



THE  
NOTRE DAME  
SCHOOLS

NOTRE DAME ELEMENTARY  
2024-2025 HANDBOOK

RESPECTFUL  
RESPONSIBLE  
READY

## Notre Dame Elementary Mission Statement

Notre Dame Elementary is a Catholic School dedicated  
to building the Kingdom of God through:

Worship  
Respect  
Responsibility  
Readiness

### Notre Dame Elementary Belief Statement

- We believe that **worshiping** one God in a Catholic environment strengthens our faith formation.
- We believe that by **respecting** each individual student's unique physical, social, emotional, intellectual and spiritual needs, we will put our faith into action.
- We believe as members of the Kingdom of God that we are **responsible** to serve others as Jesus did.
- We believe through our God given gifts, we will learn and we will be **ready** to excel as lifelong learners, in an inspirational and enriching community.

Faculty and Staff  
2023-2024

Pastor/Administrator	Fr. Smith
Parochial Vicar	Fr. Fulton
Principal	Michelle Ashley
Assistant Principal	Stephanie Patmore
Treasurer/Business Manager	Karen Lasswell
Administrative Assistant	Noelle Metzler
Preschool Director	Kendra Rutman
Special Education Coordinator	Ken Smith
Instructional Coach	Jill Kelly
SEL Coordinator	Tashana Brown
Preschool Teachers	Tracy Glockner, (aide)
	Michelle Oudeh, Gabby Webb (aide)
	Taylor Schmidt, Marie Collins (aide)
Pre-K	MaryAnne Hughes
Kindergarten	Sheena Preston
Kindergarten	Holly Monroe
Grade 1	Sarah Snowden
Grade 1	Jacob Blau
Grade 2	Audriana Lindamood
Grade 2	Tashana Brown
Grade 3	Megan Saxby
Grade 3	Lauren Edwards
Grade 4	Kelsey Diller
Grade 4	Olivia Smith
Grade 5	Andrea Willis
Grade 5	Sherry Blackburn
Grade 6	
Religion	Sr. Laura, Sr. Soledad, Sr. Chiara, Anne Emnett
Art	Shelby Bricker
Intervention Specialist	Dave Frantz
Intervention Specialist	Lisa Frantz
Titan Time	Theresa Metzler
Title 1 Teacher	Mary Lubega
Technology	Matt Payton
Library	
Music	John and Regina Craig
Teacher Tutor	Juli Ramey, Anne Emnett,
Jon Peterson Educational Aides	Keely McGraw, Laura Cabrera
Speech Language Pathologist	JoEllen Schaefer-Mays
Building/Maintenance Supervisor	Chris Ponzio
Maintenance/Custodial	Savanah Whitt, Stanley Zornes
Cafeteria Manager	Trish Webb
School Nutrition Program Director	Diana Pollard
Cafeteria	Tara Scalf, Becky Taylor
Nurse	Chrissy Romanello, Cassandra Bihl
Additional NDE Personnel	Joyce Howard
LIHM Sisters	Mother Assumpta, Sr. Soledad, Sr. Chiara

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## **FIDELITY TO CHURCH TEACHINGS**

### *Diocesan Policy 4010*

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office.

Pastors and/or principals may request written or verbal verification from the employee's parish pastor of an employee's status as an active, participating member of a parish from any employee who is hired to provide religious instruction.

Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization.

The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at [http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

Should you have any questions, feel free to contact Anne Streitenberger, Human Resources Director at 614-228-0024 or [amstreitenberger@columbuscatholic.org](mailto:amstreitenberger@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please email your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

*Revision History: 7/24, 5/15, 4/14, 8/05, 8/00, 8/95, 5/89, 4/82*

## **AMENDMENT STATEMENT**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

## **PARENT/GUARDIAN PLEDGE**

The Catholic Church believes that parents/guardians are the first educators of the children. Because of this, we ask that you as parent/guardian uphold to the following promises:

- We as parents and guardians will support the school faculty and personnel and work together with them helping to develop the social, spiritual, and academic aspects of my child.
- Parents/guardians are responsible for supporting the rules and regulations of the school. We will expect our child/children to respect authority of the teachers and staff as well as the rights of the other learners and building.
- We as parents and guardians will do our best to make education important in the home by having a consistent area for my child to work, read, and do homework. I, as parent and guardian, will also do my best to check over work and communicate questions to the teacher.
- We will respect the school schedule and make every attempt to have the children at school on time- Daily Attendance is important.
- We will make every effort to participate in conferences, programs, and other events of the school.
- We will make every effort to have and maintain open communication with classroom teachers and administrators..
- We as parents and guardians will be financially responsible for fees, tuition, and service hour requirements.

- I, as parent/guardian, will bring any issues to the teacher and administration and not approach children or other parents when there is a problem.
- If at any time the partnership between parent/guardian and school is irretrievably broken, the administration reserves the right to require the parent to withdraw his/her child.

## **ADMISSION**

All Catholic preschools, elementary schools, and high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below.

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before September 30. A student entering first grade must be six years old on or before September 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school.
9. Each Catholic school retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the student/parent handbook.
10. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
11. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

### **Priorities for Acceptance – Elementary Schools**

In the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered at and actively involved in the sponsoring parish(es)
  - a) children with siblings currently/previously enrolled,
  - b) children now reaching school age
  - c) children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating, Catholic families residing in the parish boundaries with siblings currently or previously enrolled in the school.
3. Students whose families are active, practicing members of Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church (for example, the Maronite, Syro-Malabar, Ge'ez, Chaldean, and Byzantine Catholic Churches).
4. Children transferring from other Catholic schools:
  - a) from parish schools that are closing
  - b) from parishes not offering full K-8 programs
  - c) schools with a waiting list
  - d) Children of other, non-Catholic faith traditions.

*Effective: August 2006 as Policies 5119.1, 5115.0, and 5112.0 Revised: January 2024*

### **NON-DISCRIMINATION POLICY**

Notre Dame Elementary admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra- curricular activities.

### **PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES**

Each student and parent/guardian is required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook is posted online at all times. Acceptance of admission/enrollment to Notre Dame Elementary means an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the Administration. A statement indicating agreement by students and family to be governed by this Handbook is to be returned to Notre Dame Elementary at the beginning of each school year.

### **PARENTAL/GUARDIAN CONSENT FORM AND ACKNOWLEDGMENT OF RISKS**

*Updated September 1, 2022 - To be signed for on the attached sheet.*

We, the parent(s) and student who are signing this student handbook for Notre Dame Elementary (“School”), acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others,

including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function. By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

## **BACKGROUND CHECK**

*Diocesan Policy 4120*

### **Background Check Requirements**

All paid school staff must have on file both BCI and FBI background checks and must attend "Protecting God's Children." All volunteers must have on file a BCI background check and must attend "Protecting God's Children" no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.

### **Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation**

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one's incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one's employment or service to the parish or school.

Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.

A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 1 ½ years) gap in their employment, service, or formation in the diocese. Parishes and schools should exercise prudence when reviewing any offenses that are identified by a civilian criminal background check. Offenses that would prevent someone from serving in programs and ministries with children or youth include, but are not limited to:

- Abduction
- Aggravated Assault
- Aggravated burglary
- Aggravated menacing
- Aggravated murder; specific intent
- Illegal administration or distribution of anabolic steroids
- Illegal manufacture of drugs or cultivation of marijuana
- Illegal use of a minor in nudity or nudity-oriented material or performance
- Impersonation (now importuning)



- |   |  |
|---|--|
| to cause death  | -Improperly discharging a weapon at or near school or dwelling     |
| -Aggravated robbery                                       | -Interference with custody   |
| -Assault  | -Involuntary manslaughter Voluntary manslaughter                   |
| -Burglary   | -Kidnapping  |
| -Carrying concealed weapons                               | -Murder  |
| -Child enticement   | -Pandering Obscenity   |
| -Child Stealing   | -Pandering Obscenity involving a minor                             |
| -Compelling Prostitution                                  | -Pandering sexually oriented matter involving a minor              |
| -Contributing to the unruliness or delinquency of a child | -Patient abuse, neglect  |
| -Corrupting another with drugs                            | -Placing harmful objects in food or confection                     |
| -Disseminating matter harmful to juveniles                | -Possession of drugs (that is not a minor drug possession offense) |
| -Domestic Violence  | -Procuring   |
| -Endangering children                                     | -Promoting prostitution (children)                                 |
| -Failing to provide for functionally impaired person      | -Prostitution: after HIV test                                      |
| -Felonious assault  | -Public indecency  |
| -Felonious sexual penetration                             | -Rape  |
| -Funding of drug or marijuana trafficking                 | -Robbery   |
| -Gross sexual imposition                                  | -Sexual battery Sexual imposition                                  |
| -Having a weapon while under disability                   | -Trafficking in drugs  |
|   | -Unlawful abortion   |
|   | -Voyeurism   |

### **Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants**

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a Protecting God's Children training session prior to working with children and youth, they have a grace period of up to 60 days from their start date to attend a Protecting God's Children training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled Protecting God's Children session by the first day of their work with children or youth. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service.

The Protecting God's Children program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a Protecting God's Children training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a Protecting God's Children program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the Protecting God's Children program, some victims of child sexual abuse may not feel comfortable attending a Protecting God's Children training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Safe Environment Program. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.

### **Child Protection Continuing Education for Clergy and Other Personnel**

In addition to attending a Protecting God's Children training session, some clergy, employees (including all administrators, and at the discretion of the superintendent, all teachers), and volunteers are also required to receive

continuing education for child sexual abuse prevention. This continuing education is provided in monthly training bulletins generated by VIRTUS and sent to ceducation.org email accounts. Persons in the following positions, whether paid or volunteer, are required to participate in this continuing education process: priests, deacons, seminarians, diaconate students, principals, assistant principals, directors or coordinators of religious education, and directors/coordinators of youth ministry. These individuals are encouraged to disseminate this information among their staff and volunteers. Other individuals interested in participating in the continuing education process should contact the Safe Environment Program.

### **Authority to Interpret This Policy**

Interpreting of this policy in unique circumstances or its application in unclear situations shall be made by or at least receive the prior approval of the Vicar General or his delegate

*Office of Catholic Schools Adopted 8/06 Catholic Diocese of Columbus; Revised 7/24*

### **USE OF NAME**

*Diocesan Policy 1060*

Attaching any school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal in parish schools or the principal and superintendent in Diocesan schools. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal in parish schools or the principal and superintendent in Diocesan schools.

In appropriate cases determined by the pastor/principal or principal/superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given

*Revision History: 08/19, 7/23*

## ***Registration & Application for Notre Dame Elementary***

The Diocese of Columbus has developed a statement concerning enrollment to which Notre Dame Schools adheres:

- *Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.*
- *Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide.*
- *Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation,*

*English proficiency, or disability (medical or academic) in the administration of its educational programs and extracurricular activities.*

- *Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.*
- *Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.*
- *Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.*

Placement at Notre Dame Elementary is based on meeting admission qualifications, recommendations from the student's previous teachers and any other recommendations and concerns that may be appropriate. Special learning needs and emotional needs are considerations at the time of placement. If parents have concerns about placement that needs to be made known to the school, they **MUST** put their concerns and rationale for placement in writing and submit to the school administration the year prior to a student's placement at the next grade level. The deadline for such written concerns is **May 15th**.

All required application materials must be completed before your child will be considered for admission and a personal interview by the principal and/or members of the NDE Student Support Team (SST) may be required as part of the admission process. NDE administration and staff will work with you to determine if NDE is the best fit for your child's learning and developmental needs. NDE does, however, reserve the right to deny admission to any student for whom adequate educational services are not available.

### **2024-2025 NEW Family Checklist**

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

- \_\_\_\_\_ Administrative Fee (**\$75 Per Child & Non-Refundable**)
- \_\_\_\_\_ School/Diocesan Registration Form (Form B. Please complete 1 per family)
- \_\_\_\_\_ Student Information Sheet (Form C. Please complete 1 per child)
- \_\_\_\_\_ Record Release for Child from student's prior school (Form D)
- \_\_\_\_\_ Copy of Last Report Card
- \_\_\_\_\_ Conduct Record/Disciplinary Record
- \_\_\_\_\_ IEP/504 Plan
- \_\_\_\_\_ Probation Agreement Form (Form E)
- \_\_\_\_\_ Tuition & Registration Information Form (Form F)
- \_\_\_\_\_ Tuition Agreement Form (Form G)
- \_\_\_\_\_ Parental/Guardian Consent Form (Form H)
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Baptismal Certificate (ONLY for Catholic applicants)
- \_\_\_\_\_ Court Documents Regarding Custody (if applicable)

### **NEXT SECTION APPLIES ONLY TO ED CHOICE SCHOLARSHIP APPLICANTS:**

\_\_\_\_\_ Income Verification Form & Supporting Documentation (*You **MUST** mail your application directly to the Ohio Dept of Education Ed Choice Scholarship Office. This is **YOUR** responsibility.*)

\_\_\_\_\_ Proof of Address (*current utility bill, landline phone bill/cable bill or lease agreement- These are the ONLY items Ed Choice will accept*)

\_\_\_\_\_ EdChoice Request form (*this is required before you can be accepted as an Ed Choice Scholarship recipient*).

**Please Note:** All Ed Choice applicants will be responsible for all tuition until the EdChoice Scholarship is awarded.

**Notre Dame Elementary School/Diocese of Columbus Registration Form**

***\*Please fill out 1 form per child who is applying for NDE***

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

\_\_\_\_\_ Current Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Birthplace City \_\_\_\_\_ State \_\_\_\_\_ Social Security No \_\_\_\_\_ Male Female (circle one)

Name & Address of Last School Attended: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Catholic/Non-Catholic (circle one)

Parish: \_\_\_\_\_ Length of Parish Membership: \_\_\_\_\_

**Race (optional):** White, not Hispanic Black, not Hispanic Hispanic  
American Indian/Alaskan Native Multi-racial

**Family Information:**

\_\_\_\_\_ Father Name or Guardian \_\_\_\_\_ Birthplace \_\_\_\_\_ Religion \_\_\_\_\_ Education \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_ Place of Occupation \_\_\_\_\_ Business Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Mother Name or Guardian \_\_\_\_\_ Birthplace \_\_\_\_\_ Religion \_\_\_\_\_ Education \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_ Place of Occupation \_\_\_\_\_ Business Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Home Status (Circle if any apply):** Single Parents Separated Parents Divorced  
Mother Deceased Father Deceased

**Number of Children in Family:** \_\_\_\_\_ Older Boys \_\_\_\_\_ Older Girls  
\_\_\_\_\_ Younger Boys \_\_\_\_\_ Younger Girls

**Student Lives with (Circle all that apply):** Both Parents Mother Father Step-Mother  
Step-Father Other: \_\_\_\_\_

**Sacraments:**

Baptism						
First Communion						
Penance						
Confirmation						
	<b>Mo</b>	<b>Day</b>	<b>Year</b>	<b>Church</b>	<b>City</b>	<b>State</b>

**Student Information Form**

*Please fill out 1 for each child*

**Educational History:**

Has your child ever been retained? \_\_\_ Yes \_\_\_ No If yes, what grade? \_\_\_\_\_

Has your child ever been suspended or expelled? \_\_\_ Yes \_\_\_ No If yes, at what school & for what?  
\_\_\_\_\_

Does your child speak English as a 2<sup>nd</sup> Language? \_\_\_\_\_

What language does your child speak when they are at home?  
\_\_\_\_\_

**Past or Present School and/or Health Services Received (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Previous Psychological Evaluation | Daily Medication(s) for: (check all that apply) |
| <input type="checkbox"/> Previous Educational Evaluation   | <input type="checkbox"/> ADD/ADHD               |
| <input type="checkbox"/> 504 Plan/IEP                      | <input type="checkbox"/> Diabetes               |
| <input type="checkbox"/> Speech Therapy                    | <input type="checkbox"/> Asthma                 |
| <input type="checkbox"/> Occupational Therapy              | <input type="checkbox"/> Allergies              |
| <input type="checkbox"/> Physical Therapy                  | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Behavior Therapy                  |   |
| <input type="checkbox"/> Counseling                        |   |

**Tutoring:**

- Math  
 Reading  
 Other

**General Information:**

How would you describe your child's academic performance?

How would you describe your child's general motivation for learning?

Generally, how does your child get along with:

Peers:

Adults:

What do you see as your child's strengths and weaknesses?

What consequences are the most effective when disciplining your child?

In what academic and/or developmental areas will your child need additional support?

Is there anything else we need to know to make this a successful transition for your child?

All families (with the exception of ED Choice & Jon Peterson Scholarship applicants) are required to enroll and pay for tuition through FACTS and must complete their enrollment online immediately. A hold on records or upcoming registration may be placed for any outstanding balances such as tuition, latchkey, cafeteria, library or check fees.

### **ED CHOICE, JON PETERSON & AUTISM SCHOLARSHIP FAMILIES**

The following guidelines are expected to be followed by anyone who receives one of the above scholarships. Any part not fulfilled will result in loss of the scholarship, and the full tuition will be applied to your family account.

- You must turn in ALL paperwork ON TIME
- You must complete and mail in your income request form directly to ED Choice as this is the only method used to verify income status.
- Since we are a tuition-based school, any tuition not covered by the Scholarship will be the responsibility of the family to pay. No records shall be released until accounts are paid.
- YOU MUST PHYSICALLY SIGN YOUR SCHOLARSHIP CHECK which arrives three times during the school year. We will notify you when your check is ready to be signed. If your check is not signed in a timely manner, YOU WILL BE RESPONSIBLE TO PAY THIS AMOUNT.

### **ED CHOICE FAMILIES ONLY:**

In signing this form, it states that you understand that you are required to pay the portion of tuition that is not covered by the EdChoice Scholarship. You are also acknowledging that you are responsible for all tuition until the EdChoice Scholarship is awarded. You also understand that any balance due as the result of inaccurate or false information provided on your EdChoice Scholarship application will be YOUR responsibility to pay. The Notre Dame Schools have the right to dismiss any student for non-payment of their tuition.

### **INTERVENTION/CONFIDENTIALITY**

Notre Dame will not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry in the administration of its educational programs.

Recognizing that some students have special academic accommodations, Notre Dame Elementary School has established a system of academic accommodations for those students who have written documentation of a professionally diagnosed learning disability.

According to the student's Service plan or Individual Education Plan (IEP), services that may be available are tutoring by either the classroom teacher, an Educational Aide or an Intervention Specialist. Speech, Hearing or Occupational services will be provided when needed and specified in the students Service plan or IEP.

Any additional services that are listed in the service plan or IEP will be provided. Although limited in scope, these could include tests read aloud, additional time for assignments/tests, abbreviated assignments/tests, and assistive technology devices, etc.

These services can be delivered in the regular classroom or the student may be pulled out of the classroom, and services could be provided in the resource room.

The intervention team will continually evaluate the special needs program for the students and make improvements where needed.

Quarterly IEP Progress Monitoring will be sent home with the student's report card.

As stated in the Faculty Handbook, Pg. 12, the Intervention Specialist will provide professional development to the faculty in regard to working with students who have special needs (ADD, ADHD, Autism, Hearing Impairments, etc...)

As with all of the students at Notre Dame Elementary School, the Diocesan Policy (5125.0) ensures that records are classified and kept confidential according to the Family Educational Rights and Privacy Act (FERPA).

## **STANDARDS BASED GRADING**

Schools within the Diocese of Columbus believe that grades should communicate exactly what a student knows, understands, and is. The emphasis is on both the academic content and the process a student takes to mastery level. The intent is to present information regarding a student's progress so that intervention or enrichment strategies can be applied to help each child learn and to honor the dignity of each student as a child of God.

## **NDE PROGRESS CODE DESCRIPTION**

**E (Exceeds the Essential Standard):** The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level.

**M (Met the Essential Standard):** The student has consistently mastered the essential standard taught and assessed.

**W (Working toward Meeting the Essential Standard):** The student is working toward mastery of the essential standard or is consistent in his/her demonstration of mastery when assessed.

**N (Not Meeting the Essential Standard):** The student has not demonstrate mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or students who are working below the grade level.

**INS (Insufficient Evidence):** There was insufficient evidence provided for demonstration of mastery. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

**\*** (Modification): Only for those students whose curriculum content area and standards have been modified based on Service Plan/IEP Goals. This does not apply to students who only have accommodations.

## **STANDARDIZED TESTING**

*Diocesan Policy 5340*

Notre Dame Elementary will follow the basic program of standardized testing determined by the Diocesan Department of Education.

As prescribed by division (A) of section 3301.0710 of the Ohio Revised Code, chartered nonpublic schools are required to administer elementary state assessments or acceptable alternative assessments. The Diocese of Columbus has chosen Renaissance STAR assessments as the approved alternative. This assessment must be given three times during the school year in windows set by the Office of Catholic Schools. Schools may test more than the three scheduled assessments if they choose. Kindergarten students must take the STAR Early Literacy at least twice during the school year.

### **Scholarship Students**

Any grade 3-8 student who is a recipient of an Ohio EdChoice (Traditional or Expansion), Jon Peterson or Autism Scholarship is required to take annual approved assessments in Math and Reading. Students in grades 5 and 8 must take an approved assessment in Science. Renaissance STAR has been approved as an acceptable alternative for Math and Reading by ODE.

Students in grades 5 and 8 must take the Ohio state assessment in Science during the windows set by the Department of Education. All assessment data must be uploaded and reported through the Scholarship Application system.

*Revised 7/23*

## **THIRD GRADE READING GUARANTEE**

*Diocesan Policy 5350*

**REQUIREMENTS FOR THE THIRD GRADE READING GUARANTEE- State Scholarship Students Only.**  
All schools must follow the provisions of the Third Grade Reading Guarantee as specified in the Third Grade Reading Guarantee Guidance Manual for any EdChoice, EdChoice Expansion, Jon Peterson or Autism Scholarship recipients. Specifically, they must

- Give a diagnostic assessment to all K-3 state scholarship students,
- Notify parents within 30 days of on track/off track status,
- Provide students not reading proficiently intervention services,
- Retain 3rd grade students who do not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language Arts (ELA) Test or approved alternative assessment\*
- Beginning in the 2023-2024 school year, a student's parent or guardian, in consultation with the student's reading teacher and principal, may request that a student be promoted to fourth grade regardless of the student's score on Ohio's State Test for grade 3 English language arts or acceptable alternative assessment. Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction until the student is able to read at grade level.

\*Jon Peterson and Autism Scholarship students are exempt from the retention provision if stated in the student's IEP.

### **Diagnostic Assessment**

The Columbus Diocese has chosen Star Early Literacy and STAR Reading from the approved vendor assessment list as the annual reading diagnostic assessment.

1. Diagnostic assessments in reading, as approved by the Ohio Department of Education (ODE), shall be given by September 30th of each year for 1st, 2nd, or 3rd Grade and November 1 for Kindergarten, with the exception of students with significant cognitive disabilities or other disabilities as authorized by the ODE on a case-by-case basis.
2. Per O.R.C. §3301.071 l(k)(l)(a) each school for which at least 65% of its total enrollment is made up of students who are participating in state scholarship programs (EdChoice, Jon Peterson) shall administer the state tests to ALL its students.
3. Diagnostic assessment results shall be translated to ODE's definition of "on track" and "not on track". The school shall make the final determination regarding whether a student is "on track" or "not on track".
4. Each school is subject to O.R.C. §3301.163 annually shall report to the ODE, through the Scholarship Applications System, the "On Track, Not on Track" status for K-3 students.
5. The school shall administer each applicable diagnostic assessment to any state scholarship student who transfers into a new school who did not take a diagnostic assessment at the previous school within thirty (30) days of transfer.

### **Definitions:**

"On track" means any student who is reading at or above the 20 percentile on the STAR reading or STAR Early Literacy assessment by September 30th.

"Not on track" means any student who is below the 20th percentile on the STAR reading or STAR Early Literacy by September 30th.

### **Notification Requirement**

For students identified as off track, the school must:

1. Notify the parents, in writing, that the student has been identified as having a deficiency in reading;
2. Notify the parents, in writing, that if the student does not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language Arts (ELA) Test or approved alternative assessment, the student shall be retained unless the student is exempt;
3. Beginning in the 2023-2024 school year, districts must include a statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading.

### **Reading Interventions**



1. Schools must provide intensive reading instruction services, as determined appropriate by the school, to each student identified as reading below grade level. The Diocesan Reading and Monitoring plan can be used to track these interventions.

2. Beginning in the 2023-2024 school year, chartered nonpublic schools must provide the following for EdChoice Scholarship students not reading proficiently but promoted to fourth grade:

o High-dosage tutoring opportunities aligned with the student’s classroom instruction through either a state-approved vendor or locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring must include additional instruction time either:

- Three days per week, or
- At least 50 hours over 36 weeks.
- Intervention services aligned to the science of reading.
- Schools must continue to provide intervention services until the student is reading proficiently at their current grade level.

**Assessments for Retained Students:**

If the student does not attain the promotion reading score designated under division (A)(3) of O.R.C. 3301.0710 on Ohio's Third Grade English Language Arts (ELA) Test or on an approved alternative (Renaissance 3rd Grade Proficiency Test), the student shall be retained unless the student is exempt. Retained students are considered third-graders in all subjects until they are promoted to fourth grade; however, they can receive 4th grade instruction in other subject areas. Students who are not promoted mid-year to fourth grade will take Ohio's third grade state tests in all subject areas (see chart below). They will continue to receive intensive interventions documented through the Diocese of Columbus reading and Monitoring Plan.

Current Enrollment Status	Receives Advanced Instruction in Other Subject Areas	Meets District’s Criteria for Mid-Year Promotion	Assessment Content
Retained Third Grade Student	No	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	No	Yes	Grade 4 ELA Grade 4 Mathematics
Retained Third Grade Student	Yes	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	Yes	Yes	Grade 4 ELA Grade 4 Mathematics

**Exemptions from the Third Grade Reading Guarantee**

All students scoring below the promotion score on the third grade ELA or approved alternative (3rd Grade Proficiency Assessment) must be retained, except specific groups of students including ELLs and students with significant cognitive disabilities:

- ELLs who have been enrolled in US schools for less than three full school years and have less than three years of instruction in English as a Second Language (ESL) program
- Students with significant cognitive disabilities that have a modified curriculum.

NOTE: Students with significant cognitive disabilities are still required to be administered the grade 3 ELA in whichever format (general education grade 3 ELA or the Alternate Assessment) is appropriate for the student.

**Mid-Year Promotion**

Retained third grade students can be promoted mid-year to grade 4 if they demonstrate that they are reading at or above grade level by attaining the promotion score of the Renaissance Grade 3 Proficiency test. The mid-year promotion form must be completed and approved by the principal of the school. Students who are not promoted mid-year to fourth grade will take Ohio's third grade state tests in all subject areas. The retention provision, including exemptions to retention, continue to apply to these students. Students promoted mid-year to fourth grade will take Ohio's fourth grade state tests in all subject areas. The Reading Improvement and Monitoring Plan for any

retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year and if necessary, for additional school years.

*Revision History: 07/23, 07/16*

## **NOTRE DAME ELEMENTARY HOMEWORK GUIDELINES**

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. Local schools should develop and publish general homework guidelines in the Family Handbook.

*Diocesan Policy 6320*  
Effective 7/23

We expect students to do assigned homework and return it accordingly. The amount of time dedicated to homework depends on the student's grade level, the teacher and the subject. The following is a general guideline:

Kindergarten: 20 minutes  
First Grade: 20-30 minutes  
Second Grade: 30-40 minutes  
Third Grade: 45 minutes  
Fourth Grade: 45-60 minutes  
Fifth Grade: 60 minutes  
Sixth Grade: 60-90 minutes

Parent/guardian/family involvement in the student's education during the elementary school years is critical and will help him/her be successful now and in the future. It is imperative that families encourage learning at home.

Homework serves many purposes:

1. Improves the child's learning and memory.
2. Helps the child develop positive study skills and habits that will serve him/her well throughout life.
3. Teaches a child to work independently.
4. Allows the child to review and practice skills covered and learned in the classroom.
5. Helps parents/guardians learn more about what the child is learning in school.
6. Encourages parents/guardians to spark the child's enthusiasm related to school.

When homework is assigned, and a student does complete and turn the homework assignment in, he/she is following NDE's universal strategies "Be Respectful. Be Responsible. Be Ready." If a student fails to complete and turn in homework, a Level 1/Minor Disruptive Behavior violation (see Code of Conduct) will be documented.

*Revised 9/23*

## **TEXTBOOKS AND SCHOOL PROPERTY**

Any student who marks on books or desks or damages an electronic device will be fined. If the damage is serious, he/she may be required to pay a replacement amount. If an electronic device, textbook, library book or workbook is lost, the student is required to provide a replacement.

## **REPORTING PUPIL PROGRESS**

*Diocesan Policy 5300*

Each elementary school shall use the diocesan system for reporting pupil progress. This should include: progress reports, interim reports, Life Skills Reports or an equivalent means of student formation feedback (such as the virtue based, Disciple of Christ Reports).

1. Reports of pupil progress should be based on evidence from multiple assessments that demonstrate a student's understanding of the different academic content standards, teacher observations, and life skills Reports, or similar feedback, when appropriate.
2. An evaluation must be provided for each of the following curricular areas:
  - religion
  - language arts
  - mathematics
  - social studies
  - science
  - health
  - art
  - music
  - physical education

3. Provisions must be made for the doctrinal, liturgical, spiritual, and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary and concepts.

4. The standards of each curricular area are listed on the progress report.

1. Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas.

2. Progress reports will reflect student attendance. Office of Catholic Schools Adopted 8/01, Catholic Diocese of Columbus Reviewed

3. Progress reports must be furnished to the parent(s)/guardian(s) four times a year at schools using quarters and three times a year for schools using trimesters.

4. Interim reports are sent to parent(s)/guardian(s) between report periods when a child's work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.

5. Life Skills Reports, which indicate negative behaviors or deficient study skills, may be sent as needed to alert parent(s)/guardian(s) to problems that are developing. Alternate reports or means of providing feedback on student formation is also permitted, such as the virtue based Disciple of Christ - Education in Virtue model. This parent/guardian communication should initiate early intervention to resolve a problem before the academic subjects are impacted in a negative way.

*Revision History: 07/23, 07/16, 08/11, 08/06, 09/02, 08/01*

## **RETENTION OF ELEMENTARY STUDENTS**

*Diocesan Policy 5320*

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple

indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Services Plans/IEPs, and Written Plans.

A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention.

Certain issues concerning retention apply to all grade levels. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parent(s)/guardian(s) by the teacher.
2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students."
3. A meeting with the parent(s)/guardian(s), teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.
4. A meeting with the parent(s)/guardian(s), teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

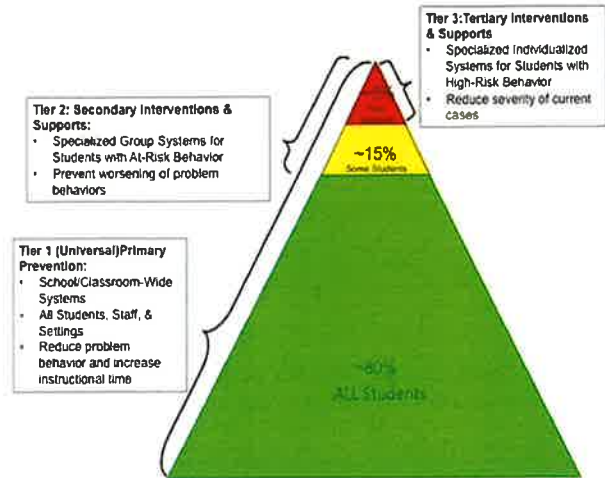
*Revision History: 07/23, 07/16, 08/11, 08/10, 08/06, 02/02, 08/01, 08/96, 02/90, 01/81, 06/79*

## **NOTRE DAME SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT AND INTERVENTIONS (SWPBIS)**

Notre Dame Elementary implements a school-wide positive behavior support and intervention program. SWPBIS is a multi-tiered system of tools and strategies for defining, teaching, and acknowledging appropriate behavior, and correcting inappropriate behavior. SWPBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. SWPBIS will be headed up by the PBIS Core Leadership Team.

### Multi-tier Support

School-wide means that all staff support appropriate behavior in classroom and non-classroom (bathrooms, assemblies, hallways) areas. This support happens along a continuum from Tier 1 for all students, Tier 2 for a small group of students to Tier 3 for individual students. The goal is to create an environment that sets ALL students up for success. Tier 2 and Tier 3 interventions will be conducted under the guidance of the Student Support Team.



An important aspect of SW-PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption, in SWPBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in SWPBIS leads to its effectiveness.

Notre Dame Elementary has adopted three universal strategies that guide student and staff behavior. The strategies include “**Be Respectful. Be Responsible. Be Ready**”. The universal strategies dictate how students and staff are expected to behave throughout the school and are incorporated in the following matrix.

**PBIS**  
**Notre Dame Elementary School-wide Behavioral Matrix**

	Hallway	Playground	Cafeteria	Bathroom	Church	Field Trip	Classroom
<b>Be Respectful</b>	-stay in your personal space -walk -appropriate voice level -greet others with a smile -enter and leave/ classrooms quietly	use kind language -be a good sport -follow game rules -appropriate voice level -treat others as you want to be treated -treat equipment with care -follow rules -don't attempt to interrupt classes taking place inside the building	-appropriate voice level -listen to adults -use good manners -be kind	-respect privacy of others -keep the bathroom clean -wait your turn -keep feet on the floor, no crawling under the stalls -no writing on stalls	-sit quietly -listen -pay attention	-use manners -appropriate voice level	- listen and follow directions -raise hand to participate -appropriate voice level -keep hands, feet, objects to yourself -keep desk are clean and organized -be kind to others and respect their opinions
<b>Be Responsible</b>	-walk -stay to the right on the stairs -go straight to destination -leave outside doors closed	-tell an adult if you see something that is unsafe -follow directions -line up -return items to their place	-clean your area -stay at designated table -be helpful -raise hand to be dismissed -walk	-wash your hands -flush toilet -dispose of paper products appropriately	-participate, sing -follow church rules	-stay with the group -follow safety rules	-be ready to learn -try your best -complete and return homework

Be Ready	-carry materials appropriately -face forward	-listen for whistles -line up promptly and quietly	-get tray and utensils and sit down promptly -use time wisely	-use the bathroom, wash hands and return to class promptly	-have music sheets -shirt tucked -be ready to participate in Church communion procedures	-be on time -permission slips returned -dress appropriately	-come to school -be on time to school -have materials
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When students do not respond to the universal Tier 1 strategies, he/she may be referred for Tier 2 interventions/assistance. At the Tier 2/Secondary Prevention level, students may be placed in small groups for more specialized and individualized interventions. Likewise, when a student does not respond to Tier 2 assistance, he/she may be a candidate for Tier 3 intensive interventions. At the Tier 3 Level, the student will most likely undergo a functional behavior analysis and an individual behavior plan will be created to help the student succeed academically and thrive behaviorally and socially.

Notre Dame Elementary Incentive Program  
Attendance and Titan Tickets

**ATTENDANCE**

Daily

- Each classroom will have an attendance incentive program.

Monthly

- The classroom with the best attendance and on-time arrival will earn the Titan Trophy, Class Picture and a Treat.

Quarterly

- Each student with perfect attendance (in attendance every day, no late arrivals or early departures) will receive “Perfect Attendance” recognition.

**BEHAVIOR/TITAN TICKETS** (rewards for following the NDE universal strategies “Respectful. Responsible. Ready”).

Daily

- Teachers will recognize those students who exhibit exemplary behavior throughout the school by awarding students “Titan Tickets”.

Weekly

- Each Friday, one student from K-1st, one student from 2nd-3rd, and one student from 4th-6th will be chosen randomly from the Titan Ticket container. That student will be given a tangible reward. Keep in mind... the better behaved your child is, the more tickets he/she gets during the week, and, therefore, the greater likelihood that his/her name will get drawn on Friday!

Monthly

- Each month, one student from K-1st, one student from 2nd-3rd and one student from 4th-6th will be selected for a more valuable prize.

Quarterly

- 1<sup>st</sup> Quarter-4<sup>th</sup> Quarter: Every student who gets a “to be determined” number of Titan Tickets will receive leveled rewards.

Annually:

- Award assembly recognizing students:
  - o For perfect attendance/zero tardies, zero early dismissals

- o Exemplary Behavior using our Universal Strategies and Christian Discipleship
- Titan ticket drawing: all Titan Tickets earned t/o year will be compiled w/ “grand prize” winners selected.

## **CODE OF CONDUCT**

### *Diocesan Policy 5401*

Each school shall develop, publish, and update a code of conduct for students on a regular basis. This code shall specify expectations for student attendance and behavior that encourage self-discipline and create an atmosphere conducive to learning. It shall indicate procedures, corrective measures, and penalties that the school may use for violations of its rules. At all times, discipline is to be conducted according to Gospel values and with the dignity of the student and the general welfare of the school community in mind.

In establishing the code of conduct, the school shall:

1. safeguard the students' rights to due process;
2. ensure that the rules and consequences are understandable by the students;
3. ensure that the consequences are constructive and relative to the misbehavior or that academic credit is not denied except in cases of academic violations, e.g., cheating, plagiarism;
4. ensure that work of an academic nature is not used as a consequence; and
5. encourage reconciliation with the offended party(ies), if applicable.

The following actions are forbidden with the Diocese of Columbus:

1. Corporal punishment. Even in the event parents give permission for such action and/or the state sanctions its use, corporal punishment, which may be defined as any punitive touching, shall not be permitted under any circumstances. However, school personnel may use an apply only such amount of force as is reasonable and necessary within the scope of their employment:

- To quell a disturbance that threatens physical injury to others
- To obtain possession of a weapon, other dangerous objects, or objects that are being used in a dangerous or threatening manner upon the person or within the control of the student,
- To exercise self-defense,
- To protect persons or property

In these cases, such acts are not considered corporal punishment.

2. Unsupervised removal. A student may not be sent outside of the classroom if he or she will not be under direct supervision of an adult as described in Policy 5400.

The school's code of conduct shall be distributed annually to students, parents(s)/guardian(s) and the school staff in written form (or on the school website, if appropriate). The signatures of students, parents(s)/guardian(s), and teachers indicating acceptance of the code are required annually and shall be maintained in the school office.

*Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90*

## **NOTRE DAME ELEMENTARY CODE OF CONDUCT**

### **Level 1: MINOR DISRUPTIVE BEHAVIOR**

The following are considered MINOR DISRUPTIVE BEHAVIORS:

- A. Uniform/dress code violation (K-6) after 2 verbal warnings
- B. Not completing and/or turning homework after 2 verbal warnings
- C. Noncompliance
- D. Non-vulgar inappropriate language
- E. Horscplay (touching, rough-housing, clowning around, etc.)
- F. Other minor disruptive behavior as determined by the teacher

### **Consequences for Minor Disruptive Behavior**

Depending on the infraction, and based on the discretion of the teacher, the following consequences will be followed. The teacher should document the incident(s).

1<sup>st</sup> Offense: Teacher will give the student a verbal warning

2<sup>nd</sup> Offense: Teacher will provide written warning that includes parent notification requiring acknowledgement

3<sup>rd</sup> Offense: Partial loss of recess not to exceed 50%.

4<sup>th</sup> Offense: Conference with teacher, family, student.

5<sup>th</sup> Offense: Conference with principal.

6<sup>th</sup> Offense: At the discretion of the teacher and principal, the behavior is now considered a “Major Disruptive Behavior”

## Level 2: MAJOR DISRUPTIVE BEHAVIOR/SERIOUS BEHAVIORS

The following are considered MAJOR DISRUPTIVE BEHAVIORS:

- A. Increased occurrence and intensity of Level 1 behaviors
- B. Frequent classroom disruption
- C. Profane language or materials
- D. Cheating
- E. Lying
- F. Leaving the classroom without permission
- G. Other major disruptive behaviors as determined by the principal

### Consequences for Major Disruptive Behavior

1<sup>st</sup> Offense: Phone and/or in-person conference will be arranged by the teacher and SST member, student, parent/caregiver and administration

2<sup>nd</sup> Offense: Lunch or Recess Detention

3<sup>rd</sup> Offense: Recess Detention and/or after-school detention

4<sup>th</sup> Offense: After-school Detention(s)

5<sup>th</sup> Offense: Consequences to be determined on a case-by-case basis with principal/pastor, and member (s) of SST and could include probation and/or expulsion, or other actions.

## Level 3: URGENT BEHAVIOR/EXTREME BEHAVIOR

For urgent or extreme disruptive behavior, the principal may immediately suspend a student from school for up to 10 days. This crisis management procedure/response is not intervention, as there is no expectation that use of such a procedure will have an impact on the future occurrence of the problem behavior. It does not teach a new skill. Rather, it is intended only to stop the behavior or to protect the individual, other students or adults. Following the suspension, school officials will meet with the family to inform them of the school’s intent to readmit the student or to expel the student.

- A. Physical Aggression: any behavior that endangers the student him/herself, other students or teachers including but not limited to: throwing, hitting, kicking, biting, pushing, tackling, spitting.
- B. Threats of physical made to another student
- C. Damage to school property
- D. Stealing
- E. Inappropriate physical contact
- F. Sexual comments, sharing of sex-related content or anything related to nudity

### Consequences for Urgent/Extreme Behavior

1<sup>st</sup> Offense: After-school detention and conference with student, parent, teacher and principal and referral to the SST.

2<sup>nd</sup> Offense: Consequences to be determined on a case-by-case basis with principal/pastor, and member (s) of SST and could include probation and/or expulsion, or other actions.

NDE recognizes that each behavioral incident is unique with unique circumstances, therefore, consequences may vary accordingly at the discretion of the principal, SST, and pastor.

Revised 8/21, 8/22, 8/23

## CELL PHONE AND ELECTRONIC USAGE

Ohio law now requires all schools to adopt a policy governing the use of cell phones by students during school hours by July 1, 2025. The Department of Education and Workforce encourages all districts and schools to adopt a local policy to eliminate phone use during the school day.

Notre Dame Elementary students are not permitted to have personal cell phones, tablets, or other electronic devices in the classroom or other areas of the school (hallways, restrooms, cafeteria, latchkey etc. ) unless expressly permitted by the staff member in charge.

*Effective 8/24*

## SOCIAL MEDIA - SCHOOL WEBSITES AND SOCIAL NETWORKING TOOLS

*Diocesan Policy 2620*

No school, school personnel or school volunteer may:



1. use social networking tools to communicate with individuals under 18 other than family members
2. use social networking tools to release personally identifiable information for individuals under 18 unless written permission has been obtained from the parent or guardian
3. use a website to allow online gambling or bidding without prior permission from the Diocesan Director of IT.
4. use anything other than an authorized email or a learning management system to communicate with students
5. use sale item ads that are contrary to acceptable Catholic guidelines
6. permit web hosted advertisements unless a disclaimer is also posted

*Revision History: 07/23, 07/17, 08/12, 08/07, 08/02*

## **TECHNOLOGY AND ACCEPTABLE USE**

### *Diocesan Policy 2600*

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes.

Communication over the diocesan network is not to be considered private. Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices, or materials. The diocese reserves these rights with respect to systems, internet, devices, and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school.

#### **Terms and Conditions for Internet Access and Use**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

#### **Acceptable Use of the Internet**

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette.

#### **Consequences for Inappropriate Use of the Internet**

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

#### **Terms and Conditions for Technology Network and Equipment Access and Use of School-Owned Materials**

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students and school employees will be required to act appropriately when utilizing technology equipment and work areas.

The full language of this policy can be found on the Diocese website.

*Revision History: 07/23, 07/17, 08/12, 08/07, 08/02, 08/24*

## **BULLYING/CYBER-BULLYING**

### *Diocesan Policy 5411*

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and creating terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The Diocese expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact the parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Schools shall have a policy on bullying, which incorporates the essentials of this policy, printed in their parent/student handbook.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

*Revision History: 07/23, 07/16, 09/02*

## **PROBATION**

### *Diocesan Policy 5405*

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency.

These procedures shall be followed for probation. In parochial schools, the pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.

- A conference including parents, student, principal, and, if appropriate, teacher(s), shall be held to discuss the problem and the terms of the probation.
- A written account shall be made of the conditions of the probation as discussed in the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.
- The statement of probation conditions shall be signed by the parents, student, and principal. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

*Revision History: 07/23*

## **SUSPENSION AND EXPULSION**

*Diocesan Policy 5406*

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school.

A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation. For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:

### **Suspension Procedures**

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

An administrator's decision to suspend a student is a final decision.

*Revision History: 07/23, 07/16, 08/13, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89*

### **Expulsion**

*Diocesan Policy 5407*

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort:

- a) after all other efforts of motivation and counseling have failed;

b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;

c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or

d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed:

- A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.
- Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.
- A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.
- If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, “[student name inserted] is being expelled from [school name inserted]”, and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.
- The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409).
- The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student’s permanent record.
- The student’s permanent record shall indicate that the reason for transfer was expulsion.
- Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.
- Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

*Revision History: 07/23, 07/16, 08/13, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89*

## **STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR**

### *Diocesan Policy 5408*

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child.

Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

*Revision History: 07/23, 05/19*

## **EXPULSION APPEAL PROCESS**

*Diocesan Policy 5409*

An appeal of an expulsion shall be handled according to the following procedure:

1. When a parent or a student (18 years of age) believes that his/her rights under the handbook agreement with a Catholic school have been violated through the expulsion procedure, the person may submit a written appeal within three (3) days of the date of expulsion was placed in writing to the parent by the administrator. The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided:

- a. The subject of the appeal
- b. What rights and/or policies have been violated
- c. Any factual data, other than hearsay, the person considers appropriate
- d. The efforts that were made to resolve or correct the issue leading to expulsion

Only requests for appeal submitted in writing will be accepted. Phone calls will not be accepted.

2. Should the superintendent or his/her designee determine that a person's rights and/or a policy have been violated, he/she will investigate the appeal. He/she will review the materials submitted to the Office of Catholic Schools and may ask for further details. At his/her sole discretion, he/she may determine that a hearing would be appropriate, in which case he/she may hear the appeal alone or form a hearing committee. The decision of the superintendent and/or his/her designee in the Office of Catholic Schools, and, if applicable, the hearing committee, is final and binding and concludes the appeal process.

3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process or hearing committee meeting may the parent, employee, or student (18 years of age) have an attorney present.

*Revision History: 07/23, 05/19, 07/16, 08/13, 08/11, 08/06, 08/01, 08/96*

## **BEHAVIOR OFF CAMPUS**

*Diocesan Policy 5404*

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:

- Electronic/internet or cell phone threats and harassment;
- Threats of violence;
- Alcohol use;
- Fighting;
- Hazing;
- Drug possession or sale;
- Reckless driving;
- Sexual assaults.

The following is to be included in all school handbooks:

*The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.*

*Revision History: 07/23, 07/16, 08/11, 08/06*

## **ATTENDANCE, ABSENCES AND EXCUSES**

### *Diocesan Policy 5200*

A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the student.

According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, within the time frame designated by the school, to report the absence. A representative from the school will attempt to notify the student's parent/guardian if the absence has not been reported.

A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. When it is unknown if a student is legitimately absent, all efforts to contact the parent and/or legal guardian must be made. A decision can be made to contact local authorities regarding the inability to reach parents or in the case of chronic or excessive absences.

Only the principal can give permission for absence or early dismissal.

In case of emergency, the principal may send a student home only after the parent or guardian has been notified.

Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parent(s)/guardian(s).

### **Missing Children Act**

When a student enrolls in a Catholic school, the parent(s)/guardian(s) shall present the school with a copy of the student's birth certificate and the name and address of the school which the student most recently has attended. Within 24 hours, the enrolling school shall initiate contact with the sending school in order to obtain the student's records. If records are not received within 14 calendar days of the student's admission, the enrolling school shall notify the law enforcement agency having jurisdiction for the area of the pupil's residence.

Any school may initiate a program for fingerprinting students. If initiated, such a program shall be developed with the assistance of the law enforcement agency in the area. Participation of individuals is voluntary.

*Revision History: 07/23, 08/06, 08/01, 08/96, 02/90, 08/71*

## **CONSEQUENCES OF EXCESSIVE ABSENCES**

### *Diocesan Policy 5201*

A school is justified in refusing credit to any student who misses 28 or more days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s).

An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the principal.

### **Definitions – HB 410 (2017)**

	<b>Consecutive Hours</b>	<b>Hours per School Month</b>	<b>Hours per School Year</b>
<b>Habitual Truancy</b>	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
<b>Excessive Absences</b>	--	38 with or without legitimate excuse	65 with or without legitimate excuse
<b>Chronic Absenteeism</b>	--	--	10% with or without legitimate excuse

Revision History: 07/23, 08/06, 08/01, 08/96, 02/90, 01/89, 04/81

## NOTRE DAME ELEMENTARY POLICY ON TARDINESS

Tardiness creates a disruption to the classroom or to mass that is already ongoing. Being late for school is unfair to the teacher, and to the students who were on time and prepared for class. Being tardy is unfair to the student as he/she misses very important instruction. Being on time builds character and responsibility and teaches respect for others' time. Being on time teaches the student to be "Ready. Responsible. Respectful."

**Students in grades K–6 are expected to be in their seats in their classroom at or before 7:55 a.m.** Students who arrive after 7:55a.m. must be accompanied to the front door by a parent/guardian to speak via intercom with the secretary who will then direct the child to the office to get a tardy slip. Students who arrive between 7:56a.m. and 9:30 a.m. to school are considered tardy. Any student who arrives on time, but leaves after 11:00 a.m. and does not return to school, he/she will be given a ½ day afternoon absence. For any absence a note from the parent or a doctor must be provided. If students arrive late or leave early for a doctor's appointment, a slip from the doctor is required. Students who leave early are required to have a parent/guardian come to the office to sign them out.

When a student has accrued (4) incidents of tardiness, a phone call will be made to the family/guardian by a staff member. When the student has accrued (6) incidents of tardiness, the student will be given a one (1) hour after-school detention for that tardy. For every (3) additional late arrival at the school, the student will be given an additional one (1) hour after-school detention. At the point that the student has accrued 9 tardies, a mandatory parent meeting will be scheduled with the principal. A referral will be made to the SST to review and address the issue of late arrival to school with Tier 2 PBIS Intervention initiated.

The detention will be given to the student by his/her homeroom teacher and the family will be notified.

## NOTRE DAME ELEMENTARY POLICY ON EXCESSIVE ABSENCES

A student can be excused for the following reasons:

1. Personal illness: absences will be excused when the student is ill if the parent or guardian contacts the school on the day(s) of the absence(s). If the principal decides that the student is absent for an excessive number of days, a doctor's excuse will be required for all subsequent absences due to illness.
2. Medical or Dental Appointment: A written statement from the office of the dentist or physician may be required.
3. Death in the Family
4. Family Emergency: Absences can be excused if there is a family emergency or set of circumstances which per the judgment of the principal.
5. An approved local performance through PAAC, Cirque D'Art, etc... in which the student is performing.

Absences for any reason other than those listed above shall be considered unexcused. **Unexcused absences** include, but are not limited to the following: vacation, shopping, hunting, missing the bus, attending a concert or sporting event. An unexcused absence is defined as truancy. When your child is not going to be at school, please submit a note the day before, email the school or call the school the day before or the day of by 8:15. If none of the above occurs, a phone call will be made to the family/guardian.

When a student misses two (2) unexcused days, the family/guardian will receive a phone call from staff. When the student misses four (4) days of school, a mandatory meeting between the principal, the teacher, a member of the SST, the parent/guardian and the student will be conducted. The SST will work with the family, providing Tier 2

PBIS Intervention, to address and attempt to remedy the issue of excessive absences. When a student receives eight (8) unexcused absences, an additional meeting will be held with staff, principal, and pastor with consequences discussed including possible detention, probation, or other actions.

**Pursuant to state law and Diocesan policies, a student who misses twenty-eight (28) or more days in the same school year is ineligible to receive credit for that school year.** Consideration of a student's eligibility for credit may be given in the event the excessive absence from school is due to an extended hospital stay, or a serious extended illness, and proper documentation from the student's physician is provided.

**NOTRE DAME ELEMENTARY POLICY: Make-up of Homework and Re-taking of tests after Absence(s) and Out-of-school suspensions.**

The following provisions apply to any absence. The spirit of these provisions is to offer each student a definite opportunity, as well as to remind the student of his/her responsibility, for making up any class or homework missed due to absence.

1. The student must contact each of his/her teachers on the first day upon returning to school. The student must find out what long- or short-term assignments were made/missed during his/her absence.
2. The length of time to make up work cannot be extended without permission from the teacher.
3. Students who are absent the day of a test, but are present the previous day, are responsible for making up the missed test the day they return to school, unless other arrangements are made with the teacher. If a student is absent the day before the test, but present the day of the test, the student may be given one-day grace time for make-up. Revised 7/19

**CHILD CUSTODY ISSUES**

*Diocesan Policy 5210*

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records, or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator.

School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel.

*Revision History: 7/23*

**ASBESTOS PLAN TO INFORM**

This notice can be found on the Notre Name Schools website.

**CONTACT WITH STUDENTS DURING SCHOOL HOURS**

*Diocesan Policy 5220*

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal.



The following shall apply to such situations:

1. If contact is sought by a police officer or by social services personnel, the principal must obtain parental prior parental consent when the student is a minor, except if the police or social services direct the principal not to contact the parents. In such cases, the school shall follow the directives of the police or services, and the principal shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal and placed in the school files. The principal shall notify the pastor at parochial schools or the superintendent at diocesan schools.
2. If contact is sought by anyone other than a police officer, social services, or a custodial parent/legal guardian, the principal must first obtain parental consent
3. The principal shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, social services worker, or medical or counseling provider not employed by the school. This does not include persons authorized by parents/guardians or the principal or administrators as part of the regular curriculum or support programs of the school, including disciplinary situations and enforcement of school policies and procedures.
4. Teachers shall not allow students to leave classrooms to speak with non-school personnel without the explicit permission of the principal or his/her designee.
5. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights, as determined by the school principal.
6. No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
7. The following procedures must be followed when custody of a student is requested by a police officer:
  - a. Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials.
  - b. Should a police officer produce a warrant for the arrest of a student, the student shall be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parents before removing the student from the premises. In all cases, the parents/guardians should be notified by the principal.
  - c. In instances not involving a warrant, parents/guardians may give telephone authorization to surrender the student to the police officer. The principal shall make a written notation at the time and a summary of the conversation and retain the notation in a secured office file. The principal may then surrender the student to the police officer. If the parent/guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
  - d. Whenever custody of a student is requested by a police officer, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools.
8. The following procedures must be followed when custody of a student is requested by social services:
  - a. Examine and photocopy the official identification/credentials of the social services representative.
  - b. Should the social services representative request that the student be removed from the school, prior to notification of the parents, the principal shall:
    - i. Obtain a copy of authorization form from an appropriate court or other legal authority.
    - ii. Request information regarding when the parents will be notified and by whom.

- iii. Obtain all pertinent information from the social services representative regarding where the child will be taken and how the parents can reach the caseworker.
- iv. Immediately make a written summary of the event and place it in a secured office file.
- v. Whenever custody or a student is requested by social services, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools as soon as possible.

*Revision History: 07/23, 07/16, 08/06, 08/01, 08/96, 02/90, 08/71*

**VISITORS TO THE BUILDING**

All visitors must use the buzzer at the main entrance and identify themselves before being admitted into the building. Once in the building, visitors must report to the main office, sign the visitors’ log, and receive a visitor’s badge. Once visitors have signed in, they may either wait in the office for their student or report to the student’s classroom. Visitors should sign out in the office before leaving the building.

**STUDENTS’ HEALTH AND SAFETY PROCEDURES**

Each school shall have organized procedures pertaining to the health services designed to identify problems and coordinate health resources of the school and local community.

**Health Plan Procedures shall minimally include:**

- 1. compliance with the requirements for immunization as stated in the most recent revision of the Ohio Revised Code;
- 2. screening procedures for purposes of identifying students who have problems with vision, hearing, and scoliosis, and making related referrals;
- 3. first aid facilities and materials;
- 4. procedures for dealing with immediate treatment of students in cases of emergency;
- 5. a written form authorizing emergency medical treatment signed by a parent/guardian;
- 6. a file of written incident reports;
- 7. incidents that have possible liability shall be forwarded to the superintendent.
- 8. Written form authorization of the administration of a regularly needed medication

**Emergency Procedures shall include:**

- 1. regularly scheduled fire drills, rapid dismissals, tornado drills, school evacuation and lockdown;
- 2. records of monthly fire drills and seasonal tornado drills;
- 3. records of rapid dismissal and lock down drills;
- 4. emergency procedures posted in classrooms and available to parents, students, and school personnel;
- 5. emergency telephone numbers posted by office telephones; and
- 6. supervision of school grounds, play areas, and other facilities when scheduled for use by students;
- 7. crisis management plan.

*Reviewed 9/23*

**WELLNESS**

*Diocesan Policy 7000*

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health, well-being, and students’ ability to learn. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

All schools participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) must develop their own school specific wellness policy based on the following requirements.

### **1 Nutrition Promotion and Education**

Goal: to positively impact eating behaviors.

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2022) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2019).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.
4. All students are required to participate in nutrition education.
5. Nutrition education shall be provided to families via handouts, newsletters, websites, presentations, and workshops.
6. Parents are encouraged to provide healthy snacks.
7. Staff and teachers are asked not to consume sugary drinks or snacks in the classroom. If they eat in the presence of the students they are asked to promote healthy eating behaviors.
8. Drinking water will be available to students via drinking fountains. Students are permitted to keep water bottles at their desks.

### **1. Physical Education**

Goal: to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2019).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

### **3 Other School-Based Activities**

Goal: to be mindful of the connection between nutrition and physical education when planning the activities.

1. The Religion Course of Study (2022) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.

3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

#### **4 Standard and Nutrition Guidelines**

##### **1. Smart Snacks**

- a. Any food and beverage sold to students at schools during the school day,\* other than those foods provided as part of the school meal programs.
- b. Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.
- c. Foods and beverages sold during fundraisers, unless these items are not intended for consumption at school or are otherwise exempt by your State agency. The school day is defined as the midnight before to 30 minutes after the end of the school day
- d. Smart Snacks are mandatory for the schools participating in NSLP. Other schools are highly encouraged to follow these guidelines. Smart snacks standards:  
<https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>

2. All school cafeteria managers and staff will participate in the USDA Professional Standards for Child Nutrition Professionals' training upon hire and annually. Documentation of completed trainings are kept on file.

3. Lunch periods are scheduled as near the middle of the school day as possible. The complete schedule will be available provided by the individual school.

4. Schools participating in the SBP and/or NSLP will follow the current USDA Dietary guidelines:  
[https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal\\_pattern\\_charts\\_BL\\_NSLP.pdf.aspx](https://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal_pattern_charts_BL_NSLP.pdf.aspx)

5. Nutrition information for all school meals is available from the cafeteria manager upon request.

#### **5 Standards for all foods and beverages provided, but not sold to students**

##### **1. Celebrations and reward:**

- a. At minimum they will meet Smart Snacks standards
- b. A list of healthy and non-food party ideas will be available.
- c. A list of foods and beverages that meet Smart Snacks will be available.
- d. A list of healthy and non-food rewards will be available.

2. Fundraising – only foods and beverages that meet or exceed Smart Snacks standards to be sold through fundraisers on the school campus during the school day.

#### **6. Policies for food and beverages marketing**

Marketing for foods and beverages can be seen in schools on posters, the fronts of vending machines, textbook covers, and scoreboards. Schools are encouraged to allow marketing and advertising of only those foods and

beverages that meet the Smart Snacks, USDA Recommendations, and the American Heart Association's criteria for a healthy lifestyle in School nutrition standards. Schools can help students make healthy choices by marketing and promoting healthful foods and beverages. Some low-cost strategies include:

1. Collecting suggestions from students and families for meals and snack items that might be offered.
2. Conducting taste tests of new menu items and asking students to provide feedback.
3. Placing nutritious items where they are easy for students to select (placing fruits and vegetables to the front of the school meal line or near the cash register).
4. Using attractive displays for fruits and vegetables (fruit basket).
5. Pricing nutritious foods and beverages at a lower cost, while increasing the price of less nutritious foods and beverages. Using signs or verbal prompts to encourage students to try healthy foods.

All advertising in school publications and school media outlets must be approved by the principal.

#### **7 Public involvement, public updates, policy leadership, and evaluation plan.**

1. Each school will designate a person who will be in charge of the wellness policy's compliance.
2. The general public and the school community is encouraged to participate in development, implementation, and evaluation of the wellness policies.
3. Parents, students, and the school community should be updated annually regarding the content and implementation of the policy. The assessment of the policy implementation, Wellness Policy Assessment Tool, will be conducted every three years and will be also available to the public.

Revision History: 07/23, 07/16, 08/12, 03/12, 08/11, 08/06

### **NOTRE DAME ELEMENTARY POLICY OF HEALTH AND WELLNESS**

When a child becomes ill, families will be notified immediately. Arrangements will need to be arranged for the student to be taken home.

All health records must be current. Please notify the school with changes to your child's health status and/or care, including prescribed medications, counseling, or treatment of any sort. The State of Ohio requires that all elementary children be immunized against poliomyelitis, diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B and varicella.

### **NOTRE DAME ELEMENTARY SICK POLICY**

#### **THIS POLICY IS SUBJECT TO CHANGE.**

Any changes will be communicated to families based upon up-to-date guidelines from Ohio Department of Health, Scioto County Health Department, and/or Portsmouth City Health Department.

Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs. Please follow the guidelines below to keep our school safe and healthy.

If your child shows these signs of illness they must remain home or will be sent home from school:

- **Fever:** Fever is defined as having a temperature of 100.0 or higher. A student needs to be fever free for a minimum of 24 hours, **without the help of fever reducing medication**, before returning to school.

- **Diarrhea, Stomachache and/or Vomiting:** Students must remain home for 24-48 hours after stomachache, diarrhea, and/or vomiting has stopped. The student should be feeling better and food intake has returned to normal before returning to school.
- **Difficulty Breathing:** Student should stay home until he or she is feeling better and activity level has returned to normal.
- **Red Eyes and/or Eye Discharge:** Student should stay home until recovered or seek evaluation by a healthcare provider.
- **Loss of Taste and Smell:** Student should seek medical evaluation.
- **Uncontrolled Cold:** Symptoms that interfere with the student's ability to learn—persistent coughing and/or persistent/active runny nose, should stay home until symptoms are improving and can participate in class.
- **Undiagnosed Rash:** Student should seek evaluation by a healthcare provider.
- **Other Symptoms:** Students exhibiting symptoms such as extreme fatigue, body aches, and/or headache and are not able to participate in class should stay home until recovered or seek evaluation by a healthcare provider.

\* If your child has suspected or confirmed COVID-19 infection, please follow up with your child's healthcare provider and notify the school nurse.

Please report to the school nurse if your child has a communicable disease—defined as a disease that can be passed from one person to another. Examples include, but are not limited to, upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye, vomiting and/or diarrhea, and skin infections. Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider.

***Before your child returns to school after an illness, please contact the school (school nurse) with the following:***

- your child's symptoms
- the date symptoms started
- the best contact number for parent/guardian

If your child sees a healthcare provider for any illness, please instead provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school.

In the event a child becomes ill during the school day, the parent(s)/guardian(s) will be called. If the parent(s)/guardian(s) cannot be reached, the emergency contact will be called. Student(s) should be picked up within 30 minutes of notification.

Kelsey Mader BSN, RN; Chrissy Romanello BSN, RN; Cassandra Bihl BSN, RN, LSN

### **Notre Dame Elementary Lice Policy**

*Diocesan Policy 7320*

A head lice infestation is not a communicable disease and no health risks have been associated with head lice. In accordance with the recommendation of the Centers for Disease Control and Prevention and the Ohio Department of Health, the following guidelines are approved after a student has been identified with head lice:

- Any student found to have pediculosis may remain in the classroom and go home at the end of the day to be treated. The parent or guardian will be notified by telephone.
- Verbal and/or written instructions regarding pediculosis control will be given to the parent or guardian.
- The management of head lice infestations in school settings should not disrupt the educational process and should not adversely affect students emotionally, socially, and academically. Therefore, the following practices should be discontinued:
  - whole classroom screening;

- exclusion for nits or live lice;
- notification to others except for parents/guardians of students with head lice infestations.
- Students will be readmitted to school as soon as proof of treatment is provided to the school nurse and no active infestation is identified.
- If a student is found to have active infestation (live bugs or no progress in nit removal), the parent or guardian will be notified and re-educated to ensure effective management of head lice infestations.

Treatment options will be provided to the parent or guardian.

- If the parent or guardian is not compliant with treatment options and the student has missed more than one day of school, the following measures may be implemented:
  - review of attendance policy
  - conference at school with the school nurse and counselor (if indicated) with a plan developed for treatment and return.

Head lice infestation is a common concern worldwide. In the United States it is estimated that 6-12 million head lice infestations occur in children 3-11 years of age each year. The infestations are most likely to occur in preschool and elementary age students and their household members, regardless of socioeconomic status or geographic region, through direct head-to-head contact.

Head lice are not dangerous, they do not transmit disease, and they are not a sign of poor hygiene. They move by crawling (from person-to-person contact) and cannot jump or fly, which makes transmission unlikely in the school setting, but possible. Prevention and early (and quick!) intervention is key to detecting/treating head lice.

If **live lice** are found in a student's hair, parents/guardians will be notified and the student will be sent home. Appropriate treatment must be completed before the student returns to school. Nits may persist after treatment, but successful treatment should kill crawling lice. The school Nurse will recheck students' hair when returning to school after treatment is finished to determine if there are any live lice still present.

If **nits (lice eggs)** are found in a student's hair while at school, the student does not need to be sent home early. Parents/guardians will be notified if nits are found and instructed to do a lice treatment on student's hair before they will be able to return to school. The school nurse will monitor and recheck if/when necessary.

Additional questions, information on treatment, or any other concerns should be directed to the school nurse.

*Revised 9/23*

## **ADMINISTERING MEDICATIONS TO STUDENTS**

*Diocese Policy 7100*

Employees of the schools of the Diocese and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist.

In all instances where prescription medication is to be administered under this policy, the licensed prescriber prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication.

Before the student will be permitted to take medication during school hours, use an inhaler to self-administer asthma medication, or use an epinephrine auto injector (epi-pen), a Medication Administration Record (MAR) General Medication form, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen) must be filed annually and as necessary for any change in medication order with the school principal and to the school nurse if one is assigned to the student's building.

No prescription medication shall be given to a student by any employee of the school unless the following have been received in the school where the medication will be administered:

- Written instructions from the licensed prescriber for the administration of the prescribed medication. Such instructions shall be signed by the licensed prescriber.

- Written instructions should include:
  - o student name,
  - o the name of the drug,
  - o the dose,
  - o the route,
  - o the frequency,
  - o time to be administered,
  - o the diagnosis or reason the medication is needed,
  - o a list of adverse effects that may be reasonably expected,
  - o contraindications to administering the medication,
  - o licensed prescriber contact information,
  - o pharmacy contact information (for prescription medication only).
- A written statement from the licensed prescriber which identifies the specific conditions and circumstances under which contact should be made with him or her in relation to the condition or reactions of the student receiving the medications and reflects a willingness on the part of the licensed prescriber to accept direct communications from the person administering the medication.
- A written statement from the parent authorizing school personnel to give medication and authorizing school personnel to contact the licensed prescriber directly.
  - Medication should be delivered to school by a responsible adult (whenever possible, a parent) in an original pharmacy labeled container or manufacturer's package.
  - When medication dose changes, a new prescription container label should be requested to replace the outdated dosage label.
  - Medication is counted and documented upon receipt and signed by the school staff member and adult delivering the medication.
- All school staff who administer medications shall adhere to the six rights of safe medication administration, which include:
  - o The right student,
  - o The right medication,
  - o The right dose,
  - o The right route,
  - o The right time,
  - o The right documentation.
- All medications should be administered by the school nurse. If the school nurse is not available to administer the medication, the building principal or school administrator and the school nurse should jointly identify an unlicensed authorized personnel UAP to administer medication to students.
- Any school employee may be authorized to administer emergency medications who:
  - o is willing to assume that responsibility,
  - o is authorized in writing by the school principal or his/her designee,
  - o has received approved training for the administration of emergency medications
  - o has been sufficiently instructed by the school nurse:
    - o in recognizing the signs and symptoms of medical emergency,
    - o on the proper administration of emergency medication,
    - o on proper follow up procedures following administration of emergency medication,
  - o has successfully completed an annual return demonstration of administration of emergency medication,
  - o has been deemed competent by the school nurse.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications(i.e. cough drops, acetaminophen, ibuprofen, antacids)should be determined on the local school level, if the school judges that adequate personnel are available, and as long as the appropriate permission forms are on file. Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

*Effective 7/23*



## **NOTRE DAME ELEMENTARY ADMINISTRATION OF MEDICATION**

Notre Dame Elementary authorizes the school nurse, school secretary or others designated by the principal to administer medication prescribed by a physician to a student.

No prescribed medication will be administered unless:

1. The designated person receives a written request by the parent/guardian
2. The signed statement (see attached) is presented to Notre Dame Elementary and contains the following information:
  - a. Name and address of the student
  - b. Name of the medication and dosage to be administered
  - c. The time(s) the medication is to be administered
  - d. The date administration begins and/or ceases.
  - e. Any adverse reactions the student has experienced with the medication
  - f. Prescribing doctors name, address and office phone number

Notre Dame Elementary is able to administer non-prescription (Tylenol, Daril, Ibuprofen, allergy, etc.) can be administered to the student as long as parental permission is on file. Please see attached documents.

### **COVID-19 Acknowledgement of Risks**

We, the parent(s) and student, acknowledge and agree that, as a student at Notre Dame Elementary School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Notre Dame staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Notre Dame, there is an elevated risk of the student contracting the disease simply by being in the building, on the premises, or at any school function. The same is true for the parent(s) of a student at Notre Dame.

By signing the Handbook Agreement, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Notre Dame Elementary School functions is the choice of each family, including ours. If student or parent(s) who visit Notre Dame have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Notre Dame, attend any Notre Dame function, or visit Notre Dame. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by a student or parent(s) while at Notre Dame or any Notre Dame function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to Notre Dame Elementary School or any Notre Dame Elementary School function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

### **LUNCH**

Hot lunches are available to students. A weekly calendar menu is available on the weekly News Notes sent home with students on Fridays and emailed out on Sundays. Federal regulations require five basic food groups. Weekly

menus are approved via the government reporting system. The price of a lunch for all elementary students is \$3.00. Milk for students who pack is 50 cents.

- According to regulations put forth by the National School Lunch Program, faculty, staff, etc. cannot heat lunches brought from home in the microwave.
- Students are encouraged to eat at least half of the food that is placed on their tray or half of the food that he/she brought in a packed lunch.
- The only drink allowed in the classroom is water. All soft drinks, coffee drinks, energy drinks, etc. are strictly prohibited from being brought to school.
- Students are not allowed to have fast-food lunches delivered to them during the school day.
- No outside breakfast drinks or foods are permitted in the classrooms.

## **FOOD ALLERGIES**

*Diocesan Policy 7210*

The school will create and maintain a healthy and safe educational environment for the student with allergies. Staff should take active steps to reduce the risk of exposure in all common areas, such as classrooms and cafeterias. Schools may consider food items for curriculum-related events, daily organized snacks, and seasonal class parties to be prepacked, labeled and meet classroom allergen restrictions. Schools may choose to designate allergen-safe zones, such as an individual classroom or eating area in the cafeteria. Consider implementation of a “no-food incentives” policy for rewards. Schools should also provide in-depth training for the individuals authorized to administer epi-pens. They should implement specific strategies for fully integrating children with food allergies into school and class activities while reducing the risk of exposure to allergens in classrooms, during meals, during nonacademic outings, on field trips, during official activities before and after school programs, and during events sponsored by schools that are held outside of regular hours. These strategies could address (but are not limited to) the following: Special seating arrangements when age and circumstance appropriate (e.g., during meal times, birthday parties); create plans for keeping foods with allergens separated from foods provided to children with food allergies; educate staff and students on the importance of handwashing and cleaning surfaces to reduce the risk of exposure to food allergens; stress the importance of not sharing food; train staff how to read food labels to identify food allergens. Food Allergy Preparedness Response Schools should prepare their response plan for the food allergy emergency. The plan should include the following:

1. Easy to use communication system.
2. Quick and easy staff access to epinephrine auto-injectors.
3. Make sure that epinephrine is used when needed and someone immediately contacts emergency medical services.
4. Identify the role of each staff member in an emergency.
5. Document the response to a food allergy emergency.
  - a) Time and location of the incident.
  - b) Food allergen that triggered the reaction (if known).
  - c) If epinephrine was used and the time it was used.
  - d) Notification of parents and EMS.
  - e) Staff members who responded to the emergency

*Effective 7/23*

## **FOOD ALLERGY ACTION PLAN (see attached)**

## **MINORS HARASSMENT POLICY**

*Diocesan Policy 5412*

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- a. offensive sexual flirtations, advances, propositions; jokes;
- b. continued or repeated verbal abuse of a sexual or gender-based nature;
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. graffiti of a sexual nature;
- g. fondling oneself sexually or talking about one's sexual activity in front of others;
- h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duty notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the

superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

### **Filing of Harassment Information**

1. The investigator must keep extensive notes of all aspects of the investigation.

2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.

3. These notes must include verbal statements made by persons questioned and any written statements.

4. All of the above details must be summarized to include:

a. how the investigation was conducted;

b. what conclusion was reached and why;

c. what action was taken;

d. how, when, and to whom the conclusion was communicated; and

e. notification of warning against retaliation.

5. All of the above is kept only in the investigator's file.

6. If no action is taken, nothing is placed in the personnel file or student file.

7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:

a. formalized by putting in writing,

b. a copy is given to the person or student against whom the action is taken, and

c. a copy is placed in the personnel or student file.

8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website.

**Harassment – School Responsibilities**

1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students in the parent/student handbook.
2. Each school shall follow diocesan procedures for timely investigation and response to complaints.
3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

*Revision History: 07/23, 07/16,08/11, 08/06, 08/01, 12/98*

**HARASSMENT COMPLAINT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_

Who was responsible for the harassment?  
\_\_\_\_\_

Describe the harassment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date, time and place the harassment occurred.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there other employees or students involved with the harassment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If so, who was responsible? In what way or how was he or she involved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses to the harassment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your reaction to the harassment?  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Describe any subsequent incidents.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Complainant \_\_\_\_\_

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

*Diocesan Policy 5140.06*

**DIOCESE OF COLUMBUS ADMINISTRATIVE SUMMARY FORM**

Name of Complainant \_\_\_\_\_

Name of Accused \_\_\_\_\_

Dates of Investigation \_\_\_\_\_

How the Investigation was conducted?

\_\_\_\_\_  
\_\_\_\_\_

What action was taken?

\_\_\_\_\_  
\_\_\_\_\_

Were all parties warned against retaliation? \_\_\_\_\_

Dates of follow-up conferences, how and to whom conclusion was communicated

\_\_\_\_\_  
\_\_\_\_\_

Signature of Administrator \_\_\_\_\_

*Office of Catholic Schools Adopted 12/98 Catholic Diocese of Columbus Reviewed 8/01, 8/06, 8/11, 7/16*

## **DRUG PREVENTION**

### *Diocesan Policy 5414*

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. all alcoholic beverages;
3. any prescription or patent drug, except those for which permission to use in school has been granted;
4. anabolic steroids; and
5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.) The schools should strive to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools shall:

1. Emphasize the prevention of drug use;
2. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program;
3. Address legal, social, psychological, and health consequences of drug and alcohol use;
4. Provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. Schools shall develop local policies regarding consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia. These policies shall include:
  1. consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials;
  2. a clear statement that disciplinary sanctions, up to and including expulsion, will be imposed on students who violate the school standards of conduct and a description of those standards;
  3. information about alcohol and other drug counseling and rehabilitation programs available to students and their parent(s)/guardian(s).
  4. the obligation to report distribution/sale of drugs to the police.

Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal or the principal's designated representative. The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident.

*Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90, 05/81, 01/79*

## **ABUSE AND NEGLECT**

### *Diocesan Policy 5413*

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protection Services and law enforcement - if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of a report.

The employee will immediately report the case to the school administrator.

The school administrator will immediately report the case to the diocesan superintendent and the Office of Safe Environment.

If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Catholic Schools to begin proceedings with the Office of Educator Conduct within the Ohio Department of Education. *Revised 7/23*

## **THREATS TO WELFARE AND SAFETY**

### *Diocesan Policy 5410*

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

“Possession” is defined as a) physically holding and/or carrying a deadly weapon, weapon, or replica of a weapon, or b) the deadly weapon, weapon, or replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or c) being under control of or belonging to the student while on the school ground and/or participating in a school activity. Carrying, bringing, using, or possessing a deadly weapon, weapon, or replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

A deadly weapon, weapon, or replica is defined as:

- a) a firearm, whether loaded or unloaded;
- b) any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- c) a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife, or a pocket knife with a blade longer than three inches;
- d) any object, device, instrument, material, or substance – whether animate or inanimate – used or intended or threatened to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or any similar objects.

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as



well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon or for the threat of violence using a deadly weapon. *Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 09/92*

## **NOTRE DAME ELEMENTARY POLICY OF COMMUNICATION AND DISSEMINATION OF PERTINENT INFORMATION**

**Rapid-Dismissal Drills:** Students and staff will follow the same procedure as for the fire drill. These drills are posted in each classroom by the door. The Rapid-Dismissal drill will be signaled by the fire alarm. Students are to evacuate and continue to gather at Holy Redeemer Church. If it is necessary to be further away from the school, they will proceed to Portsmouth City School or the Portsmouth City Fire Station. Parents are advised to listen to local radio stations and Notre Dame Facebook Page for more information.

**Interior Crisis:** If there is an emergency which warrants an interior lock-down (intruder in the building), the announcement that "We are in Lock-Down" will be made over the intercom. At this signal, any students out of the classroom should go to the nearest classroom. Teachers are to lock their doors and put the "barracuda locking device" in place at the signal and advise the students to get to a designated safe spot in the classroom (i.e. coat room). When the situation is safe, the announcement will be made over the intercom. In the case of a real lock-down the classroom doors are to be opened by the secretary, principal, law enforcement only.

**Exterior Crisis:** Teachers/Volunteers on outside duty will carry whistles. An external crisis will be signified by two blasts of the whistle, repeated three times. An external crisis involving disruptive or dangerous people or situations (NOT DURING RECESS BUT WHEN CHILDREN ARE OUTSIDE) will prompt a "shelter in place" alert. During a "shelter in place" situation, no one is to enter or exit the building.

**ND Schools "One-call" system:** ND Schools use a one-call system for announcements or if an emergency should arise whereby students need contact during or after school hours. It is imperative that we have your current cell number on file. If there is a change in phone number, please contact NDE to update the student's file.

**School Closings due to weather:** Please tune into local radio or Notre Dame Facebook to see if Notre Dame Schools are closed or on a delay. A "one-call" will also be made to disseminate school closing information. When we are on a delay, school will start one (or two) hours later (9:00 or 10:00 as opposed to 8:00). Afternoon dismissal for all grades will be on a regular schedule.

**Facts SIS:** Facts Student Information System is an online communication system used by Notre Dame Elementary. This system allows teachers to make announcements, allows families to communicate with the student's teacher, and it contains a school calendar, and pertinent school updates/announcements, as well.

**NDE Newsnotes:** Every Friday, a summary of the week's school events, upcoming events, meetings, etc. will be composed and sent home with each student or the oldest student when more than one child from a family attends NDE.

**Facebook:** ND often posts announcements on its Facebook page. Please friend us on Facebook.

**Notre Dame Schools Website:** This website contains information such as the current school calendar, athletic schedules, upcoming events, teacher/student highlights, etc.

*Revised 8/18, Reviewed 9/23*

## **PUBLISHING STUDENT INFORMATION**

*Diocesan Policy 2800*

## **Access to Directory Data**

1. Parochial and Diocesan schools have the right to release directory information of students if public notice has been given to parents of students regarding the types of information that the school has designated as directory information and the period of time within which a parent or eligible student has to notify the school in writing concerning information about the student. Parents must acknowledge the public notice and provide consent to its release, and parents may also decline the publication or release of directory information. Directory information may not be released to anyone using it for profit-making purposes.

2. The following information may be considered to be "directory information":

- a. Name, address, telephone listing, date and place of birth
- b. Participation in officially recognized activities and sports
- c. Dates of attendance
- d. Degrees and awards received.

The most recent previous educational agency or institution attended by the student.

3. Elementary schools may share student directory information with their assigned feeder high school(s) for the purposes of student recruitment.

4. Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook: "Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation."

*Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89, 05/81, 11/76*

## **PERSONALLY IDENTIFIABLE INFORMATION RELEASE**

Digital images, photographs, recordings, etc. might be published or shared publicly on social media, newsletters, programs, etc. By signing the Handbook Agreement Form, you are giving permission to the school to release these images.

## **STUDENT RECORDS**

*Diocesan Policy 2800*

A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums.

1. Access to the information contained in a student's permanent record is restricted to certain persons. (See below).
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring. An exception to this is the health record. The original health record shall be sent to the receiving school.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student.
4. An adequate number of fireproof files shall be provided in each school building for the proper care of physical records.
5. It is now permissible to maintain records in a digital format rather than on paper. However, all digital records must have an adequate backup system in place. Digital record capacity and security, inclusive of the backup system, must be periodically reviewed for effectiveness.

*Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89, 05/81, 11/76*

## **RELEASE OF STUDENT RECORDS**

### *Dioscean Policy 2800*

Principals must provide parents of students under the age of 18 or eligible students (those 18 years of age or older) access to educational data, including the right to review, inspect, and/or obtain copies. The request for access should be made in writing. A person seeking copies of school records may be required to pay the cost of reproduction, not to exceed the school's actual cost. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, which specifically revokes these rights. Specifically, a student's "non-residential" (formerly "non-custodial") divorced parent is entitled access to all the student's school records, the same as the residential parent, subject to any agreement between them or court order limiting access by the non-residential parent to information pertaining to the student, the school should abide by the most recent order.

2. Principals should provide educational data to the following without the consent required by law:

- a. All certified members of the staff who have legitimate educational interests may use educational data.
- b. School officials of other schools who have legitimate educational interests.
- c. Financial aid officers.
- d. Those processing a subpoena for such data.
- e. Accrediting organizations.
- f. Legitimate researchers, as determined by the judgment of the principal or superintendent.
- g. To a law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child" (prior approval by the parent/guardian/eligible student will allow the officer copies of any part of the student's educational record).
- h. To a court, attorney, or law enforcement officer (probation officer, CSB, sheriff, marshal, police, etc.) investigating whether the student is "an abused, neglected, or dependent child."

3. In the case of emergencies where it is necessary to protect the health or safety of a student and where no parental consent is possible, the principal should consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

*Revision History: 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89, 05/81, 11/76*

## **FIELD TRIPS**

### *Diocesan Policy 6330*

A field trip is defined as a school sponsored educational activity supervised by school personnel and/or adult volunteers which occurs off campus. Every field trip must adhere strictly to the guidelines found in Diocesan Safe Environment Policies at all times. At all times, schools must follow a strategy of "two-deep", where at least two adults are present at all activities and situations. No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. As a minimum, permission forms must contain the following information:

1. Name and location of the event.
2. Approximate departure and return time including locations of each.
3. Cost to the student.
  
4. Name of supervisor and approximate student/chaperone ratio.
5. Parent's responsibility.
6. Mode of transportation (including type of vehicle, whether it is privately owned or school owned, and whether driver is student or adult).

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the supervisor and/or principal prior to the field trip:

1. At least 21 years of age
2. Valid driver's license.
3. Valid registration for the vehicle.
4. The vehicle must be insured for minimum bodily injury liability coverage limits of
5. \$100,000 per person/\$300,000 per occurrence.
6. \$100,000 Property Damage or a Combined Single Limit of \$300,000
7. Criminal background check.
8. Participation in the "Protecting God's Children" sexual abuse awareness workshop.
9. Cellular phone use (including incoming and outgoing calls, texting, GPS etc.) are not permitted while driving a vehicle for a school sponsored activity.

### **Overnight Trips**

Trips taken by a class or groups of students during school hours (or which are during the evening and require staying overnight) are subject to the approval of the principal. Approval may only be given when such an event supplements or enriches classroom programs, e.g. outdoor or environmental education and retreat experiences.

All Safe Environment Policies must be strictly adhered to at all times.

For activities away from school property, a ratio of one adult per ten youths must be followed. For overnight activities, a ratio of one adult per six youths must be followed. The ratio of male to female chaperones should closely parallel the ratio of male to female youths at an activity. This is particularly important for overnight activities.

For overnight activities where private rooms are used, an adult chaperone must never share a room with a youth. (Except where a parent is serving as a chaperone, and there are no other persons sharing the room). No adult chaperone should ever enter a youth's room unless it is absolutely necessary. If circumstances require it, the chaperone must be accompanied by another adult, and the door must remain open the entire time the adults are present. Both adult chaperones should be of the same sex as the youth(s) in the room. If this is not possible, one male and one female chaperone may be used. A youth must never be invited or instructed to enter the room of an adult chaperone.

*Revision History: 07/23, 07/17, 12/16, 08/12, 08/07, 08/06, 08/05, 08/02, 08/97*

## NOTRE DAME ELEMENTARY DRESS CODE

The following is the dress code. Students are expected to comply with the dress code and violations are considered a Level 1/ Minor Disruptive Behavior infraction (please refer to the Code of Conduct). In addition, parents/guardians are expected to bring in change of clothing should a student be in violation.

### Shirts and Sweatshirts:

- Official NDE uniform polo shirts must be worn by all student's Pre-K through 6.
- A small trademark logo on the opposite side as the ND logo is permitted. The size cannot exceed the ND logo size.
- Shirt is to be white or navy only and must have shirt tucked in at all times.
- A plain, white undershirt/camisole is permitted under the uniform polo shirt.
- Official ND sweatshirt (navy blue, gray, or white) is permitted if worn over the NDE uniform polo shirt or jumper.
- Sweatshirts can be crewneck, "hoodie" style, or quarter zip.
- NO other sweatshirts are permitted (not even University of Notre Dame clothing).

Belt: A brown, black, navy or tan belt **must** be worn by grades 4, 5, 6

### Jumpers:

- Girls in grades Pre-K through 6 have the option of wearing the official uniform plaid, navy blue or khaki jumper (must have the ND logo), skort, or skirt
- Girls must wear shorts, tights or leggings under a skirt or jumper
- THE PLAID JUMPERS CAN ONLY BE PURCHASED FROM THE UNIFORM COMPANY
- Jumper length must not be shorter than just above the knee
- Skort length must not be shorter than three (3) inches above the knee
- Tights or leggings worn under shorts/skort must be solid white, navy blue, gray or black in color

### Pants and Shorts:

- Shorts can be worn before October 16 2022 and after April 15 2023
- Pants and shorts should be modest (not tight-fitting).
- Shorts must be navy blue or tan in color and no shorter than (3) inches above the knee.
- Shorts/pants can NOT be denim, athletic/sweatpants, leggings, jeggings, or elastic at the waist
- Shorts/pants cannot have holes, rips or be "distressed" in any manner
- Navy blue or tan pants must be worn between October 21, 2024 and April 14, 2025

### Shirts and Pants:

- Any combination of approved shirt or bottom can be worn

### Shoes/Socks/Tights:

- Some type of sock **MUST** be worn at all times
- Socks must be solid white, navy blue, gray or black in color
- Socks are not required with summer sandals during shorts season
- Shoes/Sandals should be in good repair and must have a back strap (no slides)
- Heels not recommended for safety reasons(especially while on playground equipment)
- Tennis shoes required for PE Class

### Hair:

- Hair must be combed, clean and well-groomed. Any hair style that is distracting will not be permitted
- Boys' hair must not go below the top of the shirt collar nor can hair hang below the brow line
- Boys' must be clean shaven at all times; no facial hair

- NO eccentric hairstyles and colors
- No designs/drawings in the hair are permitted
- No “buns” are to be worn by male students
- Hair bands are acceptable unless it becomes a distraction

**Jewelry:** Girls may have no more than two earrings per ear, and boys are NOT allowed to wear earrings to school or school functions.

**Dress-down:** Jeans and shorts of appropriate length are permitted, and material printed on shirts must be in “good-taste”. Rips in jeans above the kncc are not acceptable.

**Makeup:** Minimal amount of makeup is permitted for girls.

**Nails:** nails should be clean, well-groomed and length should not interfere with daily tasks.

(Revised 8/24)

## Notre Dame Elementary Adult Volunteer Form

Parent/guardian and family volunteers can assist NDE in a variety of ways. Many of you already offer your help by facilitating enrichment and extra-curricular projects, attending field trips, planning and participating in classroom holiday-themed projects, for example. We welcome and encourage volunteers in the cafeteria and on the playground too. NDE believes in a vigilant approach to ensure a safe and supportive environment for our students.

The following steps must be taken before you can become a volunteer at NDE:

1. Volunteer Application: please complete the volunteer application form and submit it.
2. Volunteer applicants must review the handbook policy and diocesan policy (see attached) including NDE rules/Code of Conduct.
3. Volunteers must complete “Protecting God’s Children (PGC)” (Diocesan Policy 4110.1)  
-Please contact NDHS Secretary (Kandi Craig 740-353-2354) for upcoming PGC sessions.
4. Volunteers must have a current background check on file (Diocesan Policy 4110.0)  
-Background checks can be completed at the South Central Ohio Educational Service Center (522 Glenwood Ave., New Boston).
5. Turn the application in and designate whether you wish to volunteer on the playground, cafeteria or both and on which days and at what times you are available.

### Playground Duty Expectations and Responsibilities

1. Limit phone use to emergency use only.
2. Engage students.
3. Walk around and monitor the students.
4. Provide verbal warnings for students who are not following the playground rules.
5. For serious behavior infractions, students should be sent to the office.
6. Please document any serious infraction including incident description and give it to that student’s teacher.

### Playground Matrix

Be Respectful and Responsible	-follow directions, use kind language, be a good sport, appropriate voice level - treat others with respect, treat equipment with care - don’t attempt to interrupt classes taking place inside the building -keep hands to yourself
Be Ready	-stop playing when you hear the whistle -put playground materials where they belong -line up promptly and quietly

### Cafeteria Duty Expectations and Responsibilities

1. Limit phone use to emergency use only.
2. Engage students.
3. Encourage students to eat at least half of their hot lunch or packed lunch and dismiss grades K-5.
4. Encourage students to clean their area and pick up dropped items.
5. Wipe/wash tables as students finish and leave for recess.

Cafeteria Matrix

Be Respectful	<ul style="list-style-type: none"> <li>-use appropriate voice level</li> <li>-listen to adults</li> <li>-use good manners</li> <li>-be kind</li> <li>-clean your area</li> <li>-stay at a designated table</li> <li>-be helpful</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>-clean your area</li> <li>-stay at a designated table</li> <li>-be helpful</li> <li>-raise hand to be dismissed to restroom</li> <li>-listen to adults</li> </ul>
Be Ready	<ul style="list-style-type: none"> <li>-get tray and utensils and sit down promptly</li> <li>-use time wisely</li> </ul>

I have completed all of the necessary documentation and agree to the expectations and responsibilities to be a volunteer at Notre Dame Elementary.

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

**NOTRE DAME SCHOOLS  
TUITION SCHEDULE  
2024-2025**

	<u>Payment In Full</u>	<u>Quarterly</u>	<u>Monthly-12</u>	<u>Monthly-10</u>	<u>Bi-Monthly-24</u>	<u>Bi-Monthly-20</u>	<u>Weekly-43</u>
<b><u>PREESCHOOL</u></b>							
3 day (half day)	2,500.00	625.00	208.33	250.00	104.17	125.00	58.14
3 day (full day)	3,200.00	800.00	266.67	320.00	133.33	160.00	74.42
5 day (half day)	3,500.00	875.00	291.67	350.00	145.83	175.00	81.40
5 day (full day)	4,200.00	1,050.00	350.00	420.00	175.00	210.00	97.67
<b><u>GRADES K - 8</u></b>							
1 Student	6,200.00	1,550.00	516.67	620.00	258.33	310.00	144.19
<b><u>GRADE 9 - 12</u></b>							
1 Student	8,450.00	2,112.50	704.17	845.00	352.08	422.50	196.51

**ADDITIONAL FEES**

	<u>Payment In Full</u>	<u>Quarterly</u>	<u>Monthly-12</u>	<u>Monthly-10</u>	<u>Bi-Monthly-24</u>	<u>Bi-Monthly-20</u>	<u>Weekly-43</u>
Administrative Fee Pre-8:	75.00	18.75	6.25	7.50	3.13	3.75	1.74
Administrative Fee 9-12:	150.00	37.50	12.50	15.00	6.25	7.50	3.49
Graduation Fee:	25.00	6.25	2.08	2.50	1.04	1.25	0.58
Preschool Registration Fee:	30.00	7.50	2.50	3.00	1.25	1.50	0.70
Vocational School Fee:	1,000.00	250.00	83.33	100.00	41.67	50.00	23.26

**Fee Schedule for Special Services**  
Latchkey - \$10.00 per day

All families must register with Facts Tuition Management for tuition and fee payments. Here is the link to register your family online. [factsmgt.com](https://factsmgt.com)

In any instance where the student must be involuntarily withdrawn because of transfer of parents, tuition paid ahead will be refunded on a pro-rated basis, after any outstanding fees are deducted. If the student is expelled, or voluntarily withdrawn by parents, tuition paid ahead is non-refundable.



***This handbook is to be used as a guide for the expectations of the students and families choosing to attend Notre Dame Elementary. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification. Discuss with your children the information included within the handbook. We expect full cooperation of all that are listed. The principal reserves the right to make changes to this handbook during the school year. (Revised 8/23)***

***Policies: 8/23/2023***

***The Diocese of Columbus Office of Catholic Schools is continually in the process of reviewing and updating its policies. We will update our current handbooks throughout the year to reflect any new policies. The most updated policies will always apply at school. These policies can be located by visiting [Policies - Office of Catholic Schools - Diocese of Columbus - Columbus, OH \(columbuscatholic.org\)](http://columbuscatholic.org) These policies will be in effect on the first day of school.***