

NOTRE DAME REGIONAL SCHOOL

HANDBOOK 2011/12



NAME _____ GRADE _____

**NOTRE DAME REGIONAL SCHOOL
HANDBOOK 2011/12**

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NOTRE DAME REGIONAL SCHOOL MISSION STATEMENT

April 2, 2009

Notre Dame Regional School, a Catholic PK through 8th grade elementary school, in keeping with our rich tradition, is committed to working in partnership with our families to ensure that our children are educated in a safe environment where they can explore learning, grow in their faith, and develop strength of character. Through the promotion of a rigorous and relevant curriculum, the modeling of Christian living, and our commitment to service, our graduates are imbued with the skills and values needed to assure lifelong academic and personal success.

PHILOSOPHY OF NOTRE DAME REGIONAL SCHOOL

Notre Dame Regional School in the Diocese of Camden exists primarily for the purpose of enhancing and enriching the religious development of students in the Catholic faith. This is achieved through the integration of a curriculum which instills in each student a blend of Christian values with his or her entire spiritual, intellectual, moral, physical, social and emotional growth.

Notre Dame's religious purpose is to deepen the understanding and expression of Christ's teachings within our school community. The basis of teaching the Word begins from a strong foundation in the sacred scripture and is built upon by practicing these truths. We strive to make the scriptures come alive in our hearts and lives. We emphasize a sense of community by calling all of us to realize our unity of faith as part of the Body of Christ. With these strengths, we endeavor to express our discipleship by following the tradition of service taught to us by Christ and his apostles. Educators must strive to teach as Jesus did – with insight, understanding, and compassion – yet with a firmness of purpose and clear direction.

The school's academic purpose is to develop the entire person. We strive to give each student a clear realization of the partnership of his/her intellectual and spiritual being. We work to redefine society's definitions to reflect more closely those of Christ. We present tools for spiritual growth so as to foster a personal and prayerful relationship with God. There is an emphasis on the noncompetitive and cooperative nature of expressing the gifts of our talents. We strive to offer each student a "Renaissance" education.

We seek to educate the mind, body and soul – in order to send out to society an intelligent, productive and Christian citizenry. This strong academic and spiritual development will allow our students to stand firmly as examples who will inevitably provoke meaningful dialogue with those who come to know them.

The intellectual development of our students at Notre Dame School begins with the belief that every student is capable of learning and reaching his/her full potential with the guidance of the faculty. The faculty achieves this by utilizing various teaching methods and strategies. Motivating a desire to learn is one such strategy. Using updated textbooks to enhance the curriculum is another. At Notre Dame we stress development of critical thinking skills. We strive to equip our students with the ability to solve current and future problems. The faculty recognizes and addresses our students' individual differences in the learning process. We provide the students with supplemental instruction to meet their special needs and offer them a foundation in basic skills which gives them the ability to expand their knowledge.

Personal development is an on-going process that begins at home and is strengthened at school. Notre Dame provides a Christian atmosphere in which our students are encouraged to recognize their strengths and weaknesses and remediate those weaknesses. The faculty cultivates the students'

individual talents and abilities and offers opportunities for them to share them with their peers and the community.

The faculty strives to develop in the students a positive self image and Christian behavior which will enable them to make choices that will affect their Christian ideals.

The home, school, church and community are partners in the social development of our students. The faculty of Notre Dame aims to develop students who are strong in basic principles of good citizenship. Our curriculum contributes to achieving this goal as well as the students' active involvement in community programs, such as Senior Citizens' activities and Mission. Individual classes are encouraged to involve themselves in community affairs as need arises. Notre Dame provides the basis for the students to become politically, economically and socially functional in our society.

The faculty at Notre Dame believes that physical development of our students is the acceptance that the human body is created by God. To this end, the faculty strives to instill the belief that the human body is the temple of the Lord. This instruction is provided through formal physical education, health, family life and drug awareness programs. The faculty encourages the students to realize the importance of the relationship between a healthy mind, body and soul.

The spiritual development of our students begins at home with the family. The faculty and school administration enhances further growth. Our school provides an atmosphere that fosters respect, sensitivity and empathy for one another. Christian values and morals are taught, practiced and lived at Notre Dame School. Our students are honored and celebrated by the school community when they show evidence of these teachings in their daily lives.

The faculty strives to instill in its students knowledge of their religion by following grade appropriate curriculum and by using updated textbooks. Our students are given further opportunities to grow spiritually by taking active parts in school liturgies, prayer services, Stations of the Cross and reception of the sacraments.

The primary guide for policy making at Notre Dame Regional School is the Diocese of Camden Elementary School Policy Manual. These guidelines are the foundation upon which goals, regulations and procedures are decided upon and implemented by the professional staff. Policy changes and clarifications are determined as the need arises. These policies are communicated to the parents through a school handbook, monthly newsletters, meetings and letters from the principal. Student and parent questionnaires/surveys act as assessment tools.

The curriculum is carefully planned in a spiral fashion allowing students to acquire, maintain and sharpen skills. Through an administrative – faculty evaluation process, materials are selected which best suit the needs of the students.

Each teacher is a director of learning within the classroom. Using printed material, manipulatives, audiovisuals, science labs, supplementals and special areas such as art, music, health, gym, computer class, supplemental instruction, speech and extra-curricular activities, teachers guide the students. The lower grades are self-contained and the upper grades are departmentalized. The formal evaluation of students consists of standardized and curriculum-based tests. Progress reports and report cards show the students' level of assessment in all subject areas. Informal evaluation is a continuous process which helps to strengthen students' individual abilities and create a positive self-concept. Teachers are formally evaluated by the principal through a diocesan evaluation procedure and follow-up conference.

Informally, teachers are evaluated through weekly classroom visitations and plan book signing by the principal. Teachers support and encourage each other through creative sharing and peer assistance.

The teacher seeks to develop the complete child through a combination of modeling, instructing and nurturing the academic, spiritual and psycho-social component of each individual student.

The teacher's aim is to fulfill not only his/her contractual obligations, but to offer his/her time, talents and skills for the good of the school and the community. The teachers instill an enthusiasm for learning, while promoting academic excellence and encouraging students to live their Christian faith. The teachers at Notre Dame strive to be team members, demonstrating a shared respect towards one another. Teachers reflect mutual encouragement, shared talents and experiences and a supportive network which fosters personal growth.

The role of the parent's responsibility in the education of the child should not be underestimated. It is critical that parents and teachers work in close cooperation in order to better facilitate the educational objectives of the school.

Students are encouraged to be individuals and to recognize and respect unique qualities in themselves and each other. The students are aided in developing a sense of mutual concern and support, reflective of the Christian atmosphere in which they are taught.

DAILY SCHEDULE

NEWFIELD CAMPUS

PreK2N, PreK3N, PreK4N, Kindergarten - 3
108 Church Street, Newfield, NJ 08344 Phone: 856-697-0155 Fax: 856-697-8540
E-Mail: notredameregional@comcast.net
School Website: ndrschool.org

7:15 – 7:45	Before School Care (\$2.00/child per ea. half hour)
7:50 – 8:00	Arrival
8:10	Morning Prayers/Classes Begin
11:45 – 12:30	Lunch & Recess
2:40	Afternoon Prayers
2:40	Dismissal
3:00 – 5:30	After School Care (\$2.00/child per ea. half hour) **

PK2N, PK3N and PK4 After School Care until 5:30 is included in cost of tuition for these students.

A \$5.00 charge for each 15 minutes late applies to all students in grades PK-8.

LANDISVILLE CAMPUS

PreK2L, PreK3L, PK4L, Grades 4 - 8
601 Central Avenue, Landisville, NJ 08326 Phone: 856-697-3456 Fax: 856-697-5114
E-Mail: notredameregional@comcast.net
School Website: ndrschool.org

7:15 – 7:45 Before School Care (\$2.00/child per ea. half hour)
7:50 – 8:00 Arrival
8:10 Morning Prayers/Classes Begin
12:15 –1:00 Lunch & Recess
2:40 Afternoon Prayers
2:40 Dismissal

PreK2L, PreK3L and PK4L on-site After School Care until 5:30pm is included in cost of tuition for these students.

A \$5.00 charge for each 15 minutes late applies to all students in grades PK-8.

****STUDENTS NOT PICKED UP BY 3:00 PM WILL BE PUT INTO AFTER SCHOOL CARE WHICH IS AT THE NEWFIELD CAMPUS UNLESS SPECIFIED. EARLY DISMISSAL IS 11:15 AM FOR BOTH BUILDINGS. LANDISVILLE STUDENTS WHO NEED TO USE AFTER CARE MAY TAKE THE SHUTTLE BUS TO NEWFIELD.**

ADMISSION POLICIES

All children admitted to kindergarten must be five years of age by September 30th. All children admitted to the first grade must be six years of age by September 30th. Exceptions may be made based upon testing results. The child will be assessed for readiness by a school-readiness test. Parents of children transferring from another school must be interviewed by the Principal. **All newly registered students are admitted on a trial basis for the 1st marking period based upon academics and behavior. Poor academic performance and/or inappropriate behavior will result in the child’s removal from school. Continued enrollment in Notre Dame Regional School is contingent upon all students abiding by the school’s rules and regulations in addition to timely payment of tuition.**

Paperwork Needed for Admission:

- Birth Certificate
- Baptismal Certificate
- Immunization Record/Health Record
(in accordance with latest state requirements)
- Kindergarten Physical
- Letter of parish participation from Pastor
- Latest copy of child’s report card (Grs. 1-8)
- Transfer Card (Grs. 1-8)

Notre Dame Regional School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of educational policies, admission policies, athletic programs or other school administered programs. Notre Dame Regional School has open enrollment for both Catholic and non-Catholic students. New student enrollment is on-going. There is a non-refundable registration fee for each child for all grade levels.

TUITION

PRE K :

<u>Days Per Week</u>	<u>Total Days Per Year</u>	<u>Per Day</u>	<u>Total Amount</u>
5	180	\$29	\$5,220
4	149	\$29	\$4,321
3	120	\$35	\$4,200
2	76	\$40	\$3,040
1	38	\$40	\$1,520

K-8:

<u>Catholic</u>	<u>Non-Catholic</u>
1st Child	\$ 4,150
2nd Child	\$ 3,250
3rd Child	\$ 2,650
Each Add'l	\$ 2,650
Non-Catholic (Each Child)	\$5,100

PK ACTIVITY FEE: \$60 (per child)

KINDERGARTEN ACTIVITY FEE: \$60 (per child)

ADMINISTRATIVE FEE: \$400 (per family, K-8)

(The administrative fee covers technology fees, diocesan fees, clerical processing fees, bookkeeping fees and shuttle bus.)

PAYMENT PLANS

PLAN A: Payment in full due August 15, 2011

PLAN B: 2 equal payments due August 15, 2011 & January 15, 2012

PLAN C: 10 equal payments due August 15, 2011 through May 15, 2012

PLAN D: 12 equal payments due June 15, 2011 through May 15, 2012

****If no payment option is chosen, Plan A will automatically be selected. You may use the SCRIP Program with any of the above plans****

In the event any school obligation is in default, the school reserves the right to hold all records including report cards until the outstanding fee/obligation is fulfilled; that in the event any obligation is not met, a student will not be permitted to participate in K or 8th graduation ceremonies or receive his/her diploma; that all school obligations for any prior school year must be fulfilled before any student will be permitted to return to Notre Dame for the next school year; that Notre Dame reserves the right to release any student and family for any noncompliance to any policy, procedure or agreement that Notre Dame has established.

Parents may not be eligible for the payment plan they choose because of previous non-payment; therefore, it is their responsibility to make timely payments. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. There will be an automatic late charge applied in the amount of \$30, in addition to any SMART late fees, for payments made after the due date. Returned checks are subject to a \$40 fee. Upon withdrawal of any student, any account that is in arrears and payment arrangements are not met, the matter automatically will be remanded for collection 30 days from date of withdrawal. The parent will be responsible for an additional late fee of \$20 per month, accessed from the last month their account was paid up-to-date. In addition, the parent will be responsible for court costs and any and all other fees associated with the collection of the debt.

SCRIP ACCOUNT

The school provides a service to parents by maintaining SCRIP records. All money accumulated in a family's account must be used to pay for school events, activities, purchases or tuition. SCRIP cannot be

used to purchase lunch or pay for sub orders. If there is a balance in a SCRIP account after a student leaves school for any reason (i.e. transfer, graduation, expulsion, etc.) the balance of the account will be transferred to the school's general fund.

FUNDRAISER

All families are asked to participate in **Bingo** which is a primary source of revenue for Notre Dame Regional School. Each family is asked to work 4 bingo dates during the school year. For more information regarding bingo, please contact Geri Cafiso, Bingo Coordinator, at 856-697-3456, ext. 140.

SMART TUITION

Questions about the SMART Program can be directed to SMART at 1-888-868-8828 or www.smarttuition.com.

ACADEMIC POLICIES/REPORT CARDS

Report Cards are issued four times a year. Reports must be kept clean, signed and returned to school promptly.

First Report Card	November 17	Third Report Card	May 3
Second Report Card	February 16	Fourth Report Card	June 15

K-8 Parent/Teacher Conferences will be held November 17. PreK Assessments will be held twice a year.

ASSESSMENT CODE FOR KINDERGARTEN

C = Consistently Observed
S = Sometimes Observed
N = Needs Practice and Support
N/A = This skill was not assessed during this marking period.

PROGRESS INDICATORS FOR GRADES 1 and 2

E = growth is self motivated, exceeding grade level expectations
G = growth exhibited to build knowledge and skills, meeting grade level expectations
P = early stages of development, progressing toward grade level expectations
I = Initial stages of development, needs assistance

MARKING CODE FOR MAJOR SUBJECTS (Gr. 3 - 8)

A+	97 – 100	C+	81 – 84
A	93 – 96	C	77 – 80
B+	89 – 92	D+	74 – 76
B	85 – 88	D	70 – 73
		F	Below 70

HONOR ROLL (Grades 5 – 8)

Principal's List:	All A's and Outstanding or Satisfactory in minor subjects	effort, conduct and
1 st Honors:	All A's and B+'s and Outstanding or Satisfactory in effort, conduct and minor subjects	
2 nd Honors:	All A's, B+'s and B's and Outstanding or Satisfactory in effort, conduct and minor subjects	

NON-PROMOTION

Insufficient advancement in either math or reading, or both, indicates the need to repeat in Grades 1 – 3. In Grades 4 – 8, lack of effort, excessive absence, failure to obtain passing grades in major subjects, or failure to complete required class or homework assignments may result in a non-promotion to the succeeding grade. Parents will be notified in writing by January 31st of the possibility of their child being retained. Final written notice will be forwarded to the parents by the Principal no later than May 15th with a clear indication of the school's decision to retain or promote the student. Students who fail a major subject will either attend summer school or be tutored. Documentation of attendance and grades must be sent to the school office for admittance into the new school year.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is an organization available to students in the 6th, 7th and 8th grades who meet eligibility criteria that promotes scholarship, leadership, service to school and community, citizenship and character. Application for membership selection will generally take place two months prior to the induction ceremony which is held every spring. Selection is based upon strict criteria as outlined in the Selection Procedures section of the National Junior Honor Society Handbook. The Faculty

Council reviews applications and bases a student's eligibility for membership following those criteria. Membership selection is not arbitrary. Students eligible for application must have an 85% GPA cumulative from the 6th grade, maintain attendance in accordance with school policy, have no discipline referrals resulting in detentions or suspensions including any disciplinary actions resulting from inappropriate behavior during class trips, sports activities, club activities and all other school-related activities. In addition, students who wish to apply for NJHS must have documented evidence of leadership as well as demonstrated service to their school and community. All students who are considering applying are encouraged at any time to review the criteria for membership with the NJHS advisor. However, this review does not automatically ensure membership; it simply serves as an opportunity to clarify the criteria and the process for selection.

Once selected, if a member falls below any of the standards by which the member was selected, fails to fulfill chapter obligations, GPA falls below 85%, receives any detentions and/or suspensions or fails to consistently attend and participate in NJHS activities, meetings, fundraisers and events, the advisor should inform the member of the nature of the violation, the time period given for improvement and provide warning of the possible consequences of non-improvement (i.e., consideration for dismissal). Every student's membership in NJHS was attained through hard work and accomplishment. Students must continuously achieve the same standards to maintain their membership in this prestigious organization. Re-admission into this organization will require faculty review of the student's poor behavior.

HOMEWORK POLICY

Homework is essential for the full scholastic development of the child. Study and reading assignments are just as important as written assignments. Assignments are used as an extension of what has been taught during the day. Parents are urged to set time aside each evening for the completion of homework and to cooperate with the school in stressing the importance of daily reading. If the teacher requires homework to be signed by a parent, your signature indicates that you have reviewed your child's homework and that corrections have been made. All parents are expected to review their child's completed homework. Best practices indicate that students are assigned homework for 10 minutes per grade level as indicated below:

Grade 1.10 minutes	Grade 4.40 minutes	Grade 7.70 minutes	
Grade 2.20 minutes	Grade 550 minutes	Grade 8.80 minutes	Grade 3.
.30 minutes	Grade 6.60 minutes		

In grades 1-8, requests for homework and books need to be made by 9 am on each day that the student is absent. For every day that your child is absent, he/she will have 2 days to make up the work to receive full credit. Except for unpredictable, life-altering events, there will be no excused missed homework assignments. If a student is absent, it is up to him or her to follow through with handing the missing assignments into the teacher.

After school programs including sport activities are not an acceptable excuse for incomplete or missed homework assignments.

MISSED AND INCOMPLETE HOMEWORK POLICY

1. Students who do not complete homework assignments will remain in during lunch recess to complete it. This will be called a lunch detention. This will apply to all students without exception.
2. Students who miss 5 assignments and have, as a result, 5 lunch detentions for missed homework will receive an after school detention.
3. Homework is considered late if it is not handed in during class time.
4. Homework handed in late or as a result of homework lunch detention will receive a 10 point reduction in grade on that day only. Homework handed in later than at the end of the day it is due will be collected but no credit will be assigned.
5. These rules apply to all students without exception. Parents may not request that their child be exempt from these rules or that their child be excused from completing their homework during lunch time recess or that they receive credit for late homework.
6. No exceptions will be made to this policy.

MAKE-UP WORK POLICY

Make-up work is defined as work that is missed due to absence from illness, death in the family, vacation or other life-altering experience. In grades kindergarten through 4, teachers will help the students to ensure that work is completed and that additional instruction is provided if needed. In grades 5 through 8, it is still the student's responsibility to ensure that he/she has obtained the work and sought help needed in the event he/she does not understand the work (teachers often tutor students during lunch recess and are available after school with prior notice) and then to hand in the work on time. Teachers

do have a system in place to ensure that absent students received their missed work: however, the entire responsibility for obtaining that work does not fall on the teachers. Students must share in that responsibility to ensure that they have all the work they missed. The rule of thumb for the upper grades is that make-up work is due within the same number of days of absence. For example, if a student is absent for 5 days, he/she has 5 days to make up his/her work. If there are extenuating circumstances that make following this rule difficult, then those circumstances need to be discussed with the teachers.

OBTAINING HOMEWORK AND MISSED CLASSWORK FOR SHORT TERM ABSENCES

If your child is out sick for a short period of time, you may want to wait until he/she returns to school rather than call the school for work. However, if you do call the school for work, please do so no later than 9am on the day that you intend to pick it up. You must be at the school no later than 3pm to pick it up because the office closes at 3pm and there may not be someone there to give you the work. If you cannot get to the school by 3pm, then you can request the work to go home with a sibling or friend.

MISSED ASSIGNMENTS AND EXTRA CREDIT WORK

At the close of the semester, teachers are often asked for missed assignments as make-up work and extra credit work to bring up a low grade. The policy that covers late homework assignments is covered in the "Incomplete and Missed Homework Policy" located in this booklet. Missed or incomplete classroom assignments **may** become homework if the teacher is so inclined or may be considered a missed classroom assignment and graded as such. Failure to hand in homework that was an incomplete classroom assignment is covered under the Homework Policy found in the booklet as mentioned above.

EXTRA CREDIT ASSIGNMENTS

Extra credit work may be assigned at the teacher's discretion. **However, no extra credit assignments will be given to students any later than 3 weeks before the close of the marking period. Often poor grades are due to missed and incomplete assignments.** If a student maintains good attendance, is current and on time with assignments and seeks help when a concept is not understood, he/she will do well and receive acceptable grades. Last minute extra credit assignments will not be assigned to help pull up a poor grade at the end of the marking period. **No exceptions to this policy will be made.**

DISCIPLINE CODE

Discipline is necessary to maintain order and to establish a proper atmosphere conducive to true learning. Notre Dame Regional School aims for harmony rather than regimentation. Therefore, the faculty and staff try to develop respect, self-control and true Christian behavior in each student. Lower grade discipline problems are handled on an individual basis by the teacher who will contact parents as needed.

The following is a list of some types of behavior that is not acceptable at Notre Dame School. In all grades, detentions will be issued for infractions such as but not limited to:

- Leaving the classroom without permission
- Dress code violation (hair color, jewelry, improper clothing, make-up, etc)
- Chewing gum
- Uncovered books
- Displaying any behavior that is disruptive in the classroom
- Pushing/shoving or physical intimidation
- Running, horseplay and/or making excessive noise in the building
- Plagiarism/Cheating
- Persistent, disruptive or disrespectful behavior
- Harassing, intimidating or bullying behavior
- Having cell phone/pagers on during school hours
- Failure to abide by school rules
- Using profane, obscene, indecent, immoral, libelous or offensive language or gestures
- Defying authority (disrespect)
- Bullying, extortion or using manipulating behaviors as a means to an end
- Public display of inappropriate affection (kissing, hugging or fondling of the opposite sex on or around school premises)
- Stealing
- Disruptive behavior on a school bus
- Fighting
- Forgery
- False activation of a fire alarm
- Possession of weapons including, but not limited to, knives, firearms, fireworks, drugs, alcohol or drug paraphernalia
- Conduct unbecoming a Christian student in school, on the bus or on the playground
- Defacing books, notebooks, textbooks or other school property

Detentions in grades 5-8 will be held from 3:00 to 4:00 pm in Landisville. Parents must pick up their child at that time. Lunch detentions will be issued for lesser offenses. Three (3) lunch detentions = 1 after school detention.

Serious offenses such as fighting, physical contact, profanity, theft, destruction of school property or cheating will result in immediate detention or suspension. **The Principal is the final recourse in all disciplinary situations and may waive or change any disciplinary rule for just cause at his/her discretion.**

School discipline must also carry over to self-control on the school bus. School bus disciplinary action will result in:

- 1st Offense – Warning
- 2nd Offense – Suspension from school bus for a designated period of time.

If a student attends any school-sponsored activity on school grounds or away from school, they are considered to be a representative of Notre Dame Regional School. For this reason, non-compliance of the rules and regulations during any school-sponsored activity will not be tolerated and will be addressed

in accordance with the school's discipline code.

EXPULSION AND SUSPENSION

According to new Jersey School Law 18A; 37-2, any student who is guilty of...

- continued and willful disobedience
- open defiance of teacher authority
- habitual use of profane or obscene language
- cutting, defacing or otherwise injuring school property

shall be liable to punishment and to suspension or expulsion from school.

Pease be aware that similar disciplinary action may be taken for violations that are not listed if the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. In addition, while this section explains typical disciplinary procedures, the Principal and Pastors have the authority to alter these procedures as they determine is warranted in a particular situation.

BULLYING AND HARASSMENT POLICY

Under no circumstances will bullying and harassment behavior be tolerated at Notre Dame. This type of behavior includes but is not limited to habitual behavior that insults, offends, threatens, intimidates or otherwise causes discomfort on a regular and consistent basis to a person regarding their intellectual capability, gender, religious affiliation, economic status or character. When bullying or harassing behavior is reported it will be handled swiftly and aggressively. Repeated offenses will result in dismissal from school. Further delineation of the bullying and harassment policy can be found on the school's website at www.ndrschool.org.

DRESS CODE

Boys:

Navy blue pants (no jeans or denims)

Light blue knit shirt – ND logo (long or short sleeve, must be tucked in at all times)

Socks - Dark socks that cover the ankle. No student may wear sport socks including

those that are below the ankle as part of the school or gym uniform. All students must wear socks that cover the ankle.

Dark shoes – Rubber soled dress shoes acceptable. Shoes must be tie, Velcro or loafers (no sneakers/boots/sandals).

Dark belt must be worn

No body piercing, ear piercing or tattoos

Must be clean shaven

No patches on clothing, school supplies or accessories

Optional: Cardigan/Pullover sweater – ND logo mandatory

Navy blue zippered hoodie - ND logo mandatory

Girls:

(K - 3) Plaid jumper or skort (navy blue or plaid)
(1" above knee) no skirts

- White Peter Pan blouses worn with jumpers
- (4 - 8) Plaid skirt (1" above knee – do not roll)
- (K - 8) Gold shirts worn with skirts, skorts, shorts and slacks
- Dark shoes - Rubber-soled dress shoes acceptable
- Buckle, tie, Velcro, loafers, and ballerina-type shoes
- 1" heels are acceptable
- Socks - white or navy blue ankle socks, navy blue or white tights or knee highs.
- No student may wear sport socks including those that are below the ankle as part of the school or gym uniform. All students must wear socks that are over the ankle.
- No sneakers, boots, backless shoes, clogs, slip-ons, flip flops or sandals on any days
- No body piercing or tattoos
- No nail polish or artificial nails
- No make-up which includes foundation, eye make-up, blusher and lip gloss. Exception: make-up is allowed on the day of the 8th grade graduation pictures but must be removed after pictures. Other than that, make-up is not permitted at any grade level.
- No patches on clothing, school supplies or accessories

- Optional: Navy blue cardigan sweater (K – 3) ND logo mandatory
- V-neck sweater (4 - 8) ND logo mandatory
- Navy blue zippered hoodie - ND logo mandatory
- Navy blue dress slacks
- Skorts (Grs. K – 8) navy blue or plaid (winter & summer)

ONLY NOTRE DAME APPAREL IS TO BE WORN BY ALL STUDENTS DURING SCHOOL HOURS

ALL SHIRTS, SWEATERS, ZIPPERED HOODIES MUST HAVE THE NDRS LOGO DISPLAYED ON THEM.

**ALL UNIFORMS ARE AVAILABLE AT CHERYL'S UNIFORMS LOCATED AT
2100 N. DELSEA DRIVE IN VINELAND.
PHONE: 856-696-0141**

VARIOUS UNIFORM ITEMS ARE AVAILABLE FREE OF CHARGE THROUGH OUR UNIFORM EXCHANGE PROGRAM. PLEASE CONTACT MELISSA KNAPP AT THE LANDISVILLE CAMPUS AT 856-697-3456, EXT. 112

Warm Weather Uniform

Warm weather uniform may be worn from the beginning of school up to and including November 1st and again from April 2nd until the last day of school. This uniform consists of navy blue shorts with belt (girls with cuff – boys with straight leg) (no cargo shorts), blue or gold short sleeve knit shirt with ND logo (tucked into shorts), white regulation socks and low cut white sneaker with minimal color. No high top sneakers or sneakers with characters, lights or wheels. Warm weather uniforms must be purchased from Cheryl's Uniform Boutique or a store carrying comparable items.

Gym Uniform

Navy blue shorts and T-shirt (ND logo on T-shirt) or navy blue sweatpants and sweatshirts (ND logo on

sweatshirt) are to be worn depending on the weather. White regulation socks and **white sneakers with minimal other color** are to be worn. The gym uniform must be purchased from Cheryl's or, depending on size, may be available free of charge from our Uniform Exchange Program.

Jewelry

Girls' jewelry must be moderate and appropriate – 1 pair of earrings on lower lobe or hoops no larger than the size of a nickel. No dangling earrings may be worn. Boys are prohibited from wearing any type of earrings. Only religious necklaces and bracelets may be worn by all students. No more than 2 small rings per hand; watches are permitted. **No jewelry is to be worn on gym day. No Silly Bandz, latex/silicone bracelets, no beach/surfer type jewelry may be worn.**

Students are not to wear any dangling chains or accessories from waist. Only jewelry can be worn as jewelry. No ankle bracelets are permitted.

Hair

No dyed, highlighted or extreme hairstyles permitted. No radical or extreme hair styles are permitted. If hair is highlighted in violation of this policy, the highlights must be recolored to their natural color. No exceptions will be made to this policy. No hair ornaments are permitted (beads, hairpieces, bows, etc.). Matching school headbands or bows are permitted for the girls and are available at Cheryl's Uniforms. Hairstyles for both boys and girls must be neat. Boys' hair must be worn short, may not touch their shirt collar, may not cover their ears and may not hang in their eyes.

8th Grade Dinner Dance Attire

Boys have the option of wearing:

- Dress Shirt
- Dress Pants (khaki)
- Suits (optional)
- Tie
- Dress Shoes

Girls:

- Dresses must be no higher than 1" above knee
- Spaghetti straps on dress permitted
- No strapless dresses
- No cleavage showing
- Heels (open toe/sling back permitted)

8th Grade Luncheon

The following Dress Down Days policy also applies to the dress code for the 8th grade luncheon. Only 8th grade dresses down on the day of the luncheon.

Dress Down Days

On Dress Down Days students are permitted to dress down and wear everyday clothing (jeans,

sneakers, sweats). No rock group logos or non-Christian message permitted on clothing. **If wearing shorts, only school uniform shorts are permitted.** No tank or cropped tops, low cut or tight fitting shirts. No ripped jeans. Girls who choose to wear skirts must follow uniform length (1" above knee). No backless shoes including clogs, slip-ons, sandals or flip flops. **Students may not dress down on days when Mass is scheduled. If a student is inappropriately dressed, the parent will be called to bring appropriate clothes. Dress Down Days** may include Burger King, holidays (as specified by the Principal), birthdays and any other day at the discretion of the Principal.

BURGER KING NIGHT POLICY

In addition to being a fundraiser, Burger King Night is an opportunity for our families to socialize in a relaxed and fun environment. However, we recognize that due to work schedules, sporting activities and personal beliefs regarding nutrition, families may not be able to or may not want to participate in Burger King Night but they may want their children to still be eligible for the Dress Down Day reward. Therefore, a family may choose to buy-out of Burger King Night by paying a fee of \$ 20.00 to Notre Dame per Burger King event. The money is due by the day after Burger King Night. **Absolutely no exceptions will be made to this policy.** If the fee is not received the day following Burger King Night, your child will not be eligible to participate in the Dress Down Day. Please do not call the school to request exceptions to this policy.

ABSENCE

Regular attendance is essential. Frequent absences often result in poor academic achievement. Parents of students who are absent are required to call the school's office (Newfield 697-0155, Landisville 697-3456) no later than 9:00 a.m. to report the absence. All students must present a note explaining the absence the day they return to school. After an absence of 5 consecutive days, a doctor's note signifying that the student is healthy enough to return to school, the date of return and the doctor's signature is required. Extended absences should be reported to the Principal. It is the student's responsibility to approach the teacher to see what work was missed during their absence. According to Diocesan policy, the parent will be notified in writing if their child has been absent at least 10 days. After 18 cumulative days of absenteeism, the pastor and principal have the option to request a student's withdrawal from the school. All students not participating in gym must have a parent or doctor's note.

LATENESS

A child who arrives late for school **must** report to the office for a late slip. Students are late if they arrive after the first bell rings (8:10 am). Students who ride the bus are excused. If a student is late due to a doctor's appointment, a doctor's note is to be presented to the school office upon the student's arrival at school. Chronic lateness may result in a failing grade for missed classes.

APPOINTMENTS

Dental/medical appointments should be made at times other than school hours. If this is not possible, a note must sent to the office prior to the scheduled date stating the time of the appointment, the time the child will be picked up and by whom, and the approximate time of return. No student may leave the school during school hours unless accompanied by a parent/ guardian who must come directly to the school office to meet the child and sign him/her out.

EXTRA-CURRICULAR ACTIVITIES

Coed Soccer	Upper Grades /Landisville
Boys Varsity Basketball	Grades 7 and 8
Girls Varsity Basketball	Grades 7 and 8
Boys Junior Varsity Basketball	Grades 5 and 6
Girls Junior Varsity Basketball	Grades 5 and 6
Coed Basketball	Grades 3 and 4
Girls Softball	Grades 5 through 8
Girls Junior Cheerleading	Grades 1 through 4
Girls Varsity Cheerleading	Grades 5 through 8
Girls Volleyball	Grades 6 through 8

All team members will be given the opportunity to play under the supervision, direction and advisement of the coaches and Athletic Directors. All sport uniforms must be handed in by the end of the sport or participation in 8th grade graduation ceremony will be denied and report cards, transfer papers, transcripts, etc will be held by the school until uniforms are returned.

National Junior Honor Society	Grades 6 through 8
Girls and Boys Karate	Grades 1 through 8
Student Council*	Grades 5 through 8
Music Ministry	Grades 3 through 8
Library Club	Grades 4 through 8
Cooking Club	Grades 2 through 8
Spring Play	Grades 5 through 8
Instrumental Program	Grades 2 through 8
Art Club	Grades 1 through 8

Any student who fails any major subject through lack of effort or interest or receives an unsatisfactory conduct grade, will not be allowed to participate in extra-curricular activities until they are able to bring up his/her grade. Return to extra-curricular activities is based upon improvement. Repeated offenses will result in permanent removal. (Please refer to "Discipline Code"). Any student who is absent or leaves early from school because of illness may not participate in any of that day's after-school activity without the Principal's permission and/or a doctor's note stating that he/she can participate in that extra-curricular activity.

***The school holds the right to remove Student Council members from their position if after one school detention and 3 lunch detentions are issued prior to election day. This is in addition to all of the above.**

FIELD TRIP POLICIES

Field trips are permitted with adult supervision and written permission of parent or guardian. Students who fail to submit a proper form will not be allowed to participate; telephone calls will not be accepted in lieu of proper forms. These trips are at the discretion of the individual teachers. Field trips are privileges afforded to students; no student has an absolute right to a field trip and can be denied participation if he/she fails to meet academic or behavioral requirements. Grades pre-kindergarten through three usually go on field trips that take place during school hours; grades 4 through 8 usually go on field trips that extend beyond school hours. If a student exhibits consistent, inappropriate behavior through the course of the year, the school holds the right to deny participation on field trips and holds the right to request the presence of a parent or guardian to supervise their child. All school obligations must be

fulfilled before participating in field trips.

SNACK PROGRAM

Grades PK through Grade 8: Students have the opportunity to either purchase a snack item or bring one from home. Snack and snack beverages are available on a cash and carry basis. Snack items are sold daily at varying prices. White milk, chocolate milk, apple juice and Sunny Delight will be sold daily at \$0.50 each. Bottled water will be sold for \$1.00 each. Water will be provided free of charge although students must provide their own bottles. Cups will not be available at school.

****It is recommended that healthy snacks (no candy) be sent to school for students in grades PK-8.****

LUNCH PROGRAM

Grades PK through Grade 8: All students must purchase lunch cards in the amount of \$40.00 per card. These cards entitle a student to purchase lunch and a lunch beverage. Each dollar amount purchased is deducted from the card. Students are notified when their card has a balance of \$10.00. Another card can then be purchased in the amount of \$40.00. For PK through Kindergarten, parents will pre-order lunch using our lunch order form. Lunches and beverages are ordered each morning in homeroom for grades 1 through 8. Ice cream is sold daily at varying prices and is not included in the lunch cards. **Lunch cards cannot be used for the purchasing of subs during our Sub Sales. SCRIP credit can be used as payment for lunch cards but note that it takes two weeks to process the order. Lunches cannot be bought with this new lunch card until the Scrip credit is processed and a lunch card is issued. It is requested that hot lunches be purchased through our lunch program and not through an outside vendor. Students always have the option of bringing their own lunch to school on days when a lunch card is not being used.**

The following are prices for our lunch program:

Hot Lunch	\$ 3.25	Extra Slice Pizza	\$ 1.50	Lunch Beverage	\$ 0.50
Hungry Man Lunch	\$ 4.50	Ala Carte	\$ 1.75	Bottled Water	\$ 1.00

ACCEPTABLE USE POLICY

All users of technology equipment and services at Notre Dame Regional School are required to abide by the terms of the Acceptable Use Policy. This policy covers the proper use of Notre Dame School's technology equipment in regard to safe and proper use, violation of any local, site or federal rule or regulation and the exploration or transmittal of information that conflicts with Catholic moral values. This policy is distributed to each family and, once signed, will remain in effect as long as the student remains at Notre Dame. A copy of this agreement can be seen on page 28 of this handbook for your review.

COMMUNICATION

All visitors must report to the School Office. **Parents or visitors may not interrupt teachers during school hours unless it is an emergency.** Any teacher is willing to have a conference with the parents in regard to their child. Please write a note to the teacher or call their extension directly to make an appointment. The faculty is not to be called to the phone during school hours. If a parent has a concern about a teacher, the parent should discuss the difficulty first with the teacher before going to the Principal. If a parent is reluctant to confront a teacher alone, the Principal will be present at a

conference. If a parent needs to contact the Principal, please write a note, call the School Office or make an appointment.

STUDENT COMMUNICATIONS

All telephone calls to parents at the primary or middle school level will be made by the administration, faculty or support staff for emergency concerns only. No calls will be permitted for forgotten homework/class work, forgotten after-school activities or unnecessary change of plans regarding dismissal. The office reserves the right to amend this procedure without notification. If it is necessary to bring articles or lunch to your child, they must be left at the school office.

CELL PHONES

The following are guidelines for cell phone usage in school:

- All cell phones are to remain turned off at all times during school hours.
- All cell phones must remain in book bags, pocketbooks or in lockers.
- No one is permitted to use his/her cell phone without permission by the faculty or staff during school hours.
- Students can use cell phones after 2:40 dismissal.

Abuse of these rules will lead to:

- 1st offense - cell phone will be confiscated and held until picked up by a parent
- 2nd offense - 3 days detention
- 3rd offense - suspension

PARTY INVITATIONS

In the interest of our Christ-Centered mission, the overt exclusion of class mates from parties and other social activities is not permitted. Therefore, invitations handed out in school must be given to every student in the class. It is cruel and painful if a child is excluded from a party that the majority of the class has been invited to attend. If it is intended that the party or gathering has a limited number of children attending (i.e., sleepover, all boys/girls parties) the invitations must be given to the teacher who will then discreetly place them in book bags or communication envelopes. Students who are attending limited guest list parties may not discuss, bait, antagonize or in any way promote a sense of exclusion or behave in an un-Christ-like manner to classmates who are not invited. This causes extreme pain and difficulty for the excluded children. Students who engage in this unkind behavior will receive consequences in accordance with the school's discipline policy on bullying and harassment. Please discuss this with your children since the NDRS staff and administration are taking this subject very seriously. A few minutes of careful and considerate planning by you and your child will ensure that children are not hurt.

COMMUNICATION ENVELOPES

Every week the oldest or only child will bring home a communication envelope with important papers for parents. This envelope must be signed and dated by a parent or guardian and returned to school with the child on the next school day. **Communication envelopes must be returned empty. Please do not send any correspondence to school in this envelope.**

CURRICULUM AND TEXTBOOKS

Grades K through 4 are self-contained; grades 5 through 8 are departmental. The curriculum guidelines set by the Diocese of Camden are followed closely. The textbooks are evaluated periodically and replaced when deemed necessary. A list of the textbooks, publishers and copyright dates for each grade level may be obtained through the School Office. All books must be covered and carried to and from school in a book bag. The student's parent will be billed for loss of or damage to books. Only reading books, chapter books or other grade books in addition to the Language Arts Text are permitted in class. No magazines are permitted in class unless they are a part of the instructional program.

DIOCESAN TESTING PROGRAM

Notre Dame Regional School is required to participate in the Diocesan Testing Program. The IOWA Tests of Basic Skills are administered to grades 3 through 8. The Cognitive Abilities Test is administered to 4th and 7th graders. The results are shared with parents.

TUITION ASSISTANCE PROGRAM

Those families in need of tuition assistance are to apply online at www.smartttuition.com. You will be notified by the Principal whether you are eligible for tuition assistance. Please be sure to inform the Principal after you have submitted your application online.

SCHOOL NURSE

Our school nurses are available on a part-time basis. Their services are paid for by your taxes through Chapter 226, Provision of Nursing Services to Non-Public Schools. The nurses' time is devoted to caring for children who become sick or injured at school, medical records, determining the need for immunization, vision and hearing screenings and other requirements.

You are asked **NOT** to send your child to school if he/she has been sick at home for 24 hours, shows symptoms of fever, vomiting rash or a bad cold as this can be transmitted to other children. **If a child is sent home with a fever, vomiting, rash or diarrhea, he/she must be symptom free for 24 hours before he/she can return.** In the event that a child is found with head lice, the parent will be notified that the child must be taken out of school immediately. The nurse will alert the parent with information regarding the treatment of head lice. If there is an emergency or if a student becomes ill at school, the normal procedure is to notify the parent at home or work. If a parent cannot be reached, the office will call the emergency phone numbers on file. Every parent must fill out a student emergency form that is then kept in the school office. Any information on a student emergency form that changes during the course of the school year must immediately be submitted in writing to the school office.

MEDICATIONS

When the administration of medication in school is an issue, the following guidelines are recommended:

1. Written orders are to be provided to the school from the private physician detailing the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. The original prescription is necessary.
2. The medication should be brought to school in the original container

- appropriately labeled by the pharmacy or physician.
3. Cough drops are not permitted to be brought to school for students in grades PK - 4. Students in grades 5 - 8 are permitted to have cough drops in school as long they are accompanied by a parent note and that note has been signed off by the homeroom teacher.
 4. The school will provide a secured, locked space for the safe storage of medication and prescription drugs.
 5. The certified school nurse or parent/guardian are the only ones permitted to administer medication in the school and/or on school trips.
 6. The records or documentation process is required to be maintained by the school nurse.

If your child has a significant or serious health issue, please contact the Principal so that a Health Plan can be written.

FOOD ALLERGIES

If your child has a medically documented food allergy, please contact the Principal so that a Health Plan can be written for your child. If a student has severe allergies to certain foods or beverages, his/her teacher should be notified in writing as to the foods/beverages the child cannot have. It is the parent's responsibility to supply the teacher with acceptable foods for his/her child which can be used by the teacher when unexpected treats are given out in the classroom (for example, birthday treats, multicultural week, etc.). **PLEASE DO NOT SEND IN ANY FOODS CONTAINING NUTS OR NUT BY-PRODUCTS.**

ELECTRONIC GAMES/TOYS

Trading cards, toys and electronic games are not permitted during school hours.

TRANSPORTATION

Bus

Children may ride **ONLY** the bus to which they are assigned. Students are expected to conduct themselves in a proper manner while riding the bus. No disrespect to a bus driver will be permitted. Students failing to obey bus regulations will not be permitted to ride the bus for a period of time decided by the Principal and the bus driver. (See Bus Discipline)

Walkers

Students are to cross the streets at the appropriate corners and leave immediately. There is to be no lingering around the school.

Car/Newfield

Students driven to school should be left off on the school side of Church Street. Parents are to enter the playground area when picking up their children at dismissal. **Do not park on the opposite side of Church Street or on Arch Street. Arch Street is reserved for the buses.** Cars should not enter or

park in the teachers' parking lot or use this lot as a turnaround. Parents are not to linger or stay parked on the street after dropping or picking up their child. Traffic needs to flow unimpeded during this time. To avoid the most crowded times for drop off in the morning, plan your arrival before 7:55 am or after 8:05 am.

Car/Landisville

Students driven to school should be left off on Central Ave. at the entrance to the school. These students should be picked up after school in the same place. **Cars may not enter or park in the teachers' parking lot. U-turns are not permitted in front of the school.**

School Closings—Emergency/Snow

Notre Dame Regional School has established the Alert Now Phone Notification System. Parents will be notified via both a phone call and e-mail in the event of an early school closing due to snow or emergency. Parents are also advised to listen to their local radio and television stations to find out if school will be closed, starting at a later time or dismissing early. **Our school number for KYW News Radio is Gloucester County #848.** All efforts to remain open during inclement weather will be made. Delayed openings may occur with or without bus transportation and may or may not be available. Parents must determine the practicality and safety of driving their child to school on days when openings are delayed due to weather conditions.

RELIGIOUS OPPORTUNITIES

1. Daily prayer
2. Daily religious instruction
3. Campus Masses
4. School Liturgies
5. Penance Services
6. Stations of the Cross
7. Various Mission collections for the needy
8. Preparation for the Sacraments of Reconciliation, Holy Eucharist and Confirmation
9. Regular visits from the Parish Priests
10. Prayer Services
11. Christmas Eve Vigil Mass and Nativity Pageant

PARENT INVOLVEMENT

PTA (Parent and Teacher Association)

The purpose of the PTA is to foster unity and cooperation between home and school. Its primary function is to be in line with all existing diocesan objectives and goals for the academic, spiritual and financial success of the school. Meetings are usually held four times a year. Notices are always sent home informing parents of the meetings. Parents are strongly encouraged to become members and to attend all the meetings. Communication between parent and teacher is a very important part of the educational process.

ROOM PARENTS

The PTA welcomes parents to volunteer to serve as room parents. These parents assist the individual teachers in organizing and conducting various activities for the class. In an effort to give as many parents as possible an opportunity to be a part of this popular opportunity, the PTA uses a process for selection of room parents. Information regarding the selection process for room parents will be provided by the PTA in September.

Those who serve as room parents are to consult with the Principal, head room mother and teacher before planning anything and are to cooperate with the faculty. All notices must be pre-approved by the Principal before being sent home to parents. The most efficient method for timely approval is to email all correspondences to notredameregional@comcast.net as an attachment.

While at either campus, room parents must not conduct an impromptu conference with a teacher or visit their child's classroom or go through their child's locker. Any need to communicate with your child must be conducted through the office.

SCHOOL BOARD

The purpose of the School Board is to act and serve in an advisory capacity to the Pastors and the Principal. They are to assist in the administration of a sound educational program in the school. The School Board has representation from the sending parishes along with a representative of the PTA. Each member is appointed by Pastors to a 3-year term. Meetings are held regularly. Please consult with the school's monthly calendar for meeting dates.

LEGAL GUARDIANSHIP

Custody issues can only be honored if valid court documentation is supplied to the school proving guardianship/custody.

GENERAL PRE K & EARLY CHILDCARE INFORMATION

Pre K students are not required to wear uniforms. Play clothes are acceptable. Please no flip flops, sandals or open-backed shoes. Sneakers are preferred. Children 2 to 3 years of age must be in the process of being potty-trained. All Pre K 4 children must be potty trained and able to care for their personal hygiene; for example, washing their hands and wiping themselves after using the bathroom.

PRE K ATTENDANCE AND MAKE-UP DAYS

Days missed for PreK students can be rescheduled or made up. However, they must be made up within 1 month of the day missed with the teacher's permission. This policy exists for two reasons: bookkeeping for the number of missed days becomes cumbersome due to the number of students attending our PK Program. Also, parents tend to bank missed days until the holidays and/or until the end of the school year. We cannot accommodate all of our families during these high volume weeks because we can only permit a limited number of students enrolled in each program. The school year begins near enrollment capacity and by the end of the school year we are at capacity in many classes. To ensure that we do not exceed the number of students that we can safely and appropriately accommodate, we are instituting this new policy. **Therefore, absolutely no exceptions will be made to the above requirements.**

2011 - 2012 FACULTY & STAFF

Principal - Dr. Mary J. Alimenti

NEWFIELD:

Principal's Assistant

PreK2N
PreK2N Aide
Pre K3N
Pre K3N Aide
Pre K4
Pre K4 Aide
Kindergarten
Kindergarten Aide
Grade 1
Grade 1 Aide
Grade 2
Grade 3
Grade 3 Aide
Support Aide/Lunch
Lunch Aide

Secretary
Comp Ed
Speech Therapist
In-Class Support
Nurse

Kathleen Mulutzie

Kellianne Smith
Jennifer Ortiz
Angela Mitchell
Patricia Barile
Kristen Schiapelli
Andrea Coughlin
Veronica Fioresi
Madeline Riordan
Bridget Bialecki
Elizabeth Sabella
Marita Cifaloglio
Kathleen Mulutzie
Jen Meehan
Geri Cafiso
To Be Announced

Lorraine Dandrea
Lucretia Scordo
Robin Baum
To Be Announced
Donna Mulholland

LANDISVILLE:

Principal's Assistant

PreK2
PreK2 Aide
PreK3L
PreK3L Aide
PreK4L
PreK4L Aide
PreKL Aide

Grade 4
Grade 5
& Language Arts Grs. 5, 6, 7

Tracy Carrow

Lauri Surdam
Mildred Cuperez
Brooke Townsend
Elba Fonseca
Megan Rodgers
Jane Roth
Vicki MacDonald
Elaine Duncan
Karen Mackney
Patricia Simone

Grade 6
& Social Studies Grs. 5-8

Stephanie Zappariello

Grade 7
& Math Grs. 5-8

Veronica Duross

Grade 8
& Science Grs. 5-8
Advanced Math - Grs. 6-8
& Language Arts. Gr. 8
Religion - Grs. 5-8

Tracy Carrow

Dianne Mc Carthy

Tara Friel

Secretary/Bookkeeper
Comp Ed
Speech Therapist
In-Class Support
Nurse

Sandy Graff
Kathy Gothold
Suzanne Johnson
Sheryl Calabrese
Sudie Burbage

Art (Grs. K – 3)
Art (Grs. 4- 8)
Computers (Grs. K – 8)
Library (Grs. PK - 8)
Spanish (Grs. K – 8)
Music (Grs. PK – 8)
Phys. Ed. (Grs. PKN, K- 3)
Phys. Ed. (Grs. PKL, 4 – 8)

Diane Mecoli
Irene Anderson
Jen Meehan
Lucille Doyle
Yvette Claudio
Karen Jeffers
Karen Jeffers
Joey Cifaloglio

School Board Members

Leo Hagerty - Pres.
Tara Panella, V. Pres.
Ken Savela, Sec.
Elizabeth Sabella
David Bachinsky
Trish Blauth
Valerie Murphy
Terry Godlewski
Sandy Graff, Financial Ofr.
Gina Hagerty, PTA Pres.
Melissa Knapp, Advancement Dir.
Dr. Mary Alimenti, Principal
Kathi Mulutzie, Head Teacher
Tracy Carrow, Head Teacher
Rev. Allain Caparas
Rev. John Cavagnaro

PTA Officers

Gina Hagerty, President
Charlene Mazzeo, V.Pres.
Melissa Knapp, 2nd V.Pres.
Anna Davis, Treasurer
Lisa Hampton, Secretary
Valerie Leadbeater, Fundraising
Geri Cafiso & Sue Wolkowicz,
Special Events

Advancement Director

Melissa Knapp

Bingo

Geri Cafiso

Ethics Committee

Elizabeth Sabella
Leo Hagerty

Cafeteria

Drema LaGrotta
Angelo Mortara

Grandparents Assn.

Diane Pease, Pres.
Marie Viggiano, Past Pres.

Scrip

Athletic Director

Athletic Committee

Gina Hagerty
Lisa Hampton

Tony La Grotta

Leo Hagerty Elizabeth Sabella
Judith Harvey Tony La Grotta

NOTRE DAME REGIONAL SCHOOL IS MIDDLE STATES ACCREDITED

E-Mail: notredameregional@comcast.net
Website: ndrschool.org

Smart Tuition Parent-Customer
Service Hotline
1-888-868-8828

Website: www.smarttuition.com

PRINCIPAL'S DISCLAIMER

The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing in this handbook implies limits on the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion. The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well-being of everyone. Every effort will be made to notify students and parents and/or guardians of such changes.

Notre Dame Regional School

Newfield Campus
108 Church Street Newfield, NJ 08344
Grades PK2N, PK3N, PK4, K-3
856-697-0155
Fax: 856-697-8540



Landisville Campus
601 Central Ave. Landisville, NJ 08326
Grades PK2L, PK3L, PK4L, 4-8
856-697-3456
Fax: 856-697-5114

Code of Acceptable Computer Ethics and Use Agreement for Students

As a user of Notre Dame Regional School's computing facilities, I agree to the following rules and provisions:

1. I will use Notre Dame's computer technology equipment in a safe and proper manner.
2. I will respect the privacy of information stored on Notre Dame's computers and servers.
3. I will not take or change anyone else's work.
4. I will always use appropriate words when using the computer.
5. I will not use the computers to hurt or offend any other person.
6. I will follow directions and only use the computers, software and Internet as instructed by school personnel.
7. I will not bring software on CD's from home to use on the school's computers. I will not copy, remove or change anything on the school's computers.
8. I will behave properly when using Notre Dame's classroom computers or mobile laptops.
9. I understand that if I break any of these rules, I could be disciplined, lose my computer privileges, and/or pay for any damages.
Computer usage is a privilege not a right.
10. I will not violate any local, state or federal rule or regulation.
11. I will not explore or transmit information that conflicts with Catholic moral values.

This Code of Acceptable Computer Ethics and Use Agreement will remain in effect each year the child is attending Notre Dame Regional School. Return form by _____.

Grades PK-2nd Parents

I have read and discussed the above "Code of Acceptable Computer Ethics Use Agreement" with my child/ren

Child's Name _____ Grade _____

My child fully understands the contents and will abide by them. He/she understands the sanctions connected with violations of this policy.

Parent's Signature _____ Date _____

Grades 3-8th Students

I have read and discussed the above "Code of Acceptable Computer Ethics Use Agreement" with my child/ren Student's Name

_____, Signature _____, Grade _____

REVISED AUGUST 8, 2011
NOTRE DAME REGIONAL SCHOOL



**OFFICIAL ELEMENTARY SCHOOL CALENDAR
 2011-2012**

Please be sure to refer to the monthly calendar for the most up-to-date changes.

September 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 School Days

October 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 School Days

November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 9 — End of First Marking Period
 20 School Days

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 School Days

January 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 27 — End of First Semester
 Jan. 29-Feb. 4
 Catholic Schools Week
 21 School Days

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

20 School Days

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March TBD — Testing Days
 21 School Days

April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 4 — End of Third Marking Period
 14 School Days

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 School Days

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 15 — End of Second Semester
 11 School Days

- Sept. 6 School Reopens Dismissal 11:15am
- Oct. 7 Half Day Dismissal 11:15am Faculty Mtg.
- Oct. 28 School Closed Teacher In-Service
- Nov. 4 Half Day Dismissal 11:15am Faculty Mtg.
- Nov. 18 School Closed Conferences
- Nov. 23 Half Day Dismissal 11:15am
- Nov. 24-25 Thanksgiving Holidays/School Closed
- Dec. 2 Half Day Dismissal 11:15am Faculty Mtg.
- Dec. 21 Half Day Dismissal 11:15am
- Dec. 22 Christmas Holidays/Schools Closed
- Jan. 3 School Reopens
- Jan. 13 Half Day Dismissal 11:15am Faculty Mtg.
- Jan. 16 Faculty Retreat
- Feb. 3 Half Day Dismissal 11:15am Faculty Mtg.
- Feb. 20 Closed President's Day
- March 2 Half Day Dismissal 11:15am Faculty Mtg.
- March 23 School Closed Teacher In-Service
- April 4 Half Day Dismissal 11:15am
- April 5 Easter Recess Begins School Closed
- April 16 School Reopens
- May 4 Half Day Dismissal 11:15am Faculty Mtg.
- May 25 & 28 Memorial Day/School Closed
- June 1 Half Day Dismissal 11:15am Faculty Mtg.
- June 13-14-15 Half Day Dismissal 11:15am
- June 15 Last Day of School

IN-SERVICE PROGRAMS

- Fall October — 28
- Spring March — 23



/ School Closed

Early Dismissal 8-11:15am

183 Days
 3 Emergency/Snow Days
 180 Total Instructional Days

Notes

Notes

Notes