



School Handbook
Revised 2023

faith, family & education

www.notredameparish.net

Mission Statement

Notre Dame Catholic School, a ministry of the Notre Dame Catholic Community, fosters learning through an unsurpassed faith-based education that prepares young people for extraordinary lives.

Educational Philosophy

Notre Dame Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Gary.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and whole group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

The faculty believes that by connecting the art and the science of teaching within a faith-based environment, the needs of every child can be met, developing in each student the many gifts that God has given in every class every day. Educating the whole child – spiritually, intellectually, socially, emotionally, and physically – every child learns to live by the Notre Dame Code: We will see Christ in ourselves and in others and will be Christ for one another.

Parent/Student Handbook Purpose

The Policies and Guidelines section of this Parent/Student handbook provides information about school policies and guidelines for the daily operations of our school. It is important that each student and his/her parents read and become familiar with the handbook. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen.

Parents Role in Education

Notre Dame Catholic School and Parish consider it a privilege to work with parents in the education of children. Parents are the primary educators of their children. Here at Notre Dame, we believe that it is a parent's right and duty to become the primary role model for the development of your child's life. Helping to develop them physically, mentally, spiritually, emotionally and psychologically. Making a dedication to recognizing God as the greatest good in his/her own life. Ideals taught in school and church are not well rooted unless nurtured at home. Let us begin with a commitment to a partnership as we support one another in helping your child grow.

Parents/Guardians Communication

In order to ensure that all communication from school reaches home in a timely manner, NDCS sends a weekly e-newsletter on Thursday throughout the academic year. **Parents are responsible for reading its content.**

Academic progress may be accessed by using FACTS, our Student Management System. Parents establish FACTS accounts upon entering a relationship with NDCS. Students receive report cards at the end of each semester via FACTS. Hard copies are also sent home after each quarter and available for pick up at the end of the year. It is expected parents, teachers, and students share the responsibility of communicating student progress.

Other communications, including but not limited to school-wide emergencies, may be sent using FACTS Parent Alert, Facebook, Instagram, Twitter and email.

Academic Dishonesty

The administration and faculty of Notre Dame Catholic School are dedicated not only to teaching academic skills, but also to fostering integrity among our students. Recognizing that today's students are tomorrow's leaders, students must be encouraged to recognize, understand and practice ethical behavior. In an effort to accomplish this goal, the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct.

Academic dishonesty of any type will not be tolerated. This pertains to all student work, including virtual learning assignments. Students who choose to cheat will face a failing grade and detention, suspension, or withdrawal. Suspected plagiarism will be treated as such. A student athlete who is involved in cheating will also be unable to participate in sports.

Infractions are cumulative during the student's entire enrollment at NDCS and are to be graduated in severity.

Honor Roll Criteria - Grades 1 – 8

The purpose of the honor roll program is to recognize and honor students who have attained outstanding academic success and to inspire all students to strive to work even harder to perform at their highest level in all subjects.

Students will qualify for each level of honor roll using the following criteria:

Pastor's Honor Roll - 4.0 gpa or higher in all core academic subjects not including specials

Principal's Honor Roll - 3.7 – 3.99 gpa in all core academic subjects not including specials

Honor Roll - 3.5 – 3.69 gpa in all core academic subjects not including specials

Students will not be eligible for honor roll if they have an effort/conduct grade below a 3.

Academic Probation

Any student with a GPA that falls under a 2.0 at the end of the grading quarter due to a lack of effort will be placed on Academic Probation. Lack of effort is defined as excessively missing assignments and failure to take ownership of education by not upholding high expectations of active participation in education. Missing assignments are defined as assignments that are not turned in on the day expected. As a grace, students are able to turn in assignments a day late with a penalty of a 10% reduction in grade. Any work turned in past the designated grace period will result in a zero given for the assignment.

Students placed on probation will be reviewed every three weeks with the principal, parents, student, and teachers. During the review, the student's grades, academic standing and academic plan for successful improvement will be discussed.

Students are also offered extra help sessions to promote academic success. Students and parents seeking extra help may make arrangements with the student's teacher(s) to attend such sessions.

Students placed on academic probation may not participate in extracurricular activities including athletics or attend athletic activities, field trips, dress down days and other activities at the principal's discretion. Students placed on Academic Probation for 3 consecutive grading quarters will be reviewed by the principal, teachers and RTI team to determine if promotion to the next grade or enrollment at Notre Dame Catholic School is allowed to continue the following school year.

Students who have missing work due to absences are given a day with no penalty for each day absent. Work not completed past the days given will fall under this policy.

Attendance

Notre Dame Catholic School believes strongly that regular attendance and punctuality are essential to good performance in school. Through the combined efforts of students, parents, and school personnel, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare students for the adult world. Regular attendance is a necessary component of this preparation.

Students with chronic absences may be retained in the present grade or withdrawn from Notre Dame Catholic School at the discretion of the principal.

Excused Absence Policy (Verified Illness, Funeral, Doctors Appts, Principal Approved)

- **When a student is absent from school, a parent must call the office by 9:00 am EACH day of the absence. If the office does not receive a call, a parent will be contacted.**
- **Students should be fever free and/or digestive issue free without the use of medication for 24 hours before returning to school.**
- **Students sent home during the school day for fever and/or digestive issues will not be able to return to school the next day.**
- **A student who misses three or more days of school due to illness must present the school with a physician's note upon return.**
- **Early dismissal requests or late arrivals for medical reasons must be called into the office by 9:00 am**

Unexcused Absences (No Call/No Show, Vacations)

The school calendar allows for families to schedule vacation times without the interruption of the normal school day. Families are asked to use these time slots as much as possible. A student's academic performance may suffer if he/she misses school for an extended period of time. Students accumulating 10 or more unexcused absences may be retained in the present grade or withdrawn from Notre Dame Catholic School at the discretion of the principal.

- **Parents must notify the school one-week in advance of the intended absence.**

- Teachers **WILL NOT** give assignments before the rest of the class receives them, nor will they run off papers ahead of time. Students are responsible for tracking missed assignments each day in their google classroom (if applicable).
- Teachers will collect any handout assignments while the student is gone and issue them on their return. Students will have **three (3) days** after their return to complete all work and make up any tests (outside of regular class time). Such times would include recess, special periods or before/after school. **No credit will be given for work after that time.** Lower than normal grades may result and **MUST** be accepted.
- Teachers will not be asked to re-teach material a student misses while on vacation. The parent and student will be responsible for the instruction of this material.
- If the vacation occurs at the end of the quarter or the school year, all assignments and tests must be completed in advance of the vacation at the teacher's convenience.
- **If no notice is given, ZERO credit will be given for assignments missed.**

Extracurricular Activities

Daily attendance at school is expected. Students involved in any extracurricular activity (including sports) must have attended class ALL DAY on the day of the activity in order to be able to participate in that activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, for example) must be approved by the Office. "Sleeping in" with parental approval is not an allowable exemption.

Tardies

Notre Dame Catholic School is responsible for students developing a sense of self-management. Demanding punctuality is directed toward that goal. Punctuality is the duty and responsibility of each student. Students are expected to be on time for the school day and scheduled activities during the school day.

Tardiness Defined

Tardiness is defined as a student not being in an assigned area or classroom when the allowed passing time has expired (Junior High). A student is tardy if not in the classroom and prepared for the day at 8:15 am, unless he/she has an admit pass from school personnel.

Excused tardies are given for medical and dental appointments.

Discipline for unexcused tardies (each semester):

Warnings will be issued for the first three tardies a student receives. A detention will be issued when the student reaches six unexcused tardies.

Code of Conduct & Discipline

Notre Dame Catholic School seeks to create a healthy moral environment and to build a school community reflecting gospel values and the spirit of Jesus' love. We wish to develop an atmosphere that is conducive to learning, protect members of our school family from injury or malicious harm, and safeguard both private and school property. Our goal is to aid our students in growing into

mature responsible Christian leaders. Firm and sound discipline of the individual is basic to this development. Respectful behavior must be taught, learned, and practiced.

As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer should be exemplary. Students should always remain silent during Mass and prayer experiences except to pray aloud or sing as appropriate. Students who are not of the Catholic faith are expected to participate as fully as possible and to remain in respectful silence when not participating.

We expect everyone at Notre Dame Catholic School (students, parents, teachers, administrators, and staff) to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, and at all school functions both on and off campus. Off-campus conduct that reflects negatively on Notre Dame Catholic School **MAY** be grounds for school disciplinary action, including, but not limited to, expulsion in the School's sole discretion. All conduct and disciplinary decisions are decided upon by school personnel.

The faculty, staff, students and parents of Notre Dame Catholic School strive to create a learning environment that fosters an appreciation of values, education, and a positive attitude towards others and their property.

Classrooms

Each teacher has a classroom management plan that is consistent with school wide expectations. Each teacher and class will set rules and consequences that are age level appropriate. All classroom management will not be the same.

Discipline Procedure:

Behavior Expectations are a framework to help enforce a positive learning environment. Within the school and classroom, positive choices will be modeled and used. The teacher reserves the right to administer consequences for minor offenses. Such consequences may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher if the misbehavior persists. Good communication is essential for understanding the problem and shaping behavior changes.

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal reserves the right to determine the appropriateness of the action if the need arises.

Parents will be notified of a discipline procedure via referral slips, FACTS notifications, phone calls and/or emails. It is important that the parents support this process and that they take time to discuss the infraction that occurred and plan with their child how to prevent such behavior from happening again.

The principal in conjunction with the supervising teacher reserves the right to determine consequences according to the seriousness of the infraction.

This corrective action applies to any student who is:

- on school property
- in attendance at school
- at any school-sponsored activity
- at any other time or place involved in out-of-school behavior, including telecommunications, electronic information, and social media that has an effect on maintaining order and discipline, or protecting the safety and welfare/reputation of the students, staff, or school.

Consequences may include, but are not limited to:

- **Detention** - will be held on the following Thursday from 3:00 p.m. to 3:30 p.m.
- **Probation** – A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the school. During this time all extracurricular activities will be forfeited. If the student’s behavior does not improve during this period, the school administration will decide if withdrawal is appropriate.
- **Suspension** – Suspensions may be “in-school suspensions or “out of school suspensions” depending on the seriousness of the offense. The suspended student will not receive credit for missed work. Prior to the suspension, the Principal will conduct a conference with the student, the parents of the student and the student’s teacher. If the student’s behavior does not improve after the suspension, the school administration will decide if withdrawal is appropriate.
- **Withdrawal** - Withdrawal is an extremely serious matter. Students who pose a threat to themselves or others may be withdrawn from Notre Dame Catholic School. Students whose parents have violated any part of the handbook may result in their student being withdrawn from Notre Dame Catholic School.

Harassment Policy

The students, faculty, parents, staff and supporters of Notre Dame Catholic School are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed. If harassment does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment will report the incident to school personnel immediately and with the promise of confidentiality if desired.

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY AND ALL REGULATIONS FOR JUST CAUSE AT HIS OR HER DISCRETION.

Dress Code

Uniform Philosophy:

Wearing your uniform properly and with pride reflects positively on yourself and all of the Notre Dame Catholic Community.

At Notre Dame Catholic School we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to adhere to the following uniform expectations.

Uniform Violations

Parents are primarily responsible for students wearing the proper uniform. At the principal's discretion, a student may be sent home, given after school detention or will forfeit their right to a non-uniform day for a uniform violation.

Uniform Policy for All Students:

Academic uniforms are to be sized correctly, clean, and worn appropriately. Dennis Uniform is our uniform vendor and must be utilized for items where needed. Other brands or substitutes will not be acceptable. Jackets are not allowed to be worn during academic time.

Attire is expected to be clean and must be worn appropriately at all times. Clothing must fit appropriately.

Appropriate personal hygiene is expected of all students. If clothing is purchased anywhere other than with Dennis Uniform Company, clothing must be as close as possible to that which is offered by the company (for example, no cargo pants or cargo shorts; dress shirts must be the company style).

Detailed Dress Code

Boys and Girls:

Pants/Shorts

Plain or pleated navy twill pants purchased from the uniform company or locally.

Belt

Simple black, dark brown or navy blue – must be worn with slacks and shorts.

Polos

Solid color white or light blue - short or long sleeves - may be purchased locally. Polos should be free of visible logos. Polos must be tucked in.

Shirts/Blouse

Solid color white or blue oxford cloth button down – short or long sleeves – may be purchased from the uniform company or locally, but blue oxford shirts from the uniform company only. Shirts must be tucked in.

Undershirts

Undershirts are encouraged and must be solid white (no colored shirts; no writing or logos; etc.)

Ties

Navy blue or NDCS plaid ties must be worn and may be purchased from the uniform company only. Navy blue bowties are also acceptable.

Sweater

Sweaters are optional. **Only sweaters purchased from Dennis Uniform are allowed.**

Sweatshirts

A school uniform sweatshirt, purchased through the school, may be worn at any time.

Shoes

It is expected all students wear closed-toe shoes for their safety as well as shoes with backs (No flip-flops, Crocs, moccasins, Birkenstocks, and/or slippers). Athletic shoes, dress shoes/boots are acceptable. Shoes with lights, wheels, and heels are not permitted.

Socks

Must be worn and must be above the ankle in length – only navy, black, white, gray socks (with minimal logos); may be purchased from our uniform company or locally.

Makeup/Nail Polish/Jewelry/Facial Hair:

Absolutely no makeup is to be worn in grades PS through 5. Modest makeup may be worn in middle school grades 6 through 8. Modest nail polish is permitted. Girls may wear two post earrings in each ear. No dangling or hoop earrings. Boys are not permitted to wear earrings of any kind. Perfume or heavily scented lotion is not to be brought into the school. A simple crucifix, cross, or religious medal or scapular may be worn by either boys or girls.

Girls:

Jumpers

Jumpers are worn from grades K-4 and are purchased from the uniform company only; length must be no more than 2 inches above the knee.

Skirt

Skirts cannot be rolled up at the waist; length must be no more than 2 inches above the knee. Skirts must be purchased from the uniform company.

Skorts

May be worn by K-8 grade girls. They may be purchased from the uniform company. Length must be no more than 2 inches above the knee.

Tights

Navy blue, gray, white or black tights may be worn with a uniform jumper, skirt, or skort. Plain white

crew socks are allowed throughout the entire school year with all approved uniform styles. Socks should have minimal logos, lace, bows, or trim and must come above the ankle in length. Simple, unadorned navy blue, gray, white or black leggings may be worn.

Ties

NDCS plaid cross ties must be worn and may be purchased from the uniform company only. Traditional ties and bowties are also acceptable.

Formal Uniform on ALL Mass Days

Formal uniforms include solid color white or blue oxford cloth button down – short or long sleeves – may be purchased from the uniform company or locally, but blue oxford shirts from the uniform company only. Shirts must be tucked in. Standard uniform bottom and tie.

Non-Uniform Guidelines

At the discretion of the principal, non-uniform days will be allowed. These non-uniform days will be announced.

- Clothing must be modest and appropriate for school
- Clothing must be in good condition
- Skirts cannot be rolled up at the waist; length must be no more than 2 inches above the knee
- Nice jeans with minimal holes (not too tight, baggy, too long or too low). Holes should not be above the knee.
- Shirts must cover the midsection.
- No pajama type clothing or slippers

Dress @ Field Trip, Events & Functions:

Students representing Notre Dame Catholic School at any function such as field trips, workshops, academic competitions, trips to hear speakers, dinners, luncheons, award presentations, or when having a photo taken for the newspapers are required to be in uniform. If a need arises for a uniform deviation, the sponsoring faculty member and principal must approve.

Family Service & Financial Obligation

Parents help in many volunteer capacities: art docents, chaperones, aides, library, and school events. In order for Notre Dame Catholic School to operate and provide excellence in Catholic education, service and financial support from parents is needed because tuition does not cover the cost of a child's education.

Every family has a service & financial obligation of \$500.00 per school year. The family financial obligation can be derived entirely from participating in events that produce fundraising for the school. Families not meeting their financial obligation by the end of the year will be billed accordingly.

Families may also opt out of their profit obligation by paying the \$500.00.

The following is a list of those activities and responsibilities that will be counted towards the \$500.00 family service and financial obligation required by each Notre Dame School family. Other

opportunities that are not listed require the approval of the principal.

All hours must be recorded by the parent in their school FACTS account.

SERVICE	DESCRIPTION	VERIFIED BY
HSA Committee Chair or Member	Organize a specific activity and its volunteers; communicate with HSA Board	HSA Board Member
NDCS Sponsored Fundraising Event	Set-up, work, and/or clean-up before, during, or after an event, events donations and sponsors	Committee Chair/HSA Board Member
Raffle Tickets	Organizing, Selling or Buying	Principal
Script		Committee Chair/HSA Board Member

If you commit to volunteer for an activity, event, or committee, please take this commitment seriously. If you fail to follow through with your commitment, you will receive no credit for any of the hours logged. If an event has no volunteers, the event will not take place.

Technology Policy

Please note: All families are given online accounts. All of Notre Dame's communication is done via electronic mail. We remind all families to check their email & Student Management System on a daily basis.

I. Internet

Use of the Internet enhances the present curriculum of Notre Dame. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of Notre Dame students. As such, Internet usage will be regulated. This policy outlines and defines Acceptable Use on the Internet while at Notre Dame.

II. Acceptable Use

The use of the Internet and related technologies must be in support of education and research, and consistent with the educational objectives, purposes, and mission of Notre Dame. Use of other organizations' networks or computing resources must comply with the rules appropriate in these networks.

Individual users of the computer networks are responsible for their behavior and communications

over these networks. It is imperative that users comply with school standards and honor the policy.

Network storage areas may be treated like school lockers. Designated school representatives may review files and communications to maintain system integrity and ensure that students are using the system responsibly and are consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

III. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Notre Dame's administration will deem what is appropriate and inappropriate and their decision is final.

The following are not permitted:

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- Using violent, abusive, obscene, or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Use of any other person's password.
- Trespassing in other's folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Transmission of any material in violation of any federal, state or local law, regulation, rule, or ordinance.

NOTE: Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. Notre Dame's network system operator, or other school employee, may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

Social Media Policy for Parents and Students

We respect the right of parents/students to use social media and networking sites, message boards and forums, as well as personal websites and blogs. It is important, however, that the use of these sites does not damage the reputation of the school, its administrators, faculty, employees, other students or their families.

If what is posted inside or outside of the school results in the disruption of normal school operations and detrimentally impacts another student, a family, a faculty or staff member, the school and/or the school's

reputation, the administration will pursue disciplinary action.

The school administration has the right to pursue legal or civil avenues for on-campus and off-campus Internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church.

The school does not intend to police web sites, blogs or social networking sites outside of the school. However, if sites are brought to the attention of the school administration by students, parents or other individuals, the school reserves the right to address the behavior in accordance with diocesan/school policies, as well as civil laws.

- Parents/ students should set appropriate boundaries for their online behavior; even personal communication reflects the school.
- Parents/students should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information.
- Students may not access social media or networking sites through the school's network (see: *Acceptable Use Policy*).
- Parents/students must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author.
- Parents/students shall avoid defamatory statements about the school, its administrators, employees, students or students' families.
- Parents/students shall not make statements that are discriminatory, sexually explicit or include offensive language.
- Parents/students shall not post rumors, slander or threats of violence; cyberbullying is never allowed.
- Parents/students shall not access, post or distribute obscene or pornographic materials.
- Parents/students shall not disclose any confidential information of the school or any individuals, including students and their families.

If any employee believes that a student has violated this policy, the student may lose access to the Internet, school network and/or technological equipment. Additionally, other disciplinary action, including dismissal, may be taken as determined appropriate by the administration. If applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

Parents will be held accountable to this policy. The administration will address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

Email

NDCS provides students with email accounts for the purpose of inter-school communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. Students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

COPPA

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. This would include our online gradebook FACTS and other educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and email address—must be provided to the web site operator. Students starting in Kindergarten receive a Notre Dame email account to participate in FACTS Online Student Access. Notre Dame emails are for academic purposes only. Under federal law entitled *Children’s Online Privacy Protection Act* (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Building Hours

The main school building is open 8:00 AM to 3:30 PM on school days. Any student or group of students in the building at any other time must be supervised by a member of the faculty, or by an adult approved by the Principal or Athletic Director. Students are to be only in that part of the building where the activity is taking place.

Cell Phone Policy

Students are not to have cell phones on during instructional time. If there is a student emergency, students may use the office phone. Cell phones may be used to support communication at practices and/or extracurricular events. It is expected that teachers use cell phones only outside of the classroom setting.

Three strike system:

1st Offense - Teacher warning

2nd Offense - Phone sent to the office and a parent must pick it up.

3rd offense - Phone is taken and will remain in the office for the remainder of the quarter.

Change of Address/Email Address and Phone Numbers

It is important that the school office records be up-to-date. Please inform the main office of any change in address, phone number, or significant information.

Emergency Protection Plans

Fire Drills, Tornado Drills, Code Red are practiced throughout the year.

In the event of a school emergency requiring a lock down or evacuation, parents are asked to not contact the school or come to the campus until the emergency or event has been cleared by the school administration in conjunction with the Michigan City Police Department.

Parents will be notified via email or text alert as to the event arising. In the event of a school evacuation, parents are asked to congregate at Al's on Karwick Drive. A representative from the school will also be at the location to assist.

Homework

Homework is considered an integral part of the educational process. Success at Notre Dame requires students to be well organized, disciplined, and come to class prepared to learn each day. Students can expect homework each night.

In the event of an excused absence, students are responsible for getting work that they may have missed. The day students return from an absence they must make arrangements with their teachers for the completion of assignments. The amount of time for the completion will be at the discretion of the teachers. Homework may not be submitted if the absence is unexcused or if the student was suspended from school.

If in attendance for any portion of the school day, students are required to submit any homework that is due that day.

Lockers

The lockers are the property of Notre Dame Catholic School, which reserves the right to appoint school personnel to inspect and regulate their usage. The school is not responsible for stolen items. Students who have valuables that they hesitate to keep in their lockers should consult with the school office staff for possible alternatives. Lockers are to be kept clean, and any decoration of locker interiors must be nondestructive.

THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS AT ITS DISCRETION.

Lunches

The traditional "brown bag" lunch is expected for all students.

Please note that no student should ever go without lunch (for any reason). NDCS will do our best to provide a lunch option in the event that one is not provided, but should be utilized only in emergencies. Ultimately, the responsibility lies with the family.

Parents **will not** be reimbursed for any hot lunches missed due to absences.

Any questions or concerns regarding NDCS hot lunch program should be directed to the school principal. Parents are strictly forbidden from contacting hot lunch vendors concerning their orders. Parents contacting such vendors could result in the suspension of the usage of the online ordering system.

Mass Day

Students will be attending weekly Mass. Most weeks 5th-8th attend on Wednesdays and K-4th attend on Thursdays. There are certain times where the whole school attends on one day. All Masses begin

at 8:30 am, and families are encouraged to attend. **Students must be in proper formal uniform attire. NUT passes are not allowed to be used on mass days.**

Medications

Students are not allowed to be in possession of any medications while in school. All meds must be brought to the office along with a parental note stating directions for administering the medication. Please keep the main office informed of any medical conditions.

Physical Fitness Activities

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical activity.

Safety Drills

Fire and tornado drills along with code red and blue drills are held regularly by the laws of the State of Indiana to develop safety practices that will help students move quickly and in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill, personal safety will depend on the way in which students carry out regular procedures or modified instructions which the situation may face. Any disturbance, including talking during emergency drills, will result in disciplinary action.

School Closing

Please note that we follow the Michigan City Area Schools for weather cancellations/ delays. If the weather is questionable, please check the Notre Dame facebook/twitter, e-mail, or sign up for text alerts from FACTS.

Smoking

Notre Dame is a smoke-free campus. Smoking at a Notre Dame function, school-sponsored event, or on school grounds is prohibited.

Website

The Notre Dame website (www.notredameparish.net) is the most current and powerful line of communication between the school and parents.

Withdrawal Procedures

Students withdrawing from Notre Dame Catholic School must first notify the office. All financial responsibilities must be current in order for transcripts to be forwarded to a new school.