



**FAMILY HANDBOOK**  
**2019-2020**

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September 2019

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 Academy.

It is for your understanding with regard to the parent, student and the academy'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 its contents. Please sign and return the form no later than Friday, September 6th -2019.

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

Sincerely,

Mark Valvano, Ed.S.  
Principal

## **PURPOSE AND USE OF THE HANDBOOK**

This handbook exists to foster the efficient operation of Notre Dame Academy. To meet this objective, the academy 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 academy administration. If changes are made to the handbook, parents/guardians will be notified within 30 days of the changes being approved by the proper authority.

## **History of Notre Dame Academy**

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 it was 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 Archdiocese 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.

On November 18, 2011 the Archdiocese of Newark granted Notre Dame, Academy status. The title of Academy brings to Notre Dame the recognition it deserves for being an outstanding school community which continues to achieve academic excellence.

In 2014 Notre Dame Academy became a peaceable school, adopting a peace-centered curriculum that teaches students how to resolve conflicts, anger management skills, and peer mediation.

Notre Dame Academy 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.

## **MISSION STATEMENT**

Notre Dame Academy is a faith-filled community that endeavors to follow the teachings of Jesus Christ and strives to educate the hearts and minds of its students.

In an atmosphere of peace, students learn the value of respect, acceptance, generosity, and cooperation.

Our emphasis on academic excellence coupled with strong moral values enable students to become life-long learners who will be able to compete and succeed in today's world.

## **PHILOSOPHY**

Notre Dame Academy is dedicated to imparting the ideals of Catholic faith to the children of our school community. Our aim is to provide each child with opportunities 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.



## **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 academy program. Frequent 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 the office.

## **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 academy. 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.
- the parents - 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 academy by the parents/guardians is expressed by:

1. Sending the child to class 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 academy 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 academy in the morning to inform of absence, and sending a written explanation each time a child is absent.
5. Having your child in class on time.
6. Taking care of all financial responsibilities on time and actively supporting all fundraising activities sponsored by the academy.

7. Supporting and cooperating with all matters contained in this handbook.
8. Participating in the HSA (Home School Association).

### **PARENTAL RIGHTS AND ACADEMY 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 academy 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 academy 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 academy in fulfilling its obligations.

### **HOME SCHOOL ASSOCIATION MISSION STATEMENT**

The Home School Association is an organization of the principal, staff, and parents formed to facilitate communication and cooperation between the academy and home.

The Home School Association provides a social concept to the academy by promoting family involvement for the betterment of all the children.

### **ACCREDITATION**

Notre Dame Academy is accredited by the "Middle States Association of Schools and Colleges."

## **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.

### **NON-DISCRIMINATION POLICY**

Notre Dame Academy 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 academy. 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 academy-administered programs.

### **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 academy 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 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 academy for the first time.

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

- Any student transferring into Notre Dame Academy must provide all health records before starting school.
- Our 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 Office in advance of the date of transfer. All financial accounts must be settled before a transfer is issued.

**FINANCIAL OBLIGATION (2019-2020 SCHOOL YEAR) TUITION**

Kindergarten through Grade 8

Supporting Families who are active members of a Newark Archdiocese Parish.

	<b>TUITION</b>	<b>+</b>	<b>FEES</b>	<b>=</b>	<b>TOTAL</b>
<i>ONE CHILD</i>	\$4,990.00	+	\$ 975.00	=	<b>\$5,965.00</b>
<i>TWO CHILDREN</i>	\$9,195.00.00	+	\$1,200.00	=	<b>\$10,395.00</b>
<i>THREE CHILDREN</i>	\$12,490.00	+	\$1,425.00	=	<b>\$13,915.00</b>
<i>FOUR CHILDREN</i>	\$16,760.00	+	\$1,650.00	=	<b>\$18,410.00</b>

**FEES INCLUDE THE FOLLOWING:**

Registration	\$200.00	per family
Fund Raising	\$500.00	per family
Home/School Dues	\$ 50.00	per family
Book / Technology Fee	<u>\$225.00</u>	per child
<b>Total</b>	<b>\$975.00</b>	

**Non-Supporting Families**

	<b>TUITION</b>	<b>+</b>	<b>FEES</b>	<b>=</b>	<b>TOTAL</b>
<i>ONE CHILD</i>	\$5,790.00	+	\$ 975.00	=	\$6,765.00
<i>TWO CHILDREN</i>	\$11,580.00	+	\$1,200.00	=	\$12,780.00
<i>THREE CHILDREN</i>	\$17,370.00	+	\$1,425.00	=	\$18,795.00

**THE \$200.00 REGISTRATION FEE IS NON-REFUNDABLE AND MUST BE PAID AT THE TIME OF REGISTRATION.**

**PRE-K 3 YEAR OLDS** (Child must be 3 by October 1st)

	<b>TUITION</b>	<b>+</b>	<b>FEES</b>	<b>=</b>	<b>TOTAL</b>
5 FULL DAYS (8:00-3:00)	\$6,050.00		\$750.00		\$6,800.00

**\*PLEASE NOTE: All children must be potty trained. No diapers or pull-ups**

**PRE-K 4 YEAR OLDS** (Child must be 4 by October 1st)

5 FULL DAYS (8:00-3:00)	\$6,050.00		\$850.00		\$6,900.00
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**FEES INCLUDE THE FOLLOWING:**

**PRE-K-3 FEES**

Registration	\$200.00 per family
Fund Raising	\$500.00 per family
Home/School Dues	\$ 50.00 per family
<b>Total</b>	<b>\$750.00</b>

**PRE-K-4 FEES**

Registration	\$200.00 per family
Fund Raising	\$500.00 per family
Home/School Dues	\$ 50.00 per family
Computer Fee	\$100.00 per child
<b>Total</b>	<b>\$850.00</b>

**SMART PAYMENT PLAN**

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

1. Eleven automatic bi-annual 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 10<sup>th</sup>, 20<sup>th</sup> or 30<sup>th</sup> of the month (the choice is yours). SMART payments can be made through checking or savings accounts.
2. Two automatic monthly payments. First payment will start in August and 2<sup>nd</sup> payment is due in January. Payments are due on either the 15<sup>th</sup> or 30<sup>th</sup> of the month (the choice is yours). SMART payments can be made through checking or savings accounts.
3. One automatic payment of tuition in full due in August on the 10<sup>th</sup>, 20<sup>th</sup>, or 30<sup>th</sup>.

## **UNPAID TUITION**

Tuition policy and method of collection (including timeline) are distributed as part of pre registration packets or reregistration information. Policy is to be followed when collecting “tuition payments in arrears”.

Any family whose tuition is one month in arrears will be notified of the delinquency by letter. The family has 10 days in which to rectify the situation or make payment arrangements. This applies to all students. Educational services to a student will be suspended if tuition payments are not brought current in that time frame. A student is not permitted to return to school until all tuitions are brought current.

Tuition paid to the office is paid by check or cash and is to be paid in full by August 30<sup>th</sup>. If payment is not received on this date you will be charged \$75.00 late fee. An additional late fee will be charged the 1st of each month you continue to be late in payment.

Any payments made by checks that are returned for Insufficient Funds will no longer be allowed to pay by check and will be charged \$15.00 bank fee. The student will not be allowed to attend school until the outstanding balance is paid in full.

Also, all tuition accounts must be in good standing for students to participate in any athletic program, extracurricular activities or hold an office in any capacity at Notre Dame Academy.

Accounts in arrears as of June 1st may be turned over to collections.

## **BEFORE CARE**

**Parents/Guardians who need the service of Before Care may bring their children to school at 7:30 a.m. The cost is \$4.00 per day 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.**

## **ATTENDANCE**

Prompt, regular attendance is absolutely essential in order to maximize our students' opportunity for success. Home and school must work together to insure regular attendance. The attendance requirement includes a maximum of 20 days absent. A conference with parents will be required when a student exceeds 20 absent days. Students exceeding the 20-day limit without an extended illness or emergency excuse may be subject to loss of extra-curricular privileges, summer school or grade retention. An extended illness requires a doctor's clearance note. A family emergency is considered on an individual basis.

### **ACADEMY HOURS**

Kindergarten through Grade 8	Full Day:	8:10 A.M – 3:00 P.M.
	Half Day:	8:10 A.M. – 12:15 P.M.
Pre-Kindergarten – 3 & 4	Full Day:	8:10 A.M – 2:50 P.M
	Half Day:	8:10 A.M – 12:05 A.M.

### **Academy's Responsibility for Supervision of Students**

The Academy's responsibility for supervision of students begins at 7:50 a.m. and ends at 3:00 p.m. For students enrolled in the After Care Program, supervision responsibility begins at 3:00 p.m. and ends at 5:45 p.m. It is unlawful for students to leave school property from 7:50 a.m. to 3:00 p.m. without the written consent of their parents/guardians. If a child is enrolled in the After Care Program, that child is not to leave the school building at 3:00 p.m. but is to meet at the assigned, designated After Care Program area. The After Care Program students will be released to their parents/guardians when they arrive inside the academy building.

### **Policy Regarding Reporting Student Absence**

Parents/Guardians must call the academy office no later than 9:00 am to report a student's absence. If no call has been received by 9:00 am, the 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. If a note is not provided, parents will be contacted in order to provide a note. 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.
- Children must be fever free for 24 hours before returning to school.



### **Lateness/Tardiness**

The academy's 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. Excessive tardiness (7 late passes in one marking period) will warrant a school detention (Grades 3-8) . Cases of continuing tardiness will result in a parent meeting with by the Principal. Excessive tardiness imparts on your child's daily learning experience and disrupts the learning environment for all students.

### **Leaving The Building While School Is In Session**

No student is permitted to leave the building during academy hours unless he or she is signed out by a parent, guardian or a responsible adult designated by the parent in writing. A sign out book is located in the main office for this purpose. Medical and dental appointments should be made so that they do not conflict with academy hours.

### **Family Vacations**

Parents/Guardians should notify the academy at least one week in advance of any family trip or High School visit. Students WILL NOT receive work prior to family vacations. All missed tests, classwork and projects must be completed within 10 days after the child's return. Vacations outside of Academy scheduled breaks are strongly discouraged. These vacations are disruptive to student growth and learning, and missed days will be counted as unexcused absences.

### **High School Visits**

Eighth graders who wish to visit more than two (2) high schools during the academic year will be considered absent.

### **Student's Absence and Participation in Academy Activities**

If a student is absent because of illness or disciplinary action, he/she will not be permitted to take part in or attend extracurricular or athletic activities that afternoon or evening or Saturday after a Friday absence. If a student is absent 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.

## **TRUANCY**

A student who deliberately avoids coming to the academy, 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. for Kindergarten through Grade 8 and 12:05 p.m. for Pre-K. 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. School Messenger and at least one of the following: Facebook or School Web Site
2. Inclement Weather – WNBC, WABC, and WCBS Television

In case it is necessary to have a **DELAYED OPENING**, you will also receive notification in the same manner. The academy will open at 9:50/Tardy 10:10 a.m. There will be no Before Care. In case of an early dismissal you will also receive notification in the same manner. The academy will close at 12:15 p.m.. There will be no After Care.

## **Unplanned Emergency Early Dismissals**

In cases of extreme emergency, parents/guardians will be notified by school messenger 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 and is available on the school website. Weekly communication envelopes will go home Wednesdays. Parents are expected to check their child's bags for the Wednesday folder. It is to be emptied, signed and returned to the school on Thursdays.

### **SCHOOL MESSENGER**

School Messenger provides the Academy with the most advanced, state-of-the-art school to parent communications system available on the market today. School Messenger will be used for school closings, emergency communications, meeting reminders and more.

Phone numbers and e-mail addresses need to be provided. School Messenger can call as many and any kind of phones that you have.

- Caller ID will display the main number for the school.
- When receiving a School Messenger call, answer your phone as you normally would. Say "hello" once, saying multiple "hellos" may delay the start of the message. Please note that there is a short pause in the beginning of the call.
- 

**IMPORTANT:** Set your answering machine to answer in four rings or less to ensure best message delivery. Note: Short, succinct answering machine greetings are best for our machine detection and delivery process. Long answering machine greetings, or greetings with pauses or gaps, may cause the School Messenger message to begin too soon.

- To listen to a message again, wait for the 'press any key' prompt at the end of the message and after pressing a key you'll hear the message again in its entirety.
- A live or machine answer will complete the notification cycle and cease any future calls for a particular message broadcast. If the School Messenger system encounters a busy, no answer or failed (bad number or line) condition, the system will typically retry that number(s) twice more in 15 minute increments.
- You may receive simultaneous calls on your home, cell and/or work numbers.
  - The message will also be sent as an email and or text message. If you miss the audio call please check one of the other forms of communication.
  - In an effort to cut back on the amount of papers sent home the Academy will make a concerted effort to utilize the email function more frequently. Please be sure your email address is current and that you are checking that account.
  - Please keep your contact information up to date.

### **APPOINTMENTS WITH ACADEMY PERSONNEL**

Parents who wish to have 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 academy, parents/guardians may not approach staff members during the day without arranging an appointment beforehand. Staff members who wish to communicate with parents/guardians of a student may do so by phone, email, 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.

### **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.

## 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 the academy's 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.
- No Makeup - Only clear nail polish
- Hair must be properly cut and groomed – no designs
- No highlights, streaks, or hair dye inconsistent with natural colors is allowed
- Only plain hair bands, plain clips, or Co-Ed uniform hair bands are allowed.
- Large or showy jewelry is inappropriate. No hoop earrings or bracelets.
- Uniforms must be neat and clean and shoes polished.
- Hats may never be worn in the classrooms. All students are expected to remove their hats when they enter the building.
- Students are not allowed to wear coats, jackets, or hoodies 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 Flynn & O'Hara Uniform Company at 473 Old Hook Road, Emerson, NJ. The store management knows the appropriate shoe for each level.
- The sweater that is worn must be the Notre Dame uniform sweater, which has the school logo on it.
- Notre Dame sweat suit will only be worn when on non-gym days when notification is given from the office. This will be basically during the winter months. December 1<sup>st</sup> 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.
- Clothing should fit appropriately.
- Summer uniforms may only be worn from the beginning of the school year until approximately October 15<sup>th</sup> and from approximately May 1<sup>st</sup> to the last day of school. **Winter uniforms may be worn year-round**. You will be notified via a note from the academy's office when winter uniforms must be worn (approximately October 15<sup>th</sup> to May 1<sup>st</sup>).
- If your child is not in the correct uniform, you will be notified to correct the situation.

- No mix and match uniforms.

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

Flynn & O’Hara 473 Old Hook Road Emerson, NJ 07630

All school shoes must be solid Black for boys and solid black or navy for girls.

Sneakers must be all white and low tops.

**Gym shorts cannot be shorter than 3 inches above the knee.**

**GIRL’S UNIFORM**

**GRADES K-4**

Plaid Jumper

- \*Navy blue Slacks – optional in winter
- White Blouse
- Navy knee socks
- Navy shoes
- Uniform cardigan sweater

**GRADES 5-8**

Plaid skirt

- \*Navy Slacks-optional in winter
- White Oxford blouse
- Navy V-neck pullover uniform sweater
- Navy knee socks
- Black shoes

**BOY’S UNIFORM**

**GRADES K-8**

Navy dress trousers

- Uniform tie
- White Oxford shirt
- Navy uniform sweater
- Black shoes
- Belt must be worn with uniform

**GYM UNIFORM**

**GRADES K-8**

**BOYS & GIRLS**

**All students wear the Notre Dame Tee Shirt,** blue shorts and 100% White low top sneakers. Notre Dame sweat suit – optional in the winter. Light blue shirt must be worn under sweat suit.

Students wear gym uniforms on gym days as

school attire for the day. The gym uniforms must fit appropriately.

### **SUMMER UNIFORM**

Navy walking shorts  
Blue polo shirt  
100% White low-top sneakers  
White socks  
Belt must be worn with uniform

### **EXTREME COLD WEATHER**

When the weather is bitterly cold and below 32 degrees all day, students may wear their school sweat suits. Weather is determined by the actual temperature and not the wind chill factor. Students that violate this policy will lose the privilege of wearing sweat suits on non-gym days.

**We do not tolerate mix and match uniforms.**

### **NUT FREE POLICY**

Notre Dame Academy will be a nut free school. Not just peanuts, but all nuts will be strictly prohibited from any and areas of the school building. As many are aware, there are tremendous health risks associated with nut allergies. It is our goal to eliminate these risks to the best of our ability with this new policy. We want to do all we can to keep Notre Dame a safe and nurturing environment for students and staff. The nut free policy is as follows:

- No tree nuts, peanuts, or items containing any form of nuts (peanut butter, Nutella, etc.) will be permitted on any school property.
- Parents must ensure that snacks and lunches are nut free.
- If you are bringing in food items for your child's birthday, they must be school safe and adhere to our nut free policy.
- All items must have ingredients listed and say "nut free".
- Any items that do not comply with this policy will not be served.

### **LUNCH**

Notre Dame Academy offers a lunch program through Simply Gourmet. Students in PreK3- grade 8. A variety of selections are offered daily and every component of meals can be customized. All ordering and account management will be handled through Simply Gourmet. The office will no longer be taking lunch orders. To register and order visit: [www.simplygourmetlunches.com](http://www.simplygourmetlunches.com).

**The school office cannot accept deliveries or drop-off of student lunches. Students not wishing to participate in the school lunch program must carry their lunch to school with them. This reduces the number of people entering and exiting the building during the school day.**

### **SNACKS**

Parents/Guardians must provide a daily snack for students in Grades K through 5 for recess time. PreK parents/guardians must provide two daily snacks and two drinks. Candy is not permitted. Healthful snacks such as fruit, cheese, and crackers are best.

### **BIRTHDAYS**

Your child's birthday may be celebrated in class. However, this may only be done with cookies, cupcakes, munchkins, and a juice box. **ALL ITEMS MUST BE SCHOOL SAFE AND NUT FREE.** Please send a napkin for each child. **DO NOT send in bottled 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. If you would like to have cards or invitations distributed in school, you must provide one for each child in the class. Otherwise, cards or invitations must be distributed off of school property. **Any items that do not comply with this policy will be sent back home.**



## **ACADEMIC POLICIES**

### **CURRICULUM – PRE-K**

The Creative Curriculum objective is to build self-confidence, expand understanding of math and science concepts, teach responsibility, support language and literacy development and increase motor skills. The students will learn through play at the different learning centers in the class room.

- Block
- Dramatic Play
- Toys and Games
- Art
- Library
- The Discovery Area
- Sand and Water Table
- Music and Movement
- Computer
- Outdoor Play

### **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 has 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**

Pre-K students are required to wear official school uniforms furnished by the CO-ED Uniform company. Students are required to wear the official school gym wear items with logo every day. Please make sure that your child is dressed comfortably and appropriately for the season of the year. We ask that children wear shoes with rubber soles or sneakers only to ensure their safety while playing. Girls may not wear heels or sandals. No platforms or flip-flops. **Boots are not to be worn.** If they are worn, please send in a pair of sneakers or shoes to change into when your child arrives in class.

Lite Blue Gym Shirt w/ logo
Navy Mesh Gym Short w/logo
Navy Crew Sweatshirt w/logo
Navy Sweat pant w/ logo

Please send in a complete set of clothes for your child – include socks and underwear – put them in a plastic ziplock bag 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. We have plenty of toys to share.

**CURRICULUM – K – 8**

**More detailed curriculum maps for specific subject areas are available upon request or can be found through the archdiocesan web site at the following link:  
<https://catholicschoolsnj.org/curriculum-and-testing/curriculum-mapping/>**

**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)

**GIFTED & TALENTED CRITERIA**

1. 90% average or better on the Terra Novas –  
Math, Reading and Language Comp.
2. First or Second Honor Roll for at least two semesters.
3. Teacher recommendation.

Students must maintain criteria. If they do not, they will be placed on probation or exit Gifted and Talented.

**RELIGIOUS EDUCATION**

**The Non-Catholic student is welcome at Notre Dame Interparochial Academy. The Non-Catholic student is expected to understand and agree that the academy 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 academy 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 academy 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. 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, and service to others.

## RELIGIOUS EDUCATION PROGRAM

**THE PRIMARY PURPOSE OF THE PARISH ELEMENTARY ACADEMIES IN THE ARCHDIOCESE OF NEWARK IS RELIGIOUS, THEREFORE, NOTRE DAME INTERPAROCHIAL ACADEMY 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 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 schools 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.

### **PEACE EDUCATION**

Peace education is a process to develop and nurture a peace culture in school with a spin off into the home. It involves:

- Listening not just talking
- Respecting not disrespecting
- Including not excluding
- Uniting not dividing
- Recognizing the spiritual in all creation not only the human
- Living by good choices (virtues) not by poor choices

### **Peace Education Curriculum**

- Motto – We Will Walk, Talk, and Live in the Peace of Christ
- Peace Making Skills
  - Mediation
  - Anger Management
  - Conflict Resolution
  - Virtues
  - Life Skills
  - Affirmation – rewards
  - Confrontation - consequences

### **HOMEWORK REQUIREMENTS**

All students (Grades 2-8) 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 at 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 must sign homework pads nightly and all tests. 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 - 1 ½ hours
Grades 4-5	approximately	1 hour
Grades 2-3	approximately	30-45 minutes
Grades K-1	approximately	15-30 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 trimester. Parents/Guardians are asked to review it with their child, sign the envelope 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.

### **POWERSCHOOL**

Parents of students in grades 4-8 will receive codes to enter the parent portal of the online gradebook. This tool should only serve to monitor progress and grades of individual graded items. The trimester grades will not begin to reflect a true picture of the final grade until the end of the trimester.

### CONFERENCES

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**

**ACADEMIC CODE      SUBCATEGORY CODE \*RUBRIC CODE FOR WRITTEN COMMUNICATION**

A+ = 97 – 100	+ = STRENGTH	6 = VERY GOOD
A = 92 – 96	/ = SATISFACTORY	5 = GOOD
B+ = 88 - 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.

**NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society Chapter of Notre Dame Academy’s membership is open to those students who meet the required standards in six areas of evaluation: scholarship, leadership, service, citizenship, peacemaking, and character. Students in

the first trimester of sixth, seventh, and eighth grades are eligible for membership. Students must have a cumulative grade point average of 92 percent, good conduct, and twenty hours of community service from July to March. Those students who meet this criterion are invited to complete a Student Activity Information Form. A faculty council, appointed by the Principal, reviews the forms to determine membership.

## HONORS

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

### GRADES 4 – 8

**FIRST HONORS**      **A or A+ in all major subject areas**  
**No I's or U's**

**SECOND HONORS**      **B or better in all major subject areas**  
**No I's or U's**

### ON A ROLL

**Certificate for students that demonstrate outstanding effort, character and positive attitude. However, did not qualify for the First or Second Honor Roll.**

## REPORT CARDS FOR PRE-K AND KINDERGARTEN

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

## 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.



## **MANDATED TESTING PROGRAM**

Each student in grades 2 - 8 will be administered the NWEA Map Growth Assessment three times annually. Parents/Guardians will receive a narrative report of their child's performance. Eighth grade students are required to take the COOP Exam in November. Students in grades 5 and 8 will take the ACRE assessment for Religious Knowledge.

### **1-92 – 1-93**

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.

## **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, Catapult Learning 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 academy 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 the parent/guardian. Transcripts will be sent directly from school to school when the academy receives an official written request from the receiving school.

## **SCHOOL DISCIPLINE POLICIES**

### **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 Academy. 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 academy 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 Academy. 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 Academy 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 Academy community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behavior.

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

academy property, at any academy 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 the academy.

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 academy 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 academy 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 Academy community, that bullying conduct is a cause for intervention

consistent with the disciplinary policy outlined in the Academy 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.

Academy 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 or biting.
5. No gum chewing on academy grounds.
6. No snowball throwing.
7. No personal electronic devices.
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 academy 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.

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 academy must engage in an investigation of such potential criminal activity even though the police are also conducting an investigation. The academy may suspend students for more than ten days when they determine the severity of the individual offense warrants a long term suspension from the academy. Such penalties may, according to the severity of the infraction result in suspension from ten days to one month. A determination must be made after one month if the suspension is to be continued.

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.

### ***LIFE SKILLS***

Notre Dame Academy has a set of Life Skills that are posted in all classrooms. Students are expected to follow and apply these Life Skills during school, extra-curricular activities, and all school functions.

1. Accept Feedback
2. Ask Permission
3. Be A Peacemaker
4. Be Honest
5. Complete Assignments
6. Follow Directions
7. Have All Supplies
8. Respect God's Creation
9. Stay On Task
10. Use Appropriate Language

- 11. Use Greeting Skills
- 12. Volunteer

**Notre Dame Academy Policy on  
Bullying, Harassment and Intimidation**

I. Policy

Notre Dame Academy, as part of its mission as a Catholic Academy, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the academy's ability to educate the students. They are counter to the philosophy of an academy as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

II. Definitions:

Bullying may involve, but is not limited to these behaviors on or off school grounds:

- Unwanted teasing
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods
- False accusations

III. Behavioral Expectations:

Notre Dame expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities. They must demonstrate respect for the rights and welfare of other students and school staff, as well as the care of the academy's facilities and equipment. Notre Dame will provide students with grade level appropriate programs on expectations for student conduct and bullying prevention.

IV. Consequences:

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to including suspension or expulsion at the discretion of the Principal.

V. Reporting Guideline:

Any student being a victim of, having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, nurse or the Principal. It is strongly recommended that this be done within 48 hours.

VI. Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of academic records and/or communication with law enforcement officers.

VII. Staff Responsibilities:

The administrations shall provide periodic training on the academy's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the Principal.

DETENTION POLICY

Detention is a means of fulfilling accountability for a classroom or school violation.

Detention times are as follows;

Grades 4 and 5 – 7:30am

Grades 6, 7 and 8 – 7:15am

Students will receive detention for the following infractions:

- Repeated disrespect for school rules
- Repeated lateness (7 times late in one trimester) grades 3-8 only.
- Repeated uniform infractions (2 written warnings in one trimester)
- Bullying of other students (see appendix)
- Use of inappropriate language
- Failure to do homework and/or other assignments
- Misbehaves or endangers the safety of others on the school ground or in the lunchroom

## **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, heroin 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, book bag, gym bag or knapsack) On occasion students maybe asked to open their backpacks for inspection.
- 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 academy.

## **POLICY**

1. A student shall be considered in violation of the academy's 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 class.
  - 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.



## **ARCHDIOCESAN STUDENT SEXUALITY POLICY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.<sup>1</sup> Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church). “Except within a valid marriage between a man and a woman (see, e.g. Sections 2360- 2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.” If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School. As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

## **HEALTH AND SAFETY POLICIES**

### **WHY SCHOOL HEALTH?**

Health and learning go hand-in-hand. Learning in school starts with being healthy. Children learn best when they are attentive, energetic, happy, and well. The school nurse helps identify special health needs and provides services for children with health problems that affect their academic functioning.

### **SCHOOL EXCLUSION POLICY**

To help prevent the spread of germs we would like to remind you of the following guidelines. If your child has any of the following symptoms, he or she must remain home until symptom free for 24 hours:

- Persistent cough
- Fever of 100 or higher
- Diarrhea
- Difficulty breathing
- Vomiting
- Unusual rash
- Extreme pain
- Strep throat
- Pink eye

This will help protect your child from exposure to more infection before he/she is able to build resistance. It was also protect the other children and staff from any communicable diseases that your child may transmit.

### **FOOD ALLERGIES**

Please notify the school nurse of any food allergies your child has. If your physician has prescribed emergency medications such as epinephrine and/or Benadryl, please fill out medication forms and send in meds to school nurse by the first day of the school year. As of September 2016, Notre Dame Academy will be a nut free school. No types of nuts will be allowed in the foods for snack and lunch.

### **NO NUT POLICY**

Notre Dame Academy will be a nut free school. Not just peanuts, but all nuts will be strictly prohibited from any and areas of the school building. As many are aware, there are tremendous health risks associated with nut allergies. It is our goal to eliminate these risks to the best of our ability with this new policy. We want to do all we can to keep Notre Dame a safe and nurturing environment for students and staff. The nut free policy is as follows:

- No tree nuts, peanuts, or items containing any form of nuts (peanut butter, Nutella, etc) will be permitted on any school property.
- Parents must ensure that snacks and lunches are nut free.
- If you are bringing in food items for your child's birthday, they must be school safe and adhere to our nut free policy.

### **LICE POLICY**

Notre Dame Academy as of September 2016 will have a **Nit Free Policy**. A No Nit Policy is a treatment system recommended by health authorities in the USA to assist in the elimination of "head lice infestation". This policy requires sending home and barring of all children who have head lice, eggs, or nits on their hair from controlled settings such as school or day care facilities. Students will not be able to return to school until all lice and nits are removed.

### **ADMINISTERING MEDICATIONS**

Before any medications may be administered to any student during school hours, a written request from the parent/guardian and the physician is required. The written request must include:

- The purpose of the medication
- The dosage
- The times at which the medication shall be given
- The length of time for which the medication is prescribed
- Possible side effects of medications

The written request for prescribed medications will be kept on file in the office of the school nurse. All medications shall be securely stored and kept in the original labeled containers. All medications shall be administered by the school nurse, the parent/guardian, or the student where the parent/guardian permits and the student's physician has authorized.

### **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, the Academy 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 ACADEMY**

The nurse shall have primary responsibility for administration of the Epi-Pen. In the absence of the nurse, another academy employee-designated and trained in administration of the Epi-Pen by the 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 academy 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 academy and its employees or agents for such an injury, as provided by law.

If the child cannot self-administer the Epi-pen, the academy must have a signed copy of The Authorization to Administer Epinephrine Form. This form is available from the office. (See appendix)

### **PHYSICALS**

All students entering Notre Dame as well as Kindergarteners, second graders, and fifth graders are required to hand in an up-to-date physical.

### **IMMUNIZATIONS**

By making sure that your child gets immunized on time, you can provide the best available defense against many dangerous childhood diseases. State law requires immunizations for certain communicable diseases for every child entering and attending school.

In compliance with Chapter 14 of the New Jersey State Sanitary Code, all school children will be required to show records from the doctor for the following immunizations (See Appendix A).

### **DOCTOR'S 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 office of any appointments during school hours. Please report to the office, not the classroom, to sign out your child.

## **SAFETY & SECURITY POLICIES**

### **SECURITY**

Parents will not be allowed to walk students to their classrooms. If a parent wishes to speak with a teacher please send a note with your child, leave a message within the school office, or email the teacher.

\*The following temporary exceptions will be made:

- Kindergarten parents may walk their children to class ONLY for the first week of school. After that time students should walk to class on their own.
- Pre K-4 parents may walk their children to class ONLY until October 1. Parents are asked not to linger as the teachers have a routine to help establish student independence.

### **EMERGENCY FORMS**

Emergency Cards are given out during the first week of class. 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 day, parents/guardians will be notified first. In case of illness or serious injury, the academy 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 numbers.

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".

### **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 Academy have legal responsibility to report to the Division of Youth and Family Services any reasonable suspicion that a student is either abused or neglected.

## **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 passenger 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.**

Students 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 academy 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 academy property. Please be respectful of our neighbors. **Do not block school, businesses or residents driveways.**

Never stop in the middle of First Street to let your child out of your car.

This policy has been developed in cooperation with Palisades Park Police. Violators may be subject to tickets/fines.

## **DISMISSAL PROCEDURE**

All students grades K-8 will be dismissed at 12:15 p.m. on half days, and 3:00 p.m. on regular school days. Pre-K students will be dismissed at 12:05 p.m. on half days and at 2:50 p.m. on regular school days.

Pre-K 3 and PK 4 at the driveway back door (Stop & Drop Door)

Kindergarten at the Driveway Aftercare DOOR

Grade 1 at the Driveway BACK DOOR (Stop and Drop Door).

Grades 2, 3 and 4 at the FRONT DOOR.

Grades 5, 6, 7 and 8 by the RECTORY DOOR.

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

Please be respectful of our neighbors. **Do not block school, businesses or residents driveways.**

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

Students will not be permitted back into the school building once they have been dismissed. Teachers will give students ample time to gather and organize their belongings. Please encourage your child to thoroughly prepare for dismissal.

**Academy staff will not release any student to any person who they suspect is intoxicated or under the influence of any mood or mind altering substance. In this circumstance the Division of Child Protective Services will be contacted.**

#### **ACCESS PROCEDURE**

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

#### **PICK-UP FROM ACADEMY**

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 academy 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 class 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 one-time telephone authorization may be acceptable.

If someone else is to pick up your child, the academy must have a written note in the morning or receive a phone call in the office giving the academy 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.

Students will not be permitted back into the school building once they have been dismissed. Teachers will give students ample time to gather and organize their belongings. Please encourage your child to thoroughly prepare for dismissal.

### POLICY ON FIELD TRIPS

Field Trips - All field trips have an educational purpose. No student may participate in a field trip unless there is a signed parent permission slip for the specific event. Participation in a field trip is a privilege. All students are expected to participate in their class trips. The administration and classroom teacher reserve the right to disqualify a student from a trip if behavior or attitude poses a safety or non-conformance risk. In the event a student does not go on the trip, he/she is the parent's responsibility (counts as unexcused absence). All chaperones must have completed the Protecting God's Children Program. No cell phones are permitted on field trips

### TEXT MESSAGING, INTERNET USE AND SAFETY

**Parents and students will be held responsible for monitoring the use of social websites including but not limited to blogging, MySpace, Facebook, Instagram, Twitter, Snapchat, and Tumblr. Appropriate action will be taken against any Notre Dame family member that is found to partake in any of the following:**

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or Notre Dame Academy.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself.
- Post comments under multiple names or using another person's name.

With respect to these social media sites, we ask that all Notre Dame families do the following:

- Use Good Judgment. You are responsible for the material you post. Be courteous, respectful, and thoughtful about how oth



- ers may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others and the Academy.
- Think Before You Post. Anything you post is likely to be permanently connected to you through Internet and email archives. Future Notre Dame families can often have access to this information and may use it to evaluate our Academy.
- In order to post any staff pictures or students pictures you must have permission from everyone in the photo. Never post a school event without permission from all the parties in the picture. You may be held liable for these postings. An announcement will be made before every school event to reinforce this policy.

Please remember that social media websites are considered real relationships, real conversations, and as such, they should be treated like they are real. It's not about a *me, myself, and I* mentality. It's about the respective school, parishes and the common good.

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and electronic devices including but not limited to any electronic device capable of transmitting information, iPods (including the iPod Touch), Media Players, Digital Cameras and Video Cameras are included in this policy. Notre Dame Academy **does not permit the use of cellular phones in school.** However, students in Grades 4 through 8 may carry a cellular phone (no other electronic devices will be permitted) if a parent/guardian feels it is necessary for their child to have one during school hours. All students and parents/guardians must understand this **privilege** and students must obey the following rules.

- All students and parents/guardians must complete the Cellular Phone Permission Form which releases Notre Dame Academy, its staff and its employees, of any responsibility and liability connected with the use, loss, theft or damage of said cell phone. *If the Form is not on file in the office, your child cannot bring a cellular phone to class.*
- The cellular phone is to be given to the student's respective teacher upon arrival in the morning in a clearly labeled protective bag/case. The cell phone will be given back to the student at dismissal time. This includes after school activities such as basketball practice, clubs and play rehearsal.
- Unauthorized use of cellular phones will result in disciplinary action which may include confiscation of the phone or loss of phone possession privileges.
- Cellular phones are to be powered off during school hours. If a student is in class or aftercare and needs to use the cellular phone they must first get permission from a faculty or staff member.

- Students who have cellular phones with features including but not limited to text messaging, Facebook, Internet, camera/video, etc., may not use these features on the academy's property.
  - No pictures may be taken with a cellular phone on the academy's property without permission of a teacher or administrative staff member. Distribution of images or content that is deemed to be offensive using a cellular phone (including but not limited to text messages, voice messages, e-mails, etc.) will be dealt with severely. Messaging of any type during a test or when the recipient of the message is in a test will be viewed as academic misconduct.
  - Students should not be in possession of a cellular phone belonging to another student.
  - If cellular phones or their usage become disruptive, their possession will be prohibited.
- (i) ***There are absolutely no cellular phones allowed during fire drills, assemblies, or other school evacuations. During such times, there will be an absolute Zero Tolerance Policy on cellular phone use.***

## **SOCIAL MEDIA**

Social Media is a powerful and effective tool for keeping people connected and the School respects the right of parents to engage in free and open communication of their personal information through the individual use of weblogs, internet diaries, social websites like Facebook, Twitter, Instagram, LinkedIn, YouTube, Vimeo, and other forms of online discourse ("Personal Online Activities"). However, when these Personal Online Activities contain content that could be detrimental to the Academy, its faculty, its administration, or its students, they become an appropriate focus of the Academy's policy.

Parents are personally responsible for the content of their Personal Online Activities, and the following guideline should be followed:

- 1) The content of Personal Online Activities may not contain:
  - (a) Any reference to confidential or privileged information or activities of Academy students or their families, whether by name or implication;
  - (b) Any reference to confidential Academy information;
  - (c) Any reference to Academy students, faculty, staff, administrators, or trustees whether by name or implication, that would in any manner defame such individual;
  - (d) Any reference to confidential or privileged information or activities of Academy faculty, staff, administrators, or trustees; or

- (e) Any material that in the sole discretion of the Academy is considered obscene, defamatory, threatening, harassing, illegal or abusive to any person or entity associated with the Academy.
- 2) When posting classroom photos, please be respectful of the fact that other parents may not want their child's photograph posted to you Social Media site(s). **Do not post photos of your child's classmates or teachers without their permission.**
- 3) Remember to THINK before you post anything pertaining to Notre Dame:  
T – is it true?  
H – is it helpful?  
I – is it inspiring?  
N – is it necessary?  
K – is it kind

## **SPORTS PROGRAM**

### **CODE OF CONDUCT**

**Notre Dame Academy Sports Program provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. These activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in the Sports Program should not detract from the children's enjoyment of the sport.**

**GOOD SPORTSMANSHIP – Taunting, baiting and rough play will not be tolerated. In order to reflect Christian values, coaches must emphasize good sportsmanship. Coaches will set sportsmanship goals with their teams and discuss proper conduct. Coaches and players should never show disrespect to game officials.**

**COACHES – Acceptable standards of coaching behavior include:**

- **Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.**
- **Respect the judgment of officials; abide by rules of the event.**
- **Treat opposing coaches, participants and fans with respect.**
- **Instruct participants in sportsmanship and demand they display good sportsmanship.**
- **Coach in a positive manner, reflecting Christian values.**

**PLAYERS – Acceptable standards of participating behavior include:**

- Treat opponents with respect; shake hands after contests.
- Respect the judgment of officials and abide by the rules of the event.
- Accept seriously the responsibility of representing the school by displaying positive behavior at all times.
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

**SPECTATORS** – Acceptable standards of spectator behavior include:

- Remember that the players are children and are playing for their enjoyment.
- Remain seated in the spectator area during the games.
- Respect decisions made by contest officials.
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands.
- Make no derogatory comments or gestures to players, coaches, and parents of the opposing team, officials or league administrators.

#### **ENFORCEMENT**

The parishes and leagues, under the supervision of the Notre Dame Academy shall enforce this code. Complaints regarding violations of this code shall be first brought to the attention of the Official; the Official will contact the hosting school. Coaches, participants or spectators may be placed on probation or suspended from sport activities for their actions.

**ACKNOWLEDGEMENT AND RECEIPT**

**I acknowledge receipt of the Handbook containing the policies, rules and regulations for Notre Dame Academy which is located online on the schools website under Parent Tab.**

**I have read the Handbook or will read it as soon as possible.**

**I understand and agree that the Handbook is binding on the students and parents/guardians during the current academic year.**

**I understand and agree that the administration of the Academy will have the authority set forth in the Handbook.**

**I understand that the policies, rules and regulations contained in the Handbook is established for the welfare and benefit of all students. I understand my responsibility to support the Academy in the policies it has established and to see that my child adheres to the rules and regulations set forth in the Handbook.**

**\*A printed copy will be made available to parents upon request.**

\_\_\_\_\_  
**(Name of Student)**

\_\_\_\_\_  
**(Signature of Parent/Guardian)**

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

**AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL  
(TO BE KEPT CONFIDENTIAL UPON COMPLETION)**

**NAME OF STUDENT** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**DIAGNOSIS/ILLNESS** \_\_\_\_\_

**MEDICATION** \_\_\_\_\_

**DOSAGE:** \_\_\_\_\_ **FREQUENCY:** \_\_\_\_\_

**SPECIAL DIRECTIONS:** \_\_\_\_\_

**POSSIBLE SIDE EFFECTS:** \_\_\_\_\_

*I certify that the above information regarding this Student is correct, and that administration of the medication to this Student is necessary.*

\_\_\_\_\_  
(Signature of Prescribing Physician)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\*\*\*\*\*

*I/We authorize the Nurse or, in his/her absence, the Principal to administer the above medication as indicated. I/We understand and agree that the Academy, the Nurse, and the Principal shall not be liable for any injury to the student resulting from the administration of the medication as authorized by my signature below.*

\_\_\_\_\_  
(Signature of Parent-Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

**AUTHORIZATION TO ADMINISTER EPINEPHRINE**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

(To Be Completed by Physician or Advanced Practice Nurse)

The Student named above requires administration of epinephrine for anaphylaxis, and does not have the capability to self-administer the medication.

Dosage: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Description of Emergency Situation: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Physician or Advanced Practice Nurse)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

**PARENT/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT**

*I/We hereby authorize the Academy to administer epinephrine via epi-pen to the student named above, in accordance with New Jersey law and the Academy policy stated below, as stated in the orders of the physician/advanced practice nurse above. This authorization includes the Nurse or, in the absence of the Nurse, another Academy employee designated and trained by the Nurse in accordance with New Jersey law.*

***I/We acknowledge receipt of written notice from the Academy that, provided the procedures set forth in New Jersey law and Academy policy are followed, the Academy and its employees or agents shall have no liability as a result of any injury arising from administration of the epi-pen to the Student. I/We understand and agree that to indemnify and hold harmless the Academy and its employees or agents against any claims arising out of administration of the epi-pen to the Student. I/We understand this authorization and these agreements are effective for the duration of the current academic year.***

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***(Signature of Parent/Guardian)***

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***(Signature of Parent/Guardian)***



New Jersey Department of Health and Senior Services  
**MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY**  
**N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL**

Disease(s)	Meets Immunization Requirements	Comments
DTaP/DTP	Age 1-6 years: 4 doses, with one dose given on or after the 4 <sup>th</sup> birthday. OR any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.
Tdap	Grade 6 (or comparable age level for special education programs); 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
Polio	Age 1-6 years: 3 doses, with one dose given on or after the 4 <sup>th</sup> birthday. OR any 4 doses. Age 7 or Older: Any 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. P-cito vaccine is not required of pupils 18 years or older.*
Measles	If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**
Rubella and Mumps	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **
Varicella	1 dose on or after the first birthday	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.
Haemophilus influenzae B (Hib)	Age 2-11 Months: 2 doses Age 12-59 Months: 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months.
Hepatitis B	K-Grade 12: 3 doses or Age 11-15 years: 2 doses	Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. *** If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.
Pneumococcal	Age 2-11 months: 2 doses Age 12-59 months: 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***
Meningococcal	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ***
Influenza	Ages 6-59 Months: 1 dose annually	For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.