

Welcome to the 2008-2009 school year. Notre Dame will continue to strive and improve the performance of all our students while meeting their individual academic needs.

The mission of Notre Dame has been to provide all students with an excellent education while meeting the challenges of each new school year. It is my desire to enhance and enrich this mission. The academic accomplishments of our students have been a source of pride for staff, parents, and community.

Each school year is an adventure filled with exciting new expectations. We plan on developing a learning experience which will be both unique and rewarding for your child. Notre Dame will continue to strive and improve performance of all our students. You, our parents, are critical in making certain that your child is prepared to succeed in school. The Notre Dame families have a wealth of talent, experiences, and knowledge which will be an excellent resource to support our efforts.

You play a vital role in the education of your child and we thank you for allowing us to help shape your child's future. When you have a concern, call us. When you think our efforts deserve recognition, please compliment us. Together we will help shape the lives of our future leaders.

Sincerely,

**Mrs. Rita Miragliotta
Principal**

September, 2008

Dear Parents and Guardians,

This handbook of policies and regulations has been prepared in conjunction with the Archdiocesan School Office and the administration of Notre Dame.

It is for your understanding with regard to the parent, student and school's rights and obligations. It covers many areas of importance.

You are asked to read through it carefully. The last page is an acknowledgement that you received the handbook and understand it's contents. Please sign and return the form no later than Friday, September 12th.

We, at Notre Dame, look forward to another successful year.

Sincerely,

Rita Miragliotta
Principal

NON-DISCRIMINATION POLICY

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

PURPOSE AND USE OF THE HANDBOOK

This handbook exists to foster the efficient operation of Notre Dame Interparochial School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly. If changes are made to the handbook, parents/guardians will be notified within 30 days of the changes being approved by the proper authority.

ACCREDITATION

Notre Dame Interparochial School is accredited by the “Middle States Association of Schools and Colleges.”

PHILOSOPHY

Notre Dame Interparochial School is dedicated to imparting the ideals of Catholic faith to the children of our school community. Our aim is to provide each child with the opportunity to grow and develop to his or her fullest potential in a Christ-centered environment. Each child is challenged to grow spiritually, intellectually, emotionally, socially, and physically. This educational experience prepares our students to identify and face the challenges of tomorrow with courage.

Sound educational theory and methods are used to facilitate our children's learning experience. The staff is involved in a continuing effort to improve professional skills. They model Christian values through their words and actions.

Family involvement is encouraged within the Notre Dame community. A strong partnership is created through a positive, respectful, and welcoming atmosphere.

In working together, in the light of Christian values and principles, we continue to enhance our program for the benefit of all children.

History of Notre Dame Interparochial School

To better serve the community the parishes of St. Matthew's in Ridgefield, St. Michael's in Palisades Park and St. Nicholas in Palisades Park decided to pool their resources. A new entity was created in 1991, Notre Dame Interparochial School.

Originally Notre Dame had two campuses; these were the Primary Division located in Ridgefield and the Elementary Division located in Palisades Park.

After a study conducted by the Archdiocesan of Newark it was deemed no longer feasible to operate two campuses. Therefore as of 2007-2008 school year Notre Dame now occupies one campus located in Palisades Park.

This one site allows children to begin their education at Notre Dame as 3 year-olds and continue until graduation from eighth grade.

There are numerous advantages to having students located on a single campus. Children of all ages are able to interact which promotes a strong feeling of community. Siblings are all located in one building. This gives parents peace of mind because their children are together in a safe and nurturing environment. The final advantage is that the staff has more opportunity to become aware of each child's needs as he/she progresses through the grades. This allows a better implementation of the curriculum.

Notre Dame Interparochial School serves a multi-cultural Catholic and Non-Catholic population. Notre Dame embraces cultural diversity in an atmosphere of understanding and respect. People have been influenced to register their children at Notre Dame due to the positive reputation of the school within many world communities.

Role of the Principal

The principal fosters a Catholic Christian environment which enables staff and students to achieve their potential. The primary role is the administration and supervision of the various operations and activities of the entire school program. Frequent, brief supervision of classes is a means of praising, supporting, and helping teachers and students.

One of the principal's responsibilities is availability to students, teachers, and parents. However, since the principal has other duties, parents are encouraged to call for an appointment before coming to school.

Role of the Teacher

The teachers are committed to forming the Catholic educational program to meet the needs of the individual student who attends the school. The teacher has a commitment to:

- the student – to teach, respect, and guide the child in the thoughtful formulation of worthy goals in a Christian atmosphere.
- 8. decisions that affect the education of their child.
- the community – by preparing children to be future Church and Civic leaders.
- the teaching profession – by maintaining professional standards in providing an excellent education.

Role of the Parent/Guardian

Parents/Guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and people. The home is the first school of the social virtues essential to any well ordered society. The many sacrifices parents/guardians make to provide Catholic Education for their children are pleasing to God and a building up of the community of Christian believers.

Cooperation with the school by the parents/guardians is expressed by:

1. Sending the child to school physically fit, with sufficient sleep, clean, properly dressed in uniform, and fed properly.
2. Assisting the child in his/her academic and moral development by examining the report card and progress reports, supervising home study, and cooperating with the school in matters of activities, recreation and discipline.
3. Trying to discover the child's special interests and talents so that they may be developed in cooperation with the faculty and staff.
4. Calling the school in the morning to inform of absence, and sending a written explanation each time a child is absent from school.
5. Having your child at school on time.
6. Taking care of all financial responsibilities on time and actively supporting all fundraising activities sponsored by the school.
7. Supporting and cooperating with all matters contained in this handbook.
8. Participating in the HSA (Home School Association).

Policy on Admissions of Students

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of St. Matthew, St. Michael and St. Nicholas.

Age Requirement for Admission

A birth certificate must be submitted for proof of age.

The Pre-K child must be 3 (Pre-K 3) or 4 (Pre-K 4) years of age on or before October 1.

The Kindergarten child must be 5 years of age on or before October 1.

The First Grade child must be 6 years of age on or before October 1.

Immunization Requirements

The New Jersey Department of Health has mandated minimum immunization requirements. Our school requires all students on every grade level to meet these requirements. Physical exam forms are given to each new registrant. These forms must be completed by the child's physician and returned to school before the child enters.

Immunization and Health Requirements for Admission

DPT: four doses with one dose given on or after the fourth birthday or any five doses.

OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday.

MMR or Measles Vaccine: two doses with one dose administered on or after the first birthday.

Rubella Vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

Mumps Vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

Hepatitis B Vaccine: three doses or laboratory evidence of immunity required of all students entering Kindergarten, First, or Sixth Grade.

Haemophilus B (HIB): history of one or more doses of vaccine administered before age 5.

Varivax (Chicken Pox Vaccine): a mandatory vaccination prior to entry into Kindergarten.

Mantoux Test (skin test for Tuberculosis) is required for all students entering our school for the first time.

All students in the school sports program must have a physical exam annually.

- Any student transferring into Notre Dame Interparochial School must provide all health records before starting school.
- Our school nurse will be glad to assist any parent with pre-admission health questions.

ANY APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.

CATHOLIC APPLICANTS

A Baptismal Certificate and verification of reception of any additional sacrament(s) should be required.

TRANSFER STUDENTS

In addition to all the above items, all students transferring into Notre Dame are required to present a transfer card from their previous school, the most recent report card and standardized test results at the time of the admission interview.

When students are being transferred to other schools, parents/guardians are asked to notify the School Office in advance of the date of transfer. All financial accounts must be settled before a transfer is issued.

FINANCIAL OBLIGATION (2008-2009) SCHOOL YEAR) TUITION

Tuition is as follows:

Supporting Families who are parishioners of St. Matthew, Ridgefield, St. Michael, or St. Nicholas , Palisades Park.

One Child	\$3,550.00
Two Children	\$6,100.00
Three Children	\$7,650.00

Non-Supporting Families

One Child	\$4,350.00
Two Children	\$8,700.00

FEES - the fees are the same for all families – supporting and non-supporting.

Registration	\$200.00 per family
Fundraising	\$500.00 per family
Home/School dues	\$ 50.00 per family
Book Fee	\$125.00 per child
Computer Fee	\$100.00 per child

ALL THE FEES ARE NON-REFUNDABLE AND PAID AT THE TIME OF REGISTRATION.

UNPAID TUITION

Any student whose tuition is two months in the arrears will not be allowed to continue to attend school or to take examinations. This applies to all students.

SMART PAYMENT PLAN

Families can choose between two payment plans offered by SMART they are :

1. Eleven automatic monthly payments. Payments will start in July prior to the start of the academic year and continue through May of the following year. Payments are due on either the 10th, 20th or 30th of the month (the choice is yours). SMART payments can be made through checking or savings accounts
2. Four automatic monthly payments. First payment will start in July prior to the start of the academic year, 2nd payment in October, 3rd payment in January and last payment in May. Payments are due on either the 10th, 20th or 30th of the month (the **choice is yours**). **SMART payments can be made through checking or savings accounts.**

ATTENDANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

SCHOOL HOURS

Kindergarten through Grade 8	Full Day:	8:00 A.M – 3:00 P.M.
	Half Day:	8:00 A.M. – 12:15 P.M.
Pre-Kindergarten -4	Full Day:	8:00 A.M – 3:00 P.M
	A.M. Session:	8:00 A.M – 11:30 A.M.
Pre-Kindergarten-3	Full Day:	8:00 A.M. – 3:00 P.M
	A.M. Session:	8:00 A.M. – 11:30 A.M

Policy Regarding Student Absence

Parents/Guardians must call the school no later than 9:00 a.m. to report a student's absence. If no call has been received by 9:00 a.m. the school Secretary or Nurse will make a reasonable effort to contact the parent/guardian by phone to verify absence. Upon return to school, students must present the teacher a written excuse from the parent/guardian. The note must include the student's name along with the dates and reason for absence. An absence of three or more consecutive days requires a doctor's note.

- In the case of a prolonged absence the parent/guardian should contact their child's teacher for work to be completed at home.

School's Responsibility for Supervision of Students

The School's responsibility for supervision of students begins at 7:50 a.m. and ends at 3:00 p.m.. For students enrolled in the Extended Day Program, supervision responsibility begins at 3:00 p.m and ends at 5:30 p.m. It is unlawful for students to leave school property from 8:00 a.m. to 3:00 p.m. without the written consent of their parents/guardians. If a child is enrolled in the Extended Care Program, that child is not to leave the school building at 3:00 p.m., but is to meet at the assigned, designated Extended Care Program area. The Extended Care Program students will be released to their parents/guardians when they arrive inside the school building.

Absence from School and Participation in School Activities

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the Principal reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

Lateness/Tardiness

The school doors officially open at 7:50 a.m. The administration cannot assume responsibility for children who are brought to school before this time.

A child is considered TARDY if he/she arrives after 8:10 a.m. Cases of continuing tardiness will be dealt with by the Principal.

Family Vacations; High School Visits

Parents/Guardians should notify the school at least one week in advance of any family trip or High School visit. It is the parent's/guardian's/student's responsibility to request school work from the child's teacher. All missed tests, classwork, and projects must be completed within 10 days after the child's return.

EIGHTH GRADE

Eighth graders who wish to visit more than one (2) high school during the school day will be considered absent.

TRUANCY

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Principal. A student who is chronically truant will be subject to suspension or expulsion.

EARLY DISMISSALS

Early dismissals are noted on the monthly calendar. Early dismissal time is 12:15 p.m. Any student who is not picked up at this time, will automatically be sent to After Care and will be charged accordingly. After Care fees begin 10 minutes after dismissal.

EMERGENCY CLOSING

An emergency closing can occur due to inclement weather, no heat, severe absenteeism on the part of the faculty or students due to flu, measles, etc. Notification will be given in several ways.

1. Inclement Weather – WNBC Television and News 12 NJ
2. WCBS Television
3. Class Mother's Phone Chain

In case it is necessary to have a **DELAYED OPENING**, you will also receive notification in the same manner. School will open at 10:00 a.m. There will be no Before Care. In case of an early dismissal you will also receive notification in the same manner. School will close at 12:15 pm. There will be no After Care.

Unplanned Emergency Early Dismissals: In cases of extreme emergency, parents/guardians will be called to pick up their child.

HOME-SCHOOL COMMUNICATIONS

REGULAR COMMUNICATIONS WITH ALL PARENTS

A monthly calendar of events will be sent home a few days before the first of each month.

APPOINTMENTS WITH SCHOOL PERSONNEL

Parents who wish a meeting with the Principal, or a teacher must contact the office to arrange a mutually convenient meeting time or send a note requesting an appointment. For the sake of good order in the school, parents/guardians may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with parents/guardians of a student may do so by phone, letter, or at a mutually convenient appointment. Teachers will not schedule an appointment at times which will conflict with teaching or supervisory duties.

When appointments are made, both the parent/guardian and the staff member should be aware of the purpose of the conference so that all concerned parties may be prepared.

PICK-UP FROM SCHOOL

Any child not picked up at the time of dismissal will automatically be sent to After Care since this is the only place where supervision is available. The fee for After Care will be charged accordingly.

The school will permit only the custodial parent/guardian, or his/her designee, to pick up the child at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent/guardian. In an emergency, a clearly defined on-time telephone authorization may be acceptable.

If someone else is to pick up your child, the school must have a written note in the morning or receive a phone call in the school office giving the school the name of the person designated to pick up the child. If this is not done, the child will be sent to the After Care program and the parent will be charged accordingly.

CHILDREN BRINGING CASH OR CHECKS TO SCHOOL

Money that is sent to school should be placed in a sealed envelope identified with the child's name and grade, the amount enclosed and its purpose.

HOME SCHOOL ASSOCIATION

All parents are expected to be members of the Home School Association. The association meets quarterly and has a \$50.00 membership fee per family. This payment is made at the time of registration. It is included in the total fees.

CUSTODIAL AND NON-CUSTODIAL PARENTS

PARENTAL RIGHTS AND SCHOOL RECORDS

Notre Dame abides by the provisions of the **BUCKLEY AMMENDMENT** with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the school will provide the non-custodial parent with access to the student's essential academic records.

COURT RECORDS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school fulfilling its obligations.

ACADEMIC POLICIES

CURRICULUM – PRE-K3 AND PRE-K4

OBJECTIVES

To develop of whole child.

Spiritually* Intellectually* Emotionally* Socially* Physically* Aesthetically*

PROGRAM

Activities are designed to foster:

1. a positive self-concept
2. individuality
3. creativity
4. language development
5. social skills
6. large and small muscle coordination
7. appreciation of the world around them
8. self-expression through dramatic play, rhythm and movement

RELIGION

Our religion program is designed to help children on the Pre-K level to discover their special qualities and their importance of God’s creation. The primary focus of the program is to assist them in developing a positive self-concept through an awareness that God had made each child someone very special. Their positive self-concept is a supportive foundation for developing the Christian attitude of loving, helping and sharing.

READING

Reading readiness is an important part of our program. Each child is provided with a rich variety of pre-requisite skills to prepare a foundation for reading.

MATH

Our Math program, like our Reading program, is based on giving the children an awareness of basic geometric shapes, use of related Math terms and opportunities to categorize according to color, shape and size. They will also have recognition of the basic numerals 0 to 10.

CLOTHING

Please make sure that your child is dressed comfortably and appropriately for the season of the year. He/she must be able to manage his/her own clothing. Belts should not be worn. One-piece outfits are not easy to manage. Children should be dressed appropriately for the time of year. We have outdoor play everyday, weather permitting. We ask that children wear shoes with rubber soles or sneakers to ensure their safety while playing. Girls may not wear heels. Sandals must be sensible. No platforms or flip-flops.

Boots are not to be worn in school. If they are worn to school, please send in a pair of sneakers or shoes to change into when they arrive at school.

Please send in a complete set of clothes for your child – include socks and underwear – put them in a shoebox with your child’s name on it. Accidents can and do happen and this change of clothes will keep your child comfortable and we will not have to call you at home or at work. Provide easy to manage clothing for your child. This will encourage your child to work toward dressing and undressing without help. Make sure that clothing is practical for activities of a Pre-school. Please do not use perfume or cologne on your child. Some children and adults are allergic to the strong odors.

TOYS

Please do not send in toys from home to school. We have plenty of toys to share.

BIRTHDAYS

Your child’s birthday may be celebrated in school. However, this may only be done with cookies, cupcakes, munchkins, and a juice box. Please send a napkin for each child. **DO NOT** send in juice, birthday cake, ice cream or goody bags. Please check with the teacher to obtain the correct number of children, to see if the date is good and to see if there is a child who cannot eat what you plan to send in to the class and what substitution can be made.

CURRICULUM – K - 8

MAJOR SUBJECT AREAS

Religion, Mathematics, Reading, Language Arts, Social Studies, Science, Spelling, Phonics

ADDITIONAL AREAS

Art, Physical Education, Computer, Library, Music, Spanish, Gifted and Talented (For qualifying students in Grades 2-8)

Promotion and Retention

Promotions and retentions are based upon an evaluation of academic, physical, social and emotional growth. The primary reason for considering retentions are:

- A) Indifference or lack of effort on the part of the student.
- B) Physical or social immaturity
- C) Excessive absences and the inability to complete grade level tasks.

Parents/guardians will be notified at the time of the second report card if there is a possibility that their child might fail. A conference with the principal, teacher, and the parents/guardians will be held to determine if retention is in the child's best interest.

RELIGIOUS EDUCATION

The Non-Catholic student is welcome at Notre Dame Interparochial School. The Non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled during the school year.

RELIGIOUS FORMATION

The primary purpose of our school is to enrich and encourage the spiritual development of our students which you, the parents/guardians, have begun in the home. It is expected that parents/guardians send their children to our school because they wish their children to be encouraged in the practice of the Catholic Faith. Regular participation in Mass on Sundays is expected of all our Catholic students. There is no better teacher of the practice of our faith than the example of the parents/guardians. Parents/guardians are the first teachers of the children in such things as good manners, correct speech, neat appearance, diligent study habits, but especially in attitudes regarding the practice of religion.

Please encourage your child's growth in knowledge and practice of his/her faith in Baptism. Help him/her grow in that faith. Ask to see the religion book. Talk to him/her about what was discussed in Religion class in school. Encourage daily prayer (morning and evening), participation in Mass on Sundays, frequent reception of the Sacraments, purity in thoughts, words and actions, care for others, service to others.

RELIGIOUS EDUCATION PROGRAM

THE PRIMARY PURPOSE OF THE PARISH ELEMENTARY SCHOOLS IN THE ARCHDIOCESE OF NEWARK IS RELIGIOUS, THEREFORE, NOTRE DAME INTERPAROCHIAL SCHOOL AIMS TO GRADUATE STUDENTS:

1. WHO ARE COMMITTED CHRISTIANS

This begins with knowledge of the religious traditions and values. The goal imposes on teachers the responsibility to instruct in the history of God's love in the scriptures. The total school program is based on the fact that the student will come to know God and to develop a commitment of faith.

2. WHO WILL DEVELOP A LIVING FAITH

The fact imposes on teachers the responsibility to teach children that faith is a choice which draws one closer to God.

3. WHO ARE ABLE TO GIVE WITNESS TO THEIR FAITH

The examples of teachers' own lives inspire the children to understand the life of Christ in their lives. Parents/guardians, priests, religious and lay teachers can point the way for young people to believe and support Christian beliefs, values, and attitudes

In addition to the prescribed Religious Education Program and Curriculum, the following are part of the school religious program:

1. Daily class prayer
2. Celebration of the Eucharist, at various times
3. Instruction, in conjunction with the parish Sacramental program, in the Sacraments of Baptism, Penance, Eucharist, and Confirmation.
4. Scripture Study.
5. Small group Para liturgical services such as prayer services and Penance Services.

HOME WORK REQUIREMENTS

All students (Grades 1-8) should have an assignment book which parents are asked to sign every night. Although written homework may not be assigned every evening, it is essential that all students engage in study homework on a daily basis.

Children in the Primary Grades should have a least a ten to fifteen minute period of oral reading every night. Parents/Guardians are also asked to READ TO THEIR CHILD/CHILDREN every night, if possible. This would be a great benefit to the children.

Homework is neither a reward nor a punishment. It is a necessity. Assignments are given in order to insure independent mastery of the subject matter taught in class and to provide enrichment. Parents/guardians are expected to supervise and check their children's homework so as to make certain that it is complete neat and acceptable. Parents/guardians should sign all written homework. Do not hesitate to have your child re-write it, if it is unacceptable. Wherever possible, study areas should be provided at home:

The suggested time for homework is as follows:

Grades 6-7-8	approximately	1 ½ hours
Grades 4-5	approximately	45 minutes to 1 hour
Grades 2-3	approximately	30-40 minutes
Grades K-1	approximately	30 minutes

Students may vary in their ability to complete the homework in the suggested time frame. Students are reminded that homework is their responsibility. Study and reading homework assignments are as essential as written assignments in fulfilling homework obligations. Additionally, class notes should be reviewed daily.

PROGRESS REPORTS

Progress reports will be distributed to all students during the middle of each marking period. Parents/Guardians are asked to review it with their child, sign the copy and return it to the teacher within two days.

REPORT CARDS

Report cards will be distributed to parents/guardians three times a year. The last report card will be sent home with the child on the last day of school.

Parents/Guardians are requested to look over the report card and sign the envelope that indicates you have received the report card. The envelopes are to be returned to school the next school day. The signature on the report card envelope does not indicate approval or disapproval of the report card.

If an appointment is requested, please make one with your child's teacher.

CONFERENCE

Parent/Guardian/Teacher formal conferences are usually scheduled once a year in the Fall. Parents/Guardians and Teachers can request conferences at other times during the year, if needed.

GRADING CODE GRADES 1-3

E = Exceeds	(High Understanding)
S = Secure	(Understanding Demonstrated)
D = Developing	(Growth Demonstrated)
B = Beginning	(Beginning Stages)
N = Not Yet Performing	(Assistance Required)

GRADING CODE GRADES 4-8

<u>ACADEMIC CODE</u>	<u>SUBCATEGORY CODE</u>	<u>*RUBIC CODE FOR WRITTEN COMMUNICATION</u>
A+ = 97 – 100	+ = STRENGTH	6 = VERY GOOD
A = 92 – 96	/ = SATISFACTORY	5 = GOOD
B+ = 85 - 91	- = WEAKNESS	4 = ACCEPTABLE
B = 83 - 87		3 = BELOW AVERAGE
C+ = 78 – 82		2 = POOR
C = 73 - 77		1 = UNACCEPTABLE
D = 70 - 72		
U = Below 70 Failure		

TESTS

All tests are to be signed by the parents/guardians and returned the following school day. Please be aware that proper grammar, punctuation and spelling are required, and points will be taken off for all errors.

HONORS

The **HONOR ROLL** is established to recognize students who have diligently worked to a very high standard of learning.

GRADES 2-8

FIRST HONORS

are awarded to any student with A or A+ in all major subject areas and no I's or U's.

SECOND HONORS are awarded for B or above in all major subjects and no I's or U's.

REPORT CARDS FOR PRE-K

Report Cards will be distributed two times a year for all Pre-K students.

RECORDS AND TRANSCRIPTS

VIEWING RECORDS

A parent/guardian has the right to view his/her student's a) academic record, b) academic standardized test results, c) health records and d) emergency card. These records can be made available upon request.

GOVERNMENT RECORDS

Records attached to publicly funded services provided through the local Board of Education, Bergen County Special Services such as Child Study Team Reviews, Speech, ESL, etc. are the property of the Board. A parent/guardian who wishes to examine these records or procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, not even to a parent/guardian.

TRANSCRIPTS

Transcripts of academic or health records may not be given directly to the parent/guardian even in a transfer. A request for transfer must be submitted in written form by parent/guardian. Transcripts will be sent directly from school to school when sending school receives an official written request from the receiving school.

BEFORE CARE

Parents/Guardians who need the service of Before Care may bring their children to the school at 7:30 am. The cost is \$3.00 for this service.

AFTER CARE FEES

After Care fees are to be paid weekly. Any fees for After Care that are two weeks in arrears will result in the child not being allowed in the After Care program until the fees are paid.

ALL FEES MUST BE PAID IN FULL BEFORE THE END OF THE YEAR. CHILDREN WILL NOT BE ALLOWED TO RECEIVE THEIR REPORT CARD OR PARTICIPATE IN THE END OF THE YEAR ACTIVITIES IF THE AFTER CARE FEES ARE NOT PAID TO DATE.

POLICY ON FIELD TRIPS

On occasion, Notre Dame Interparochial School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. A student may not participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slips will be provided by the school.

NOTRE DAME DISCIPLINE

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Notre Dame Interparochial School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, punishment assignments; denial of privileges; detention; in-school suspension; out of school suspension; or expulsion

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at Notre Dame Interparochial School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feeling of safety as they pursue their academic and social lives, often resulting in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. Notre Dame Interparochial School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students concerning respect. All members of the Notre Dame Interparochial School community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, on any electronic communication (meaning a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that take place on school property, at any school sponsored function and that will have the effect of harming a student

or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way to cause substantial disruption, or substantial interference with, the orderly operation of school.

Examples of bullying behaviors include, but are not limited to, a pattern of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, leaving someone out on purpose, and psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or – in the extreme – causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

All acts of bullying or suspected bullying should be reported immediately to the school office or teacher. A person may make the report anonymously through a note to the teacher or office. Retaliation against the reporter is strictly prohibited and will be subject to the same disciplinary actions as bullying. All reports will be investigated by the teacher and school office prior to any action being taken. This bullying policy will be part of the student handbook and thus transmitted yearly to the parents/guardians and students.

This section is intended to serve notice to students, their parents/guardians and all members of the Notre Dame Interparochial School community, that bullying conduct is a cause for intervention consistent with the disciplinary policy outlined in the School Handbook. In addition, we seek in this section to alert all concerned parties – whether students engaged in bullying behaviors (and their parents or guardians); victims of bullying (and their parents or guardians); or witnesses to victimization of another by a bully – that bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective responses if and when it occurs.

School rules are discussed and defined by teachers and students in their homerooms,

1. Follow all directions the first time given.
2. Keep hands and feet to yourself.
3. Walk inside the building quietly.
4. No fighting, swearing, spitting
5. No gum chewing on school grounds.
6. No snowball throwing.
7. No personal cassette players, radios, CD players or the like.
8. No toys at school.
9. No weapons (including toy weapons).
10. No use of drugs, alcohol or tobacco
11. Disrespect
12. Defacing and damaging school property and the property of others.
13. Any other behavior deemed inappropriate for school age children,

Severe consequences will result from:

- Willful physical harm.
- Willful destruction of property.
- Willful defiance/disobedience.

All students are required to keep their books, desks, and supplies in good order and are expected to assume the responsibility for the replacement of any damaged or lost books, equipment or supplies.

ZERO TOLERANCE

It has become necessary to establish a Zero Tolerance Policy for disrespect of other students at Notre Dame Interparochial School. Each student is an individual with their own unique talents and abilities. They have the right to receive respect and tolerance from others.

The following **WILL NOT** be tolerated.

- Disrespect of others.
- Name calling.
- Criticism of talents and abilities
- Harassment with regard to gender or ethnic background
- Any other action deemed disrespectful of others by the administration of Notre Dame.
- Anti Semetic/racial statements
- Cheating

The consequences of violation of this policy will be in school suspension , and possible expulsion.

Use, Possession and Distribution of Controlled Dangerous Substances

Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroine and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or

*constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property
- b) on the person
- c) in an accessory (including but not limited to purse, bookbag, gym bag or knapsack)
- d) in locker or desk
- e) in a privately or school owned vehicle

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling and dispensing a controlled dangerous substance

- a) to receive payment
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school.

POLICY

1. A student shall be considered in violation of school policy if he/she is observed:
 - a) to be under the influence
 - b) in possession
 - c) engaging in distribution
 - d) having possession of a controlled dangerous substance with intent to distribute
2. Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.
 - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the Principal MAY refer the matter to the local law enforcement officials.
 - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the Principal MUST refer the matter to local law enforcement officials.
3. A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
4. If the Principal determines that there
 - a) was no violation of policy, the student will be permitted to return to school.
 - b) was a violation of policy, the Principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.

DOCTORS APPOINTMENTS

Parents/Guardians should schedule all dental and doctor’s appointments for their children after school hours. In cases of emergency or where appointment times are non-negotiable, you may sign your child out of school. Please inform the school office of any appointments during school hours.

MEDICATION

POLICY ON ADMINISTRATION OF MEDICATION

Notre Dame School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply.

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse or the Principal (or her designee) will administer the medication under the following conditions.
 - a. The medication must be given to the school nurse or the principal by the parent/guardian.
 - b. The medication must be in the original pharmacy- labeled container; and
 - c. The parent/guardian and the student’s physician must complete and sign and “Authorization to Administer Medication in School” form. This form is available from the school

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication.

The parent/guardian and the student’s physician must complete and sign an “**Authorization of Self-Administration of Medication in School**” form. This form is available from the school. (See appendix).

POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

The School Nurse shall have primary responsibility for administration of the Epi-Pen. In the absence of the school nurse, another school employee-designated and trained in administration of the Epi-Pen by the school nurse pursuant to New Jersey law-may administer the Epi-Pen.

PARENTS/GUARDIANS AUTHORIZATION AND AGREEMENT REGARDING LIABILITY

Written authorization for administration of the Epi-Pen must be received from the parent/guardian of the student. The parents/guardians of the student shall be notified that upon administration of the Epi-Pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the Epi-Pen to the student. The parents/guardians of the student shall identify and hold harmless the school and its employees or agents for such an injury, as provided by law.

ACCESS PROCEDURE

During the school day, immediately before and immediately after school, all visitors should report first to the School Office.

Parents/Guardians are not to go to the classroom in the morning once the students are in the classroom, they are in the teacher's full responsibility, therefore, teachers should not be distracted by parents/guardians stopping in for just a minute.

ARRIVAL PROCEDURE

There is an AM STOP and DROP LINE. Enter the driveway from First Street on the right hand side a little past the front door. Pull all the way up and a least 4 staff members will be outside to assist children exiting your car. Students must exit from the passengers side. As soon as your child/children exit the vehicle you will leave via the Second Street exit. **PARENTS DO NOT EXIT YOUR VEHICLE ON THE STOP AND DROP LINE.**

Student will then enter the building through the driveway back door and report to the classroom where teachers will be awaiting their arrival. In addition, staff will be in the hallways and stairwells to ensure order.

If your child walks to school they can enter the school through the front door. **DO NOT DROP YOUR CHILD OFF AT THE FRONT DOOR. YOU MUST WAIT IN THE STOP AND DROP LINE.**

If you feel it is necessary to walk your child to the door, you need to secure a legal parking space on the street not on school property.

DISMISSAL PROCEDURE

Half Day dismissal for Pre-K 3 and Pre-K 4 will be at the Main Entrance at 11:30 am.

All other students will be dismissed at 12:15 pm on early dismissal days and 3:00 pm on regular school days at different exits.

Pre-K 3, Pre-K 4, Kindergarten and Grade 1 at the Driveway BACK DOOR.

Grades 2, 3, 4 and 5 at the FRONT DOOR.

Grades 6, 7, and 8 by the RECTORY DOOR.

It is recommended to pick up younger students first than other students. At dismissal time you must park legally for the safety of all.

Most importantly your cooperation and patience is necessary for this procedure to be successful.

UNIFORMS AND DRESS CODE

Parents/Guardians are asked to see that your child is in complete uniform every day. Failure to be in uniform is a violation of school rules. If a child is partially out of uniform, he/she must have a note of explanation from a parent/guardian.

Important Notes Concerning Uniforms:

- Sneakers may only be worn on gym days.

- Hair must be properly cut and groomed – no designs; no color.
- Large or showy jewelry is inappropriate.
- Uniforms must be neat and shoes shined.
- Hats may never be worn in the classrooms. Boys are expected to remove their hats when they enter the building.
- Students are not allowed to wear coats or jackets in their classrooms. Students should purchase school sweaters to be worn in class during the colder months.
- All students must wear uniform shoes purchased at CO-ED UNIFORM COMPANY, ROUTE 4, ELMWOOD PARK. The store management knows the appropriate shoe for each level. No other shoes may be worn.
- The sweater that is worn must be the Notre Dame uniform sweater, which has the school logo on it.
- Notre Dame sweatsuit will only be worn when notification is given from the office. This will be basically during the winter months. December 1st is usually the starting date.
- It is highly recommended that all uniforms (kilts, jumpers, sweaters, slacks, shirts, coats, etc.), be labeled with the student's name and grade or initials and grade. Students have the tendency to leave their things behind and if they are not labeled, we will not be able to return them to the student.
- Summer uniforms are to be worn from September 1st to October 15th and May 1st to last day of school.

ALL STUDENTS MUST BE IN THE FLYNN & O'HARA UNIFORM UNIFORM COMPANY

Flynn & O'Hara
437 Old Hook Road
Emerson, NJ 07630

GIRL'S UNIFORM GRADES K-4

Plaid Jumper
*Steel Grey Slacks – optional in winter
White Blouse
Navy knee socks
Uniform shoes
Cardigan sweater

GRADES 5-8

Plaid skirt
*Steel Grey Slacks-optional in winter
White Oxford blouse
Navy V-neck pullover sweater
Navy knee socks
Uniform shoes

BOY'S UNIFORM GRADES K-8

Navy dress trousers
Uniform tie
White Oxford shirt
Navy school sweater
Uniform shoes
Belts must be worn with uniform

GYM UNIFORM
GRADES K-8
BOYS & GIRLS

All students wear the Notre Dame Tee Shirt, blue shorts and white sneakers. Notre Dame sweatsuit – optional in the winter. Light blue shirt must be worn under sweatsuit.

Students wear gym uniforms on Gym days as school attire for the day. The gym uniforms must fit appropriately.

*Slacks may be worn to school until notified by the office.

EMERGENCY FORMS

Emergency Cards are given out during the first week of school. Two cards must be completed for each child. ALL information should be completed and accurately filled in by the parents/guardians. If a child becomes ill or is hurt during the school day, parents/guardians will be notified first. In case of illness or serious injury, the school cannot assume responsibility for the child without permission from the parents/guardians. Every effort will be made to contact the parents/guardians, so please make sure we have the correct telephone number.

Parents/Guardians must put a number where you can be reached at work. Please do not put the home telephone number for everything. Please give the name you use at work. If this information is different from last year, please make note of it on the card as “new information”.

CELL PHONES, BEEPERS OR PAGERS

Cell phones, beepers, pagers or any other electronic devices are NOT permitted in school.

Telephone Use

Students are permitted to make calls ONLY in extremely important cases. Parents/Guardians are asked to instruct their children to take their books, gym clothes, etc. to school so that there will be no unnecessary calls regarding this.

Only messages of vital importance will be relayed to the students during class time.

TEXT MESSAGING, INTERNET USE AND SAFETY

Parents must monitor use of blogging, My Space, and other sites at home.

Mandated Testing Program

Each student will be administered the Test of Basic Skills of the Terra Nova Testing Program. These Test Batteries will be administered in March to students in Grades K-7. Parents/Guardians will receive a narrative report of their child’s performance. Eight grade students are required to take the COOP Exam in November.

I-92 – 93

The State Education Department provides assistance in meeting the educational needs of students who score low on testing in Reading, Math, and Language Arts. Services are also provided in the areas of ESL and Speech Therapy.

VALUABLES

Teachers and Administrators cannot be responsible for valuables which students bring to school. Should valuable items be brought to school, the school is not responsible for their safe keeping.

TEXTBOOKS

Textbooks and workbooks are loaned to each student for all major subject areas. All books must be covered at all times. All books should be carried in some type of school bag. Text books should be treated like library books and should not be defaced in any way. If a book is lost, misused, or damaged beyond reasonable wear, the student must pay for a replacement.

LUNCH

Our school cafeteria offers a hot and cold lunch program for students in Kindergarten through Eighth grade. A lunch menu will be given to your child weekly. Additional snacks are available a la carte. It is the parents/guardians responsibility to pay for lunches in advance. No charging will be allowed. Pre-K students bring their lunch to school.

SNACKS

Parents/Guardians must provide a daily snack for students in Grades Pre-K through 5 for recess time. Healthful snacks such as fruit, cheese, and crackers are best.

SUSPECTED CHILD ABUSE OR NEGLECT

“New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.”

The teachers and administration of Notre Dame Interparochial School have legal responsibility to report to the Division of Youth and Family Services any reasonable suspicion that a student is either abused or neglected.

Code of Conduct/Disciplinary Sanctions

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Disruptive behavior/defiance of authority/willful disobedience	Detention	1 day Suspension	Out-of-School 3 days suspension
Use of profanity Verbal abuse	Detention	1 day suspension	Out-of-School 3 days suspension
Failure to attend Detention	1 day suspension	3 days suspension	5 days suspension
Fighting/Hitting Bullying	1 day suspension	3 days suspension	5 days suspension
Use and possession of controlled substances	5 days suspension pending assessment	10 days suspension pending assessment	Expulsion
Destruction of property, theft	Parent conference 1 day suspension restitution for damage	3 days suspension restitution for damage	5 days suspension
Sexual harassment Anti Semetic/Racial Statements	Parent conference 1 day suspension	3 days suspension	5 days suspension
Cheating, use of Cellphones, Text messages	Parent conference Pick up phone Office	1 day suspension	3 days suspension

Any instance of assault or physical contact with a staff member shall require immediate suspension and a hearing with the Board of Pastors and may result in expulsion.

Any infraction not specifically listed but judged to be very disruptive of the learning environment shall be subject to suspension as determined by the Principal. In all instances where actions by students are potential violations of the law, the police shall be notified immediately, the school must engage in an investigation of such potential criminal activity even though the police are also conducting an investigation. The school may suspend students for more than ten days when they determine the severity of the individual offense warrants a long term suspension from school. Such penalties may, according to the severity of the infraction result in suspension from ten days to one month. A school determination must be made after one month if the suspension is to be continued.

TABLE OF CONTENTS

NON-DISCRIMINATION POLICY.....	1
PURPOSE AND USE OF HANDBOOK.....	1
AMENDMENTS TO HANDBOOK.....	1
HISTORY OF NOTRE DAME.....	2
SCHOOL PHILOSOPHY.....	3
ROLE OF THE PRINCIPAL/TEACHER/PARENT/GUARDIAN.....	4
POLICY OF ADMISSION.....	5
IMMUNIZATION REQUIREMENTS.....	5/6
CATHOLIC APPLICANTS.....	6
TRANSFER STUDENTS.....	6
FINANCIAL OBLIGATIONS.....	6/7
ATTENDANCE.....	7
SCHOOL HOURS.....	7
ABSENCE.....	8
SUPERVISION.....	8
ABSENCE FROM SCHOOL AND ACTIVITIES.....	8
LATENESS/TARDINESS.....	8
FAMILY VACATION.....	8
HIGH SCHOOL VISITS.....	8
TRUANCY.....	9
DISMISSAL.....	9
EMERGENCY CLOSING.....	9
HOME SCHOOL COMMUNICATION.....	9/10
REGULAR COMMUNICATION.....	9
APPOINTMENTS.....	10
PICK UP FROM SCHOOL.....	10
CASH OR CHECKS TO SCHOOL.....	10
HOME SCHOOL ASSOCIATION.....	10
CUSTODIAL AND NON-CUSTODIAL PARENTS.....	10/11
COURT RECORDS.....	11
ACADEMIC POLICIES.....	11/16
CURRICULUM PRE-K 3/PRE-K 4.....	11
CURRICULUM K – 8.....	12
RELIGIOUS EDUCATION PROGRAM.....	13/14
HOMEWORK REQUIREMENTS.....	14
PROGRESS REPORTS.....	15
REPORT CARDS.....	15
CONFERENCE.....	15
GRADING.....	15
HONORS.....	16
RECORDS AND TRANSCRIPTS.....	16
VIEWING RECORDS.....	16
GOVERNMENT RECORDS.....	16
TRANSCRIPTS.....	16
BEFORE CARE/AFTER CARE.....	16/17
FIELD TRIPS.....	17
DISCIPLINE.....	17/18
CODE OF CONDUCT.....	19
ZERO TOLERANCE.....	20
DOCTORS APPOINTMENTS.....	21
MEDICATION.....	21/22
POLICY.....	21

ADMINISTRATION OF EPINEPHRINE.....	22
ADMINISTRATION OF EPI-PEN.....	22
AUTHORIZATION.....	22
ARRIVAL AND DISMISSAL.....	23
ARRIVAL.....	23
DISMISSAL.....	23
UNIFORMS AND DRESS CODE.....	23/24
SUMMER UNIFORMS.....	24
GIRL'S UNIFORMS.....	24
BOY'S UNIFORMS.....	23
GYM UNIFORMS.....	24
EMERGENCY FORMS.....	25
CELLPHONE/INTERNET USE.....	25
I-92 – I-93.....	26
VALUABLES.....	26
TEXTBOOKS.....	26
LUNCH/SNACKS.....	26
SUSPECTED CHILD ABUSE.....	26

APPENDIX

PERMISSION FORM FOR PARTICIPATION IN FIELD TRIPS
AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL
AUTHORIZATION TO ADMINISTER EPINEPHRINE IN SCHOOL
AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION IN SCHOOL
ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK

