

Notre Dame Catholic Academy of Ridgewood



STUDENT HANDBOOK

2020-2021



Catholic Schools
Learn. Serve. Lead. Succeed.

Dear Parents/Guardians:

Welcome to Notre Dame Catholic Academy of Ridgewood. The beginning of a new school year is an exciting time for all – students, parents and teachers. With the shiny look of new school supplies and clothing there is a sense of anticipation in the air. It is a fresh start with the hope of great success for all involved. Students meet new classmates as well as teachers.

While all of this joyous activity takes place, it is important to remember what our primary goal is, that of providing the highest quality God-centered education to each and every child. In this spirit, we ask that you join with us and give to your child the greatest gift possible, your time. The education of today's children will be best achieved as a joint effort between parent and teacher.

It is vital that all parents review assignments with your children and read any applicable correspondence on a daily basis. These will both encourage and enable your children to reach their highest potential.

Section 2- Introduction

What we believe

Notre Dame Catholic Academy is a learning environment that focuses on teaching and guiding each child individually. Our core emphasis is to teach as Jesus did and share the Gospel values with everyone we meet.

Our faculty is one of experience and dedication. They are committed to providing the highest quality of spiritual and academic education to our students.

Our aim is to provide each student with the resources to become global citizens based on the tenets of Catholic Education. We are proud to announce that the class of 2017 received over \$196,000 in scholarships to Catholic high schools and many were accepted to prestigious public high schools as well.

Our educational program emphasizes four key areas:

- Faith, Scholarship, Community, and Service.
- We aim to be the best we can be!
- The Teachers, Administrators and staff at Notre Dame Catholic Academy are united in their belief that all children: Have the power to learn Are curious; creative Can succeed

No two students have exactly the same skills or learning style. That's why we create an individual learning plan for every child. Your plan will combine direct instruction, small-group work, and one-on-one tutoring in a way that works for your student.

Section 3- School Overview

3.1 Brief History of the School

Notre Dame Catholic Academy opened in September of 2009, following the closure of Our Lady of the Miraculous Medal and St. Aloysius. Both schools had experienced a recent decline in enrollment. The opening of the academy brought together students from many different cultural backgrounds. Maintaining our commitment to our Mission Statement, “we embrace and respect the cultural diversity of each individual child.”

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3.2 Mission statement

Notre Dame Catholic Academy is a God-Centered community which embraces and respects the diversity of each individual.

The is accomplished through a challenging academic and technologically advanced education that enables us to become productive and caring members of society.

3.3 Vision Statement

Notre Dame Catholic Academy will empower its students to be directors of their own learning, with the teacher serving as the guide along each child’s academic and spiritual journey. In the future we plan to be a relevant, Catholic institution, where we will continue to move forward, in this technology age, and provide our students with a current and meaningful education.

Our God-centered environment, love of education, and determination to succeed will provide the ground work to achieve our goals. As a Catholic institution we will be known community wide for being a beacon of light to all who enter our doors.

3.4 Parental Expectation of Adherence to School Policy

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

....Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salve, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord’s disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

Section 4- Catholic Identity

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are “...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds.”

Diocesan academies and schools strive to emulate the words of Saint John Paul II by:

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

Section 5- Student Behavior

5.1 Conduct

Students' Bill of Rights

Each child has the right to work in a school atmosphere that is conducive to good spiritual, physical, aesthetic, intellectual, emotional, and social growth. It is expected that this environment will help him/her experience living and learning in a Christian community. Each child has the right to be treated with respect and fairness by those children and adults with whom he/she interacts each day. Each child has the right to be provided with a safe and secure environment.

5.2 School rules

Students' Responsibilities

In order for students' rights to be respected and to maintain good order and safety for all concerned, students are expected to assume the responsibility for adherence to the teachers' regulations in the classroom and in the general school community. In addition, parents and students are expected to conform to the guidelines listed in this handbook. A signed letter of intent to comply with school guidelines will be maintained for each student in the school office. This letter of intent serves as your contract with the school. The students' responsibilities include but are not limited to:

- Obedience and respect to all persons in authority
- Courtesy and use of appropriate language at all times and in all places Respect and cooperation among classmates and other NDCA students
- Timely completion of assigned tasks and homework and daily preparedness for class Respect and care for school property, including desks, textbooks, and bathroom facilities Silence in appropriate places and at appropriate times
- Proper safety and hygiene habits Regular attendance and punctuality
- Responsibility for any missed work and tests during an absence

Discipline:

Students may be issued recess or after school detention and/or suspension for the following infractions and any other conduct unbecoming of a Catholic school student while in school uniform, on or off school grounds.

- Failure to follow school dress code, including wearing makeup, false nails, colored/highlighted hair, or shave cuts/designs (warning will be issued first)
- Being unprepared for class (warning will be issued first)
- Use of unacceptable or vulgar language either verbal, written, and/or on the computer/internet ➤ Use of vulgar or obscene gestures including signs, pictures, or publications, etc.
- Talking out in class, in hallways, while changing classes, or during a fire drill
- Refusing to accept reasonable directives of school personnel
- Chewing gum or candy
- Use of gadgets/toys (including fidget spinners unless medically documented)
- Use of cell phone or other electronic devices such as iPod, Smart watches, etc., without authorization by faculty or staff member
- Violation of attendance rules – such as excessive absence or chronic lateness
- Disruptive conduct
- Disrespect toward faculty, staff, or classmates
- Physically aggressive behavior toward another NDCA student.
- Harassment of another individual by persistent torment or annoyance
- Defacing, damaging, or destroying school and/or other people's property
- Missing homework assignments (3 missing assignments per subject area will result in a detention)
- Missing an assigned detention, even though present at school
- Cheating and/or plagiarism

Appropriate Christian behavior when in school uniform, whether on or off school Grounds.

5.3 Diocesan Anti-Bullying Policy

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- *Physical:* physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- *Verbal:* taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written:* written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

5.4 Diocesan Cyber Bullying Policy

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to an academy or parish school community member may result in disciplinary action, even if done outside of academy/parish school premises or using devices not owned or controlled by the academy/ parish school. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the academy or parish school principal:

- Loss of use/privileges of school/academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this policy

5.5 Diocesan Acceptable Use Policy

The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the **Notre Dame Catholic Academy of Ridgewood** community.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within the Diocese of Brooklyn are expected:

Respect One's Self

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

Respect Others

- Be mindful of comments, posts, photos or any content directed toward or including others
- Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

Protect One's Self and Others

- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
- Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

Respect Intellectual Property

- Cite sources when using any content not originally authored by you

Members of Parish School and Catholic Academy communities must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Parish School or Catholic Academy you are associated with without the expressed permission of the principal.

Security of Technology

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor and report the security breach immediately to a system administrator, teacher or the principal. Additionally, member of the school/academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or school/academy computers or computer systems.
- Download or install any software application without prior authorization.

Administrative Rights (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Schools and Academies of the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

Personal use of Social Media (Teachers, Students)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium. All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

Section 6- General Procedural Information

6.1 Dress Code

The Roman Catholic Diocese of Brooklyn believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

School Uniform:

Please be aware that all students at NDCA have been given permission to wear their gym uniform for the months of September and October. The school uniform will be required and it is expected that all children be in the uniform that we changed to two years ago as seen below. The girls in K-8 will be wearing a skirt year round with a polo shirt and the boys will have blue slacks or shorts for the summer months with a polo shirt. The gym has changed also. They are on sale at Flynn and O'Hara uniform or Ideal Uniform. Please note that Nursery – First grade can wear the sweat suit instead of the track suit. Nursery should be in the gym sweat suit uniform and Pre-K has the option if they would like.



6.1a Dress Down Days

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress – no shorter than 3" above the knees
- No torn or tight jeans or pants
- No spaghetti strap tanks, midribs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts

- No make-up or nail polish (including gels/French manicures)
- No hoop earrings or excessive jewelry
- No jeggings, leggings or skinny jeans

6.1b Grooming Code

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate jewelry is allowed. Two bracelets may be worn at a time. One pair of small earrings may be worn by girls only. Necklaces must be tucked into the shirt. Tattoos and body piercings are not allowed.

6.2 Attendance Policy

Notre Dame Catholic Academy of Ridgewood has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

Attendance in school is very important. Any student who is absent in excess of 35 days during a school year risks both his/her re-registration for the following year and promotion to the next grade. Excessive absence may cause retention of the student in the current grade because of the class time that is missed.

Consistent school attendance is necessary for academic success. State laws permit absence from school for reasons of health or emergency only. If your child is sick, or there is a medical or family reason for his/her absence, your child will be marked legally absent, provided you send in the required note upon your child's return to school. Other absences such as extended weekends, vacations, or absences not reported by a parent/guardian in an absent note, are considered illegal absences. All absence notes should contain the student's name, date(s) of absence, reason, and parent's signature.

- **Attendance** is very important to be present on a daily basis. For your child's protection, all parents are expected to call the school by 8:30 a.m. daily to report a child absent.
 - A regular absent note signed by parents is due upon the child's return to school. A doctor's note is required for an absence of three (3) or more days and is also required for such illnesses as chicken pox, mumps, pinkeye, and strep throat. **Failure to submit an absence note will result in an illegal absence being noted.**

- If a child is taken out of school for vacation, the parent, *not the teacher*, assumes the responsibility for the work that is missed during that vacation time. **CLASSWORK AND HOMEWORK ASSIGNMENTS WILL NOT BE GIVEN TO ANY CHILD BEFORE LEAVING FOR VACATION.** Make-up work is done within a reasonable time upon the child's return to school.
- **Medical and dental appointments should be scheduled after school.**
- The school should be notified of a death in the family or of a child's hospitalization.
- **ON A DAY WHEN YOUR CHILD IS ABSENT DUE TO ILLNESS OR EMERGENCY, CLASSWORK AND HOMEWORK WILL NOT BE AVAILABLE FOR PICK UP AT THE SCHOOL OFFICE PRIOR TO 2:00 P.M.**

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

6.2a Lateness

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

6.3 School Calendar

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session:

| | |
|---------------------------------|------------------------------|
| New Year's Day | First Day in January |
| Dr. Martin Luther King, Jr. Day | Third Monday in January |
| Memorial Day | Last Monday in May |
| Columbus Day | Second Monday in October |
| Veterans Day | Eleventh Day in November |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Day | Twenty-fifth day in December |

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. Academies and parish schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

6.3a) School Hours

The School will be open from 7:45 a.m. until 1:30 pm During the Pandemic
When safe to do so we will resume classes from 7:45-3:00 pm. As in the past years.

6.3b) Before Care & After Care

The purpose of the Early Morning Drop-Off Program is to assist our parents and give the students a day of smooth transition.

If you wish, the children will be permitted to eat a small breakfast (yogurt, bagel, granola bar, etc.), which you may send into school with your child.

If you have any further questions, please feel free to contact the school office.

Early Morning Drop-Off Details:

Time: 7:20 am – 7:45 am

Cost: \$25.00 per week or \$5.00 per day

Supervision: The students will be supervised in the gymnasium by a Notre Dame Catholic Academy staff member.

Arrival: The students who are registered for the Program will be able to enter the school at 7:20 am through the main school entrance on 61st Street.

Payment: Please send in your payment for the week on each Monday morning in an envelope marked *Early Morning Drop-Off Program*, with your child's name and grade on it.

Regulation: A child may not participate in the program the following week unless the previous week's fee is paid.

AFTER SCHOOL PROGRAM

It is available only for students who are enrolled in Notre Dame Catholic Academy's Nursery to Eighth Grade. The program operates Monday, Tuesday, Wednesday, Thursday and Friday from the time of dismissal to 6:00 p.m.

Children not picked up on time will be charged an additional fee payable at the time of pick-up.

Fees are to be paid the first day of the week. The cost is as follows:

Monday, Tuesday, Wednesday, Thursday and Friday Fees:

| | |
|--------------------|-----------------|
| 1 Child | \$30.00 per day |
| 2 Children | \$35.00 per day |
| 3 Children or more | \$40.00 per day |

Before care takes place in the Gym and begins at 7:20. The children will enter through the main door and proceed into the gym. If a child is attending morning care, please print out the daily health screening and bring it with you, this will speed up the process.

After care is available from dismissal until 6 p.m. This will also take place in the Gym. If you require the paperwork for before or aftercare, please contact the office. This is available at an additional fee.

6.3c) School Office Hours

The school office will be available to answer calls beginning at 7:30 am. During the Covid 19 Pandemic, we ask that you call and make an appointment to visit the office. This is necessary to be able to track who has been in and out of the building. You will be asked to sign in as well as have your temperature checked.

6.3d) Early Release Schedule

For the time being, school will be dismissing at 1:30 p.m. We are able to do this because the children will be having a working snack and will be limiting access. We also ask that the children work on the special subjects that will be posted in Google Classroom as well as reading each day as part of their classwork for the week.

6.4 Releasing of Students

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

6.4a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the academy or parish school. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

6.5 Field Trips

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return.

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

6.6 Birthday Policy

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have brought to school or have been provided by the school.

6.7 Lost and Found

NDCA will keep a lost and found in the school office, we will hold on to items turned in for a minimum of a week. If a student loses something we ask that you email office@notredamecatholicacademy.net and report the missing so we can look for it and notify you when and if it has been found.

6.8 Responsibility for Valuables

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

Section 6- Transportation

6.1 Bus procedures

While students are being transported to and from their academy/ parish school, it is expected that they will uphold the behavior expectations of the academy/ parish school as well as rules set forth by the bus driver or bus company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

Each bus company must hold an evacuation drill at least once a year. Students are expected to follow all instructions as given by the bus driver or other adult facilitating the drill.

Students who are granted school bus service by the Department of Education will be supervised to exit and board the bus during arrival and dismissal daily.

- If a student is not taking the bus for any reason, the teacher **MUST** receive written notification in the morning. **The teacher will not permit a student to refrain from taking the bus unless he/she receives parental/guardian notification in writing.** Only in cases of emergency will a phone call to the office be accepted.

Below is a listing of bus behavior expectations and protocols:

- Please be cooperative and courteous to the bus driver.
- Observe the same conduct/behavior on the bus as in classroom; all Academy policies apply as well on the bus.
- Stay in your seat at all times, and keep your hands to yourself.
- Keep the bus clean. Make sure all papers and belongings leave with you at the end of the ride.
- Eating and drinking are allowed only with the direct permission of the bus driver.
- Nothing can be thrown out of the windows, including garbage.
- Keep head, hands and feet inside the bus.
- The bus driver has the authority over the conduct/behavior on the bus, and is authorized to assign seats.
- Illegal or dangerous items are not allowed on the bus.

Bus privileges may be suspended for inappropriate, disrespectful or uncooperative behavior

6.2 Use of Other Vehicles

Only a licensed public carrier that is fully insured should be used to transport students. Teachers or administrators should not transport students in their personal vehicles.

Parents/ legal guardians must provide authorization for their child to be transported by someone else. This includes transportation for dismissal as well as extracurricular activities.

Section 7- Student Records

7.1 Change of Address/Phone Number

For student safety, it is imperative that parents/ legal guardians alert the academy or parish school to any changes in address or phone number. Parents/ legal guardians must also provide the academy or parish school with an adequate number of emergency contacts (with up to date information).

7.2 Educational Records Requests

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to

the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

7.3 Authorization to Release Records

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following:

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

7.4 Review of a Child's Official Records

Parents/legal guardians have the right to inspect any and all material which is part of their child's permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

Section 8- Health and Nutrition

8.1 Medical Requirements

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and UPK Programs--Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

8.2 Administering Medications at School

School nurses may administer over-the counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses may administer prescription medication that has been prescribed by a physician but must be provided with

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

8.2a Administering Epinephrine

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each child in care. For a child with identified allergies or with special health care needs, the academy or parish school

must have a copy of an individual health care plan developed by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

*It is recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

8.2b Administering Epinephrine on Field Trips

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

8.3 City & State Health Services

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools

Section 9 Parental Obligations

9.1 Parental Involvement

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community.

Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the academy or parish school community. Failure of parents to act in a manner compatible with the values of the academy or parish school may result in student dismissal.

9.2 Fundraising

Fundraising is an important part of any school and the Academy is no exception. We hope to continue many of the fundraisers that were successful in the past as well as to include some new ones—SO THERE WILL BE A LOT OF OPPORTUNITIES FOR INTERESTED PARENTS TO VOLUNTEER.

Just to review, the fundraising fees are as follows:

- Each family pays an annual fundraising fee of \$300.00 throughout the year.
- Each family is required to do 30 hours of service.
- Uncompleted hours will be billed at a rate of \$15.00 per hour at the end of the school year.
- If **NO** Service Hours are completed the fee is \$450.00

Please carefully read all letters sent home or posted on the parent portal of the website for further information regarding service hours or volunteering.

9.3 Parent Teacher Association (PTA) - Home Academy Association (HAA)

Every academy or parish school is encouraged to establish a Home School Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home School Association is to foster a clearer understanding of the mutual responsibilities of parents/legal guardians and teachers regarding the education of the students.

An added responsibility of the Home School Association will be to assist in the fundraising efforts of the academy or parish school. In the school, this is done in coordination with the administration. In an academy, it is done in coordination with the board of directors of the academy. No organization may hold title to accounts nor have access to funds raised for the academy or parish school. All financial transactions must be approved by the pastor/academy board of directors.

9.4 Volunteering, Chaperoning & Virtus Training

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

Section 10- Safety

10.1 Emergency Drills

Per New York State laws, academies and parish schools are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

10.2 School Closings

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

10.3 Procedures for Visitors

All visitors must be admitted to the building by school staff. Visitors should proceed to the main office to sign in and receive a visitor designation (lanyard, sticker, etc.) if available. Visitors to the school are asked to remain in the office until they have confirmed their destination within the school. For the safety of staff and students, visitors should not walk about the school but should travel to their intended destination within the school. Prior to leaving the school, visitors should return to the main office, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

During COVID-19, we ask all parents and legal guardians to visit the academy or parish school only when necessary as well as to keep any visits as brief as possible.

10.4 Video Surveillance Cameras

Academies and parish schools within the Diocese of Brooklyn are authorized to use video camera surveillance on academy/ parish school property to monitor the health, welfare, and safety of all staff, students, and visitors to the property, and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the designated school administrators.

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

Section 11 Instruction

11.1 Grading Policy

The following criteria will serve as the Notre Dame Catholic Academy format in determining a student's trimester average in grades 1-8.

- Tests and quizzes (50%)
- Projects (15%)
- Daily homework assignments (15%)
- Class work and participation (20%)

11.2 Homework Policy

All homework and class work must be completed by the student.

- Students in Grades 3-8 will be issued a detention upon missing their third homework assignment in a subject area.
- If a child is constantly missing homework or fails to complete assignments, a parent-teacher conference will be held to address the problem.

- A child will not be excused from doing homework and class work unless there is a serious reason. Forgotten books, misplaced assignments, or attending the Title 1 Resource Room are not acceptable excuses.
- All homework and tests must be signed by a parent.
- **A child is not permitted to return to the school or classroom after dismissal for materials left in school without permission from the principal.**
- Written work should be done neatly on cursive or tablet paper, unless otherwise instructed by the teacher. Parents must check the work for neatness, completeness and degree of accuracy. Younger children may need help and supervision until they are able to work independently with success. Parents should not sign sloppy/incomplete homework.

11.3 Protecting Instructional Time

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

11.4 Reporting Student Progress

Parent Concerns: By supporting your child's efforts while allowing him/her to experience and understand the consequences of an action, you encourage your child's growth as a successful person. We invite parents to become active participants in their children's school activities and encourage them to be knowledgeable about their children's schoolwork by maintaining open lines of communication between home and school. Because NDCA is a faith community, parental cooperation and support for the school program are essential. Parents or family members who experience any concern with regard to their child's education or with school policy are asked to approach school authorities *respectfully* and allow them to investigate the concern or clarify the school policy in question. The administration, faculty, and staff will provide prompt and fair action. We also assure privacy in discussing issues, professional courtesy and respect, and sincere efforts to resolve situations so that Christian community is maintained at all times. Parents are asked to use the following procedures to express their concern over a school matter:

- If the concern involves routine practices such as homework, class work, behavior, tests/grades, or student-to-student problems, the parent should first contact the TEACHER. **Conferences or appointments are arranged by phone, email, or written note only. No parent/guardian will be seen by a teacher, without a scheduled appointment. All appointments with teachers are scheduled before or after school hours.** If you feel that the teacher conference did not achieve a resolution, an appointment may be made with the principal.
- If the concern is of a more serious nature, the parent should inform the principal of the situation in writing or via telephone, at which time the parent can request an appointment. Because of job responsibilities, the principal may not be immediately available to see parents without an appointment but will make every effort to accommodate parents, especially in emergency or very serious situations.
- **Please DO NOT discuss your concern in the presence of your child, especially if you are angry or upset.**

Conferences:

Appointments with teachers must be scheduled for before or after school and take place in their classroom. The corner or the gymnasium is not the proper place to discuss your child. Neither is it appropriate to approach the teacher in the school or schoolyard without an appointment. In the

event that you are unable to keep your appointment with the teacher, kindly call the office during business hours. All parents and visitors must sign in at the main entrance to the school and receive a pass to enter the building. All visitors must also sign out.

***All new students are admitted to school on a probationary basis of 3 months, which is confirmed and/or determined by the principal.**

11.4a Progress Reports & Report Card Schedule

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester. Parents/ legal guardians will also receive progress reports during each trimester prior to receiving the report cards. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

11.4b Parent Teacher Conferences

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

11.4c NYS Testing

Students in grades 4, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

11.4d TerraNova Testing

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally- normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

Section 12-Internet Use

12.1 Option C

The Option C Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through Option C removing the issues of lost or blocked email messages. It allows teachers to contact parents directly and keeps a record of the interaction should it be necessary. As grades are recorded for student work, they can be shared with parents, giving any time up-to-date progress reports.

Option C's Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fund raisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on Option C to ensure that all contact information is up to date and all options are set correctly.

12.2 Communications with Teachers

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use Option C, school communication platforms (I.e. Google classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issue. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating an open communication with the teacher first continues a positive relationship between families and teachers.

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

Section 13-Finances

13.1 School Tuition Policies

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.

These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every school/academy

13.2 Tuition and other fee schedules

We ask that you follow the tuition payment schedule. If for some reason you cannot, please contact the principal to avoid any late fees. Please Register to pay your tuition through FACTS MANAGEMENT SYSTEM. All payments are due on the fifteenth of every month. A \$10.00 late fee a month is charged for payments received after the twentieth day of the month. In addition, there is a \$20.00 fee for any returned checks.

All money, other than tuition, should be sent to school in a sealed envelope. The child's name, grade, exact amount enclosed and what the money is for, should be clearly written on the envelope. Please do not combine payments for example: Lunch with Afterschool. This can cause confusion and may prevent the payment from being recorded.

The academy or parish school will collect tuition and fees over a ten month period. This ten month period will typically extend from June to March. Tuition collection will begin prior to the start of the school year.

CATHOLIC TUITION RATES

GRADES K-8

**FAMILIES WHO REGISTERED AND ARE ACTIVE MEMBERS OF THEIR PARISH .
REGISTRATION AND FIRST MONTH'S TUITION ARE BOTH NON-REFUNDABLE.**

MONTHLY TUITION PAYMENTS

| | <u>1 CHILD</u> | <u>2 CHILDREN</u> | <u>3 CHILDREN</u> | <u>4 CHILDREN</u> |
|----------------------------|-----------------|-------------------|-------------------|-------------------|
| MAY 15 th | \$440. | \$670. | \$801. | \$833. |
| JUNE 15 th | \$440. | \$670. | \$801. | \$833. |
| SEPTEMBER 15 th | \$440. | \$670. | \$801. | \$833. |
| OCTOBER 15 th | \$440. | \$670. | \$801. | \$833. |
| NOVEMBER 15 th | \$440. | \$670. | \$801. | \$833. |
| DECEMBER 15 th | \$440. | \$670. | \$801. | \$833. |
| JANUARY 15 th | \$440. | \$670. | \$801. | \$833. |
| FEBRUARY 15 th | \$440. | \$670. | \$801. | \$833. |
| MARCH 15 th | \$440. | \$670. | \$801. | \$833. |
| APRIL 15 th | <u>\$440.</u> | <u>\$670.</u> | <u>\$801.</u> | <u>\$833.</u> |
| TOTAL | \$4,400. | \$6,700. | \$8,010. | \$8,330. |

| | <u>NON-CATHOLIC STATUS</u> | | <u>GRADES K-8</u> | |
|----------------------------|----------------------------|-------------------|-------------------|-------------------|
| | <u>1 CHILD</u> | <u>2 CHILDREN</u> | <u>3 CHILDREN</u> | <u>4 CHILDREN</u> |
| MAY 15 th | \$533. | \$868. | \$978. | \$995. |
| JUNE 15 th | \$533. | \$868. | \$978. | \$995. |
| SEPTEMBER 15 th | \$533. | \$868. | \$978. | \$995. |
| OCTOBER 15 th | \$533. | \$868. | \$978. | \$995. |
| NOVEMBER 15 th | \$533. | \$868. | \$978. | \$995. |
| DECEMBER 15 th | \$533. | \$868. | \$978. | \$995. |
| JANUARY 15 th | \$533. | \$868. | \$978. | \$995. |
| FEBRUARY 15 th | \$533. | \$868. | \$978. | \$995. |
| MARCH 15 th | \$533. | \$868. | \$978. | \$995. |
| APRIL 15 th | <u>\$533.</u> | <u>\$868.</u> | <u>\$978.</u> | <u>\$995.</u> |
| TOTAL | \$5,330. | \$8,680. | \$9,780. | \$9,950. |

REGISTRATION: \$200. \$250. \$315. \$315.
(NON-REFUNDABLE)

MATERIAL FEE:(Per Child) \$110. \$210. \$310. \$310.

TECHNOLOGY FEE: (Per Child)

GRADES K-3 \$ 100.

GRADES 4-8 \$150.

FUNDRAISING (Per Family) \$300.

SERVICE HOURS (30 hours Per Family) If not completed, \$15. per hour.

NURSERY TUITION

REGISTRATION & FIRST MONTH'S TUITION ARE NON-REFUNDABLE.

A NURSERY STUDENT NOW QUALIFIES AS A SECOND CHILD IN TUITION

| | <u>CATHOLIC</u> | <u>NON-CATHOLIC</u> |
|--|-----------------|---------------------|
| FIVE HALF DAYS PER WEEK | \$3,200. | \$4,200. |
| FIVE FULL DAYS PER WEEK | \$4,350. | \$5,280. |
| <u>REGISTRATION FEE</u> -Per Child (Non-Refundable) | \$ 130. | \$ 130. |
| <u>MATERIAL FEE:</u> (Due February 28, 2020) | | |
| FIVE HALF DAYS (Per Child) | \$ 115. | \$ 115. |
| FIVE FULL DAYS (Per Child) | \$ 115. | \$ 115. |
| <u>FUNDRAISING (Per Family)</u> | | |
| 5 HALF DAYS | \$ 150. | \$ 150. |
| 5 FULL DAYS | \$ 300. | \$ 300. |

TUITION INCENTIVE

For grades Nursery(Full-time), Kindergarten-Grade 8-- If tuition is paid in full by the end of September 2019, you will receive a fifty (\$50.) deduction.

NOTRE DAME CATHOLIC ACADEMY
FINANCIAL AID POLICY

Tuition assistance may be provided to families whose annual income is insufficient to meet the tuition payments required by Notre Dame Catholic Academy. Diocesan wide scholarship programs are available to assist these families. All parents are encouraged to complete and submit **the FACTS Scholarship Form on line at registration time for the academic year beginning** in September.

A family may make a request to the Tuition Assistance Committee at Notre Dame Catholic Academy for assistance beyond what is awarded by the Futures in Education.

The Tuition Assistance Committee will review the following points:

1. Scholarship amount determined by FACTS
2. Family payment history
3. Family school participation history
4. Principal's report
5. Families may be asked to provide detailed copies of their prior tax forms, recent paystubs, and other financial information that the

Tuition Assistance Committee needs

Making a **final decision**:

1. The Tuition Assistance Committee will review each request for Additional financial assistance and make a recommendation to Notre Dame's Board of Directors
2. Notre Dame's Board of Directors will review the Tuition Assistance Committee's report and recommendation and make the final decision about the applicant's request for additional assistance.

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.

In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.

Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

13.3 Resources for Tuition assistance

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: www.futuresineducation.org/scholarships. The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

13.4 Tuition Assistance Committee

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

13.5 FACTS

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies and parish schools. There will be one FACTS record per family, and each student must be listed separately. This provides valuable detail about the charges and discounts each student is receiving. In turn, this provides the academy better reporting. A major benefit of FACTS is the ability to process automatic drafts of the payer's bank account or credit card. There is a 2.85% convenience fee on credit card transactions. FACTS does offer an invoicing option as well. With this option, FACTS will send an invoice to the payer (via email or postal mail) 20 calendar days prior to the payment due date. The payer must then initiate payment either by using a credit card or bank account online, over the phone, or by mailing a check directly to FACTS. Families are encouraged to pay via automatic draft. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

13.6 Tuition Delinquency

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

Section 14-Safe Environment

14.1 Reporting Inappropriate Behavior with Children to Principal

14.2 Children reporting to their parents

14.3 Child Lures Prevention Program

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or parish school. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics.

Each program provides teachers with the resources to facilitate appropriate conversations. Parents/ legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

14.4 Alcohol and Drug Free Zone Policy

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation “school grounds” means the “buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level.” Tobacco use is not permitted on school grounds at any time. A “tobacco product” is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

14.5 Signs of Suicide (SOS) Prevention Program

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

Section 15- COVID-19

**All health related policies and procedures have been adopted from the regulations published by the NYC Department of Education in partnership with the NYC Board of Health.*

15.1 Hygiene and Health Requirements

15.1a Face Coverings

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students’ cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students’ face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable mask should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them during outdoor times and while eating.

15.1b Social Distancing

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

15.2 Health Policies

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

15.2a Health Screenings

Parents/ legal guardians will be asked to check student temperatures and screen students for symptoms prior to their arrival to school grounds. In the event that parents/ legal guardians are unable to do so, school staff members will be designated to complete health screenings. It is asked that all parents/ legal guardians are vigilant in temperature and symptom screenings for their children for the safety of other students as well as staff members. School staff will also perform random temperature screenings for both students and staff members using no-touch thermometers.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion or runny nose,
- Nausea or vomiting,
- Diarrhea.

15.3b Students Excluded from In-Person Learning

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

15.4 Returning to School after Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND

- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

15.3 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning as long as it is safe to do so. Academies and parish schools will follow guidance from local Board of Health officials as well as directives from the City of New York to ensure student safety.

Per the New York City Department of Education “In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentages of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above threshold is just one trigger for closing schools but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.”

In the event of positive cases reported within the school community, the following procedures will be followed per NYC Test & Trace Corps and DOHMH Investigations:

| Number of Cases | During Investigation (at least 24 hrs) | After Investigation |
|--|--|--|
| One confirmed case in a classroom | Close classroom with positive case, transition to remote learning | Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days |
| At least two cases linked together in school, same classroom | Close classroom with positive cases, transition to remote learning | Classroom remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days |
| At least two cases linked together in school, different classrooms | Close school building, transition to remote learning | Classroom or each case remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days. Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room) |
| At least two cases linked | Close school building, transition to | School opens after investigation; |

| | | |
|--|--|--|
| together by circumstances outside of school (e.g., acquired infection by different setting and source) | remote learning | Classrooms remain closed for 14 days |
| At least two cases, not linked but exposure confirmed for each outside of school setting | Close school building, transition to remote learning | School opens after investigation; Classrooms remain closed for 14 days |
| Link unable to be determined | Close school building, transition to remote learning | Close school for 14 days |

15.4 Distance Learning

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- **Device Usage** – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.
- **Video/Audio Conferencing** – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
- **File Transfer/Submission** – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- **Learning Platforms** – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.

Notre Dame Catholic Academy of Ridgewood

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PLEASE SIGN THIS PAGE AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER ON THE NEXT DAY OF SCHOOL. NO CHILD WILL BE PERMITTED TO ATTEND CLASSES UNLESS THIS DOCUMENT IS SIGNED AND RETURNED.

Notre Dame Catholic Academy of Ridgewood
Student Handbook~Nursery to Grade 8

PARENTAL AGREEMENT
September 1, 2020 - August 31, 2021

I have read the Handbook given to my child in its entirety and fully understand everything that is stated in the Handbook.

By signing this form, I agree to abide by all of the regulations set forth in the Handbook.

Student Name: _____

Grade: _____

Student's Signature _____

Date: _____

Parent's Signature _____

Date: _____

