and/or any of its agents or employees for any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having to take medication during school hours. All medications will be in its original container.

I/We have read, understand and agree to the school's regulations concerning giving medication at school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

# PHYSICIAN'S STATEMENT

***This information must be provided to the school when the student returns to school with medication. This form must be filled out and signed by the physician. The completed form must be on file with the school prior to any medications being taken by a student.***

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Medication Dosage

\_\_\_\_\_  
Time of Administration

\_\_\_\_\_  
Method of Administration

\_\_\_\_\_  
Date to Discontinue

\_\_\_\_\_  
Predictable Side Effects

\_\_\_\_\_  
Contraindications

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address City/State/Zip

***Revised December 2010***

You may request and authorize the school to permit a student in your care and custody to self-administer asthma medication prescribed by the student's physician. If this is allowed, you must understand that the School, the parish of which it is a part, the employees and agents of the school, the Diocese of Belleville, and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

In order to allow this, the school, in accord with the state statute, requires all of the following before it can give effect to your request and authorization:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, that the parents or guardians acknowledge that School, the parish of which it is a part, the employees and agents of the School, the Diocese of Belleville and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student; and agree to indemnify and hold harmless the school, the parish of which it is a part, the employees and agents of the School, the Diocese of Belleville and the Bishop of Belleville.
3. A written statement from the physician, physician assistant or advanced practice registered nurse must contain the following information:
  - the name of the student/patient; the name and purpose of the medication; the prescribed dosage; and the time or times at which or the special circumstances under which the medication is to be administered.

This information will be kept on file in the office of the Principal.

Parents and guardians also must understand that as a matter of our discipline policy any abuse of this statutory right by a student and/or any endangerment of other students as a result of a student possessing this medicine may result in appropriate disciplinary action by the School.

**AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA  
MEDICINE**

I, \_\_\_\_\_ or we, \_\_\_\_\_

and \_\_\_\_\_, parents or guardians of

\_\_\_\_\_ (Hereinafter "Student"), a student at Notre Dame Academy hereby request and authorize Notre Dame Academy to permit Student to self-administer asthma medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to Notre Dame Academy. We (I) understand that this authorization will not be effective and that Notre Dame Academy cannot act upon it until Notre Dame Academy has received the above described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that Notre Dame Academy the Parish of which it is a part, it's agents and employees, the diocese of Belleville, the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by Student.

WE (I) hold harmless and indemnify Notre Dame Academy, the Parish if which it is a part, their agents and employees, the Diocese of Belleville, the Bishop of Belleville against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parents or Guardians

## **ATHLETICS**

The traditions of our programs are outstanding. The level of success (winning and providing a positive situation for young men and ladies is quite remarkable). We have been able to attain this success because of you and the people we employ as coaches. In order for a program to succeed, it must be a joint effort of cooperation from the athlete, parents, and the staff.

The athletic department at Notre Dame Academy feels that participation in any athletic program is an extension of the school as a whole. Therefore participation is a privilege and not a right. To clarify this, the athlete must earn this privilege through dedication, desire, and discipline. Without the pursuit of those, the athlete can in no way do justice to themselves or the school. The athletes must discipline themselves to be a good student and a good team member if we are to continue to uphold to our high standards.

The Notre Dame Academy Athletic Department is dedicated to the pursuit in providing the best possible situation for you. Inside this booklet is a breakdown of our philosophy, objectives, and other important information that will answer most of your questions. If for some reason you need clarification on any matter, please feel free to contact the Athletic Director or Principal.

### **CODE OF CONDUCT:**

Parents and fans of Notre Dame Academy Program are not to use abusive language directed at the referees, players and coaches from other teams.

Parents and fans of Notre Dame Academy Athletic Team treat all officials with respect and refrain from criticizing officials during and after games.

Parents and fans are reminded that their action reflects on the reputation and good name of Notre Dame Academy.

The actions of parents and fans should promote good sportsmanship among everyone present.

There is a "24 Hour" cooling off period to diffuse potential problems between parents and coaches or officials.

Parents are not to coach or criticize their child during the game.

Any parent or fan disregarding these guidelines shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game shall not continue until the person(s) leave. The coaches of both teams shall see that these regulations are enforced. Any parent or fan that consistently violates these regulations shall not be allowed to attend games until determined by the Principal or Athletic Directors. Any coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the Principals and Athletic Directors.

As Athletic Club members, we are very proud of the conduct exhibited by our Notre Dame Academy student/athletes. In representing our school, by wearing a Notre Dame Academy uniform, our athletes are indeed winners in our eyes.

In keeping with this tradition of good sportsmanship and winning attitudes, we have been asked to come up with a discipline/suspension policy so we can continue enforcing good behavior.

While reading the following policy, remember how fortunate we are to have athletes that have not exhibited these behaviors, but also understand our reasoning for devising such a policy.

### **ATHLETIC SUSPENSION POLICY**

Sports are a privilege at Notre Dame Academy, not a right. An athlete may be suspended from their team for any actions that are harmful to our school, to our athletic program, or to opposing schools.

Possible examples are:

- 1 Disregard for the authority of our coaches or referees
- 2 Disregard for teammates or opposing players
- 3 Disregard for team regulations
- 4 Any type of improper language or conduct that brings shame to our athletic program

These suspensions may allow a player to come to practice (at the discretion of their parents), but they may not take part in any game or event.

Offenses such as stealing, foul language and vandalism will result in a 3-game suspension. If repeated, the player will be permanently removed from the team.

Offenses such as sexual contact, alcohol and/or drug possession, weapon possession, or coming to practice or a game under the influence of drugs or alcohol will result in immediate removal from the team.

The Athletic Directors will notify parents immediately if their child is to be disciplined.

Athletes will be removed from their team permanently for repeated or very serious infractions. The player's coach, Athletic Directors and Principals, will handle each case individually.

The above statements pertain to Notre Dame Academy athletes when at practice, games, and whenever they are wearing the uniform or representing our school.

### **Role of the Parent:**

The role of the parent is very important to the athlete. You will need to be supportive, sympathetic, tough, easy, a chauffeur, a banker, a door admission worker, a scoreboard operator, or a concession stand worker, besides all your other jobs you perform in your life. It can, at times, be very challenging and it can also be very rewarding.

The positive attitude of parents is of utmost importance as far as your athlete is concerned. The coaching staff will constantly be supporting parents throughout the year. The coaches, however, like to initiate an agreement that the parents will do the same. The parties involved will not always agree but should certainly support each other. Parents are not going to agree with every decision the coaches make, but coaches are at all practices and games, and may have a different perspective than parents. If you feel, that you or your child has a problem, please follow these guidelines, as this is your way for open communications.

Talk to the coach first. The parents in the stands can only sympathize with you; they cannot solve your problem. MAKE AN APPOINTMENT and get it out in the open. Talking about the coach or running them down behind their back is very counterproductive.

If you are not satisfied after speaking to the coach, then make an appointment to speak with the Athletic Director. It is very important to talk to someone who knows the situation.

If you feel you still have not solved your problem, than make an appointment to see the principal. Sometimes a mediator can do wonders.

Coaches and parents should have the same objective - the wellbeing of the athlete. Problems can arise and it is vitally important to work through them in a positive way.

Criticizing officials, coaches and players does nothing to help your child or our program. Please be the type of fan who makes us proud you are there. Be enthusiastic in a positive manner. Attend our games showing your pride and poise.

### **Student Absence**

If a student is absent from school during the school day or comes in after 9:30 am he or she does not have permission to play in an athletic event that evening, unless otherwise granted permission by the Principal.

## **ATHLETIC ASSOCIATION**

The Notre Dame Academy Athletic Committee supports all after school athletic programs for children enrolled in Notre Dame Academy by providing funds for uniforms, equipment, entry fees, and officials used by the various teams and a donation toward P.E. equipment as needed by the school. The Athletic Committee also pays the salary of the Athletic Directors and coaches. The Athletic Directors are responsible to find coaches for all teams with the approval of the principal. It is up to the coaches to decide who plays in which games. If there are any problems with sports, complaints are to go first to the coach involved. If the problem is not solved, the chain of command is the Athletic Directors, the Principal, the Pastor, and then the School Board.

Athletics include soccer, softball, volleyball, basketball, and track for girls and soccer, baseball, basketball, volleyball and track for boys.

The purpose of our Athletic program is to provide an environment where students can develop individual skills, positive attitudes towards themselves and their team, and good sportsmanship towards fellow teammates and other teams.

### **NOTRE DAME ACADEMY SPORTS PROGRAM**

|                      |                               |                              |
|----------------------|-------------------------------|------------------------------|
| Girls' Softball      | 7th-8th                       | Begins August Ends September |
| Girl's & Boys Soccer | K-8th                         | Begins August Ends September |
| Boy's Baseball       | 7th-8th                       | August thru September        |
| Boys' Basketball     | 5th-6th & 7th-8th             | October thru January         |
| Girls' Basketball    | 5th-6th & 7th-8 <sup>th</sup> | January thru March           |
| Girl's & Boy's Track | 5th-6th & 7th-8th             | April thru May               |
| Girls' Volleyball    | 5th-6th & 7th-8th             | October thru December        |
| Boys' Volleyball     | 5th-6th & 7th-8th             | January thru March           |

Any student participating in our sports program will pay a fee of \$50.00 per sport - \$150.00 maximum per year and also SUPPORT any Fund Raisers that are held. All students participating in the sports program must have a physical exam each year, and have a copy of the report on file. This must be done prior to the first practice session. A permission form must be on file with the principal for each student participating in the Athletic Program: a parent or guardian should sign it. An emergency number for each child should also be on file.

**All coaches must be in compliance with Child Protection Policy. (See Child Protection)**

### **NOTRE DAME ACADEMY BOARD**

The Notre Dame Academy Board acts in an advisory capacity to the rector, pastors and principals by formulating and evaluating policies for Notre Dame Academy. Members monitor the implementation of policy and evaluate all educational efforts. The Finance committee studies the expenses and income in order to recommend tuition for approval by the board.

Meetings are posted on the school calendar. Any school parent or member of the parish is welcome to attend the meetings. To place an item on the agenda, please notify the President two weeks in advance of the meeting.

### **PARENT ASSOCIATION OF NOTRE DAME ACADEMY (P.A.N.D.A.)**

Notre Dame Academy recognizes and supports an organized group for parents to foster a closer union between home and school. Meetings will be held monthly, membership is not required but highly encouraged.

**NOTRE DAME ACADEMY  
FIELD TRIP PERMISSION SLIP**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school sponsored activity that requires transportation to a location from the school site. This activity will take place under the guidance and supervision of employees from Notre Dame Academy. A brief description of the activity follows:

Curriculum Goal: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Designated Supervisor of Activity: \_\_\_\_\_  
Date and Time of Departure: \_\_\_\_\_  
Date and Anticipated Time of Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Student Cost: \_\_\_\_\_

If you would like your child to participate in the event please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby request participation by my child, \_\_\_\_\_, in the event described above. I understand that is even will take place away from school grounds and that my child will be under supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in the event, including the method of transportation.

I further understand and agree that I assume responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent. In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form, I fully understand and consent to its terms.

Parent/Guardian Signature \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Return this entire form by: \_\_\_\_\_

# AUTHORIZATION FOR INTERNET ACCESS

## Diocesan Policy 1341

In order to access and use the school's Internet and other related Technologies (the "Network"); each person ("User") must sign the annual Formal Agreement.

### **Please read this document carefully before signing the Formal Agreement.**

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.* The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the *Internet Code of Conduct* and the educational objectives of the Diocese of Belleville (the "Diocese").

2. Unacceptable Use. You are responsible for your actions and activities involving the Network. Some examples of unacceptable uses are, but not limited to, the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space, printing supplies, etc.;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.

3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this *Authorization* and may deny, revoke or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school,/parish,/dioceses for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this *Authorization*.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal *immediately*. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting)
- Repeating the same question/comment

### Signs observed by teammates, Parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses Consciousness

## **Student Parent Consent and Acknowledgement**

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Students/Athletes with the signs and symptoms of concussion should be removed from play and school immediately. Continuing with the signs and symptoms of a concussion leaves the child especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the student/athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescents or teenagers will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any student/athlete even suspected of suffering a concussion should be removed from the school, game or practice immediately. No student/athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student/athlete should continue for several hours. The Return-to- Play Policy of the IESA and IHSA requires students/athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to school, play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's teacher or coach if you think that your child may have a concussion. And when in doubt, the student/athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>

### **Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions.

#### **Student**

Student's Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent or Legal Guardian**

Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_