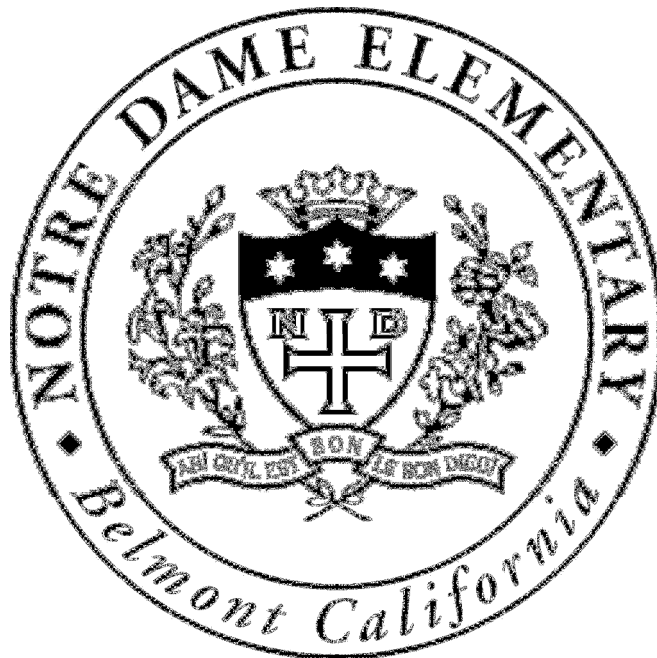


# NOTRE DAME ELEMENTARY SCHOOL

## Student/Parent Handbook 2011-2012



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- Field Trip Form

# INTRODUCTION

## THE HISTORY OF THE SCHOOL

Notre Dame Elementary School is conducted by the Sisters of Notre Dame de Namur, a congregation of teaching religious founded in 1804 by Saint Julie Billiard. The congregation was founded in Amiens, France, and the seat of government was transferred in 1809 to Namur, Belgium.

Education at every level from pre-kindergarten through graduate school and in parishes comprises the apostolate of the Sisters of Notre Dame, who now number over five thousand with foundations in Belgium, Brazil, France, Great Britain, Italy, Japan, Nigeria, Kenya, South Rhodesia, Scotland, Union of South Africa and the United States.

In 1851, at the invitation of Most Reverend Joseph Sadoc Alemany, O/P., The Sisters of Notre Dame de Namur established themselves in San Jose, California, where, at the suggestion of Jesuit Fathers, the Sisters erected a school for girls designed to give them educational opportunities similar to those provided for boys by the Society of Jesus in Santa Clara. By 1923, the San Jose foundation included the Provincial House, a novitiate, a college, secondary and elementary schools for both resident and non-resident students. But the expanding commercial district of the city of San Jose had virtually surrounded the sisters' property making a move to a less congested area imperative. Thus the historic Ralston estate in Belmont was purchased and it became the nucleus of Notre Dame, Belmont, which was eventually to include a four-year liberal arts college, a college preparatory high school, an elementary school, and, most recently, a Montessori school for young children.

The elementary school was housed in a wing of the high school until the present building was erected in 1957. The next big step was the admission of boys into the school in 1963.

## SEAL

The official seal of Notre Dame Elementary School is the coat of arms of the Sisters of Notre Dame de Namur.

The **shield** symbolizes protection and faith.

The three **stars** symbolize the Blessed Trinity.

The **cross** expresses the love of Savior as revealed in the redemption of mankind.

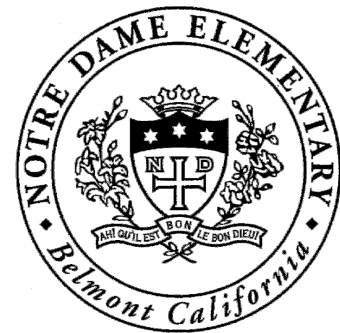
The letters "**N.D.**" stand for Notre Dame.

The **crown** surmounting the shield symbolizes sovereignty, loyalty, victory and recompense. It is the crown of eternal life that is given to the elect through Jesus Christ.

The **rose** expresses messianic hope and love.

The **lily** expresses purity, innocence, virginity, and heavenly bliss, our Lord's human nature.

The French translates into, "**How good is the good God!**"



## MISSION STATEMENT

Notre Dame Elementary, an independent Catholic school, is committed to developing the whole child in the tradition of the Sisters of Notre Dame de Namur. NDE is a caring, compassionate community, striving to provide a quality Catholic education by imparting Christian values and promoting community service as well as an awareness of the needs of others. At NDE, we seek to help our students master skills needed to succeed and discover within themselves a love of learning and a love for the spiritual life. We embrace the teachings of our foundress, St. Julie Billiard, and her philosophy of "Teach the children what they need to know for life."

## **PHILOSOPHY OF NOTRE DAME ELEMENTARY SCHOOL**

Our school is a Christian community in all that the term implies: Love of God and creation, love of country, and love and respect for one another as children of God. Each child is the sum of what (s) he has absorbed and been taught since infancy, combined with his or her own unique set of inborn characteristics. To provide the best possible learning environment, our school community must include children, parents and teachers. It is our goal to ensure that students feel they are loved and respected as valuable persons and children of God. In this setting, students can try and fail, and try again, with the certain knowledge that their efforts are appreciated and that help is there when they need it. In this way self-esteem is maintained and confidence acquired. Students become lifelong learners, willing to try new things and to not afraid of failure. This attitude is helpful in the world of today, but an absolute necessity in the world of tomorrow.

## **THE NOTRE DAME DE NAMUR LEARNING COMMUNITY HALLMARKS**

The Notre Dame de Namur Learning Community Hallmarks describe the essential characteristics, values, and activities of a Notre Dame learning community. The seven Hallmarks are followed by supporting statements that add meaning and direction to each core Hallmark.

The Notre Dame Hallmarks emerged in response to the question from both the Sisters of Notre Dame de Namur and their co-workers: "What makes our school a Notre Dame school?"

The Sisters of Notre Dame de Namur, in collaboration with the learning communities, began a process to explore this question. The process gave birth to these "living statements", statements that will continue to develop over time and are relevant to the times, one's which inspire faithfulness to the spirituality and mission of the Sisters of Notre Dame de Namur for generations to come.

### **HALLMARK ONE**

**WE PROCLAIM BY OUR LIVES EVEN MORE THAN BY OUR WORDS THAT GOD IS GOOD**

We believe, even in the midst of today's reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in our world.

- We value life as an on-going spiritual journey of deepening relationships with self, others, and God.
- We make relevant to the life of our contemporary learning community the Sisters of Notre Dame de Namur history and the spirit of St. Julie Billiart. We seek to live this heritage by allowing it to influence our actions in today's world.
- We create decisions and policies that reflect the mission and values of the Sisters of Notre Dame de Namur and that are sensitive to the various stakeholders.
- We make decisions respecting and informed by the gospel values of our Catholic tradition and teachings.

### **HALLMARK TWO**

**WE HONOR THE DIGNITY AND SACREDNESS OF EACH PERSON**

- We develop and appreciate relationships that respect individual differences (also see Hallmark 5).
- We create environments that encourage the development of the whole person.
- We dedicate time, space, and personnel in support of the individual's spiritual/personal journey.

### **HALLMARK THREE**

**WE EDUCATE FOR AND ACT ON BEHALF OF JUSTICE AND PEACE IN THE WORLD**

- We educate on behalf of justice and are willing to take socially responsible actions against injustice (e.g., issues of discrimination against women and racial discrimination).
- We ground our action on behalf of justice in the spiritual practice of reflection-action-reflection.
- We infuse classroom experience with global perspectives and integrate classroom learning with civic and cultural interactions.
- We live and act with reverence for the earth and the environment.
- We commit ourselves to create just systems and relationships within our learning community.
- We make conscious the effect our decisions and actions will have on the lives of the poor by making choices which are rooted in the gospel.
- We foster responsible global citizenship and to that end we commit ourselves to the practice of dialogue, nonviolence, and conflict resolution.

### **HALLMARK FOUR**

**WE COMMIT OURSELVES TO COMMUNITY SERVICE**

- We integrate service-learning (community based learning) into the academic curriculum and co-curricular activities.
- We create partnerships with community agencies that facilitate service-learning processes.
- We ground our service in the spiritual practice of reflection-action-reflection, and we incorporate this process into our service-learning commitments.

### **HALLMARK FIVE**

#### **WE EMBRACE THE GIFT OF DIVERSITY**

- We welcome to our community people of diverse cultures, ethnicity, race, socioeconomic circumstances, and gender, age, sexual orientation and faith traditions.
- We develop educational programs which expand our knowledge and understanding of the diversity in our world community and which celebrate the richness of that heritage.
- We initiate strategies and support services which respect individual learning styles and which build the self-esteem of each student.

### **HALLMARK SIX**

#### **WE CREATE COMMUNITY AMONG THOSE WITH WHOM WE WORK AND WITH THOSE WE SERVE**

- We remember and honor the legacy of friendship between the Sisters of Notre Dame de Namur co-foundresses, Julie Billiart and Françoise Blin de Bourdon, and we foster a spirit of friendship as foundational to our learning community relationships.
- We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.
- We design and foster collaborative processes wherever possible; we ground decision-making in active participation and the principle of subsidiarity.
- We create interactive and collaborative educational experiences.
- We create an atmosphere of open and direct communication.

### **HALLMARK SEVEN**

#### **WE DEVELOP HOLISTIC LEARNING COMMUNITIES THAT EDUCATE FOR LIFE**

- We design and implement academically excellent educational experiences.
- We create curricular/co-curricular interactions that facilitate student-centered learning/teaching environments.
- We actively support the intellectual, emotional, spiritual, psychological and social growth of the members of our learning community.
- We provide an environment and appropriate training for leadership development.
- We foster educational activities that develop self-directed learners capable of self-evaluation, critical thinking, and creative responses to life situations.
- We work with and within a risk-taking and flexible organization which
  - exhibits compassionate and socially responsible actions in response to issues of justice;
  - bases its curriculum on cross-cultural perspectives and understandings;
  - respects and explores the unique and complementary roles and gifts of women and men in society.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS-GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any handbook of the school.

It is the student's responsibility to conduct him or herself in a manner, which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members or their property.

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in

school activities, volunteer work, etc.). The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, after school clubs, performances, etc.).

## ACADEMIC INTEGRITY

Students are expected to do their own work. A violation of Academic Integrity can consist of, but is not limited to, plagiarism, copying another's homework and looking to another for answers on a test or quiz. Informing classmates of information found on an exam and passing off information from the Internet as one's own work are also violations of Academic Integrity. Students who violate Academic Integrity may receive a failing grade on the relevant test/assignment, and the student's parents will be notified. This can also result a disciplinary action and further consequences may ensue.

## ACADEMIC POLICY

### GRADING SCALE:

#### Grades 1-2

GRADING CODE		BEHAVIORAL EXPECTATIONS/ LEARNING SKILLS			COMMENT CODE
E	Exceeds Standards	1	Exceeds Expectations	+	Area of Strength
M	Meets Standard	2	Meets Expectations	√	Needs Improvement
W	Working toward standard	3	Improvement Needed	No Mark	Meets Expectations
N	Not a grade level standard	4	Unsatisfactory		
No Mark	Standard not addressed during current marking period				

#### CO-CURRICULAR

P	Participate
NP	Does not participate

**Grades 3 - 8****GRADING CODE****BEHAVIORIAL EXPECTATIONS/  
LEARNING SKILLS****COMMENT CODE**

A	96 – 100%	1	Exceeds Expectations	+	Area of Strength
A-	93 – 95 %	2	Meets expectations	√	Needs Improvement
B+	91 – 92%	3	Improvement Needed	No mark	Meets expectations
B	87 – 90%	4	Unsatisfactory		
B-	84 – 86%				
C+	81 – 83%				
C	74 – 80%				
C-	70 – 73%				
D+	67 – 69%				
D	63 – 66%				
D-	60 – 62%				
F	59 - below				

**CO-CURRICULAR**

P	Participate
NP	Does not participate

**CONDUCT EXPECTATIONS**

Notre Dame students are expected to develop into individuals who demonstrate Christian values and behave as responsible citizens. Evaluation of conduct is one aspect in measuring student development. Conduct categories are described in the following paragraphs: conduct grades are assigned using the rubrics summarized in the table below.

- **Outstanding:** The student consistently demonstrates behaviors in alignment with the Hallmarks. The student follows school and playground rules without receiving any conduct reprimands. The student also follows uniform codes without receiving any uniform infractions.
- **Meets Expectations:** The student demonstrates behaviors in alignment with the Hallmarks. The student regularly follows school and playground rules. The student also follows uniform codes.
- **Needs Improvement:** The student irregularly follows school, classroom, and playground rules and receives occasional conduct reprimands. The student displays uniform infractions. The student is routinely off-task to teacher directions and is frequently reminded to attend to in class activity. The student's behavior is discourteous at times. The student displays disregard toward directions/corrections provided by teachers or the administration and/or demonstrates disrespect towards adults or peers. The student displays an uncooperative attitude, has difficulty demonstrating self-control, and/or does not willingly take responsibility for his/her own actions.
- **Unsatisfactory:** The student frequently disregards school, classroom, and playground rules and receives regular conduct reprimands. The student inconsistently follows the dress code and receives multiple warnings or infractions for this. The student is routinely off-task to teacher direction and is often reminded to attend to in-class activity. He/she frequently displays and uncooperative attitude, and lacks self-control. The student is reticent to take responsibility for his/her own actions. The student often displays discourteous behavior toward adults and/or peers. The student regularly contributes to classroom and schoolyard conflict.

**EFFORT/WORK EXPECTATIONS**

Notre Dame students are expected to develop into individuals who are skilled learners. Evaluation of effort is one aspect in measuring student development as a learner. Effort categories are described in the following paragraphs.

- **Outstanding:** The student consistently completes all of the assigned class work and homework in a timely manner. The quality of work consistently reflects the student's academic ability. The work demonstrates thought, commitment to neatness, ability to follow assignment directions, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student demonstrates an ability to work collaboratively and participates productively on the whole group or small group activities. The student regularly demonstrates initiative and inquiry in academic areas. The student routinely has all his/her supplies, transitions between classes in a timely fashion, and is prepared and ready when the teacher begins instruction.

- **Meets Expectations:** The student completes most of the class work and homework in a timely manner. The quality of work generally reflects the student's capability or potential. The work regularly demonstrates thought, a commitment to neatness, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student works collaboratively and participates productively in the whole group or in small group activities. The student generally maintains his/her supplies, transitions between classes in a timely fashion, and is prepared and ready when the teacher begins instruction.
- **Needs Improvement:** The student completes a moderate amount of class work and homework in a timely manner. The quality of work occasionally reflects the student's potential, but frequently falls short of the individual's capability or teacher expectations. The work sometimes demonstrates neatness but is lacking evidence of thought or effort. Even when warranted, the student infrequently seeks help. The student occasionally works collaboratively in whole group or small group settings, but sometimes he/she is a non-participating or disruptive to these same settings. The student often doesn't have the necessary supplies. He/she is often unprepared or isn't ready when the teacher begins instruction.
- **Unsatisfactory:** The student completes an insufficient amount of class work and homework. The student is consistently off task, even with regular teacher correction. The quality of work rarely reflects student capability, potential, or teacher expectations. The work does not demonstrate neatness, thought, or effort. Even when warranted, the student does not seek help. The student has difficulty working collaboratively with others and/or detracts from other's work. The student rarely has the necessary supplies. He/she is rarely ready when the teacher begins instruction.

## REPORT CARDS & PROGRESS REPORTS

Report cards will be given 4 times during the academic year. Notre Dame Elementary uses a web-based grade book called PowerSchool (<http://powerschoolsmisc.org>) to create and maintain a connection between students, instructors, and parents. Students and parents have daily, password-protected access to student grades and the status of individual assignments.

No student will be given a report card if tuition or graduation fees are in arrears.

## ACCREDITATION

Notre Dame Elementary School is accredited by the Western Catholic Education Association (WCEA) and by Western Association of Schools and Colleges (WASC).

## ADMISSIONS

Notre Dame Elementary School is an independent, Catholic, co-educational first through eighth grade elementary school sponsored by the Sisters of Notre Dame de Namur. Notre Dame Elementary School admits students of any race, color, national or ethnic origin. The School does not discriminate on the basis of race, color, national, ethnic origin or disabilities in the administration of its educational policies, admission policies, tuition assistance, athletic and other school ministered policies. Priority is given to Catholic children.

Notre Dame Elementary School is committed to a highly academic program with high expectations in all curriculum areas of learning.

### Application Requirements

Students applying for the fall semester are required to have a copy of the standardized testing from previous year. There will be a scheduled testing date for incoming first graders. Evaluations are based upon test scores, teacher evaluation, previous records, and recommendations from prior schools (where applicable). When applying to enter Notre Dame Elementary School, parents should complete the application form and provide all the record listed below:

- Application
- Baptism Certificate (if applicable)
- Report Cards/Test Scores (for transfer students)
- Evaluations from previous schools

Notification of the applicant's status is made to the parent or guardian as soon as possible after the evaluation is completed.

## **ALLERGY POLICY**

Notre Dame Elementary School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

## **ASTHMA MEDICATION**

Immediate access to reliever inhalers is vital. If a parent provides a written note to the school requesting that an authorized adult carry a child's inhaler at recess, lunch, and P.E. **and** a copy of the child's prescription, the school will accommodate the request. All inhalers must be labeled with the child's name by the parent.

## **RECORD KEEPING**

At the beginning of each school year, or when a child joins Notre Dame Elementary School, parents are asked to submit a child's medical record. From this information the school keeps its allergy/medical summary which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

## **THE SCHOOL ENVIRONMENT**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## **FOOD ALLERGY POLICY**

Notre Dame Elementary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Notre Dame Elementary School will maintain a system-wide procedure for addressing life threatening allergic reactions for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

In order to minimize the incidence of life threatening allergic reactions, Notre Dame Elementary School will provide the following for any student identified with a potentially life-threatening allergy:

- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen®).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen®.

Policy and procedure will be reviewed at the beginning of every school year.

If a parent provides a written note to the school requesting that an authorized adult carry a child's EpiPen® at recess, lunch, and P.E. **and** a copy of the child's prescription, the school will accommodate the request.

## **NOTIFICATIONS**

The front office staff will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

## **CLASSROOMS**

In the event of a suspected allergic reaction (where there is no known allergic history), the front office will be called and emergency medical services will be called immediately.

The classrooms have easy communication with the front office.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **SCHOOL FIELD TRIPS**

Protocols for field trips will include timely notification of the front office.

Medications including an EpiPen® must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones. The EpiPen® will be carried by the adult in a red waist bag marked with a white cross.

## **ATHLETIC PROGRAM—PPSL**

Notre Dame students in grades four through eight are eligible to participate in the school's Athletic Program (Volleyball, Baseball, Basketball, and Track) as part of the Peninsula Parochial School League (PPSL).

Fourth grade students play as "training teams;" scores are tallied for games of students in grades five through eight.

Under the direction of the Principal and Athletic Director, the program is solely staffed by volunteers from Notre Dame.

The Principal is responsible for the appointment of the Athletic Director. Athletics are considered extracurricular activities.

- The students must have approval by their teacher before they can participate in sports (the teacher's initial are put on the Sports form).
- If the student is absent on a Friday, they cannot participate on a weekend game.

### **The Role of the Parent**

Parent participation is always welcome. In order to provide our student athletes with a positive sport experience, parents should adhere to the following guidelines and suggestions:

- Parents should conduct themselves in a Christian manner at all times.
- It is the responsibility of parents to get their players to and from practices and games on time.
- Parents must make sure the coach or assistant coach is present before leaving their children.
- Parents must support the coaching staff and accept constructive criticism in the manner in which it is intended.
- Parents are encouraged to attend all games in support of their child, as well as to show support for the other team members and fans.
- Parents are asked to approach coaches, sports commissioners, or the Athletic Director with concerns about officiating or player issues after the game.
- Parents are welcome to attend practices at any time.
- Any sibling or family friend brought to the game is the responsibility of the player's parent and not the responsibility of the coach. Keep siblings and friends away from the player area (dugout/bench) at all times.
- It is strongly advised that parents evaluate their child's availability to participate in a sport prior to completion of a player application because their absence from a game(s) may have an adverse effect on the team as a whole (i.e. forfeits).
- Parents must honor their child's commitment to Notre Dame and the individual team.
- Attendance at practice is mandatory.
- No refunds are given once the team roster has been submitted to the PPSL.
- Parent volunteers are crucial to our program. Parental assistance is vital. The following are a list of sports program volunteer opportunities:
  - Administration
  - Coaching
  - Team parent
  - Team scorekeeper
  - Field set up/tear down/sweeping gym floors/cleanup
  - Practice helper

A parent will automatically be suspended during a game and for the next game as well if he/she:

- Possesses a weapon.
- Uses profane language.
- Uses drugs, alcohol, or any other hazardous or illegal substance during games.
- Engages in physical, sexual, verbal or written harassment toward an athlete, coach, parent or referee/umpire, or their property.
- Is incorrigible or participates in disruptive behavior that impedes the progress of the game. Any parent or spectator ejected from a game is automatically suspended from attending that team's next league game.

Violations/misconduct will be reviewed by the PPSL. The Executive Board including suspension from the remaining games of the season may take further action. (PPSL general guidelines).

**Raising Issues.** Any parent or guardian with a student participating in the Notre Dame Sports Program who has a concern, issue, or grievance regarding the Program may contact the Athletic Director. In doing so, he or she must adhere to following procedure:

- The parent/guardian must **first** discuss the issue/grievance with the Head Coach
- If, after this discussion, the issue/grievance is still unresolved, the parent/guardian must discuss it with the Commissioner of that sport.
- If, after this, the issue or grievance is still unresolved, the parent/guardian must discuss it with the Athletic Director.
- If the issue/grievance is still unresolved, the parent/guardian must present the issue/grievance to the Principal **in writing**. The Principal will review and make the final decision to resolve the situation or concern.

Under no circumstance should the person who has the issue/grievance to contact the administration or sports management of another school.

## ATTENDANCE

Students are obligated by law to attend school every day that school is in session. Children are not allowed to leave the campus without the permission of the Principal. For the protection of your child, **under no condition will a student be allowed to leave on his/her own or with an unauthorized person.**

Students in grade 1 through 8 are expected to be in attendance according to the following schedule:

Regular School Day: **8:00 a.m. – 2:45 p.m.**

Minimum Day Schedule: **8:00 a.m. – 12:30 p.m.**

## ABSENCE

**When a student is absent from school, a parent should call the office by 8:15 a.m. each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Notre Dame Elementary students.

**Excused absences** are those due to illness.

- In an excused absence the student is expected to make up the work missed.
- The student is permitted to make up tests and turn in late assignments.
- When a student is absent due to illness, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office.
- Arrangements for regular classroom tests missed because of an absence due to illness are to be made with the individual teachers.
- If a student has a fever they need to be fever free for 24 hours before returning to school.

**Unexcused Absences** are all absences other than illness including suspension and family travel that is not related to a family emergency.

- In an unexcused absence, the student assumes responsibility for the work missed.
- **Teachers are not required to give make-up tests or assignments for absences due to vacations or sporting events/tournaments.**
- In the case of an absence related to family travel, the teacher is not required to give work to the student in advance. The work may be made up upon return and a reasonable period of time (as determined by the individual teacher) will be allowed for such make-up work.

**Suspension** is a period of time in which the student is not permitted to attend school.

- All assignments, projects, and tests missed during the period of suspension may not be made up. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

In accordance with the State School code, written explanations are required upon a student returning after being absent from school. In the case of an absence that involves a serious or contagious disease, a release from the physician should be presented upon return. If a child's activity must be limited due to the effects of the illness, a note from the physician is also required.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If it is necessary for a student to be absent from school for a special family event, permission should be obtained from the Principal's office in advance of the event.

Students absent from school FOR ANY REASON may NOT participate in school-related activities on that day or the following weekend. For example, a student absent from school on Friday may NOT play in an NDE game that weekend.

**Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.**

## **TARDINESS**

Students are considered tardy if they arrive after the first bell at 8:00 AM. Tardiness will be reported to the main office. Students who know they will be arriving late in the morning must present a parent/guardian written note to the office. Excused tardies are for medical reasons and require a doctor's note.

## **TRUANCY**

Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of 30 minutes on each of four days or more in one school year is considered truant and can be reported to the Principal. Continued truancy can be cause for retention .A parent or guardian must report an absence by calling the school by 8:15 a.m. or emailing the school as early as possible on the day of the absence. If the school does not receive a call/email on the day of the absence, the absence will be recorded as unexcused. After three unexcused absences, a student is considered truant and will receive a letter from the office.

## **ABSENCE DURING THE SCHOOL DAY**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to go to the front office to pick up their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## **CAMPUS RULES**

1. Students are to be respectful and courteous to all.
2. Students should not be on campus without a parent prior to **7:30 a.m.** or longer than 15 minutes after dismissal unless enrolled in the Extended Care Program. Supervision is not provided outside these timeframes. Children left unattended will be required to go to Extended Care and families will be charged accordingly.
3. When arriving at school in the morning students are to proceed directly to the upper yard and remain there until the bell rings. **This is not a recess period.** Ball playing in designated areas only. Children should wait quietly.
4. When the school bell rings to begin the day or to end recesses, play is to stop and students are to go promptly and quietly to their class line and wait for their teacher.
5. Students are not allowed in the school building before or after school and during recess periods without permission.
6. Rough play is prohibited in the schoolyard, breezeways, classrooms and all other areas in the school.
7. Running is not allowed in the school building or breezeways at any time.
8. Students are never to leave the school grounds without permission.
9. **Harassing, ridiculing or "making fun" of other students will not be tolerated (refer to our no bullying policy).**
10. Vulgar or offensive language whether verbal or written, is not acceptable.
11. Dangerous or annoying objects, including knives, firecrackers, water-spraying instruments, may not be brought to school. Any such objects found in a student's possession will be confiscated. Hard balls, bikes, skateboards, scooters, skates/roller blades, electronic games/devices, or toys that could injure any student if used on the playground are not allowed on campus. In addition, toys or play equipment may not be brought from home without a teacher's permission. At the teacher's discretion, a toy may be prohibited on the playground during recess or lunch.
13. Games that involve hitting another student with any playground equipment are not allowed.
14. Rocks, tan bark, sand, dirt, sticks, and any other object that is potentially dangerous may not be thrown on the property.
15. During lunch, students are to sit on benches while eating or waiting to be dismissed. All food must be thrown away before they leave the table.
16. Eating in the classroom is allowed only on rainy days or on special occasions designated by the teacher.

## CELL PHONES AND ELECTRONIC DEVICES:

Notre Dame recognizes that circumstances arise, or that some students may need to carry a cell phone in order to have contact with their parents during after-school hours. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

- Students may not be called on their cell phone during class. Messages for students may be left with the office.
- Students may not use cell phones, pagers, or any electronic device on school property.
- Students will bring the cell phone to the homeroom classroom upon arrival in the morning. The cell phone should be placed in the pouch provided in the homeroom classroom. The cell phone should be in the off position at all times for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession.
- If students need to use the telephone during the school day, they may call from the school office.
- Students who have not been picked up after dismissal must come to the school office to use the phone. Students who have not been picked up by 3:00 must go to after school care.
- In the event that a student has/uses a cell phone during school hours, it will be taken away and returned to the parent the next school day. On a second offense, the student's phone will be taken away, retained in the office, and returned on the last day of school.
- Any electronic device brought to school Notre Dame Elementary is not responsible for loss or damage.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- No harassment or threatening of persons via the cell phone is permitted.
- No cell phones may be used for picture taking.
- In addition, those who violate any of the rules regarding cell phones may also forfeit their privileges of bringing the phone to school and will be issued a suspension.

## CHILD ABUSE LAWS

Notre Dame Elementary School abides by the child abuse laws of the State of California and the Archdiocese of San Francisco. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## CLASSROOM BEHAVIOR

Each teacher will set up his/her own classroom rules for students based on overall school policies. A few basic rules apply in every class.

1. Students should demonstrate Christian values; respect, kindness, courtesy and cooperation.
2. Students should not leave their seats, assigned areas, or classrooms without permission
3. Objects are never to be thrown in the classroom
4. Calling out or excessive talking that interferes with a student's ability to learn or a teacher's ability to teach is considered disruptive and therefore will not be tolerated.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

## CLOSED CAMPUS

NDE is a closed campus. Students are not permitted to leave the school premises during the school day unless they are picked up from the school office by a parent/guardian or an adult designated on the emergency form. Students must remain on the school grounds for their lunch period. All visitors to the school, including parents, must sign in at the office. If the student needs to walk home they need to have a letter in writing give to the office. If a person who is not on the emergency list is picking up the office need to be notified.

## **COMMUNICATION**

### **APPOINTMENTS WITH FACULTY / STAFF**

Communication between teachers and parents is encouraged. We encourage you to make appointments with the Principal and/or teachers when you wish to have a discussion. Please contact your child's teacher or the school office to schedule an appointment ahead of time. Should you have a concern involving a teacher, or classroom situation, parents first should contact the teacher and attempt to resolve issues directly. If the situation does not reach full resolution, please contact the Principal.

### **WIN**

Important announcements go home on Friday of each week via an electronic newsletter (**Weekly Information at Notre Dame Elementary School**). It is the responsibility of each family to ensure that a valid email address is on file to ensure effective communication.

The electronic newsletter is also posted on the NDE website under the News/Events section.

### **TEACHER CONSULTATION**

Since the teacher's first responsibility is to the students, arrangements for consultations must be made outside of class time. Please call the office or send a note to the teacher to schedule an appointment. The teachers' email addresses are listed on the NDE website and in the family directory.

### **CHANGE OF ADDRESS**

It is imperative that the information on file is current. If your address, home phone or business phones, doctor, etc. **changes, please let the office know immediately.**

## **COUNSELING**

Notre Dame Elementary School has an onsite counselor for the benefit of students and families. We offer counseling for concerns that may include developing self-esteem, peer relationship concerns, emotional and behavioral concerns or changes that may affect classroom performance. Teachers may contact parents to recommend students for counseling or parents may contact our school counselor directly.

## **CURRICULUM**

The design of curriculum is pursuant to guidelines provided by the school; applicable regulations of the California State Department of Education, i.e. the Education Code, State Frameworks; the National and Western Catholic Educational Associations; and the Western Association of Schools and Colleges and the San Francisco Department of Catholic Schools.

### **Religion**

Notre Dame Elementary School is a Catholic co-educational school in the tradition of the Sisters of Note Dame de Namur. Our faith is the foundation of the life of NDE. Daily Religion instruction is taught with a religion text, approved by the Archdiocese of San Francisco. School-wide prayer and regular liturgy is an integral part of our faith development at Notre Dame Elementary.

### **Reading**

Notre Dame uses a literature based reading program that teaches early reading skills, vocabulary, fluency and comprehension through meaningful experiences with text. These skills are built upon throughout the grades.

### **Language Arts**

Our language arts program fosters our reading program and provides skill continuity throughout the grades. In the primary grades guided reading instruction is used. We use our reading anthologies and our literature circle books in grades four – eight as a complete program to teach language instruction. We keep our literature circle books current and we consider our students' reading interests when choosing them. All our students participate in the *Step Up to*

*Writing* program, an Archdiocese-wide writing program. *Step Up to Writing* emphasizes writing skills across the curriculum.

### **Mathematics**

Notre Dame offers a complete math program that is devoted to teaching computational skills from instruction through maintenance, building problem solving skills and strategies that students apply daily and promoting a positive, real-life approach to mathematics. Accelerated pre-algebra and algebra programs are offered to challenge students based on their individual grades, standardized assessment results and teacher recommendations. We also offer geometry at Notre Dame High School to our eighth grade students who test out of our algebra program. A web-based program called *Mathletics* is used in our computer lab and is available for use at home to enhance basic skills and enrich classroom content.

### **Social Studies**

Our Social Studies program encourages critical thinking, synthesis, and application of material. Students learn U.S and World history, and apply this knowledge to our world today. Curriculum includes textbooks, in class and outside field trips and multi-media projects. Students master skills in the areas of note taking, outlining, summarizing, research, citations, and expository writing. All social studies writing follows the *Step Up to Writing* program used in Language Arts.

### **Science**

Notre Dame offers an inquiry-based science program committed to teaching about the scientific world through many different styles. From hands-on lab experiments to research papers, the students experience a wide spectrum of knowledge that answers the question, "what is science?" The sixth through eighth grade students focus on: Earth Science, Physics, Biology and even a little bit of Chemistry. Students are asked to step into the role of a scientist - asking questions, creating ways to test those questions and then analyzing their results.

### **Other**

Computer instruction, Spanish, music, art and physical education are elements included in our full curriculum.

## **DISCIPLINE**

### **GENERAL GUIDELINES**

Discipline is defined as training that molds and strengthens moral and intellectual character. Rules and regulations exist so that many personalities can work together in a constructive manner. Consequences are set to ensure that all can fully participate in acquiring the fullest elementary education possible. It is assumed that parents choosing Notre Dame Elementary School to fulfill their children's educational needs understand and support the school's disciplinary policy. By working with the faculty, staff and administration in disciplinary matters, parents ensure that students understand the importance of behaving in a Christian manner and demonstrating respect for all.

### **DETENTION**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### **SUSPENSION**

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **EXPULSION**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Notre Dame Elementary School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Notre Dame Elementary School.

## DISMISSAL

Parents should proceed to loading/unloading area to pick up their students. Students may not leave the schoolyard unless accompanied by an adult. See the parking lot section for parking lot guidelines.

## EMERGENCY PROCEDURES

### EMERGENCY CARDS

Each Family must have an Emergency Contact Card on file for each child enrolled in Notre Dame Elementary School. In case of serious accident or injury, the staff will call the Paramedics. Otherwise, instructions given by parents on the emergency card will be followed. **It is imperative that any changes to your contact phone numbers be given to the office immediately.** Please indicate on your Emergency Card(s) an additional adult who can be readily available in the event you cannot be reached. Be sure the person you identify is aware that he or she is listed to as an emergency contact.

### DRILLS

Children are instructed on earthquake and fire safety, everyone in the school participates in the regularly scheduled fire, earthquake drills, shelter in place and reverse evacuation. In the event of a severe emergency, children will remain at school or at a designated emergency location. Children will be released only to adults listed on emergency cards.

### FIRE DRILLS

During fire drills, students should follow these procedures:

1. Rise in silence when the alarm sounds.
2. Walk to assigned places briskly, in single file at all time, and in silence.
3. Stand in one line, facing teachers and other adult monitors in the safety location.
4. Return to the building, in single file and in silence when the signal is given.

### SHELTER IN PLACE

During shelter in place drills, students should follow these procedures:

Students duck, cover, hold – away from the windows if they are inside the building.

If students are outside, they will be directed to a safe site by a teacher.

Wait for all clear and direction from the classroom teacher or other supervisory personnel.

### REVERSE EVACUATION DRILLS

During reverse evacuation drills, students should follow these procedures:

Students proceed into the building quietly and quickly as directed by classroom teacher or other supervisory personnel.

Wait for all clear and direction from the classroom teacher or other supervisory personnel.

### EARTHQUAKE DRILLS

During earthquake drills, students will follow these procedures:

1. DUCK, COVER, HOLD.
2. Follow evacuation procedures as for fire drills. Wait for all clear and direction from the classroom teacher or other supervisory personnel.

### EMERGENCY OPERATIONS PLAN

We will follow the direction of the Belmont/Redwood Shores School District. If they announce school closure, we will close Notre Dame Elementary School.

If we are already at school, we will move the children, if safe, from their classrooms to the upper or lower yard. The type and magnitude of the event will determine the destination. When you arrive at school to pick up your children, there will be a central checkout station either on the upper or lower yard. **Your child will not be dismissed unless you or someone you have designated on your emergency form signs him/her out.**

It is IMPORTANT to the school staff that your child's file is updated with the most current phone numbers available.

Please check with the school office if you are in doubt about the accuracy of the information in your child's emergency file.

Your child's safety is our utmost concern.

## IN THE EVENT OF A MAJOR EMERGENCY

1. If there is a major earthquake (disaster or other emergency) and damage appears to be extensive, come to the school as soon as possible to pick up your child and any others for whom you are designated to be responsible. Children will only be released to those adults who have been listed as an emergency contact on their emergency form. **DO NOT CALL THE SCHOOL.** The telephone lines will be needed for emergency communication.
2. **PARK ON THE STREETS.** Leave all driveways, traffic lanes, and parking areas clear for emergency vehicles. If necessary/possible, park a few blocks from school and walk to pick up your child at the designated check-out area. Site personnel will be on hand to direct you.
3. If the earthquake/disaster occurs while the children are:
  - a. Walking to school: they should continue on to school
  - b. Walking home: they should continue on home
  - c. In the neighborhood: they should return home or go to a home known to them for which you have previously made arrangements.
4. Children will be released only to their parents or other responsible person\* who is recognized by your child and who presents identification. In case your child cannot be picked up before the end of the school day, he/she will be assigned to an emergency location until you arrive. Come to the school as soon as you can.
5. After school hours, grade level rosters will be posted near the office door. They will indicate:
  - a. If your child has been picked up, the name of the person to whom he/she has been released
  - b. The names of children who are still at school, and
  - c. The name/location of any emergency center to which a child was released.

\*Another responsible person: another family member, a family friend, or a neighbor. Tell your child who will service in this capacity in the event of a disaster, and make sure the person's name is on your child's Emergency Card.

## RAPID NOTIFY TEXT ALERTS

The Belmont Safe Schools Text Messaging Alert System allows students, parents, relatives and school staff to receive important messages from their school or from the Belmont police department, over their mobile devices (cell phone, smart phone, PDA, etc..).

The system can be used to advise of school closures, traffic issues, and incidents on or near campus. Because it is a text message, which goes to a mobile device, subscribers can receive their message anywhere.

Subscribers sign up at their school's website and are in the system until they remove themselves. Subscribers can remove themselves at any time. This system received initial funding from the City of Belmont as part of its Disaster Preparedness efforts and is maintained through the Belmont Safe Schools Program.

For more information on the emergency notification system for safe schools, go to:  
[http://www.nde.org/home/assets/City\\_of\\_Belmont\\_emergency\\_notification.pdf](http://www.nde.org/home/assets/City_of_Belmont_emergency_notification.pdf)

To sign up, go to [www.nde.org](http://www.nde.org) and click on "Emergency Text Messaging Alert sign up information".

## EXTENDED DAY CARE PROGRAM

An Extended Day Program is a service provided to our families and is available for all students enrolled in Notre Dame Elementary School. The program operates Monday from 12:30 to 6:00 (early dismissal days) and Tuesday through Friday from 3:00 to 6:00 pm everyday that our school is in session.

The Extended Day Program will also be able to accommodate children on a "drop-in" basis if advance notice is provided in order to ensure proper staffing. If your child is not picked up by 3:00 they will go to Extended Day Care and the charge is \$10.00 an hour.

ALL conduct codes that are part of the Notre Dame Elementary School daily behavior expectations also apply to student behaviors and performance while in Extended Care.

## FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.

4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip. Note: a fax does not take the place of an original signature.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
12. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
13. All chaperones must be 25 years of age or older.
  - a) All owners of vehicles utilized for transporting students must show evidence of insurance and a copy will be made for the office. This coverage would be primary in the event of accident or injury arising from the use of these vehicles.
  - b) Drivers must supply a copy of their driver's license to the office.
  - c) The vehicles must be in good mechanical condition: i.e. good tires, good brakes, properly functioning turn signals, etc.
  - d) Drivers may transport only the number of passengers the vehicle is designed to carry.
  - e) Seat belts are to be used at all times.
  - f) Students are to be driven directly from NDE to the field trip site and must return immediately after the field trip without detour (refreshment stop, etc.).
  - g) Students must adhere to the school guidelines for clothing and grooming if on a school sponsored field trip.
  - h) All students are prohibited from sitting in the front seat when there is a passenger side airbag

## **FORGOTTEN ITEMS**

If your child forgets a book, homework, etc., please bring the item(s) to the office and we will deliver them to the classroom. Do not deliver the items to the classrooms. If your child forgot his/her lunch please put in hallway near office and put name and grade on it.

## **HEALTH**

Periodic vision and hearing tests are offered. Any health alerts are coordinated with the administration. If a child is entering the seventh grade they need to have a TB test and all necessary vaccinations.

## **ILLNESS**

If your child becomes ill, please keep him/her home until he/she is well to prevent worsening symptoms and spreading the illness to others. If your child has a communicable disease or condition such as the flu, head lice, conjunctivitis (pink eye), or strep throat, call the school as soon as possible. We are required by the San Mateo County Health Department to alert other parents when certain communicable conditions occur. If a student has a fever they need to be fever free for 24 hours before returning to school. If a child vomits they should be symptom free before returning to school. If a child is on an antibiotic for an illness, they need to be taking the medicine for 24 to 48 hours before returning to school.

## **MEDICATION**

Notre Dame Elementary School adheres to the Department of Catholic Schools policy concerning the dispensation of medicine. It is not the function of the school to dispense medicine. The school will not provide any non-prescription medications (including cough drops, Motrin, etc.).

No medication (prescription or over the counter) will be given to or taken by a student on campus without a note signed by the student's parents. Students should not carry any medication.

If needed, medicines should be brought to the office by a parent. The medicine must be labeled with the child's name, frequency, dose, and date.

## **HOMEWORK**

The Notre Dame Elementary School Team is focused on building organization, independence and preparing the students for their future. Our homework policy follows that focus and maintains the integrity of the Catholic tradition of the Sisters of Notre Dame. The assignments are meaningful and they align with the Archdiocesan and State Standards. Please see homework policy for each grade below:

## HOMWORK POLICY, FIRST GRADE THROUGH FIFTH GRADE

First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
<ul style="list-style-type: none"> <li>• Reading practice</li> <li>• Religion class reflection</li> <li>• Math reinforcement</li> <li>• Word Work</li> <li>• Short-term extension activities</li> </ul>	<ul style="list-style-type: none"> <li>• Reading practice</li> <li>• Religion class reflection</li> <li>• Math reinforcement</li> <li>• Word Work</li> <li>• Short-term extension activities</li> <li>• Short-term projects</li> </ul>	<ul style="list-style-type: none"> <li>• Reading practice</li> <li>• Religion class reflection</li> <li>• Math reinforcement</li> <li>• Word Study</li> <li>• Short-term extension activities</li> <li>• Short-term projects</li> <li>• Long-term projects</li> <li>• Use planner for homework organization</li> </ul>	<ul style="list-style-type: none"> <li>• Independent reading</li> <li>• Religion class reflection</li> <li>• Math reinforcement</li> <li>• Spelling Practice</li> <li>• Short-term extension activities</li> <li>• Short-term projects</li> <li>• Long-term projects</li> <li>• Use planner for homework organization</li> </ul>	<ul style="list-style-type: none"> <li>• Independent Reading</li> <li>• Religion class reflection</li> <li>• Math reinforcement</li> <li>• Spelling Practice</li> <li>• Vocabulary activities</li> <li>• Short-term extension activities</li> <li>• Short-term projects</li> <li>• Long-term projects</li> <li>• Use planner for homework organization</li> </ul>
*20 minutes	*30 minutes	*40 minutes	*50 minutes	*60 minutes
Parent assistance is encouraged.	Some parent assistance is encouraged as students move toward independence.		Parent assistance is limited and based on specific need.	
<p>*We understand that different assignments will take different amounts of time for individual students to complete. The * indicates the average time to spend on homework each night. We ask that parents and/or students inform the teacher if a particular assignment is difficult or if the student spends significantly more than the allotted time.</p>				

## **HOMEWORK POLICY, SIXTH GRADE THROUGH EIGHTH GRADE**

Students are given their homework one week in advance to help with their organization and planning skills. We fill out the homework assignments in our planners together as a class. Typically, homework is given Monday through Friday as an extension of the work done in class. Homework is read, graded and recorded on PowerSchool in a timely manner. Homework minutes fluctuate based on students focus and work ethic in class.

Note: We do not differentiate homework assignments and understand that different assignments will take different amounts of time for individual students to complete. We ask that students work on homework for at least 30 minutes and that parents and students inform the teacher if a particular homework assignment is especially difficult or time-consuming.

TLUs: All work must be turned in on loose leaf, college-ruled paper. Work may be typed but there will be no excuses for missing USBs, printers that don't work, ink issues, etc. Get to school early if you need to print!

Each step will be turned in separately WITH corrections. Work will be graded for a possibility of ten points on the following:

- C (content) 7 points
- N (neatness) 1 point
- P (punctuation/spelling) 1 point
- C (corrections) 1 point

All work must be complete with headings, objectives, and activities for each step. For example:

Objective: Students will learn about colonialism and

A. I read 3-18

B. Pg 18 questions 1-3

1. The first people to arrive in the colonies...
2. The English Colonists...
3. The differences between the natives and colonists...

C. Self-Test (see attached)

All work must be handed in, and then filed once it is returned. You will file your work for each quarter at which point you may bring it home. **KEEP ALL OF YOUR WORK** in case there is a mix up on PowerSchool. It is your responsibility to file it. **NO LOOSE PAPERS IN YOUR DESK.**

There will be no printing off of multiple worksheets or TLUs after you have received one. If you are missing worksheets or TLUs it is your responsibility outside of school to copy someone else's. Moral of the story? **DON'T LOSE YOUR WORK!** Keep it in your binder or file.

Each student will receive sheet protectors in which to keep their TLUs. At the end of each unit, the TLUs must be returned and will be counted as a homework grade (another reason to keep your TLU!)

**LATE WORK:** (unexcused absences)

You have one week from when the assignment was due to turn it in for partial credit (10% off each school day). After a week, it is entered as a zero and no credit will be given. For example: An assignment is given on Tuesday – you have until the next Tuesday to turn it in. For each school day (not counting weekends), you lose 10% based on the grade you would have received, had it been on time.

**Grade Breakdown:**

- Social Studies:
- Homework: 30%
- Participation: 20%
- Projects/Papers: 20%
- Tests: 20%
- Quizzes: 10%

Participation includes coming prepared to class, actively participating in discussion (with all body language), not interrupting others, staying on task, being respectful, etc. Each student begins the quarter with 100%. (This will be on PowerSchool.) Each time a student chooses to not follow these, 1 point will be taken off. Participation will be updated on Friday afternoons.

## **PARENT / TEACHER / STUDENT CONFERENCES, MAKE-UP HOMEWORK AND TESTS**

Parents are advised to consult the classroom teacher when the need arises. Appointments may be made by emailing or telephoning the school and requesting a conference. Teachers will return parent emails or telephone calls as soon as possible.

## **REQUESTS FOR HOMEWORK**

Students who will be absent due to illness or family emergency (e.g. a death or serious illness in the family) for more than two days may request that the teacher secure a list of assignments. These may be picked up in the School Office. Work may be given in advance for absences due to family vacation if requested by student.

## **MISSED WORK**

Students are responsible for work missed during an illness or any other absence, with the exception of tests missed during a period of suspension. A reasonable period of time, commensurate with the absence, will be established by the classroom teacher for work to be completed.

## **LOST AND FOUND**

A lost and found area is provided near the west exit door. The lost and found is emptied of all belongings and they are taken to a local homeless shelter on the last Friday of each month. All personal belongings should have identification.

## **LUNCH**

Hot Lunch is offered 4 days a week, Tuesday – Friday. Choice Lunch (formerly Children’s Choice) will deliver hot lunches and ala carte sandwiches. They offer a nutritious variety of lunch items. Pre-ordering is required at [choicelunch.com](http://choicelunch.com). The registration code is NDE.

The NDE PTO (Parent Teacher Organization) Hot Lunch Chairperson schedules volunteers to coordinate and serve lunch every Tuesday, Wednesday, Thursday and Friday. In the event that your child forgets his/her lunch at home, please deliver it to the office **NOT TO THE CLASSROOM**.

## **MASS**

School Masses are celebrated once a month at NDNU Cunningham Memorial Chapel. All parents and members of the community are welcome to attend. Each month a particular class prepares the liturgy. Students must be in full uniform (P.E. uniforms are fine if the student has P.E. that day).

## **OFF-CAMPUS CONDUCT**

The administration of Notre Dame Elementary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

While attending events at other schools, NDE students are considered to be representatives of the school. Therefore, the rules governing conduct at school functions will apply to behavior off campus.

Violations of NDE rules or those of other schools or organizations will result in a parent conference and any other disciplinary action deemed necessary depending upon the specific action and circumstances.

Student conduct should reflect a sense of responsibility as well as respect for others.

## **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date

## **PARENTS AS PARTNERS**

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

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

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

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

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

To notify the school with a written note when the student has been absent or tardy;

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

## **PARENT'S ROLE IN EDUCATION**

We, at Notre Dame Elementary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically

Good example is the strongest teacher. Your personal relationship with each other and with the community will affect the way your child relates to others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality in your family life.

Once you have chosen to enter into a partnership with us at Notre Dame Elementary School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

# PARENTS TEACHER ORGANIZATION (PTO)

All parents and guardians are welcome to join the Parent Teacher Organization (PTO) and participate in the monthly meetings. There are no dues required, only a commitment to supporting our NDE teachers, staff and students.

The Parent Teacher Organization (PTO) has two objectives:

1. Fundraising for our school
2. Fostering community through volunteerism that enriches the experience of our children

## Fundraising

Our major fundraiser is "Christmas at Ralston", which includes an elegant luncheon and a wonderful evening GALA event. The whole NDE community enjoys a raffle of beautifully decorated Christmas trees and an evening of food, wine, music and a live auction. Other events that raise money include our book fair, and NDE product sales.

## Community Volunteerism

Parent volunteers also help with "Art in Action", the Hot Lunch program, parking lot procedures, library aides, the uniform exchange, yearbook, and act as Room Parents. Parents also coordinate events for Teacher Appreciation Week and actively serve as coaches and assistant coaches for our athletic teams.

We rely on solely on parent volunteers to achieve our objectives so we encourage you to please get involved!

## Notre Dame Elementary Parent Teacher Organization (PTO) Mission Statement

We, the Parent Teacher Organization of Notre Dame Elementary, support our children, faculty and school community to provide a solid education for our children in a Catholic, caring environment that will enable our children to become lifelong learners and contributing members of society

## PARKING LOT

**NDE HAS SPECIFIC DROP OFF AND PICK UP PROCEDURES TO ENSURE OUR STUDENTS' SAFETY AND DUE TO OUR LIMITED CAMPUS PARKING. PLEASE DO NOT PARK IN THE STREET OUT OF COURTESY TO OUR NEIGHBORS. NEIGHBOR'S DRIVEWAYS SHOULD NEVER BE BLOCKED.**

Parking spaces are reserved for use by the "Parent Parking Volunteers." Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers and volunteers on duty.

## PARKING LOT GUIDELINES

### For morning drop off:

Enter the NDE campus from Notre Dame Avenue. Proceed to loading/unloading area (see map below). Children should proceed directly to the upper playground area in front of the school after exiting your car. Exit the campus via Laxague Drive/College Way.

### At recess and lunch:

**For the safety of our students, Notre Dame Elementary School highly encourages parents to avoid driving through the campus** between recess (10:00 to 10:45 a.m.) and lunch (12:00 to 12:45 p.m.). Please use Laxague Road during this time. If a parent must drive through campus when children are in the school yard at lunch or recess, they should drive slowly and safely.

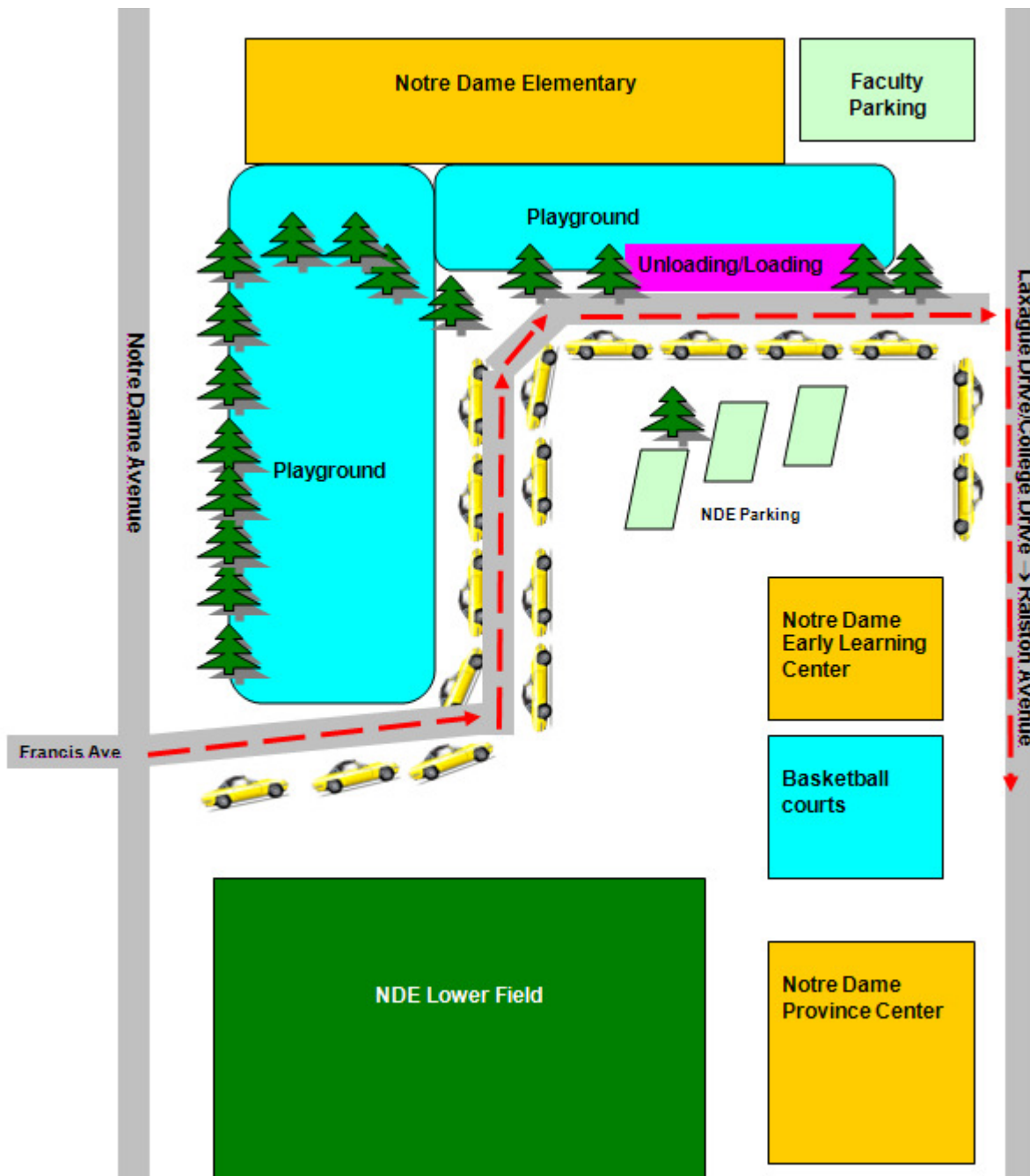
### For afternoon pick up:

Teachers walk their classes out to the schoolyard. Enter the NDE campus from Notre Dame Avenue. Proceed to the loading/unloading area. NEVER LEAVE YOUR CAR UNATTENDED. Form two lines of cars alongside the lower playground as shown on the map. Place the placard with your family name on your dashboard where the parking lot volunteer can see it. Teachers will walk their classes out to the schoolyard and supervise the students until they are picked up. The parking lot coordinator will call your last name as you approach the loading/unloading area. A parking lot volunteer will assist your child. NDE parking spaces are reserved for use by the "Parent Parking Volunteers".

To ensure that this process proceeds quickly and safely, please:

- Drive through the line and have the volunteers load your child (unless you are volunteering in the school)
- Do NOT double-park outside the carriage house (university maintenance area)

- Do NOT park in the faculty lot
- Do NOT park in the parking lot (unless you are volunteering); please let all who pick up your children know of these procedures



## **PARTIES**

### **CLASSROOM PARTIES**

Children are welcome to bring small treats (like cupcakes) for their class in celebration of their birthday. This must be coordinated with the classroom teacher. Party invitations may be distributed in the classroom ONLY if ALL classmates are invited. Mixed parties are up to the discretion of the parents for grades 5 thru 8.

### **AT-HOME PARTIES**

We strongly urge you to be aware of the potential to hurt children's feelings by excluding classmates from parties. A good rule of thumb would be to set your invitation list as follows:

- A small group of 6 or fewer
- All boys in the class
- All girls in the class
- All students in the class

### **DATING**

Dating in middle school is discouraged by the faculty and staff at Notre Dame Elementary. Teachers reserve the right to discuss this matter with parents and students if it causes distractions during class.

## **PROMOTION POLICY AND RETENTION POLICY**

Advancement to the next grade in Notre Dame Elementary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **RESPECTING OTHER PEOPLE**

Bullying is not allowed on our campus! A student is being bullied when he/she is exposed repeatedly and over time to negative actions on the part of one or more students. Negative actions can be carried out through physical contact, written comments, words, pictures, verbal abuse, and derogatory comments about physical appearance or gender orientation. Making faces, intimidating or intentionally excluding someone from a group is also considered bullying. Bullying is not allowed anytime or anywhere on the campus including classrooms, hallways, restrooms, playground areas, or any other areas on the campus or in route to and/or from the campus.

Bullying and Harassment in any form are not acceptable and will be dealt with according to the California Education Code. We all need to feel safe at school. Students are required to avoid harassment in any form. Harassment is any action, which makes others uncomfortable through the use of words, or specific actions, which cause others to suffer, including mean teasing.

Harassment can include grabbing or touching somebody or unwanted comments about how a person looks. It can happen to boys and girls and can be about power: the power to make someone feel bad, to impress, influence, and be nasty, rude, or cool.

Cyber-bullying is the use of technology to degrade or humiliate another person or group. Cyber bullying can occur directly, such as when a hateful message is sent to a target, or indirectly, as when a message, web site or photograph is sent to others and results in later bullying behavior toward the target. Our school technology system does not allow for such occurrences; however, Cyber bullying that begins at home often results in bullying behaviors or relational aggressions at school. Any of the above will not be tolerated; consequences can range from detentions, loss of activities, privileges, and suspension. Students should immediately report incidents to a teacher, or administrator.

Gender/Sexual Harassment is not just teasing and not a game; it is illegal. Students need to think before they act; is something they are going to say or do embarrassing or hurtful to someone? All students have the right to be

treated with respect and have the power to change things if they are not. If someone is doing something to a student that causes her/him to feel badly, feel hurt, embarrassed or uncomfortable, those students needs to tell the person harassing to stop. If he or she doesn't stop, then students are to tell an adult with whom they feel comfortable. Students can help stop harassment by recognizing it and telling the person who is doing it to stop now! Students need to put power where it belongs: in their own actions.

## RESPECTING PROPERTY

Books are the student's responsibility. They are responsible for the care and maintenance of school textbooks and library materials. Textbooks should be covered. Any damage to schoolbooks will result in a fine or the cost of replacing the damaged book(s). Report cards will not be distributed to any student owing a textbook or library fine.

Clean Campus: Gum is not allowed on campus. Litter and garbage should be disposed of in the trashcans that are placed in strategic areas around campus. Students and adults work hard to maintain a clean campus and we all need to work together to keep our campus clean.

Property Damage: Stealing or disrespecting property of others will result in restitution, in addition to appropriate consequences, which can include suspension and/or loss of an activity.

## SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Notre Dame Elementary School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of religious instruction in grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Students have the option of receiving a blessing in lieu of First Communion if they have not been baptized.

## SCHOOL HOURS

7:45 a.m. Yard supervision begins. Students are not to be in the building before the bell rings unless it is an emergency or they have permission from their teacher to get help with their school work.

8:00 a.m. School begins at this time; students assemble in line in the yard for Morning Prayer and the Pledge of Allegiance. ***Children should be at school least five minutes before the bell rings.***

### Recess

9:55 – 10:15 (grades 1 – 5)

10:25 – 10:40 (grades 6 – 8)

### Lunch

12:00 – 12:30 (grades 1 – 5)

12:15 – 12:45 (grades 6 – 8)

All Mondays are minimum days with dismissal at 12:30 p.m.; Tuesday – Friday; dismissal is at 2:45 p.m. All students should be picked up by 3:00 p.m. Students who are left after 3:00 will go to the Newton Center. Newton Center charges \$10.00 an hour for late pick up

Conference Days are in November report cards are discussed at a Parent/Teacher Conference. On the scheduled Parent/Teacher Conference Days dismissal is at 12:30 pm.

Faculty Meetings are on Mondays after dismissal.

## SCRIP

Scrip is fundraising while you shop®. Our cash scrip program, [www.shopwithscrip.com](http://www.shopwithscrip.com) (NDE enrollment code: ED7B13D91L59L) allows NDE's families and friends to purchase scrip (gift cards & gift certificates) for everyday

expenses like food, clothing, and entertainment while earning a percentage (about 5%) of each dollar for NDE. Electronic scrip is also available and we ask that all families participate at [www.escrip.com](http://www.escrip.com) (NDE group number: 126425229). There you can register credit cards and Safeway cards. Different retailers participate in each program; therefore to maximize our revenue, please use both services. Scrip is "no-selling" fundraising.

NDE also participates in Box Tops for Education and will hold a box top drive during the year. General Mills sends us a check twice a year.

## **SPIRITUALITY**

The Spirituality Chairperson responds to families and community members needing prayers or support during challenging times. The Chairperson is available for support and consultation needed during serious illness, accident or death of a loved one or community member. S/he leads prayer at monthly Parents' Club Meetings, facilitates bi-monthly prayer groups and works closely with the Religious Coordinator and Room Parents to coordinate meals/flowers/cards or other support through the room parents.

## **STANDARDIZED TESTING**

The Archdiocesan testing program is the *Iowa Tests of Basic Skills*. It is administered in September to students in Grades 2 through 8.

Test results are used to:

- Inform parents about their children's individual strengths and weaknesses
- Inform teachers about their class as individuals and as a whole group
- Assist the administration in evaluating the effectiveness of our curriculum and instruction.

**Please make every effort to ensure your children are present for all testing days. Appointments should not be made during testing; make-up time is very limited.**

## **STUDENT CONDUCT**

The following may be grounds for immediate suspension or expulsion whether at school, on the campus, or at a school-related activity: Smoking or having tobacco products, forgery, possession of drugs, alcohol, or related paraphernalia, selling or possession of controlled substances, stealing a student's or faculty member's personal property, tampering with another student's or faculty member's personal property, failing to return lost property or theft of any school property. Students are not allowed to possess, handle, or transmit any object that can reasonably be considered a weapon, a dangerous instrument or a firework. Physical and verbal altercations between students are met with severe penalties.

## **STUDENT DIRECTORY**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

## **STUDENT RECORDS**

Notre Dame Elementary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. Completed forms will be sent via the U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

# **TECHNOLOGY CONCERNS**

## **BLOGS**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty and/or staff or other students.

## **SEXTING**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## **TEXTING**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## **VIRTUAL REALITY SITES**

Virtual Reality Sites such as, but not limited to, [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students or the faculty/staff in a defamatory light face detention, suspension, or expulsion.

# **TECHNOLOGY ACCEPTABLE USE POLICY**

All students and parents must sign the Technology Acceptable Use policy before students may use the Internet at Notre Dame Elementary.

The Technology Acceptable Use policy states:

As a user of technology, I agree to obey the following rules in all of my communication either at school or at home while attending Notre Dame Elementary School.

I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software from home to be used on school equipment.

I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use the computer system to disturb or harass other computer users or use inappropriate language in my communications; I will not misrepresent myself to others while online or in written communication.

The use of the Internet and our school network must be in support of education and research consistent with the educational objectives of the school. As a user of a network, I will not use bulletin boards or chat lines for personal use. I am not able to access personal email AT ANY TIME while at school. I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities, product advertisement, or political lobbying is not permitted.

Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statement of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

The use of school technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of these privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use and this decision is final. The administration, faculty, and staff of the school may deny, revoke, or suspend specific user privileges. Specific consequences for the misuse of computer and/or information network privileges shall be graduated according to the severity of the offense and may include, but are not limited to, the following:

- suspension of information network access;
- revocation of information network access;
- suspension of computer access;
- revocation of computer access;
- school suspension;
- school expulsion; and/or
- legal action and prosecution by the authorities.

## **UNIFORMS AND PERSONAL APPEARANCE**

The school uniform must be worn at all times beginning the first day of school. Any violations will result in a Uniform Infraction slip. Any emergency exceptions must be requested in writing by the parent. Girls' skirts and jumpers must be hemmed no shorter than at the knee. Boys are asked to wear a belt as part of their uniform. Hair must not be bleached, highlighted, streaked or dyed. Boys' hair should be neatly trimmed and out of eyes. No make-up or finger nail polish may be worn. If a student wear nail polish or make-up to school they will lose a free dress privilege on the next free dress day. No hoops or dangling earrings may be worn at any time for safety reasons.

On all days should the uniform be clean, well pressed and mended. All items of clothing, including jackets and coats, must be marked with the student's name.

New uniforms may be purchased at:

Dennis Uniform Company  
1282 Oddstad Drive  
Redwood City, CA  
650-299-9623  
[www.dennisuniform.com](http://www.dennisuniform.com)  
School code: #MZ5NOT

### **GIRLS' UNIFORM**

#### **Grades 1-5:**

Plaid jumper or navy twill pants or navy twill walking shorts  
Short sleeved Peter-pan collar blouse or white polo shirt with Notre Dame Elementary logo  
School sweatshirt with Notre Dame Elementary embroidery or school fleece with Notre Dame Elementary embroidery  
Plain white socks that cover anklebone, white or navy tights  
All white or all black leather shoes with rubber soles *or*  
All white or all black athletic shoes, no colored logos or other colored decorations

#### **Grades 6-7:**

Plaid skirt or navy twill pants or navy twill walking shorts  
Short sleeved Peter-pan collar blouse or white polo shirt with Notre Dame Elementary logo  
School sweatshirt with Notre Dame Elementary embroidery or school fleece with Notre Dame Elementary embroidery  
Plain white socks that cover anklebone, white or navy tights  
All white or all black leather shoes with rubber soles *or*  
All white or all black athletic shoes, no colored logos or other colored decorations

#### **Grade 8:**

Plaid skirt or navy twill pants or navy twill walking shorts  
Short sleeved Peter-pan collar blouse or white polo shirt with Notre Dame Elementary logo

8th grade sweatshirt with Notre Dame Elementary logo (designed by students)  
Plain white socks that cover anklebone, white or navy tights  
All white or all black leather shoes with rubber soles *or*  
All white or all black athletic shoes, no colored logos or other colored decorations

### **All Grades (Girls):**

Girls may wear shorts under their skirts if the shorts do not show below the skirt hemline. Skirts or jumpers should be no shorter than three inches above the knee.

P.E. Uniform (Optional)

- Shirt (three choices):
  - Regular NDE white uniform polo shirt/blouse ***or***
  - Blue "Viking Pride" crew neck shirt ***or***
  - Blue crew neck shirt with the NDE logo (new, available from Dennis Uniform)
- Pants (three choices):
  - Regular NDE uniform walking shorts ***or***
  - Nylon blue athletic shorts with NDE logo (new, available from Dennis Uniform) ***or***
  - Blue cotton sweat pants with NDE logo (new, available from Dennis Uniform)

## **BOYS' UNIFORM**

### **Grades 1-7:**

Navy narrow wale corduroy pants or navy twill walking shorts  
White polo jersey or white polo shirt with Notre Dame Elementary logo  
School sweatshirt with Notre Dame Elementary embroidery or school fleece with Notre Dame Elementary embroidery  
Plain white socks that cover anklebone, white or navy tights  
All white or all black leather shoes with rubber soles *or*  
All white or all black athletic shoes, no colored logos or other colored decorations  
Belt

### **Grade 8:**

Navy narrow wale corduroy pants or navy twill walking shorts  
White polo jersey or white polo shirt with Notre Dame Elementary logo  
8th grade sweatshirt with Notre Dame Elementary logo (designed by students)  
Plain white socks that cover anklebone, white or navy tights  
All white or all black leather shoes with rubber soles *or*  
All white or all black athletic shoes, no colored logos or other colored decorations  
Belt

### **All Grades (Boys):**

P.E. Uniform (Optional)

- Shirt (three choices):
  - Regular NDE white uniform polo shirt/blouse ***or***
  - Blue "Viking Pride" crew neck shirt ***or***
  - Blue crew neck shirt with the NDE logo (new, available from Dennis Uniform)
- Pants (three choices):
  - Regular NDE uniform walking shorts ***or***
  - Nylon blue athletic shorts with NDE logo (new, available from Dennis Uniform) ***or***
  - Blue cotton sweat pants with NDE logo (new, available from Dennis Uniform)

## **FREE DRESS DAYS**

Students may be out of uniform on special days as designated by the school. On those days, students are expected to wear neat, clean clothing, with special attention to age-appropriate attire. Students **MUST** wear the complete uniform on Mass days. P.E. uniforms are acceptable Mass attire if the student has P.E. on a Mass day.

Shoes must be appropriate for school wear and for play. Students may not wear sandals or "flip flops" even on free dress days.

Students may wear free dress only if their birthday falls on an actual school day.

The pride that students show in their appearance contributes greatly to their attitude in class. Any article of clothing that is in poor taste or offensive in design will be considered a violation of the dress code;

- Mini-skirts
- Tank tops
- Overly tight clothes
- Shorts must be “walk short” length. No short shorts will be allowed.
- Jeans may not be overly large, tight, or worn-out.
- T-shirts must be appropriate, especially in their logos or written messages.
- Students are not allowed to wear hooded jackets or sweatshirts.
- No make-up of any kind will be accepted.
- No nail polish and or acrylic nails
- No hoop or dangling earrings

We reserve the right to send anyone home whose dress is considered inappropriate. The opportunity for free dress will be denied to students who do not observe the uniform/school dress code.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

## **UNIFORM EXCHANGE**

Notre Dame Elementary has a uniform exchange at designated times during the school year to buy back and sell gently used uniforms at greatly reduced prices.

## **NDE LOGO SHIRTS**

Notre Dame Elementary offers logo shirts with the NDE logo for purchase once a year. Logo shirts are an optional part of the school uniform for girls and boys. Logo shirts can only be purchased through Notre Dame Elementary School. These shirts are not available for purchase at Dennis Uniforms.

## **VISITORS**

School visitors (volunteers, parents, speakers, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors must sign out at the time of departure. All visitors must use the front main entrance, not the west exit doors.

## **VOLUNTEERS**

The success of Notre Dame Elementary School depends on the support of family volunteers to assist in a variety of school activities. We ask each family to serve 40 hours per year. There are a variety of volunteer opportunities within the school and classroom, including:

- Board and committee positions
- Hot lunch helpers
- Parking lot assistants
- Library assistants
- Field trip drivers
- Coaches/Assistant coaches
- Assistance with Christmas at Ralston activities
- Art in Action Volunteers
- Yard duty

If a position interests you, please contact the committee chairperson directly.

Families may wish to opt out of their volunteer participation. If that is the case, a check in the amount of \$1000 must be issued to Notre Dame Elementary. Parents who do not complete the 40 hours will have to pay the \$1000. Report cards and transcripts will be held until payment

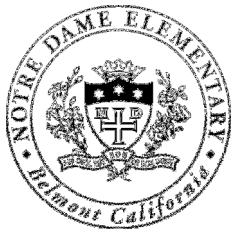
Volunteer hours are tracked. Parents are to submit their volunteer hours online each month; go “Volunteer/Submit Your Hours” at [www.nde.org](http://www.nde.org) for the volunteer hour submission link.

The Parent Teacher Organization (PTO) Library Chairperson schedules volunteers and provides assistance to the Librarian. Volunteers are assigned one morning or one afternoon a month.

## **RIGHT TO AMEND**

**NOTRE DAME ELEMENTARY SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK.**

Notice of amendments will be sent to parents via the Weekly Information at Notre Dame Elementary (WIN) electronic newsletter or through email communication.



**NOTRE DAME ELEMENTARY SCHOOL**

1200 Notre Dame Avenue

Belmont, CA 94002

www.nde.org

**FIELD TRIP PERMISSION FORM**

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of \_\_\_\_\_ **request that the school allows my/our son/daughter to participate in a field trip to \_\_\_\_\_.**

Educational Purpose:

Date of Field Trip:

**Return form by:**

**Departure from School:**

**Arrival back to School:**

**Please Note:**

We hereby release and save harmless the school of Notre Dame Elementary and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for \_\_\_\_\_ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

**Parent/Guardian Signature:** \_\_\_\_\_

**MEDICAL RELEASE FORM**

**Student's Name:** \_\_\_\_\_

**Medical Insurance Information:**

Group/Company Insurance Company: \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Known Allergies/Allergic Reactions:** \_\_\_\_\_

**Medication to be taken on Field trip:** \_\_\_\_\_

**Other Pertinent Medical Information** \_\_\_\_\_

Current Medication(s): \_\_\_\_\_

Mother's Daytime #: \_\_\_\_\_ **Father's Daytime #:** \_\_\_\_\_

**Mother's Cell Phone #:** \_\_\_\_\_ **Father's Cell Phone #:** \_\_\_\_\_

Thank you for offering to drive on the field trip. Please take the students directly to the field trip and return immediately to school at the end of the trip. Please do not stop for refreshments. This causes problems with groups returning at different times. It also adds an unnecessary liability to the event.

# NOTRE DAME ELEMENTARY, 2011-2012 CALENDAR

Month	M	TU	W	TH	F	No. of days**	REMARKS
AUGUST	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 E▲ 25	5 12 ▲ 26	10	8 - Administrators' Welcoming Dinner 9 - Administrators' Opening Conference 10-11 - Newly Hired Teachers' Workshops 12 - Religion Recertification Workshops 16-17 - Teacher in-service 18 - First Day of School
SEPTEMBER	● 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	21	5 - Labor Day
OCTOBER	3 ● 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	◆ 14 21 28	19	7 - Teacher in-service – Student Holiday 10 - Columbus Day Observed
NOVEMBER	□ 14 21 28	1 15 22 29	2 16 23 30	3 17 24	4 ● 18 ● 25	18	7 – 10 - Parent Teacher Conference 11 - Veterans' Day 22 - 12:30 dismissal 23-25 - Thanksgiving Holidays
DECEMBER	5 12 19 ●	6 13 20 ●	7 14 21 ●	1 8 15 ●	● 9 16 ●	14	2 - Holiday 21 - 12:30 dismissal 22-31 - Christmas Vacation
JANUARY	● 9 ● 23 ◆	● 10 17 24 31	● 11 18 25	● 12 19 26	● 13 20 27	15	2 - New Year's Holiday 9 - Classes Resume 16 - Martin Luther King Day Observed 30 - Student Holiday – Convocation (Hallmark's in-service)
FEBRUARY	6 13 ● 27	7 14 21 28	1 8 15 22 29	2 9 16 23	3 10 17 24	20	20 - Presidents' Day Holiday
MARCH	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 ● 23 30	21	16 - Holiday
APRIL	● 16 23 30	● 17 24	● 18 25	▲ 19 26	● 20 27	15	5 - 12:30 dismissal 6 - Good Friday 9-13 - Easter Vacation
MAY	7 14 21 ●	8 15 22 29	1 9 16 23 30	2 10 17 24 31	4 18 25	21	11 - Foundress Day St. Julie – School Holiday 28 - Memorial Day
JUNE	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 L8 15 22 29	6	3 - 8 <sup>th</sup> Grade Graduation 8 - Last Day of School – 12:30 dismissal 11 - Basic Certification Workshop: 8:30 – 3:00

TOTAL NUMBER OF SCHOOL DAYS 180 (Min. 180 – Students)  
       (Min. 2 – Teachers)

REPORT CARD DATES

<u>October, 28</u>
<u>January, 27</u>
<u>March, 30</u>
<u>June, 8</u>

- E First Day of School      ▲ Minimum Day
- L Last Day of School      ■ Early dismissal
- Holiday                      □ Parent Teacher Conferences
- ◆ Student Holiday – Teacher In Service