



**NOTRE
DAME**
A C A D E M Y

**Notre Dame Academy Parent and
Student Handbook
2018-2019**

**Notre Dame Academy
13505 Excelsior Blvd.
Minnetonka, MN 55345
952-358-3500
nda-mn.org**

Changes to the handbook are indicated by an * at the section heading.

School Mascot and Colors

The school mascot is a lion and the school colors are royal blue and maize.

School Idiom

Having FAITH in ALL children

School Hours

Office Hours 8:00 – 4:30 p.m. (School Days)

Student Hours – 9:00 – 3:55 p.m.

SCHOOL OFFICE NUMBER:952-358-3500

SCHOOL FAX NUMBER

952-935-2031

SCHOOL WEB SITE

www.nda-mn.org

SCHOOL FACEBOOK

Notre Dame Academy Minnetonka MN

MISSION STATEMENT

As a regional, Catholic school, our mission is to provide PreK — 8th grade students a Christ centered and innovative learning environment where each student has the opportunity to grow spiritually and academically. Continually guided by the spiritual example of Our Lady, Notre Dame Academy provides a caring and nurturing community for all.

CORE VALUES and PHILOSOPHY

Values: Our team of dedicated teachers offer a child centered education that is authentic, relevant, taught with kindness and inclusiveness, with a commitment to the whole child — always remaining Christ centered and focused on academic excellence, social responsibility and spiritual integrity.

Philosophy: We have a vested interest in each student, and are passionate about their future. As an unbiased, PreK - 8th grade, Catholic school, Notre Dame Academy holds a unique position that empowers us to educate and bring unity to a diverse group of students for the good of all. We believe that a traditional Catholic faith-based education provides spiritual guidance and opportunity for all far into the future.

EXPLANATION/LISTING OF STATE AND FEDERAL SCHOOL LAWS

Policies listed with a Minnesota State Statute and federal mandates will have the specific law/mandate listed by the sub heading or within the body of the topic information. Notre Dame Academy will comply with the laws and mandates in order to ensure a safe and secure school facility as well as continue to receive state and federal nonpublic school funding. Modifications of some guidelines and legislative acts are applicable for Special Education Students as defined in Minnesota statutes. Notre Dame Academy will give equal credence to all students and will review incidents on a case-by-case basis prior to consequences being assigned. Explanations listed may be paraphrasing of the actual laws.

Minnesota Nonpublic School Accrediting Association requires its member schools to follow the compulsory education statutes and a variety of other statutes in order to maintain an accreditation in good standing level with the organization. Notre Dame Academy will comply with the statutes as required by MNSAA.

As a school of the Archdiocese of St. Paul and Minneapolis, the school is expected to participate in specific mandates and school improvement efforts. Notre Dame Academy will comply with the mandates from the Archdiocese.

STATEMENT OF NONDISCRIMINATION

USDA - Civil Rights Statement

Non-Discrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

ACCREDITATION

Notre Dame Academy is accredited through the Minnesota Non-Public School Accreditation Association. Accreditation is a voluntary process of rigorous school improvement, which is validated by evaluations from external members of the MNSAA organization. MNSAA is recognized by the Minnesota Department of Education and the United States Department of Education as an approved accrediting agency.

ADMISSIONS (100)

100.00 ADMISSIONS PROCEDURE

100.01 - Parent/guardian must submit appropriate enrollment documents, register through TADS, and pay a non-refundable registration fee.

100.02 - Parents/guardians of transfer students must provide the school with a copy of the student's official transcript and any special education records.

100.03 - Students entering Kindergarten must be 5 years old by September 1st as stated by the State of Minnesota.

100.04 - Parents/guardians must provide proof of immunizations, medical information prior to the start of school.

100.05 – All academic, behavioral, and special education information must be transferred to the school prior to a final enrollment acceptance.

(101) - REFUSAL OF ADMISSION OR DISCONTINUANCE OF ENROLLMENT

101.01 - The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student for any reason.

(102) - EXPELLED/WITHDRAWN STUDENTS – READMISSION

102.01 - Students expelled or withdrawn from Notre Dame Academy must follow the standard admissions procedures for new students. If accepted, the student will be placed on a trimester to full academic year probationary period and a contract specifically detailing expectations must be followed.

102.02 - The school reserves the right to dismiss or deny readmission to any student for reasons the principal and moderator deems fit.

FINANCIAL INFORMATION (200)

200 - TUITION PROGRAM

200.01 - Parents must enroll in the TADS program for enrollment, re-enrollment, and admissions.

200.02 - Adjustments due to financial assistance, scholarships, or other awards will be made directly by the school to the appropriate TADS accounts.

201 - FINANCIAL AID

201.01 - Parents may apply for financial aid from the school through TADS for K – 8 students. PK families would apply for aid through the LADC registration process.

201.02 - Financial aid is granted for one school year and is not automatically renewable. Applications must be submitted each year for consideration.

201.03 - Families receiving financial aid are expected to be actively involved in fundraisers and volunteer opportunities that promote the school.

201.04 - Financial aid is granted through the school. Questions on the application of financial aid to your TADS account should be directed to the business office.

202 - MISCELLANEOUS FEES

202.01 - Fees for activities, trips and other costs may be billed through TADS.

203 - CHECK PAYMENTS RETURNED FOR NONSUFFICIENT FUNDS

203.01 - Notre Dame Academy will impose a fee of up to \$40.00 on any returned checks.

203.02 - After the second incident of a non-sufficient funds return, we will no longer accept payment by check, but will require cash or money order.

204 - WITHDRAWAL PROCEDURES FOR CURRENT SCHOOL YEAR

204.01 - Parents withdrawing their student/students from school must provide Notre Dame Academy with a 30-day written notice.

204.02 - Students who are withdrawn at any time after the start of the school year will be charged tuition for the **entire trimester**. Refunds, if applicable, will be prorated accordingly.

204.03 - Registration fees, activity fees, athletic fees, bus fees, etc. will not be refunded.

204.04 – A family with an outstanding balance of tuition, childcare, or fees from the current or previous school years, any tuition paid will be used to cover those fees and a potential refund would be based on any funds left after the past due financial obligations have been satisfied.

205 - FINANCIAL POLICY FOR WITHDRAWAL FOR THE PENDING SCHOOL YEAR

205.01 - In order to receive a refund of tuition paid for the pending school year, the parent/guardian must advise the Principal and/or Business Administrator by **May 30 to prevent new billing.**

205.02 - Registration and other fees are non-refundable, regardless of the date of withdrawal.

205.03 - If a student is withdrawn from the pending school year after being registered, but before the first day of school, the family will incur a charge of 25% of the tuition paid/or due, as we incur expenses for books, software renewals, SIS listings, etc.

206 - LATE PAYMENT POLICY

206.01 - All payments are due on the date indicated on your TADS invoice. If payments are not received by the date due, a late fee will be implemented by TADS.

206.02 - It is the family's responsibility to notify the Principal and/or Business Administrator if special circumstances arise making it difficult to meet tuition and fee obligations.

206.03 - TADS will notify the family of the past due account.

206.04 - The Principal and/or Business Administrator will review delinquent accounts on a monthly basis.

206.05 - When an account is 30 days past due and no contact has been made towards the school, a letter/email will be sent and a phone call by the Principal and/or Business Administrator will be made to the family to begin a dialogue about payment or arranging an alternative plan.

206.06 - If payments for past due tuition and/or fees are not made, or payment arrangements made are not kept by the family, Notre Dame Academy will withdraw the student(s) from the school until the full amount of past due tuition has been paid.

206.07 - Notre Dame Academy may also turn accounts over to a collection agency or attorney for collection of past due tuition and fees. Any fees incurred for the use of a collection agency or attorney may be charged to the family.

206.08 - Tuition and fees must be paid in full by May 15 or the student(s) may be prohibited from enrollment in the next grade at Notre Dame Academy and/or students may not participate in graduation activities.

207 - LION'S LAIR CHARGES AND FEES (Before/After and Summer Care)

207.01 - All Lion's Lair charges will be billed through TADS and need to be paid in full by the last day of school before enrolling in summer camp.

207.02 - Lion's Lair will be open on half days and most days when school is not in session. These sessions are NOT included in the regular fees for after school care. Dates, times and fees will be communicated through the weekly Insight and flyers.

***207.03** – Late pick up fees will be charged at **\$1 per minute you are late** after 6:00 p.m. or other designated closing times. Fees will be charged through TADS.

208 - TRANSPORTATION

208.01 - Parents may register their child/ren for optional bus transportation. There is a fee associated with using the bus service, be aware that the fee does not cover the actual bus costs. Bus fees are not refundable.

208.02 - Parents are expected to apply for the district bus reimbursement for NDA.

GRADING POLICIES AND INFORMATION (300)

300 SYCAMORE - Parent and Student Portal

300.01 - Parents are encouraged to keep current on their child's grades and information through the Sycamore system.

300.02 - Parents will receive a login and password at the start of the school year.

301 - GRADES

301.01 - Grading of students is based upon instructional objectives and determined by measuring completion of assignments, activities, projects, scores on quizzes and tests, homework, and classroom participation.

301.02 – Grades are as follows for the various levels of Pk – 4th Grade.

Pre-Kindergarten through Grade 4

Number	Value
4	Exceeds Standard
3	Meets Standard
2	Partially Meets Standard
1	Does Not Meet Standard

GRADES 5 - 8

301.03 - Letter grades will be given to students based on the percentage points earned for assignments and assessments.

301.04 - An incomplete may be given in cases of illness, emergency, or when prior arrangements have been made per the discretion of the administration.

302 - EXTRA CREDIT

302.01 - Notre Dame Academy does not provide extra credit.

303 - EXTRA CURRICULAR ACTIVITIES ELIGIBILITY

303.01 - Students who participate in extracurricular activities must maintain passing grades in all classes to remain eligible for activities and athletics. Passing grades are considered A - C grades.

304 - FAILING GRADES

304.01 - Students may be required to attend mandatory help sessions or seek formal tutoring.

304.02 - Teachers will meet with the student, parents, and principal to create an academic plan if a student receives a failing grade.

304.03 - Students who fail a class will be expected to make up the course during an approved summer school course.

305 - RETENTION POLICY

305.01 - If retention of a student is under consideration a conference will be set with the teacher, parents, and principal to discuss academic concerns.

305.02 - If students lack sufficient mastery of basic skills, are performing below grade level in academic subjects or have failed two or more core subjects, retention may be discussed.

HOMEWORK POLICIES AND INFORMATION (400)

400.01 - Homework is defined as all work, including but not limited to reading, writing, research, worksheets, studying for tests or quizzes, take-home tests, projects, labs, etc.

400.02 - No homework holidays include October professional days/weekend, Thanksgiving, Christmas, and Easter breaks. However, students who are behind in their regular work will be expected to use holiday breaks to get caught up.

400.03 - The nights of the school musical, conferences, performances, etc. teachers will be asked to have minimal or no homework assigned that is due the following day.

401 - LATE HOMEWORK

401.01 - Homework is expected to be completed at home or if the teacher gives some class time to begin your work.

401.02 - If work is not turned in when it is due, the student may be asked to complete the work during recess time.

402.03 - Late assignments will result in points being taken off at 10% per day.

403 - MAKEUP WORK

403.01 - Students who are absent are given one school day for make up of work per day being absent. unless we are close to the end of the grading period, which missing work may need to be completed by the last day of the grading period.

404 - REDOING WORK (Redoing assignments is solely for the purpose of mastery).

404.01 - Teachers are not required to allow work to be redone.

404.02 - If work is allowed to be redone, it will not receive full credit, but only one-half of the credit of the problems redone.

ACADEMIC POLICIES AND INFORMATION (500)

500 - ASSIGNMENT BOOKS/PLANNERS

500.01 - Students in grades 3 – 8 will be issued an assignment book or will use Google.

500.02 - It is the responsibility of the student to keep the assignment book/planner current and to write the assignments in their planners.

501 - STUDENT ADVANCEMENT

501.01 - For students to be considered to be flexed up to the next grade for a specific subject, they must meet all of the following criteria:

- Students must be in 5th grade or higher. Younger students may be offered challenges in their current classroom and/or asked to work in a different book with their current teacher.
- Score 90% or higher in the subject area standardized testing with the subtests in the related areas above 90%, results of the STAR tests and classroom work will also be taken into consideration.

- Students must be recommended by the classroom/subject area teacher for placement in the higher-level course.
- Teacher, parent, and student must meet with the principal to discuss the possibility of advancement.
- Student must academically perform in the class at the expected level of achievement to remain in the advanced placement class.
- Academic, social and emotional behaviors will be taken into consideration prior to movement of a student.
- Students may be asked to begin work in another textbook, work over the summer to complete the materials in order to be moved up with a different class the following year.

502 - STANDARDIZED ACHIEVEMENT TESTING – MN Statute 120A.22, subd. 11.

502.01 - Standardized achievement tests are administered to all students in grades K - 8.

502.02 - Achievement test data is placed in each student's cumulative file and a copy of the test results will be sent to the parents.

ATTENDANCE POLICIES AND INFORMATION (600)

600 - ATTENDANCE POLICY – MN Statute 120A.22

Every child entering Kindergarten must graduate from high school or remain in high school or an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old.

601 - ILLNESS

601.01 - Should a student have to miss school due to illness, parents are asked to contact the office and students must make up missed work.

601.02 - If your child is ill and will be out of school for the day, please contact the school. If a child is out more than one day, the parent must call each day. . If the school has been notified of a prolonged medical related illness or vacations, calls do not need to be made each day.

601.03 - It is necessary to state the reason the child will be out of school, as we are required to send notes home regarding certain illnesses.

602 - TARDIES AND EARLY DISMISSAL

602.01 - Each student is expected to be in school at the designated starting time each school day for the full school day.

602.02 - If a student is coming to school late or is being picked up early, parents must come into the school office and sign the student in/out.

602.03 - The principal will contact parents of students with excessive absences or tardies as it can affect a student's learning. Excessive absences or tardies are considered 10 days or more throughout the school year.

603 - FAMILY VACATIONS

603.01 - When scheduling vacations, every effort should be made to coordinate with the scheduled breaks on the school calendar.

603.02 - If students are taking vacations, they should request work in advance of the trip. Teachers will do their best to provide as much of the work in advance as possible, but students may find more work awaits them upon their return.

604 – TRUANCY [Minnesota Statute 260A.02, subdivision 3](#) defines truancy as follows:

“Continuing truant” means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary grades: or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

Furthermore, [Minnesota Statute 260A.07 subdivision 1](#) guides schools to report continuing truant students to the county attorney to discuss possible legal ramifications for the student and parent(s)/guardian(s) for continued truancy.

605 - MEDICAL LEAVE OF ABSENCE

605.01 - When a student is unable to attend school due to medical or psychological reasons, the administration will grant that student a medical leave of absence.

605.02 - During a medical leave, students will be expected to keep up with only as much school work as they are able. A teacher may modify assignments, tests or projects due to a medical leave.

605.03 - Prior to the student's return to school, the physician or professional must provide a signed release for the student to resume full responsibilities for the school day.

605.04 - Should the student be unable to participate in physical education or sports, they will also need a medical release to clear them for participation.

606 - SCHOOL ATTENDANCE FOR ATHLETES

606.01 - Student athletes must be in school for the full school day to participate in practices and/or games on the same day. Exceptions would be a doctor appointment with an accompanying note for the coach/office.

606.02 - Students who have disciplinary infractions during the school day may not participate in after school practices or games.

602.03 - Students who were sick during the day cannot participate in sport activities.

602.04 – Suspension (in or out of school) will result in automatic dismissal from participation in sports (see suspension information).

APPEARANCE POLICIES AND INFORMATION (700)

700 - UNIFORMS

700.01 - All uniform pieces (with the exception of socks, tights and shoes) must be purchased from Lands' End or Educational Outfitters, Educational Outfitters or from the used uniform selection at NDA. Certain items, **as noted in red below**, are available only through Lands' End. Our school code is 900156605. ALL SHIRTS, SWEATERS, VESTS, FLEECE MUST HAVE THE SCHOOL LOGO.

Elementary Girls (K-5)	Middle School Girls (6-8)
Required Mass Uniform Pieces	Required Mass Uniform Pieces
<ul style="list-style-type: none"> • Plaid jumper • White polo or peter pan collar top (long or short sleeves, the logo is not required under the jumper) • Navy tights, leggings or bike shorts 	<ul style="list-style-type: none"> • Plaid skirt • Navy polo (long or short sleeves) • Navy tights, leggings or bike shorts
<i>Optional Items</i>	<i>Optional Items</i>
<ul style="list-style-type: none"> • Navy, gray, maize polo (long or short sleeves) • Navy pants or shorts • Plaid skirt or skort • Navy or maize sweater vest • Maize cardigan sweater • Navy fleece jacket • White tights 	<ul style="list-style-type: none"> • White, gray, maize polo (long or short sleeves) • Navy or khaki skirts, pants or shorts • Plaid skirt or skort • Navy or maize sweater vest • Maize cardigan sweater • Navy fleece jacket • White tights
Elementary Boys (K-5)	Middle School Boys (6-8)
Required Mass Uniform Pieces	Required Mass Uniform Pieces
<ul style="list-style-type: none"> • White polo (long or short sleeves) • Navy pants or shorts 	<ul style="list-style-type: none"> • White polo (long or short sleeves) • Navy pants or shorts
<i>Optional Items</i>	<i>Optional Items</i>
<ul style="list-style-type: none"> • Navy, gray, maize polo (long or short sleeves) • Navy or maize sweater vest 	<ul style="list-style-type: none"> • Navy, gray, maize polo (long or short sleeves)

- **Maize cardigan sweater**
- **Navy fleece jacket**

- Khaki pants or shorts
- **Navy or maize sweater vest**
- **Maize cardigan sweater**
- **Navy fleece jacket**

- * All tops, sweaters, sweatshirts, and fleece are required to have NDA logos.
- **Bold red print** indicates pieces of clothing that must be purchased from **Lands' End**.

UNIFORM ATTIRE

All uniforms should be neat, clean, in good condition and appropriately sized.

*Tops:

- All polo shirts must be long enough to remain tucked in at all times.
- T-shirts may be worn under uniform shirts, but are to be plain white (free of lettering or graphics).

Bottoms:

- *Approved uniform shorts may be worn from the beginning of the school year April through October, weather permitting.
- *Navy or white tights, navy leggings or navy bike shorts must be worn under skirts or jumpers at all times.
- Pants and shorts are to be worn at the waist, above the hips.
- Skirts, shorts & jumpers must be longer than a student's fingertips with their arms and hands fully extended.
- Leggings and yoga pants/shorts may NOT be worn as pants/shorts.

Shoes:

- Shoes must be neat and clean-soled without a heel. No open-toe or open-heel shoes, clogs, Crocs, sandals, platforms, high-heel or boots. No wheels on shoe bottoms.
- Appropriate footwear is required for Physical Education class: sneakers, basketball, or any other athletic shoe with non-marking soles.

Socks:

- Socks must be worn at all times.
- All socks should be clean and in good condition, fit well and, as best as possible, complement uniform attire.
- Girls should wear white or navy socks or knee-highs/tights; a uniform plaid ruffle sock is also acceptable.
- Boys should wear socks that compliment their uniform attire; solid socks in the colors of navy, black, or white are acceptable.

Accessories and Physical Appearance:

- Belts are optional, but if worn should be khaki (grades 5-8), brown, black, navy or NDA plaid.
- Jackets must be kept in lockers and not worn during the school day. This does not include the uniform fleece jacket or pullover, which may be worn at any time.
- Hats and sunglasses are not to be worn during the school day unless authorized for special events.
- Hair should be clean and well groomed; hair should not be dyed unnatural colors or create distraction.
- Make-up and jewelry should be appropriate for school and not create a distraction.

Non-Uniform Attire or Spirit Days:

- Non-Uniform clothing should reflect Catholic values with respect to graphics, lettering and physical fit and modesty.
- No ripped or torn clothing, or clothing with weapons, alcohol/tobacco logos and/or inappropriate language or messages.
- A shirt MUST be worn over or under all tank tops and spaghetti straps – this applies to both boys and girls.
- *Shorts (of appropriate length – as long as a student's fingertips with arms and hands fully extended) may only be worn from April - October.
- Socks must be worn at all times.
- Leggings/yoga pants/shorts may NOT be worn as pants/shorts and students may not wear pajama bottoms as pants on an out of uniform day, unless they are the official NDA pajama bottoms.
- The same footwear and accessory regulations apply on non-uniform or spirit days.
- On Spirit Days, students may wear other NDA gear and school sports team, school band, or school team shirts to school. Students may wear jeans or other pants that are in good repair. LEGGINGS MAY NOT BE WORN AS PANTS!

700.02 - All students are required to wear laced or Velcro athletic shoes with a closed back when participating in PE classes or athletics.

700.03 - Shoes with wheels or that might cause scuffing to the floors will NOT be allowed in PE or in the building.

700.04 - Specific athletic shoes may be deemed inappropriate at the PE teacher's discretion (For student safety or protection of the gym floor).

COMMUNICATIONS POLICIES AND INFORMATION (800)

800 - PARENT-TEACHER CONFERENCES

800.01 - The purpose of parent-teacher conferences is to strengthen the partnership between the school and the parents to promote the spiritual, academic, and social maturity of the student. Conference goals are as follows:

- To encourage communication between parent and teacher
- To provide teachers with insights about the student from the parents' perspective
- To consider short-range goals for the child
- To evaluate the student's immediate challenges in order to develop a cooperative strategy
- To pray for the specific needs of the child

800.02 - Students in grades 6 - 8 are strongly encouraged to attend conferences with their parents.

801 - COMMUNICATIONS WITH THE TEACHER OR PRINCIPAL

801.01 - The best way to contact a teacher or the principal is through a brief email. This provides a record of the contact. You are encouraged to request that they call you if the situation is at all controversial in nature, as emails have a higher risk for misinterpretation.

801.02 – Teachers and the principal will respond to email within 24 hours if possible (weekend and breaks not included). If there is an emergency or urgent matter, a call to the office would be best.

801.03 - Parents should expect a return call within 24 hours (weekend and breaks not included). If you leave a message, brevity is preferred. Describe the nature of the concern and include a phone number and time for a more detailed discussion.

802 - COMMUNICATION WITH THE BUSINESS OFFICE

802.01 - Business office matters are often confidential in nature. Dialogue concerning confidential matters will not be addressed outside of the office. Information may be shared with the principal or moderator as necessary.

803 - EMAIL

803.01 - Notre Dame Academy will use email as its primary means of communication with parents for school news.

804 – INSIGHT & SMORE

804.01 – The Insight is the weekly school newsletter will be emailed to parents, alumni and friends of the school. If at any time you discover you are not receiving regular emails, please contact the school office.

804.02 – The school will email Smore communications to families, grandparents and others as needed for communications.

SAFETY AND SECURITY INFORMATION (900)

900 - AFTER SCHOOL SUPERVISION

900.01 - Pick up your child promptly from after school events and activities.

900.02 - All school activities, clubs, etc. must be finished by 5:00 p.m. Should an activity be cancelled due to weather, teacher absence, we will do our best to contact parents in advance.

900.03 – Students who are attending athletics and are waiting for practice to begin or practice has ended and their ride is not here, **MUST** go to Lion's Lair and parents will be charged accordingly. **STUDENTS MUST BE SUPERVISED!**

901 - BUS RIDERSHIP TRAINING AND EVACUATION DRILLS –MN Statute 123B.91

901.01 – All students must participate in yearly training to make students aware of rules and regulations of school bus ridership.

901.02 - Evacuation drills and training classes will be held yearly at school. It is mandatory that students participate in the training classes.

902 - DROP OFF AND PICK UP PROCEDURES

Morning Drop Off: (K-8)

7:00 – 8:45 a.m. Morning Care – All families will enter through door 11S (not the cafeteria door) and sign their children in during the morning care time.

8:45 – 9:00 a.m. & before school activities - Students may be dropped off via car in the front of the school building and enter through the main doors. If students have a lot of items to bring in, parents are asked to park in the available visitor parking spaces and help their child into the building. Please do not park in the drop off line. Students exiting the car should be getting out on the curbside of the vehicle.

Bus riders are dropped off in the back of the school building and enter through the playground doors.

MORNING DROP OFF PK Program

7:00 – 9:00 a.m. PK families will park in the back lot, enter through the playground door (11S) and walk their child into the building and take them to their classroom or the morning care room based on the arrival time. PK children may NOT enter the building alone. Parents should hold their child's hand as they cross to the doors as other cars may be present and moving.

Drop off after the usual morning time, must be done through the front office of the school. Parents must walk students into the building and sign them in.

Afternoon Pick Up: (K-8)

Car riders are divided between the back lot and the parish lot based on where their name falls in the alphabet. Families with the child's last names that start with A – K will pick up on the playground. Families with the child's last names that start L – Z will pick up

at the church doors. If you are in a car pool or have someone else pick up your child, pick up will always be in the same area.

Bus riders will be picked up in the front of the school building.

If students need to be picked up any time prior to the regular dismissal time for the day, parents must enter the building and sign their children out at the office.

Parents are asked not to leave the vehicle unattended. This will cause congestion and delay. If you need to help your child, please park your vehicle in the appropriate parking spaces walk over and pick them up from the curb and walk together to your car.

Students not picked up by **at the end of the day** will be escorted to Lion's Lair for after school care and parents will be billed the fee for the care through TADS. Parents must park and enter the building to pick up their child/ren through door 11S.

AFTERNOON PICK UP FOR PK Program –

Noon pick up will take place in the front circle drive of the school. Please wait in your car and the children will be brought out to you.

Other pick up times before the regular dismissal all parents will enter through the front office and sign your child out.

3:55 – 6 p.m. PK families will park in the back lot, enter through the playground door (11S) and will sign out their child from the child care program room. Parents are expected to walk their child to the car and supervise them as other cars may be moving in the parking lot.

903 - CLOSING SCHOOL (EMERGENCIES)

903.01 - If it is necessary to close school because of inclement weather or other emergency, an announcement will be made at the following locations:

- Local Radio and TV stations
- Website – www.nda-mn.org

903.02 - For weather related closings, we will try to have announcements posted by 6:30 a.m.

904 - CRIMINAL HISTORY , chapter 275 – MN Statute 123B.03

904.01 - Pursuant to the statute stated above, Notre Dame Academy requires criminal history background checks of all staff members, regardless of position, as well as coaches, club leaders, and volunteers, having direct contact with students.

904.02 - NOTRE DAME ACADEMY has established a policy of conducting background checks within a three-year cycle for current employees, coaches and volunteers.

904.03 - MN Statutes state that background checks must be completed, regardless of whether any compensation is paid for the person working directly with the students.

904.04 - If a background check comes back with a history, the principal and/or moderator will review it. Depending on this review, a decision will be made on the eligibility of the individual to further participate in activities for duties in the building.

905 - CHEMICAL USE

905.01 - Chemical use is defined as any use of chemicals that alter the normal function of the body. It is the school's position that the consequence for a student who uses and/or distributes substances will be required to seek professional assistance and a meeting will be held with parents and written permission from the parents will be required to allow the school to speak with the professional working with the student. Further disciplinary consequences may be considered by the school administration for students with chemical use.

905.02 - Any student who knows that there are chemicals being used or abused by another student, even if they are not using themselves, are considered to be present and aware, could face disciplinary actions for not informing an adult about the issue.

906 - CHILD ABUSE REPORTING ACT – MN Statute 626.556

Statutes mandate the reporting of neglect or abuse of a child, which is known or suspected. Education professionals must make a report if that person “knows or has reason to believe a child is being neglected or abused... or has been neglected or abused within the preceding three years.” Teachers and staff will not keep confidences when life, safety, or health is involved, as they are mandatory reporters.

***907 - CONFISCATION OF PROPERTY**

907.01 - The following items will be confiscated:

- Prescribed or non-prescribed medication in a locker, classroom, or in a student's possession. ALL medications need to be administered through the school office.
- Inappropriate or illegal items in a locker, a classroom, or in a student's possession will be confiscated and police may be called.
- Any items or electronic devices being used inappropriately or contrary to school policy regarding these items.

Any other items that are deemed a hazard, disruption, or offensive by the administration.

908 - CAFETERIA AND LUNCH TIME RULES

- Leave seat only for tray clean up and for dismissal.

- Speak in conversational tone.
- Clean up your eating area.
- Keep hands, feet, and objects to yourself.
- Treat cafeteria property and the property of others with respect.
- Listen and follow instructions the first time to teachers and supervisors.
- Do not trade food (allergy and nutritional concerns).

909 - MASS

- Disruptive behavior will require the student to sit by the teacher for the remainder of the Mass.
- If a student is moved frequently for disruptive behavior, he/she will be required to sit with a staff member at every Mass.

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910 - HALLWAY TRAFFIC AND OVERALL BUILDING RULES

- To keep the noise level at a minimum, students should not run or talk loudly in the halls. Staff members will be stationed at classroom doors and in hallways to provide supervision.
- Walking in the hallways is expected.
- Speak in conversational tone.
- Eating and drinking is not permitted outside of the cafeteria, except during a designated classroom snack and/or party times.
- Keep hands, feet, and objects to yourself.
- Treat school and church property with respect.
- Gum chewing is prohibited at all times.
- Use of all electronic devices including cell phones, handheld video games, or laser devices is prohibited during school hours, unless directed to use by a teacher.
- Backpacks are not allowed to be worn or carried to/in classrooms during the school day.

911 - PLAYGROUND

It is expected that Notre Dame Academy students will display good sportsmanship on the playground.

- Follow directions the first time they are given.
- Conversation and treatment of others is to be Christ-like.
- Use equipment according to the rules given by the playground supervisors.
- When the bell/whistle sounds, stop your play and line up as directed.
- Do not throw snowballs.
- No fighting, bullying threats

912 - HAZING – MN Statute 121A.69

Students or staff that are involved in activities on or off school property during or after school hours related to hazing of other students, potential students, school faculty, or personnel will be disciplined in accordance with school policy and Minnesota law. Discipline actions may include, but are not limited to suspension or expulsion. If a crime is committed in accordance with state or federal laws, the incident will be reported to the criminal justice system. Criminal or civil prosecution may be a result of the incident.

913 - PUBLICATION OF IMAGES

913.01 - Images taken of students and family members taken in the public arena such as sporting events, masses, fine arts public performances, etc. may be released on public media and may identify the students by names or grades.

913.02 - In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, advertising, websites, news broadcasts, yearbook, Facebook, and other social media etc.

913.03 - Student first names may accompany the information and may be posted with pictures or in news articles. But, NDA will usually post without names.

913.04 - Parents who do not want child or family photos used in school publications must contact the school office in writing by the first day of school. The denial will be in effect for one school year.

913.05 - Notre Dame Academy may disclose appropriately designated “directory information” about a student/family without the written consent of the student’s parent or guardian, unless they have advised NOTRE DAME ACADEMY to the contrary during registration for the current school year. Directory information may include the following:

- Name
- Address
- Grade Level
- Telephone (main home number, not a student's cell number)
- Photographs
- Honors and awards received

Publications utilizing such information may include but not be limited to the following:

- Parent/student directory
- Athletic programs
- Graduation or special event programs
- Insights
- Website (in adherence to child protection laws)

914 - PARENTAL CUSTODY AND STUDENT CONTACT – MN Statute 518.17, subd. 3, & The Buckley Amendment & MN Statute 120.22 subd. 1a & The Family Educational Rights and Privacy Act 32 U.S. C. 123g, 34. C.F.R. Part 99.

914.01 - The custodial parent is responsible for providing the following to the school administration:

- A copy of the signed and certified court order (most current copy).
- Court order revisions/updates that affect custody, visitation, or record-access rights.

It is the parent/guardian's responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his/her children.

If there is no documented legal restriction, and upon request, the school will do the following:

- Send duplicate correspondence to non-custodial parents.
- Arrange for review of school records by non-custodial parents
- Keep non-custodial parents apprised of major school events.

914.02 - Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under Minnesota Statutes.

914.03 - Notre Dame Academy is not required to hold a separate conference for each parent, in cases where parents are separated or divorced unless there is a current court ordered restraining order that has been given to the principal.

915 - SUSPENSION

915.01 - During an in-school suspension, the student will spend all or part of the school day working at a desk alone in the office. The students will be given a lunch break and necessary restroom breaks.

915.02 - Students on suspension are not allowed to participate in sports or extracurricular activities on the day(s) of the suspension, including the adjacent weekends.

915.03 - During an out of school suspension, students will be responsible for all missed class work, homework, and tests.

916 - FIELD TRIPS

916.01 - Students must have a signed permission slip for each trip before they may be permitted to participate in the field trip due to insurance regulations, phone calls and handwritten notes will NOT be accepted.

916.02 - Chaperones must be a parent, guardian, or legal-aged adult.

916.03 - All chaperones must have a current criminal background check on file with NOTRE DAME ACADEMY and have completed the Virtus training before attending the field trip.

916.04 – Siblings are not allowed to participate in field trips with parent chaperones.

916.05 - Chaperones must be willing to supervise multiple students, not just their own child.

916.06 - Any costs related to the field trip must be paid in advance and turned in with the signed permission slip.

917 - FIRE, LOCK DOWN, AND SEVERE WEATHER DRILLS/CRISIS PLAN – MN Statute 121A.035, section 299F.30

917.01 - Fire, lock down, and severe-weather drills are held at regular intervals throughout the school year.

917.02 - Instructions are posted in each classroom defining the procedure for exiting the building in case of a fire, and where to go for a lock down or severe-weather.

917.03 - Students are asked to walk quickly and quietly as possible to the designated area.

918 - LOCKERS

918.01 - Lockers are issued to students at the beginning of the year. Each student is responsible for keeping his/her assigned locker clean, both inside and out.

918.02 - Damages caused by the misuse of tape, stickers, etc. will be charged to the student responsible for the damage.

918.03 - Questionable decorations or pictures will be removed. Students are not to switch lockers or use unassigned (vacant) lockers.

918.04 - Lockers are the property of NOTRE DAME ACADEMY and can be searched at anytime for any reason, without notice.

918.05 - Students are not allowed to bring personal locks from home to put on their lockers. Locks found on lockers that were not distributed by NDA will be cut off and the party will NOT be reimbursed for the damaged lock.

919 - SECURITY SYSTEMS

At Notre Dame Academy, we strive for a safe and secure environment using the following measures:

- Secured entrances so visitors cannot access the building without visual and audio screening.
- Students and staff regularly practice safety drills.
- Visitors must wear a visitor badge.

920 - SEARCH AND SEIZURE – MN Statute 121A.72

Notre Dame Academy reserves the right to interview any students and to search and inspect the person and/or personal effect including but not limited to lockers, bags, backpacks, desks of any student at any time. The right to search, interview or inspect may be based upon any claim, report, information and/or document, whether or not substantiated or investigated, and whether or not such information relates to on-campus activities of the student. The right to interview may be exercised without prior notice to and outside of the presence of the parent/guardian of the student. The right to inspect and search may be exercised without the knowledge of and outside the presence of the student and/or the student's parent/guardians. Minnesota Statute allows for right of the school to search property.

921 - SEXUAL HARASSMENT AND SEXUAL VIOLENCE – MN Statute 363.01-363.14, the MN Human Rights Act and Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 u.s.c. 2000e, et., Seq.

Notre Dame Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect. It is the policy of Notre Dame Academy to maintain a learning, volunteering, and working environment free from all forms of sexual harassment, sexual violence, intimidation, and exploitation. NOTRE DAME ACADEMY prohibits any form of sexual harassment and violence. It shall be a violation of this policy for any student, employee, or volunteer or NOTRE DAME ACADEMY harass or show sexual aggression/violence toward a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy.

Notre Dame Academy will investigate all complaints, formal or informal, verbal or written actions or statements brought forth to the administration.

922 - VIRTUS TRAINING

The Archdiocese of St. Paul and Minneapolis requires all school employees, coaches, and volunteers to participate in Virtus Training. Virtus' training is a one-time training and participants must register online and attend the training before they are allowed to work directly with students. The school will be able to certify participation online once the person has completed the training session.

923 - VISITORS

923.01 - Visitors may be asked to present proper identification before access to the building will be granted.

923.02 - A visitor tag will be issued, which must be worn at all times while on the school premises for the safety and security of the students and staff.

923.03 - Prospective students in Grades 1 – 8 may visit the school during normal school hours with prior permission from the principal.

923.04 - Parents, legal guardians, and grandparents are always welcome to visit their child's classrooms. Such visits should be scheduled in advance by contacting the teacher to be certain students do not have a test or trip scheduled.

923.05 - Unless volunteering, alumni may visit the school only after dismissal and must register in the office. This will keep alumni from disrupting classes during learning time.

923.06 - Students who are not siblings of Notre Dame Academy students, are not currently attending NOTRE DAME ACADEMY, and are not prospective students are not allowed to visit during the lunch hour or other parts of the academic day.

924 - WEAPONS – MN Statutes 2001, section 121A.05 - 06 & 152.01, subd. 14a

The definition of a school zone includes any property owned, leased, or controlled by a school district or an organization operating a nonpublic school where educational services in grades 1 – 12 are located, or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided. This also includes a definition of school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property and areas within a school bus.

All schools must report incidents involving the use or possession of a dangerous weapon, or look alike weapons in school zones. Minnesota Statutes require school officials to contact law enforcement about any student who brings a weapon, firearm, knife, etc. to school. Students found to have a weapon at school will be expelled from the school for a period of one year, in accordance with state law. The Act gives school officials discretion on a case-by-case basis to apply a lesser punishment, particularly in the case of special education students.

It is important to understand that knives, replica firearms, starter guns, splatter guns, any form of weapon that expels any type of projectile, or administrative judgment on any type of personal or household gadget used inappropriately to cause danger or harm may be determined as a weapon by NOTRE DAME ACADEMY.

DISCIPLINE POLICIES AND INFORMATION (1000)

1000 - BULLYING – Minnesota Statute 121A.0695

Bullying is defined as a conscious, willful, deliberate, hostile, and/or repeated behavior by one or more people that causes physical, mental, or emotional harm to a person or damage to their property. Notre Dame Academy finds any form of bullying unacceptable.

- An act of bullying by either an individual student or group of students is expressly prohibited at Notre Dame Academy. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- False accusations or reports of bullying against another student are prohibited.

The following are examples of bullying and may occur repeatedly within one category or in conjunction with other categories.

Verbal: Name-calling, taunting, or derogatory comments to or about another student.

Physical: Punching, pushing, or other unwelcome physical contact, and or damaging or stealing a student's property.

Relational: Subjecting a student to ridicule, embarrassment, or social isolation.

Cyber Bullying: Use of computers, the Internet, mobile phones, etc. to bully others.

1001 - RESPONSE TO PROTOCOLS FOR BULLYING

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline in accordance with school policy.

- Upon receipt of a complaint or report of bullying, the school will undertake or authorize an investigation by the teacher and/or principal.
- The school will make every effort to protect students who report issues of bullying.
- Upon completion of the investigation, the school will take action and parents will be notified.

1002 - DISCIPLINE AND REMOVAL FROM CLASS – MN Statute 121A.61

State law requires schools to adopt a discipline policy. The policy includes procedures for notifying and meeting with a student's parent or guardian to discuss the problem that is causing the student to be removed from class. After the student has been removed from any combination of classes more than ten times in one year, a meeting will be held with the principal, moderator, and parents to discuss the enrollment status of the student.

1003 - DISCIPLINE RECORDS - Minnesota Statute 121A.4 – 121A.56

State law requires that schools include any disciplinary actions of student suspension or expulsion in the student's permanent academic records. This information must be included with records that are transferred to other schools. Therefore, parents cannot seek to have this information removed from a child's records. Formal disciplinary records will be transferred as part of the student's educational record, in accordance with data

practices under chapter 13 and the Family Educational Rights and Privacy Act of 1974, United States Code, title 20, section 1232(g).

A student's education records means the records, files, documents, and other materials that contain information directly related to the student maintained by Notre Dame Academy.

1004 - BEHAVIORAL PROBATION

If a student is violating the rules and/or displaying a pattern of behavior, which disrupts the classroom and is detrimental to the climate of the school, that student will be placed on behavioral probation. Behavioral probation means a student is subject to greater scrutiny and accountability by administration and faculty in regard to their attitude, attendance, academic performance, and behavior toward others. The student may lose privilege of extracurricular activities or privileges related to bus riding, cafeteria seating, etc. The principal via a phone call and a follow up letter will contact parents of students being placed on behavioral probation. Either party can request a meeting.

After being placed on behavioral probation, a student will be evaluated at the close of the probation period by faculty, administration, and parent. If sufficient progress has not been shown, the faculty may recommend that the probation be extended or that he/she will be ineligible to continue attending the school.

1005 - DISCIPLINARY ACTION – MN Statute 121A.45, subd. 2

The Minnesota Pupil Fair Dismissal Act under which a school can suspend, expel, or exclude students provides three independent grounds for dismissing students from school:

1. Willful violation of reasonable school policies and regulations related to conduct.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student, other people, or the property of the school.

1006 - BUS RIDING PRIVILEGE – MN Statute 123B.90, subd. 2

Eligibility to ride a school bus may be revoked for violation of bus safety of conduct policies. Riding on the bus means that students will follow school rules when riding. Specific consequences for inappropriate bus conduct could generate a misconduct report from the driver/bus company. Misconduct can lead to loss of riding privileges.

1007 – CHEATING AND PLAGIARISM

1007.01 - Cheating is a misrepresentation of a student's abilities or efforts by using the work of others as your own work or by using copied answers to complete assignments of tests.

1007.02 - All students involved are subject to consequences. Here are some examples of cheating, but are not limited to the following:

- Telling classmates about material or questions on a test or quiz.
- Receiving answers/question or material that will enhance your performance, whether intentionally or unintentionally provided.
- Copying someone else's work without teacher permission.
- Changing answers during in-class correction.
- Copying outside resources to complete school work, such as math assignment, without demonstration of mastery
- Plagiarism

1007.03 - Whenever a student is guilty of cheating, the teacher will collect the student's paper, quiz, or test, mark a zero for the work.

1007.04 - The classroom teacher will contact parent and the principal will be informed.

1007.05 - If this is a second offense, school administration will assign an in-school suspension and a conference with the parents.

1007.06 - Students in grades 4 – 8 will be instructed annually about what constitutes plagiarism. This training provides an open communication between students and teachers so that instances of student plagiarism are minimized while the significance of plagiarism is understood.

1007.07 - Whenever a student is guilty of plagiarism, the student will lose all credit for the work but may still be required to complete the work again at an acceptable level for partial or no credit.

1007.08 - Subsequent infractions of plagiarism may result in suspension and/or a grade of zero on the work, without the opportunity to fix the work.

1008 - ELECTRONICS POLICY (This is a basic summary, families sign acceptable use policies)

1008.01 - It is the intention of Notre Dame Academy to pursue and embrace the use of any electronics that will enhance the educational experience of our students. In general, with specific permission from each teacher, students may have and use devices such as smartphones, iPods, iPad, tablets, and laptop computers for uses directly related to their classroom learning experience.

1008.02 - The use of cellphones and other devices for personal communication and access to social media is prohibited during the school day.

1008.03 - If a student has been asked to bring an electronic device to a specific class by a teacher, they must return the device to their locker after that class and have the device turned completely off.

1008.04 - Students are not allowed to take pictures, videos, or record sound with their phones (electronics) in the classroom without direct permission from the teacher, these activities must be directly related to a school project.

1008.05 - Students may not listen to music via a media player/headphones during any times not specifically approved by the teacher and all music must be approved and deemed appropriate by the school.

1008.06 - Personal use of electronics for game playing, apps, access to inappropriate websites, etc. will lead to confiscation of the electronic device.

1008.07 - Electronic devices that are found in class without teacher permission will be confiscated and turned into the principal. Confiscated electronic items must be picked up by the student's parent(s) for the first offense.

1009 - SUSPENSION AND EXPULSION FROM SCHOOL – MN Statute 121A.41, subd. 1-10

Schools have the right to suspend and expel students from school. Minnesota law states that:

1. Suspension is an action taken by school administration prohibiting the student from attending school for a period of no more than 10 consecutive days. While there is a cap of ten days per incident, there is no cumulative cap on the number of ten-day suspensions per year. [34 C.F.R & 300.519](#).
2. Expulsion is an action taken to prohibit an enrolled student from further attendance for up to 12 months from the date the student was expelled.
3. Exclusion is an action taken by the school to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year. Should a student be expelled from school, parents will have a meeting with the administration and moderator and receive a written follow up of how/why the decision was made.
4. Schools are required to transmit formal suspension, expulsion, and exclusion records as part of the student educational records to other schools per [MN Statute 120A.22, subd. 7C](#).

1010 - GRIEVANCE/APPEALS PROCEDURES FOR STUDENTS AND PARENT

Unfortunately, even among Christians, there can be disagreements and, at times, conflict. The following procedures should be followed to facilitate a quick resolution.

Students:

- Remain calm; loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
- Do not try to discuss the situation in class time. This results in unnecessary participation of the class in something that is at issue with you and your instructor. It also can waste class time.
- Set an appointment with the staff member to discuss the situation privately.

- Pray together. Share concern calmly, honestly, and sincerely with your instructor.
- Remember to be respectful. You and the staff member may be angry. Anger does not create the best environment for a discussion. Make sure you enter the discussion with your anger in control.
- Listen with an open mind to what the staff member has to say. Remember you want to be heard and understood, the staff member deserves the same benefit.
- If you feel the issue was not resolved, set an appointment with the principal.

Parents:

- Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words or actions. Pray about the situation or incident.
- Know in your heart that you and the staff member are on the same team.
- Make sure you hear both sides of the situation before you determine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding or lack of communication.
- Do not take sides.
- To the best of your ability, try to resolve the situation with the staff member. If the issue remains unresolved, set another meeting with the staff member.
- If you feel an issue has become impossible to resolve, set an appointment WITH the principal for resolution.

GENERAL POLICIES AND INFORMATION (1100)

1100 - BIRTHDAYS AND TREATS (SEE GENERAL TREAT AND WELLNESS POLICIES)

1100.01 - Invitations to birthday parties or social events cannot be distributed before, during, or after school. Please refer to the family directory to call or mail invitations.

1100.02 - Due to the Wellness Policy mandates by the Federal Government and allergy issues, parents must send NON-FOOD items as birthday treats. Items such as stickers, pencils, fun shaped erasers, bouncy balls, silly sun glasses, bubbles, etc. or a book for the classroom library or school library, which will be donated in your child's name and a bookplate will be added to the inside cover. If you are interested in donating a book, contact the librarian or teacher. NON-FOOD items are mandated due to the Wellness mandate and the number of food related allergies.

1100.03 - Notre Dame Academy is a latex-free school; any balloons entering the building must be latex free, such as Mylar balloons. Balloons must be taken home at the end of the school day.

1200 - GENERAL TREAT POLICY – MN DEPARTMENT OF HEALTH

1200.01 - Homemade food/drink items may not be distributed in schools. Any food items must be store bought for consumption in a school setting. Treats must be STORE BOUGHT AND INDIVIDUALLY WRAPPED.

1200.02 - When treats are allowed for special events, we ask that the items are peanut free. This is to help safeguard against allergic reactions from students and staff.

1300 - BOOKS AND EQUIPMENT

1300.01 - Students are asked to use reasonable care when handling schoolbooks and equipment.

1300.02 - All hardbound textbooks are to be covered for their protection. Parents are held responsible for equipment broken or damaged by their child and must pay for the cost of repair or replacement. Students are fined for the damage or loss of a textbook and will be charged the replacement cost, including shipping fees. Parents must pay the cost for replacement before your child will be allowed to use another book.

1300.03 - For students in grades 3 – 8, all hardcover books and soft covered books must be covered by the second Friday of the school year. Textbooks must remain covered for the entire school year, until the books are returned at the end of the year. DO NOT COVER BOOKS WITH CONTACT PAPER AS IT CAUSES DAMAGE TO THE COVER BEYOND REPAIR, SUCH DAMAGE WOULD REQUIRE REPLACEMENT.

1300.04 - If a missing book is found after a new book has been purchased, the fee is not refundable. If a workbook is issued and a missing workbook is found, once the workbook is used, the fee is still owed.

1400 - GOOD SHEPHERDS PROGRAM

The Good Shepherd's program connects new Notre Dame Academy families (families, not just students) with existing families to provide that initial connection to NOTRE DAME ACADEMY whereby questions can be answered, friendships can be developed and additional relationships can be fostered. New families are assigned a mentor family based first on the matching grade level(s) gender, and interests of the students, but the selection also considers factors such as family interests, and areas of residence.

1500 - HOME AND SCHOOL COMMITTEE

1500.01 - All Notre Dame Academy families are members of the Home and School Committee by virtue of their child's enrollment in our school and are welcome to attend our meetings.

1600 - LIBRARY

1600.01 - The librarian may set limits on the number of books a student make check out from the library.

1600.02 - If books are damaged or lost, parents will be billed for the replacement cost. Should the book be found after a replacement is ordered, a refund will not be given.

1600.03 - Reference materials will not circulate but may be copied per copyright law.

1600.04 - Circulation privileges may be discontinued until all overdue materials are returned.

1600.05 - Overdue items should be returned to the circulation desk. Payments for lost books should be paid for by the end of the trimester to maintain circulation privileges.

1600.06 - There is a policy related to the process of having a book removed based on objections from parents. Please see the principal or librarian if you have any questions about removing a book.

1700 - LIONS' PRIDE VOLUNTEER AGREEMENT (LPVA)

1700.01 - All Notre Dame Academy families have an expectation to actively participate in and support our school through our Lions' Pride Volunteer Agreement.

These volunteer activities are described in further detail in the Lions' Pride Volunteer Agreement job listing and are coordinated by the Home and School Committee who oversee the distribution and collection of the information, as well as ensuring all activities have appropriate leadership and volunteer support.

NOTE: All NDA parents who wish to volunteer in our school or attend class parties or field trips must complete VIRTUS training and a background study prior to your volunteer activities. The Archdiocese of St. Paul and Minneapolis requires this of anyone working with children under the age of 18 in any parish or school setting.

DRESS GUIDELINES FOR VOLUNTEERS

1700.02 - To create and maintain an environment conducive to the educational objectives of NOTRE DAME ACADEMY, please adhere to a reasonable standard of modest dress that reflects respect and serves as a positive role model for our students. Attire should be modest. Please be mindful of the activity to be engaged in while volunteering, eliminating exposure during bending, kneeling, etc.

1800 - LIONS' DEN (see wellness policy mandates)

USDA - Civil Rights Statement

Non-Discrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program

information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

1800 - Food Services & Lunch Program

1800.01 - Notre Dame Academy will continue to provide students with the opportunity to purchase an appetizing, healthy, and balanced meal. Lunches are available each day when school is in session.

1800.02 – Lunch, milk, extra entrée and guest lunch prices are subject to change. Prices may be changed during the school year if costs to provide the meals increase or milk prices rise. Prices are available on the lunch menu posted on the school website.

1800.03 - Students may not have soda pop or energy drinks for lunch, snack, or after school events.

Fees for Lunch

1800.04 - The lunch program is offered as a convenience for families and participation is optional. The cost of hot lunch is not included in tuition or other activity fees and parents must deposit funds into the lunch account for their child/ren.

1800.05 - All students will be assigned a PIN for their lunch account. This private number is tied to individual lunch accounts and cannot be shared, not even with other siblings or parents who may want to attend lunch as a guest.

1800.06 - As funds get low, the lunch coordinator will send a reminder for home to deposit money into the account. **Low Lunch Account Balance Letters are sent home weekly in NDA folders as well as personal email reminders or phone calls. Parents may also contact the cafeteria Administrator for account balances.**

1800.07 - Should a lunch account balance get to zero or have a negative balance, the child will receive a sandwich and milk and will be charged the cost for the milk and sandwich until the balance is brought current and funds are available for future purchases.

Free and Reduced Lunch Program

1800.08 - State and federally funded programs are available for free and reduced lunch for eligible families. Your child's eligibility status (free, reduced, paid lunches) is private

data. Families must re-apply each school year to determine eligibility for the free and reduced lunch program. Families may apply anytime during the school year for the program.

1800.09 - Applications for Educational Benefits are available in the school office or can be emailed upon request. Applications will also be provided in back to school information/packets. Those who qualify for the free and reduced lunch program are subject to a qualification audit as directed by the State of Minnesota.

1800.10 - Audit families are chosen randomly each year. Failure to participate in the mandatory state audit will cause disqualification from the program for the year.

1800.11 – Students eligible for free or reduced priced meals will always be served a meal regardless of unpaid food service accounts, however extra entrée and/or extra milk will not be allowed for additional purchase when an account is below zero dollars.

Food Allergies

1800.12 - To safeguard our students with food allergies, students are not allowed to trade lunch items.

1800.13 **0** We encourage parents to send nut free items for lunches and snacks.

1800.14 – A nut/peanut free table is available for students with allergies. Students may invite a friend to the table as long as that person does not have a nut/peanut based item in their lunch.

Menus

1800.15 - Menus will be posted on the school website.

Lunch Visitors

1800.16 - Parents, legal guardians, grandparents, and siblings are welcome to eat lunch with their child/sibling. Please contact the office in advance, so a lunch may be ordered for you.

1800.17 - Visitors must pay for the lunch when in the lunch line. Please bring exact cash or a check as the lunch clerk does not carry change or money. Please check with the office the cost of the lunch.

Lunches from Home

1800.18 - Parents may not bring in fast food or restaurant meals in place of school lunches or home bag lunches.

1800.19 - Students may not be given pop or energy drinks in their bagged lunches.

1900 - HEALTH AND MEDICATIONS

Illness

1900.01 - Students who become ill during the school day will be referred to the health office. The nurse or office staff will determine whether or not the student is well enough to remain in school until the end of the day.

1900.02 - The following guidelines will be employed in determining if a parent should be contacted to go home: Elevated temperature (100+), Vomiting, nausea, diarrhea, sore throat, Discharge from any body opening, Rashes from unknown causes, sores indicating impetigo or ringworm, Paleness or listlessness.

1900.03 - When one or more of the above symptoms are present, a parent/guardian will be contacted to arrange transportation for the student. In such an event, the student should be picked up within 45 minutes. If parents are unable to pick up the child, please make arrangements with a secondary person and contact the school about who will be picking up your child.

1900.04 - Students must remain at home for a minimum of 24 hours after the last episode of elevated temperature (without the assistance of fever reducers), vomiting, diarrhea.

1900.05 - Serious infections for communicable diseases (chicken pox, head lice, strep, etc.) must be reported to the office/nurse. A written notice will be sent to the parents/guardians of the child's classmates. The name of the child who is ill is NOT given with the notice.

1900.06 - Notes from parents requesting that their child stay in from recess will not be honored unless accompanied by a note from a physician. If your child is too ill to go outside, they are too ill to be in school.

1900.07 – Students must have a physicians note to be excused from Physical Education classes and/or recess.

Emergencies

1900.07 - An emergency card is to be completed by the parent/guardian for each family and is to be on file at the start of the school year. It is the responsibility of the parent/guardian to inform the school immediately of changes in contact information (home/job/cell numbers, address, etc.).

1900.08 - If there is an emergency related to a student illness, allergic reaction, injury, etc. a call to 911 will be placed and then parents will be contacted.

1901 - Immunizations – MN Statute 121A.15

1901.01 - Health records are initiated and maintained in the school health office. The health record included the student's immunization history and must be on a file at the beginning of the school year.

1901.02 - Minnesota Law requires all students starting school in pre-kindergarten & Kindergarten to be immunized. In addition students entering 7th grade must have boosters given prior to the start of the school year.

1901.03 - Specific immunizations that are required for school admittance are changed from time to time by the State Health Department. Please check with your doctor about current immunizations when you go for your yearly physicals.

1901.04 - Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption. Notarized conscientious objection forms must be on file at the beginning of the school year. Please note, if your child becomes ill with a disease that has a vaccine available, Health Department regulations require the child to be out of school for the entire duration of the illness and incubation period from the date of the last person diagnosed within the school.

1901.05 - Students without complete immunization records on file by Friday of the second week of school will not be allowed to attend school until their immunizations have been brought up to date and the office has received a current copy of immunization records.

1902 - Latex-Free Environment

Notre Dame Academy maintains a latex-free environment. No items containing latex (e.g. Band-Aids, gloves used in science lab, balloons used for decorations, etc.) are to enter the building. Please adhere to this policy when sending such items to school with your child.

1903 - Medical Appointments

Appointments for medical, dental, etc. should be scheduled before or after school hours or on vacation days, whenever possible.

1904 - Medications – Prescription and Non-Prescription

1904.01 - According to MN state law, all medication to be administered during school hours must be accompanied by a Notre Dame Academy medication authorization signed by a physician indicating the necessity of administering that medication during school hours. This includes, but is not limited to, Tylenol, Advil, use of inhalers, ADHD medications, etc. This authorization form may be faxed from the physician's office.

- Medication will be dispensed through the health office. No medication of any kind will be given without proper authorization from a parent/guardian AND the physician.

- Medication must not be sent in the student's lunch box, etc. It is to be delivered directly to the health office.
- Whenever possible, parents/guardians should make alternative arrangements to avoid the need to administer medication to a student during school hours.

1904.02 - Medications must be in the original bottle or prescription bottle indicating the name of the medication, dosage, date, child's name and doctor's name.

1904.03 - Minnesota law permits elementary school students to possess and use asthma medications based on annual written authorization from parents. Contact the school nurse for further information on this matter. It is the parent's responsibility to check expiration dates on any medications, asthma, or epi pens.

1904.04 - Due to allergies and asthma concerns, students and staff may not wear perfume, cologne, or use air fresheners at school.

1905 - Physicals

Annual physicals are required for pre-kindergarten, kindergarten, and seventh grade. Physical forms must be on file at the school at the beginning of the school year.

1906 - LOST AND FOUND

1906.01 - Lost and found items are kept in the school office. All items are checked for names. If a name is written on the item, it is returned to the student.

1906.02 - Items will be displayed throughout the school year and during conferences.

1906.03 - Unclaimed uniform items will be given to the uniform exchange. Unclaimed other items will be donated to a charity at the end of each quarter or sooner if the volume of items is too great to store.

1910 - TRANSFER OF RECORDS

1910.01 - Records of students who graduate from NOTRE DAME ACADEMY are kept at the school for a permanent retention period. Records of students who leave prior to graduation shall be retained for two years.

1910.02 - If a student transfers to a different school, copies of the student's education records, including records of disciplinary action will be forwarded to the student's new school.

1910.03 - The parent/may request a copy of the records transferred to the student's new school, a signature is not required, but preferred.

1910.04 - Notre Dame Academy will directly mail the records to the transfer school. Parents are not allowed to deliver educational records.

1920 - WELLNESS POLICY – Child Nutrition and WIC Reauthorization Act of 2010

Schools are required to have a wellness policy that includes nutrition guidelines, goals for nutrition education and physical activity. Nutrition guidelines may be checked with the school lunch coordinator. Nutrition education and physical activity is covered in the school curriculum and through the weekly physical education classes and recess time. The wellness policy has specific requirements that must address all of the required elements specified in the act.

There must be a committee consisting of teachers, school physical education and health professionals, parents, students, representatives of the school food authority, the school board, administration and parents to participate in the development of the wellness policies, assessments, and compliance checks.

All compliance checks must be made public and comparison is based on measures to the model policy.

Government Information:

The school lunch program must provide students with access to a variety of foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Foods and beverages served at school through the lunch program will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

All students will have opportunities, support, and encouragement to be physically active on a regular basis.

Schools will participate in the free and reduced lunch program.

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Families will be notified of various activities and nutritional information that are offered at Notre Dame Academy.

Schools may not have competitive foods served, including access to pop machines, candy machines or other high sugar, high carbohydrate, high fat content foods.

Snacks served during the school day or in daycare or enrichment programs must make a positive contribution to the child's health.

Schools will discourage the use of foods or beverages as rewards; especially those that do not meet the nutrition standards.

Schools will limit celebrations that involve food during the school day to no more than one party per class, per month.

Nutrition, health, and physical education will be provided as part of a comprehensive program designed to provide students with knowledge and skills necessary to promote and protect their health.

The promotion of fruits, vegetables, whole grain products, low-fat and fat-free dairy products, will be used to emphasize caloric balance between food intake and energy expenditure.

Parents will be encouraged to send healthy snacks and healthy lunches to school.

1930 - NOTICE REGARDING PRIVACY AND RETENTION OF STUDENT EDUCATION RECORDS

Notre Dame Academy is the sole owner of information collected by NOTRE DAME ACADEMY, including information collected on the school's web site. We will not sell, share, or rent this information to any other individual, business, or organization, without the subject's permission. NOTRE DAME ACADEMY collects information from our users by a variety of methods, such as phone calls, donations, pledges, forms submitted via web, or mailed communications. In no instance will NOTRE DAME ACADEMY give or sell to any outside third party any information that has been gathered from any of our constituents. Exceptions to this would be students applying for special education services with the public school and sharing information with our Catholic high schools or the Archdiocese as required.

Notre Dame Academy follows all applicable state and federal laws concerning the release of student information. NOTRE DAME ACADEMY uses information gathered to plan the best education program while respecting the rights of each student and his/her parent/guardian to privacy.

Parents/guardians have the following rights under the Family Educational Rights and Privacy Act (FERPA):

- Inspect and review their child's educational records within 45 days of making such a request to the school administrator.
- Seek amendment of the student's education records that parents/guardians believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a request must be made in writing to the administration.
- Consent to disclosures of the personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent.
- File a complaint with the school or the U.S. Department of Education concerning alleged failures in compliance with FERPA.

1940 - SALES

1940.01 - Students are not allowed to sell or trade items at school without prior approval from the principal.

1940.02 - Students selling or trading items at school will have the products confiscated and all money will be collected. The student will not receive the items or money back. The money will be given to charity.

1950 – TECHNOLOGY (see separate Acceptable Use policy for more information)

1950.01 - The use of computer hardware, software, and networks is a privilege at Notre Dame Academy, not a right. The student is expected to follow the computer Acceptable Use Policy each year

1950.02 - Students and parents of students in grades 3 – 8 need to read and sign the Acceptable Use Policy. Once the policies are signed and returned, your student will be assigned a username and given a password. Parents of primary students should explain what this document is about to your child.

1950.03 - Producing, exchanging, and retrieving information electronically by taking advantage of computer technology (computers, computer systems, and electronic media equipment, electronic mail, Internet, and World Wide Web access connections) presents valuable opportunities for students of NOTRE DAME ACADEMY. While they are encouraged to use this technology, its use carries important responsibilities. It is the responsibility of the students, parents, and staff to ensure that these information systems are used in an efficient, ethical, and lawful manner.

1950.04 - The privilege of computer and Internet use extended by NOTRE DAME ACADEMY may be withdrawn at any time. A student's use of computer systems may be suspended immediately upon the discovery of a possible violation of these policies. A violation of the provisions of this policy may result in disciplinary action up to and including, expulsion.

1950.05 - The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all data that a user may discover. Internet users may encounter material that is controversial, offensive, or inappropriate. If a student encounters any of the mentioned materials, the student should report it immediately to the classroom teacher, who will in turn contact the ITT administrator with the site address, nature of the site, and time accessed. The department will add it to the list of prohibited sites to prevent further access.

1950.06 - It is the user's responsibility not to initiate access to such material. Notre Dame Academy expressly disclaims any obligation to discover all violations of inappropriate Internet access. Be aware that students will be held accountable for any activity that is contrary to state or federal law; including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.

1950.07 - Students do not have permission to access or download software to any school equipment.

Acceptable Use Policy

- Students are responsible for good behavior and appropriate Internet etiquette on school computers. Students' Internet access is contingent upon successfully meeting this responsibility on an ongoing basis. Access to these resources is a privilege, not a right.
- Written parental permission is required for student use of the Internet.
- During school hours, teachers will guide students toward appropriate online resources and site.
- Students may not access personal email or use forms of instant messaging unless it directly pertains to their academic student AND their supervising teacher(s) approves such use.
- An Internet user is not permitted to reveal full name, phone numbers, or home address of self or others, violate copyright laws, plagiarize, trespass in another person's work or files, harass, insult or threaten others or use obscene language.
- Students may not send, display or download offensive messages, pictures, or material that advocates illegal activity.
- The sending of viruses or worms, illegally visit (hack) or otherwise damage computers or networks is strictly prohibited.
- Use the Internet for commercial purposes.
- Download music or videos, unless required for a teacher-approved project.

Violations of these standards will result in loss of Internet access and may result in other disciplinary action. The school administration and classroom teacher(s) will deem what behavior is inappropriate and what disciplinary action will result. Their decision is final.

In addition, Notre Dame Academy provides students access to highly effective educational technology resources: desktop and laptop computers, wireless network access, projection systems, digital video cameras, digital still cameras, DVD burners, educational and productivity software, printers, scanners and many other educational resources. Students may use many of these technologies with teachers/ staff supervision.

Student expectations include:

- Proper care and use of all equipment
- Use limited to educational purposes
- Technology resources remain on the Notre Dame Academy campus
- Following teacher/staff instructions
- Respect for volunteers and others who assist with instruction
- Using technology labs, classroom, and laptop computers only with teacher permission and supervision
- Respect for and understanding of privacy rights of other students and staff
- Understanding that Notre Dame Academy technology staff must approve any non-Notre Dame Academy issued devices.

VIDEO MEDIA – MOVIE VIEWING GUIDELINES

1950.08 - Notre Dame Academy recognized that video media can be a valuable teaching tool. Nevertheless, videos are not to supplant instruction; videos should complement teaching and instruction. Teachers will follow these procedures:

- Preview the video media by viewing it personally and by checking the Previewonline.org evaluation.
- The teacher should read preview evaluations before using video media to fully understand movie content.
- To check online, go to the following website: www.previewonline.org
- Introduce and prepare students for content, follow up with note taking, summaries, etc.
- Include content of the movie in quizzes and tests.
- Teachers should only show the portion of the movie that applies to the content area being taught.

In the event that there is a video that will enhance learning but does not meet the above criteria, an appeal to view the video can be made to the principal.

1960 - PEST CONTROL – MN Statute 121A.30

Schools are required to provide notification to parents when pesticide applications will be done. All pest control materials are chosen and applied according to label directions per Federal law. We will make every attempt to have the applications completed when students are not in the building.

1970 - TELEPHONE USE

1970.01 - Students are not allowed to use cell phones at any time during school hours, unless directed to do so by a teacher.

1970.02 - Unauthorized use of cell phones will result in confiscation of the phone by the teacher or principal. Students will have the phone returned to a parent following the first offense. If a second offense occurs, the phone will be held for 2 weeks, or students can pay \$25 to get the phone back prior to the end of the 2 week period.

1970.03 - Students are not allowed to use school phones, unless approved; for example, a sports practice was canceled during the school day, etc. If a student asks to use the phone, the staff will question the reason for the call. Forgotten homework, making after school play dates, are not reasons to make calls home.

1980 - TEACHER REQUESTS

When Notre Dame Academy has enough students to split a class, teachers and administration dictate classroom composition for each school year based on what they know about student's strengths, weaknesses, and social interaction. Parent requests for specific teachers will not be honored

1990 - TWINS POLICY – MN Statute 120A.38

Parents are given the opportunity to let the administration know if their twins should be separated in different classrooms or if they should remain together, if there are multiple classes at the same grade level.

Parents have the opportunity, based on the twins' needs to change their preference each school year, but not during the school year. It is the responsibility of the parent to let the principal know their choice about their twin's placement at the end of the academic school year.

ATHLETIC POLICIES AND INFORMATION (2000)

2000 - ATHLETIC PARTICIPATION

2000.01 - Athletes must maintain passing grades of C or higher to participate in school sports. Parents are expected to assist with athletic events and are asked to contact the coach to see if help is needed and how you can volunteer.

2000.02 - Equipment is to be used properly. Replacement of damaged or lost equipment will be at the expense of the student whom the equipment was issued at the beginning of the sport season.

2000.03 - School equipment is not to leave the school without authorization from the PE teacher.

2001 - EVENT COMMUNICATION

2001.00 - Practice times, game schedules, directions, and departure times will be available online at www.nda-mn.org on the athletics page. Athletic events that are canceled or changed on the day of the schedule will be announced via the school intercom system as well as updated on the athletic page on the school website.

2002 - INJURIES

2002.01 - All injuries must be reported to the coach immediately to ensure proper administration of first aid. Notre Dame Academy does not carry insurance to cover expenses incurred by injuries in the athletics program. Parents will be asked to sign a waiver that releases NOTRE DAME ACADEMY from any claims and demands in connection with athletic injuries suffered by their student.

2003 - PARENT RESPONSIBILITIES

2003.01 - Parents are role models for students and representatives of NOTRE DAME ACADEMY at events. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity

2003.02 - Parents and students must understand that not everyone can be the star or have equal playing time. They must remember that athletic activities are primarily

designed for students to learn and have fun. Students are advised to keep winning and losing in a proper perspective, parents are asked to do the same.

2003.03 - Student athletes must be in class for the full school day to participate in practices and/or games on the same day. Exceptions would be a doctor appointment with an accompanying note for the coach/office.

2003.04 - Students who have disciplinary infractions during the school day may not participate in after school practices or games. Suspensions result in automatic dismissal from participation (see suspension information).