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# PARENT/STUDENT HANDBOOK

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## 2022-2023

PreK3 - 5<sup>th</sup> Grade: 1125 Abbott Road Buffalo, New York 14220

6<sup>th</sup> – 8<sup>th</sup> Grades: 260 Okell Street Buffalo, New York 14220

Phone: 716-824-0726 Fax: 716-825-7685

**[www.notredamebuffalo.org](http://www.notredamebuffalo.org)**

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## **South Buffalo Catholic School**

### **Notre Dame Academy**

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PreK3 - 5<sup>th</sup> Grade located at 1125 Abbott Road – Buffalo, New York 14220

Grades 6 through 8 located at 260 Okell Street – Buffalo, New York 14220

Phone (716) 824-0726

Fax (716) 825-7685

This handbook of practices and policies for South Buffalo Catholic, Notre Dame Academy of the Diocese of Buffalo is a readily available summary to increase your understanding of the basic principles of our Christian Education.

The regulations contained in this handbook are modeled after diocesan guidelines and school established policies and are expected to be followed in our school.

After familiarizing yourself and your child with the pertinent information in the Parent-Student Handbook, please complete the compliance form which accompanies this book and return it to the school. NDA appreciates your cooperation in this matter. We wish to take this opportunity to thank you for the privilege of assisting you in the total education of your child(ren). We welcome this responsibility.

Our mission is to provide a foundation for Christian living by integrating and nurturing faith through teaching and example and thereby becoming an extension of the teaching mission of the Roman Catholic Church. Notre Dame Academy is a Christ-centered community which stimulates academic excellence and emphasizes family values and respect of self and others all in an atmosphere of kindness, love and understanding. We are committed to balancing physical, spiritual, intellectual and social growth for our students so that they mature into responsible, self-disciplined citizens, developing and supporting a dynamic faculty and staff comprised of dedicated professionals, providing a physical facility conducive to reaching our goals, encouraging parental involvement of time and talent, continually developing and evaluating decisions, options and actions consistent with this mission, these values and beliefs.

Notre Dame Academy offers a high-quality education with a curriculum that adheres to both New York State and diocesan guidelines and offers excellence in Catholic education for children in grades pre-kindergarten through eighth grade. Beginning as early as UPK4 and taught up to 5th grade will be taught using The Scholastic Reading and writing program. In addition the Scholastic Library will be implemented in Grades K-5th grade and the Bookmobile will make monthly visits. In Grades 6-8 English will be taught utilizing novels, short stories, poetry that align with the Next

Generation English Standards. Mathematics will be taught using the New and Improved Eureka Math Program which also aligns with New York State Standards. Putnam Boces and Mystery Science will be used for Social Studies and Science curriculum; along with additional supplemental activities. Currently, Notre Dame has signed up for its first year with WOZ ED and will be implementing three units at each grade level next year. In addition at the Elementary School we are excited to participate in ESports. Spanish will be taught K-5 and students at the Middle Level will be able to choose from Arabic and Spanish. Notre Dame has purchased the Michigan Model for the Health curriculum; and will be taught in grade K-8. Our arts programs are growing as well.

Religious education is also an integral part of our balanced curriculum at NDA. Our religious education program provides for the spiritual growth and development of each child by emphasizing fundamental truths of the Catholic Faith, the understanding of Scripture, the celebration of the Liturgy and Sacraments, and daily experience of living as Christians. These are made possible through daily prayer and religion classes. The students actively plan and participate in liturgies, para liturgies, prayer and Reconciliation services. They are encouraged to develop community service projects and to be active in our communities.

**South Buffalo Catholic School - Notre Dame Academy** is a Pre-Kindergarten 3 through Grade 8 Catholic Elementary and Middle School under the Department of Catholic Schools – Diocese of Buffalo.

The curriculum stresses academic achievement within a Christian community where a child feels that he/she is loved and respected by his/her peers as well as teachers. This year we will be incorporating Project Wisdom into our morning announcements and utilizing social circles to better understand our students and build an everlasting rapport with each of our students. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At NDA we attempt to “teach as Jesus did.”

### **History**

Notre Dame Academy was established in July 2006 with the merging of St. Martin of Tours School, St. Bonaventure School, and St. Thomas Aquinas School. In September of 2006, Notre Dame Academy joined with Trinity Catholic Academy to form South Buffalo Catholic School, and in 2008 Ambrose Catholic Academy became the third school which made the South Buffalo Catholic School complete with three campuses.

In 2013, Ambrose Catholic Academy and Trinity Catholic Academy merged into the Notre Dame Academy Campus. Beginning with the 2018-2019 school year, we outgrew our location and are now at two distinct campuses: one location for PreK3 through 4<sup>th</sup> grade and a separate location for 5<sup>th</sup> through 8<sup>th</sup> grade. Currently, students from over 30 different parishes attend Notre Dame Academy.

### **Mission Statement of Notre Dame Academy**

The mission of South Buffalo Catholic School is to provide a comprehensive Catholic education dedicated to inspiring students to achieve the highest academic, moral and Christian values.

### **Belief Statement**

We believe...

- Christ is the center of all we do.
- Each child is unique, and this uniqueness should be celebrated.
- Curriculum should be appropriately challenging, creative and engaging.
- In fostering relationships with God, family, educators, and peers.

### **South Buffalo Catholic School Board of Trustees**

Notre Dame Academy operates under the direct leadership of the South Buffalo Catholic School Board of Trustees. The powers of the Board of Trustees are as follows:

- To approve any changes in the educational programs and academic policies of the Academy.
- To approve any change regarding the financial operations and financial policies of the Academy.
- To approve the annual budget.
- To approve the public relations program and develop policies of the Academy.
- To oversee and ensure the adequacy and condition of the building and grounds.
- To approve the annual development plan and its progress.
- To oversee student service programs, services, policies, student satisfaction, progress, and welfare.

## **Absence**

**When a student is absent from school, a parent should call the office by 8:30 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of Notre Dame Academy students. Students must have a note to return to school that documents why the child was absent from school.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. **Likewise, if a student vomits in the morning before school but seems to “feel better”, do not send them to school.**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who is absent three days is given three school days to complete the missed work.

When a student is absent **due to illness**, a parent may call the school office before 8:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30-3:00 PM.

If your child is returning on the day of a test that they had several days to prepare for but did not have study materials at home the night before (due to out of school illness only), a parent may send in a note requesting an additional day to prepare. Only a parent or guardian may request an extension.

For short absences, students should arrange with classmates to receive assignments or check their Google Classroom. Students may also receive missed assignments from their teacher when they return to school. When a student is sick enough to stay home it is important that they get the needed rest to feel better.

**Teachers are not required to give tests or assignments for absences prior to vacations. No assignments can be given in anticipation of the vacation. If a student misses a final exam due to an illegal absence, such as family vacation, they will receive 0% for that exam. A final exam cannot be “made up” on another day without a Doctor's note explaining the student's absence.**

Arrangements for regular classroom tests missed by absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

### **Absence/Appointments during the School Day**

Appointments should be avoided during the school day. If, however, an appointment needs to be made during school hours, the parent/guardian must call the school office to inform the receptionist of the appointment, or the student must present a note signed by the parent/guardian indicating the date, time, means of transportation, and the reason for the appointment. If the child returns to school during the same school day, he/she must be signed back into school at the security office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day.

Please see the school calendar regarding state assessments and avoid making appointments or taking vacation on these days. Students who arrive late or after classes have begun testing will not be allowed to enter the classroom until the test is completed and they will need to make up the test.

## **Attendance Policy**

Notre Dame Academy has developed an attendance policy in accordance with New York State Education Section 3205. This policy was implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of the school.

The elements of our Comprehensive Attendance Policy are as follows:

### **1. Objectives:**

- a. To ensure the maintenance of an adequate record verifying the attendance of all students at instruction in accordance with Education Law Section 3205.
- b. To establish a practical mechanism for Notre Dame Academy to provide accountability of all students throughout each school day.
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

### **2. Strategies to meet Objectives:**

- a. Use of an on-line register of attendance.
- b. Use of a recording system in departmentalized grades.
- c. Use of a recording system for excused and unexcused absence for a day or portion of the day.
- d. Use of a recording system for tardiness or early departure.
- e. Use of a recording system for each scheduled day of instruction
- f. Use of dates for entry and withdrawal of enrollment.

### **3. When Attendance will be recorded:**

- a. Daily during homeroom.
- b. At the middle school every class period
- c. When students attend all and any special activities.

### **4. Description of School Policy regarding Attendance:**

The following are reasons for legal absences:

- a. Illness.
- b. Serious illness or death in the family.
- c. Medical or dental appointments (within reason).
- d. Required to be in court.
- e. Religious observation.
- f. Impassable roads.
- g. Absences approved in advance with guidance/principal (ex: High School visits) – two (2) permitted.

The following are reasons for illegal absences:

- a. Vacation trips
- b. Shopping
- c. Missed the bus.
- d. Overslept

Please note that an early dismissal must be for a good reason  
(Doctor Visit, Dental Visit, and family emergency).

### **5. Description of Incentives/Sanctions to be used:**

- a. Perfect attendance awards are given according to school policy.
- b. Regular attendance determines participation in special occasion days or events including participation in clubs, sports, and any school-related activities.
- c. Regular attendance determines promotion. More than 30 absences will be taken into consideration of grade promotion. If a student is tardy three times, it is counted as an absence.
- d. Excessive irregular attendance and persistent tardiness are considered educational child neglect and warrant notification of proper authorities.

6. Description of Notification of Parents/Guardians:

- a. Parents notify school for absence and/or tardiness between 7:15 and 8:30 am.
- b. Students who arrive at the Okell Street location after 7:40am are tardy and must report to the main office for a tardy slip.
- c. Parents need to sign the tardy student in and a student pass is given. If your child is late to school because of their bus, they will be excused.
- d. A written excuse must be completed by the parent giving a specific reason for absence/tardiness within three days of the student's return to school.
- e. If an excuse is not received within the three days, the absence is recorded as unexcused.
- f. Unexcused absences/tardiness is recorded in the school register of attendance.
- g. A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the front security office and signs-out the student to be released.
- h. Excessive absences may result in losing BISON Grant Funding.

7. Description of the Development Process for Intervention Strategies: Personnel keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and pattern. If the problem or pattern continues, this must be viewed as educational child neglect and the school administration will notify proper authorities.

8. Identification of the Person to Review Attendance Records and Initiate Action: The principal and assistant principal, for the purpose of initiating appropriate action to address unexcused pupil absences, tardiness, and early departure, shall review pupil attendance records.

\*\* Please note: Notre Dame Academy does not support the "Take your Child to Work Day" because it hinders the successful completion of the curriculum. Please encourage your employer to hold this day during the summer. We also do not support vacation time during the school year.

**Academic Information**

**Curriculum** - The Diocesan curriculum guidelines, consistent with the State of New York are followed for the teaching of all subject areas. The entire curriculum for the Diocese of Buffalo is posted on the Diocesan website.

Notre Dame Academy offers students opportunities for growth in the following major subjects:

**Religion** - Curriculum focuses on the following areas; Creed, Sacred Scriptures, Sacraments, Liturgy, Christian Living, Prayer, Mysteries and Mission of the Catholic Church, strong focus on the Mass readings.

**Computer Literacy** – Word Processing, Data Base, SpreadSheets, Power Point, Publisher, Appropriate Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

**Fine Arts** – Music (vocal, instrumental and theory) Art, and Performing Arts.

**Handwriting** – Students in Grades 6 through 8 are expected to submit all handwritten work in cursive.

**Language Arts** – Reading, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

*Grades 6 through 8 are prepared with the needed skills and take the New York State ELA Assessment.*

**Mathematics** – Engage NY math curriculum. At the end of Grade 7, students will be eligible to take 8<sup>th</sup> Grade Algebra at Mount Mercy Academy or Bishop Timon-St. Jude High School if the following criteria have been met:

- Final average of at least 90% in 7<sup>th</sup> Grade Math (MMA requires a 90% in all subject areas).
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displayed the ability to master Algebra course material.
- Pass the skills exam offered by the High School.

*Grades 6 through 8 are prepared with the needed skills and take the New York State Math Assessment.*



**Physical Education/ Health** – Physical fitness programs appropriate for each grade. 6<sup>th</sup> - 8<sup>th</sup> Grade Students receive instruction on an A/B schedule.

**Science** – General Science and Laboratory Experiences.  
Students in 8th grade will take the NYS Science Assessment.

**Social Studies** – History, Geography, Economics, State History, and Current Events.

**Spanish/Arabic** - Students will receive a half year of Spanish and a half year of Arabic

**Curriculum Assistance/Tutoring** – Some students may benefit from additional assistance outside of daily classroom instruction. Please contact your child's teacher if you feel this is necessary and discuss the best options for your student.

**Academic Probation** – Notre Dame Academy believes in offering students a well-rounded education; however, it is extremely important students understand that academics come first.

Any student in 6th – 8th grades whose academic performance indicates serious deficiencies (an average of lower than 80% in any one subject) may be placed on academic probation. Students who are failing any subject (an average under 65%) WILL be placed on academic probation. Those students will be given a blue card and parents will be notified.

**Middle School Blue Card Expectations:**

- Students who are failing with a grade below 65 in 2 or more classes will be given a blue card.
- Teachers will sign the blue card if the student stayed after school and completed work for that teacher.
- If a student stays all 4 days and completes the blue card, they will be eligible to participate in extra-curricular activities the following week.
- If a student does not complete the blue card, parents will be called and the student will not be able to participate in any extra-curricular activities the following week. They will also have to serve lunch detention for each day they did not stay after.
- Mrs. Balen will monitor these cards and send out a list on Fridays to teachers to alert them as to who is ineligible to participate in extracurricular activities for the following week.  
If you have any questions regarding this, please call Mrs. Balen, 716-824-0726.

**Class Promotion and Retention** - Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reason for considering retention are:

- Insufficient understanding of the grade level curriculum.
- Indifference or lack of effort on the part of their capabilities.
- Physical or social immaturity
- Frequent or long absences or tardiness. Students who are absent more than 30 days will be considered for retention. Keep in mind that 3 tardies is the equivalent of one day of absence.

Retention is usually considered to be a more positive alternative during the primary grades. In the Board of Education vs. State ex re Wickham, it is “held to be within the power of the school authorities to decide on a reasonable basis”.

Buffalo offers summer school classes for students in 7<sup>th</sup> and 8<sup>th</sup> grades. Students who do not pass classes in 7<sup>th</sup> or 8<sup>th</sup> grade will either be retained or required to attend summer school. Proof of attendance will be required before the student will be allowed to move on to the next grade. Eighth-grade students who do not successfully complete the needed coursework for Notre Dame Academy will not be allowed to participate in Graduation ceremonies.

### **Cheating**

Cheating of any type will not be tolerated. If a student is discovered cheating, their work will be confiscated; a parent/guardian will be immediately contacted, and the student(s) who chose(s) to cheat on homework, classwork, quizzes, tests or projects face a failing grade, detention, suspension, and/or expulsion. A student athlete or student participating in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular activities for up to a week following the infraction.

### **Textbooks**

Buffalo residents must complete a dual enrollment form which allows Notre Dame Academy the funding for textbooks and workbooks/consumables for the academic year. Students from all other school districts must enroll with the school district in which they reside. If your child is not enrolled with the district, NDA does not receive textbook funding for your student, and your child may not have access to needed materials. If you do not register, you may be required to pay the fee that NDA would normally collect from your school district.

### **Community Service Hours**

Community Service is considered to be something that you do for others in your community, church, or school that you do not receive any sort of payment for. Students in Grades 6 & 7 are required to do a minimum of 10 hours of community service throughout the school year. Students in Grade 8 are required to do 20 hours of community service throughout the school year. You can find the form to fill out on our school website.

### **Accidents**

Every accident that occurs in the school building, on the school grounds, at sports practices or games, or any event sponsored by Notre Dame Academy, regardless of seriousness, must be reported immediately to the adult supervisor. This individual completes an accident report, and it will be kept on file in the principal's office.

### **Medical Record Keeping**

At the beginning of each school year, or when a child joins Notre Dame Academy, parents are asked to submit a child's medical record. From this information, the school keeps its asthma and allergy log. If medication changes before the beginning of the next school year, parents are required to inform the school.

### **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Administration of Medications**

New York State mandates that the school has on file a written request from the student's physician and a note from the parent regarding needed medications.

#### *Prescription Medications:*

- Must be brought to the Nurse's office.
- Must be clearly identified as to the name and type of medication. Must be in the original container.
- Must carry a prescription label with the student's name, drug identity, dosage instructions, doctor's name and prescription date.
- The prescription must be current.
- A note, dated and signed by the parent, must accompany the medication, giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Students may not share inhalers or Epi-pens with one another as they are prescription medication.

*Medication will be given by the school nurse and will be recorded as to date and time. These medication requests must be renewed each school year and/or if the dosage changes.*

*Students are NOT allowed to carry or to have medication in their possession at any time, exclusive or reliever inhalers and Epi-pens. This includes cough drops, over the counter pain relievers, nasal sprays, throat lozenges, eye/ear medication, etc.*

*For the protection of the students and the school, verbal and/or telephone requests to administer medication are not acceptable.*

### **Food Allergy Policy**

Notre Dame Academy recognizes that life threatening food allergies are a condition affecting many school children and positively welcomes all pupils with food allergies. Notre Dame Academy will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potential life-threatening allergy.

### **Classrooms**

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called, and emergency medical services will be called immediately. The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Admissions**

***Nondiscriminatory Policy*** – Notre Dame Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### ***Registration –***

In order for your child to be registered, the following must be submitted:

- Completed Registration form
- Birth Certificate
- Baptismal Record
- Health History Form
- Immunization Records
- Physical Exam
- Tuition Payment
- Registration and activity fees paid in full

Students transferring into Notre Dame Academy will be required to sign a probationary acceptance. If the requirements of acceptance are not met, the student may be asked to leave Notre Dame Academy. The recommendation and decision of the school is final.

Students applying for Admission in Grades 6 - 8 must present a copy of the current report card, standardized test results, and if applicable, any existing IEP or 504 Plan. These will be reviewed to determine whether the program at Notre Dame Academy will meet the educational needs of the student. An interview with the student or parents may be part of the admission process. Notre Dame Academy strives to give the best education possible to each student within our ability, therefore any misrepresentation of student need may result in being asked to leave.

Notre Dame Academy is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Notre Dame Academy cannot accommodate students who have *extraordinary* learning differences.

***Financial Obligations*** – Each family will receive seven school lottery tickets to sell per month (October – July). Please return your ticket stubs to the school office by the 1<sup>st</sup> of each month.

Tuition assistance is offered through the BISON Children’s Scholarship Fund. The New Applicant Eligibility Form is available online at [www.bisonfund.com](http://www.bisonfund.com). The pre-application form is only for families NEW to BISON. If families are drawn in the lottery, they will receive an email with instructions on how to proceed with the application. We will also notify families that are not selected and place them on our waiting list.

Please note that BISON is not available for Pre-Kindergarten students. If you are in need of additional financial assistance, please contact the principal. If you have any questions, please contact the school office. Kindergarten through 8<sup>th</sup> grade families must first apply for BISON before receiving any other form of financial assistance.

Tuition Rate:

**Pre-K Tuition Schedule for 2022-2023**

PreK3 - (5 day/full day program) \$5,680 per child

PreK4 - (5 day/full day program; Buffalo UPK Rate) Free

PreK4 - (5 day/full day program) – \$5,680 per child

**Kindergarten – 8<sup>th</sup> Grade Tuition Rates**

**K-8 ALL STUDENTS REGARDLESS OF RELIGIOUS AFFILIATION**

One Child - \$4,400.00

Two Children - \$6,200.00

Three Children - \$7,300.00

Four or more Children - \$8,400.00

Registration	Per Family	Due at time of Registration-Registration is not complete without this payment	\$200.00
Student Activity	Per Child	Due at time of Registration	\$100.00
Lottery Tickets	Per Child	Each family will receive seven school lottery tickets to sell per month (October-July). Please return your ticket stubs to the school office by the 1 <sup>st</sup> of each month.	\$350 in addition to tuition-must be paid with tuition/added to FACTS
Sports	Per Child	Due seasonally if your child participates in organized NDA team sports  **Ice hockey will have an additional cost based on league fee and ice rental costs.	\$90.00

**Tuition Payment Options**

Families who choose to **pay their tuition plus fees in full by June 26<sup>th</sup>** will receive \$150.00 off their family tuition. Tuition must be paid by **CASH or CHECK**. Checks should be made payable to Notre Dame Academy.

**Non-Payment of Tuition**

Families who are not current with their tuition will not receive their child's progress report or report card until payment has been made.

If a family is more than 2 months behind and has not contacted the office/Principal to make arrangements for payment, the student(s) will be asked to leave the school.

Eighth-grade students who are not current with their tuition will not be allowed to participate in/attend the class trip. If tuition is not currently paid by graduation, the student will not be able to participate in graduation ceremonies. If a payment for overdue tuition is being made the week of graduation, it must be made using cash or a money order ONLY. No personal checks will be accepted.

**FACTS Tuition Management Service Overview**

There is an annual non-refundable \$45 administration fee for enrollment in the FACTS program per family. This fee will be added to your tuition collected by FACTS – please do not make this payment to the school. Tuition payments can be made over 10 months or 12 months.

Your enrollment form to FACTS must be returned with your registration. All families not selecting the FACTS tuition plan will be expected to make one direct payment to Notre Dame Academy for the entire amount of tuition no later than June 24th, 2022. You may either mail or bring the payment into the school.

***Family Volunteer Hours***

As a part of your support of the school, a minimum of ten (10) hours of active participation in school and fundraising events and/or other designated activities is expected of each family. This involvement in school activities and fundraising is not only necessary for the success and overall functioning of the school community but is an excellent way to get to know other school families.

***Tuition Assistance***

Tuition Assistance at Notre Dame Academy is committed to helping families needing financial assistance or facing temporary hardships to send their children to SBCS-Notre Dame Academy, a Regional School of the Catholic Diocese of Buffalo. All individuals seeking assistance must first apply for BISON, as well as being signed up for FACTS. Parents are encouraged to seek assistance as follows:

**BISON Children's Scholarship Fund**

K-8 Pre-application for NEW families for financial assistance can be for next school year at [www.bisonfund.com/our-scholarships](http://www.bisonfund.com/our-scholarships). Current families will be emailed a link to complete the requalification in the middle of February.

**NDA Tuition Angels Financial Assistance**

Applications for financial assistance can be made through the Grant and Aid tab on the FACTS website. All financial information shared with FACTS is kept confidential. Aid is available for grades K-8. Assistance awards are made based on calculated family needs and funds currently available. To apply, go to <https://online.factmgt.com/signin/3FJR1>. If you do not have an account already, you will need to create one. There is a \$35 processing fee for the application.

**NDA Tuition Angels Hardship Assistance**

Families facing sudden, temporary hardship such as a loss of a job, a medical situation, or loss of a family member should contact the school principal for this form of assistance.

***Withdrawal Policy:***

- Families must notify the school in writing if a student is withdrawing from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

**Busing**

Busing is offered to Notre Dame Academy through many school districts and must be arranged at the time of Registration. Surrounding suburban districts require that parents register their students yearly with the district transportation office prior to April 1<sup>st</sup>.

### **After School clubs and Activities**

In order to be able to stay after school for clubs, activities or tutoring, students must bring in a note to the school from their parent/guardian indicating that the student has permission to stay after school and the method of transportation for getting home (parent pick up, walking, say in EDP). Students who participate in activities on a weekly basis may be asked to complete a one-time permission slip so that a note does not need to be sent in for a weekly activity.

When students stay after school, they must remain in the designated room and not wander the building or play in the gym. This is important for safety.

### **Birthday Observances**

Students in 6th through 8th grade may come to school dressed out-of-uniform on their birthday (or half-birthday/when they are celebrating at school if their birthday falls on weekends or during the summer months).

### **Cafeteria Services**

Students have the option of participating in the free breakfast and/or lunch program. Breakfast will be served in the cafeteria. Students eating lunch must notify their Homeroom Teachers at arrival if they will be having lunch that day.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. If a student forgets their lunch, a school lunch will be provided.

**Cafeteria and/or school personnel may contact parents about inappropriate behavior.**

### **Rules & Conduct**

Students are expected to use the same manner required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. For more specifics, see the school web page.

- Enter the cafeteria at a voice Level 0 and sit at the assigned table.
- Students and teachers will pray together in the cafeteria prior to eating lunch. They will wait to be called up for purchase of lunch/snacks by cafeteria monitors.
- Students are encouraged to use good table manners and speak at Level 2 (indoor) Voice Levels.
- Be respectful and always follow directions of the cafeteria monitors.
- Ask permission of monitors when the need to leave seats arises. Follow directions for disposing of trash/recycling.
- Take responsibility for their behavior.
- Give immediate attention to monitors when the lights go off.
- Bathrooms will not be used during lunch unless there is an emergency need.

### **Cell Phones**

Often a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sports practices or games. However, cell phones can become a huge distraction to the educational day. The office telephone is to be used in the case of emergency or illness.

***Since we encourage student responsibility, we discourage students from calling home for lunches, gym clothes or homework/projects.*** The natural consequences of not being prepared encourage students toward independence.

Students in 6<sup>th</sup>-8<sup>th</sup> grades must turn their cell phone into their homeroom teacher upon entry into the classroom. The cell phone should be turned off. If a cell phone has not been turned in, it will be taken away from the student, and a parent/guardian will be required to retrieve it from the office. If a cell phone is not turned on a second time, a parent/guardian must meet with the principal in order to retrieve the phone.

**Phones taken away from students a third time will be returned to the parent(s)/guardian(s) on the last day of the trimester; if a phone must be taken away a fourth time, the phone will be returned to the parent(s)/guardian(s) on the last day of the school year.** The administration reserves the right to search the contents of a confiscated cell phone.

### **Change of Address/Telephone Number**

It is very important that school records be up to date for the safety of your child. If there is an address or phone number change for the student, a parent, or an emergency contact, please notify the office in writing as soon as possible.

### **Child Abuse Laws**

Notre Dame Academy abides by the Child Abuse laws of the State of New York. New York State teachers, social workers, and nurses are considered mandated reporters and are required by law to report ALL cases of **suspected** abuse and/or neglect to Child Protective Services.

### **Cigarettes, Alcohol, and Drugs**

The possession, sale or use of alcohol, drugs, cigarettes, or any other controlled substance and paraphernalia, in school or on school property, is strictly forbidden. The following procedure will be pursued in any indications related to cigarettes, drugs or alcohol:

\* Any student who is selling, or provides cigarettes, vaping pens, drugs or alcohol to other students in school, on school grounds, or at a school-sponsored event, is liable for expulsion. Suspension will occur immediately. A conference will be arranged soon after the incident. The student may be put on probation with counseling or dismissed.

\* Any student who is under the influence of drugs or alcohol in school, on school grounds, or at school-sponsored events will be suspended, and the parents or guardians will be notified immediately. After consultation with the principal, a conference will be arranged. In addition to counseling, the principal will impose suitable penalties, and the student will be placed on probation. A second serious offense will result in dismissal.

\* Any student who is detected using cigarettes, vaping pens, drugs or alcohol in school, on school grounds, or a school-sponsored event, will be suspended and the parents/guardians will be notified. A conference will occur, and counseling will be recommended along with a suitable punishment that will include probation.

The principal of Notre Dame Academy is free to enter a student's locker, desk, and school bag anytime to search for questionable items (Hagny 8:78.1). Searches can be unannounced and selective and carried out even if there are no reports of wrongdoing. If illegal items are found (e.g. non-prescription drugs, weapons), they will be turned over to Law Enforcement Authorities. Any items (personal possessions) that violate school rules, such as toys or real weapons will be kept by school authorities and returned at the end of the school year. Body searches will not take place. However, if a student voluntarily empties their pockets, this will not be considered an invasion of the person.

### **Conduct**

In accordance with the state philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. 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.

Students of Notre Dame Academy have the responsibility to:

- Conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of others.
- Use language appropriate to a Catholic School.
- Look after and care for school property and equipment.
- Comply with reasonable requests from teachers, administration, and other school staff.
- Attend school regularly, on time and prepared for class.
- Perform to the best of their ability on all assignments and tests.
- Wear the required school uniform.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Weapons of any kind are not permitted. These include but are not limited to, knives, jackknives, guns, swords, toys resembling weapons, etc. The school administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Bullying and cyberbullying**

Notre Dame Academy attempts to provide a safe environment for all individuals. The staff and students of Notre Dame Academy will not intimidate, harass, or bully another student through words or actions, such as direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling; and social isolation or manipulation. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face age-appropriate consequences including but not limited to detention, suspension, and/or expulsion.

### **Discipline**

In accord with Catholic Church's documents on Christian Education, Notre Dame Academy considers discipline and aspect of Christian development. We encourage students to exercise self-control in living and working with others. The basis of our discipline code is respect for self, others, and God. The goal of our discipline policy is to change negative behavior and teach our students to make positive choices and decisions which result in building integrity and moral excellence.

Certain behaviors are completely unacceptable and will not be tolerated. These behaviors include and are not limited to:

- Cheating and/or plagiarism
- Truancy/Cutting School/Leaving School without Permission
- Use of profanity, vulgarity, or obscene gestures
- Inappropriate sexual comments or references
- Physical Abuse, including shoving, kicking, excessive horseplay
- Verbal abuse, including racial, sexual or intellectual slurs
- Disrespect and Disobedience
- Fighting
- Interfering with another's right to learn
- Stealing
- Vandalism (this means intentionally damaging or destroying property, including writing on desks, walls, etc., - This is cause for immediate suspension and possible dismissal. The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage, he or she should report it to the teacher immediately, so that the damage is not misconstrued as vandalism)
- Possession and use of electronic devices
- Misuse of school technology resources
- Throwing items
- Dress Code Violations
- Interfering with another's right to pray. Using God's name improperly
- Threatening, harassing, bullying, or intimidating others at school or on SOCIAL MEDIA
- Insubordination (i.e., failing to comply with the lawful directions of the teachers, administrators, or other school staff, including substitutes and all others in charge of student)

### **Consequences**

When students choose to behave inappropriately, they will be expected to take responsibility for their actions, make up in some way for any harm their actions may have caused, and demonstrate that they have learned appropriate behaviors. Students found to have violated the provisions of this handbook are subject to the following consequences. The sequence of these consequences does not necessarily indicate the order of implementation. Each consequence includes the personnel authorized to impose that penalty.

The specific means in which these goals are accomplished will vary according to the nature of the inappropriate behavior and may include, but are not limited to the following:

- Oral warning from any member of NDA faculty or staff (this can also include coaches or the Athletic Director)
- Parent notification, either verbal or written



- Discipline Report placed in student file
- Removal from classroom
- Detention - lunch in school or after school
- Suspension from extra-curricular activities, including sports, field trips, clubs
- Parent conference
- Suspension from school – length determined by Principal
- Expulsion from South Buffalo Catholic School – Notre Dame Academy

### **Additional Guidelines for Students**

- When students arrive at school in the morning, they must enter the building and not stand outside, running or rough play.
- Students are expected to leave the school grounds upon dismissal. If they are waiting for older students to be dismissed, they should wait with their teacher until they are picked up.
- Running is not allowed in the school except the gym class.
- Gum is not allowed in all classes.
- Students may not open the school doors for anyone, not even his/her parents unless they are specifically asked to do so by a teacher or office staff
- For the safety of students, they may not play in the gym after school unless an adult is present in the gymnasium (not an office or standing out in the hall)

### **In School Suspension**

Students who are given an in-school suspension will be required to report to school each day and complete the assignments with a substitute teacher paid for (\$80.00) by the suspended student's parents/guardians. In-school suspension may be the result of extreme behavior or after serving three (3) detentions in one trimester.

### **Out of School Suspension**

Students who receive an out-of-school suspension will not be allowed in the school or on the school grounds during the time of their suspension. This includes, but is not limited to sporting events or practices, after school clubs, tutoring, evening events, etc. Students must complete all classwork and tests from the days of suspension.

### **Expulsion/Release from School**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from South Buffalo Catholic School-Notre Dame Academy. Students who have been expelled or released from the school will not be allowed to return to the school without prior permission from the principal. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from SBCS-NDA.

### **Internet Acceptable Use Policy**

The Internet is a vast, global network, linking computers. Through the Internet, one can communicate with people all over the world through a number of discussion forums. In addition, many files are available for viewing or downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. However, with such great potential for education also comes the potential of abuse. The Internet at Notre Dame Academy is to be used with proper use and intent. Use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of this privilege.

- All students with parental/guardians' permission will have access to the Internet and the World Wide Web information resources through their classroom, library, and/or school computer labs.
- Students and their parents/guardians must sign an Internet Use Agreement to be granted Internet access privileges. This agreement must be renewed annually.
- Students must take full responsibility for their actions, NDA, along with the other organizations (contracted Internet service provider) will not be liable for the actions of individual students participating on-line through the school. All uses of the Internet at NDA will assume full liability, legal, financial, or otherwise for their actions.
- NDA takes no responsibility for any information or materials that are accessed or transferred through the Internet.
- If a student finds materials that may be deemed inappropriate, he/she will not identify the location to other students, and he/she will report the location to a faculty member.

- Students may not access personal email, Facebook or other social media platforms, watch YouTube or other videos, or listen to music via the computer.

The primary purpose of the Internet at Notre Dame Academy is educational. No student should use the Internet for non-educational purposes at school. Failure to abide by this regulation will result in suspension of Internet privileges pending administrative review.

Educational purposes include:

- Classroom activities, educational and career development and limited high-quality self-discovery.
- NDA has the right to place reasonable restrictions on the materials student's access.
- Students may not use the Internet for commercial purposes (purchasing products or services).
- Students will not use the Internet to perform any act that may be construed as illegal or unethical including the use of the connection to gain unauthorized access to the other systems on the network.

The following are some uses of the Internet at NDA that are considered unacceptable and may lead to a Suspension of privileges:

- \* Posting personal contact information about themselves or other people.
- \* Accessing personal Email accounts or participating with on-line chat rooms.
- \* Logging on through another person's account or accessing another person's file.
- \* Making deliberate attempts to disrupt the computer service or destroying data by spreading computer viruses or by any other means.
- \* Using the Internet at NDA to engage in any other illegal act such as arranging a drug sale or purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.
- \* Illegally distributing software, otherwise known as pirating. Any student caught transferring such files through the Internet, or any student whose accounts are found to contain such illegal files will immediately have their Internet privileges permanently revoked.
- \* Using inappropriate language in public messages, private messages, and material posted web pages.
- \* Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful
- \* Engaging in personal attacks, including prejudicial or discriminatory attacks.
- \* Harassing another person.
- \* Plagiarizing works that he/she finds on the internet. All students must respect the rights of copyright holders. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright.

#### Google Accounts (Grades 6 – 8)

Google Apps Education Edition offers a free (add ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student's personal information was collected by Google in creating these accounts. The school is in control of which Google services it provides for student use. Teacher supervision, school filters, and spot-checking students' accounts will be used to ensure that student's use of digital tools adheres to school policy. Students will use these tools available to all Google Account Members:

- Custom email address to log in to the user's account. The students in grades 6th-8th will have their own email account, but can only receive emails from the Notre Dame domain.
- Calendar to enter assignments and activities, individual or shared online word processing documents (similar to Microsoft Word).
- Presentation documents (similar to PowerPoint) and spreadsheet documents (similar to Excel).
- Google Earth and Maps.

These free tools provided by Google are available to students at school and at home. It does not matter whether a student is working on a Mac or a Windows based computer. These tools help students keep Organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world can NOT participate in the assignment. In order to participate in an assignment, a person must be added to the site as a "shared collaborator". The school has a registered Google domain,

and students will be monitored when using Google Apps Tools at school. The administrator of the domain can turn off a student's services based on the items stated in the Acceptable Use Policy.

### **Counselor**

A certified counselor serves the needs of students and parents through class and individual consultation. You may choose to refer your own child for an individual consultation, or your child may be referred to the counselor by a teacher or the principal.

### **Social Worker**

A certified licensed social worker through Catholic Charities serves the needs of students and parents through class and individual consultation. You may choose to refer your own child for an individual consultation, or your child may be referred to the social worker by a teacher or the principal. Social workers will help support the social and emotional needs of the student in school.

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **Dress Code**

All students in grades 6 through 8 wear the school uniform from the first day of school to the close of the school year, unless otherwise designated.

Parents are asked to see that children are dressed in full uniform before leaving for school each morning. If unforeseen circumstances require a child to be out of uniform, a written note from parents giving a legitimate reason will excuse the child for ONE day.

### **Uniform Policy 2022-2023**

All students in kindergarten through 8 grade wear the uniform the first day of school to the close of the school year, unless otherwise designated. Pre-K students do not wear uniforms. The school dress code is fair and in keeping with the philosophy of a Catholic School. Students should take pride in their appearance and are expected to be neatly dressed and groomed. It is the parent's responsibility to ensure the proper dress of their child(ren) when they attend school by keeping uniforms neat and clean.

### **Required Uniform**

#### **Girls**

- Plaid jumper/skirt/skort can be no shorter than 2 inches above the knee.
  - Jumper - Kindergarten - Grade 3 (optional)
  - Skorts - Grades K-8 (green & blue plaid style)
  - Kilt/skirt - Grades 4-8 (style 137, color 7g)
- Pants
  - solid khaki dress pants (No cargo pants.)
- Shorts
  - solid khaki dress shorts (No cargo shorts.) (Sept. - Oct. 15) (May 1 - June 23)
- Socks/tights
  - Solid navy blue, hunter green, black or white knee socks or tights
  - Ankle socks may be worn during short season ("no show" socks are not allowed)
  - If socks have a symbol on them (nike swish, etc.) socks may only be black or white, no neon symbols
- Jewelry
  - one ring, a watch, a religious symbol, one rubber "cause" bracelet, and only one pair of small earrings are allowed. (no hoop or dangling earrings)

- Make-up
  - Is not permitted.
- Nail Polish
  - Clear nail polish only; no tint or color is permitted. No artificial nails.

### **Boys**

- Pants
  - solid khaki dress pants (No cargo pants.)
- Shorts
  - solid khaki dress shorts (No cargo shorts.) (Sept. - Oct. 15) (May 1 - June 23)
- Socks
  - Solid navy blue, hunter green, black or white mid - calf socks
  - If socks have a symbol on them (nike swish, etc.) socks may only be black or white, no neon symbols
  - no show” socks are not allowed
- Jewelry
  - a watch, religious symbol, one rubber “cause” bracelet. Boys are not permitted to wear earrings and/or have painted nails.

### **Boys and Girls**

- Golf polo shirt
  - long or short sleeves - hunter green or navy blue with embroidered NDA or solid color -
- Sneakers may be worn to school instead of dress shoes. Make sure they have sneakers for gym class.
- Spiritwear t-shirts are not permissible instead of uniform shirts.

### ***Optional for girls and boys:***

**Sweaters:** Solid navy blue, hunter green, or white (pullover or cardigan)

**Sweatshirt:** Any Notre Dame Academy regular or sports sweatshirt may be worn.

**Fleece:** Notre Dame Academy fleece

\*\*These items must be Notre Dame Academy **NOT** Notre Dame University\*\*

### ***ALL students are to adhere to the following: (The following will be strictly followed)***

No “fad” hairstyles including unnaturally dyed hair, two-tone hair, highlights must look natural, (spiked (girls/boys), cut-out (girls/boys) or tails (boys).

The boy's hair must be an appropriate length: above the eyebrows, ears, and not touching the collar. (conserative cut)

Hair should not be hanging in a girl's eyes.

No high heels, flip-flops, clogs, slippers, moccasins, hiking boots, or sandals.

No hats or bandanas.

### ***Dress Down/J Jeans Day Dress Code***

Clothes may be casual but appropriate for school.

Jeans and sneakers are permitted; no shorts or hats unless directed otherwise. Shorts are permitted during shorts season. They must be a reasonable length which is at least fingertip length.

T-shirts/sweatshirts are to be appropriate for a Catholic Elementary School.

No fashions that would be considered inappropriate for school such as:

- Spaghetti straps
- Crop tops
- Bare midriffs
- Bare backs
- Baggy clothes
- Designs that advertise drug, alcohol, tobacco, or other offensive logos will not be permitted.

### ***New Uniform Option***

We have an exciting new option for uniforms this year in addition to our current uniforms. Tommy Hilfilger has a great line of comfortable uniforms and Notre Dame has partnered with them. To shop for uniforms, go to <http://globalschoolwear.com>. You will need to enter our school partner number: NOTR06. Once you are there, the site is easy to navigate through.

The Administration will make the final determination as to whether or not a student's attire violates the dress code. Modesty will be stressed. Any unusual appearance in clothing or hair is unacceptable. Extreme weather conditions will be taken into consideration. If a student is not adhering to the dress code, his/her parents/guardians will be notified and arrangements will be made to have appropriate clothing brought to school. If the dress code is continuously violated, a parent conference will be requested by Administration.

## PBIS Handbook

**N**eighborly

**D**evoted

**A**ccountable

**S**how respect to all

**A**lways try our/your best

**I**nclude everyone

**N**o room for negativity - stay positive and motivated

**T**eamwork - together we can achieve anything

**S**how good character

What is PBIS?

- ❖ PBIS stands for **P**ositive **B**ehavioral **I**nterventions and **S**upports
- ❖ The purpose of the PBIS program is to establish and maintain consistent behavioral expectations across all learning environments to help us attain optimal success.

What are the NDA SAINTS PBIS expectations?

- ❖ Be Neighborly
- ❖ Be Devoted
- ❖ Be Accountable

What does it look like to be NEIGHBORLY, DEVOTED, and ACCOUNTABLE at NDA?

- ❖ The NDA SAINTS Expectation Matrix outlines what these will look like across different school settings. There are also signs throughout the building to indicate expectations in different settings.
- ❖ These expectations are being taught to our students by our teachers. They will have refreshers provided daily throughout the school year.

How are students acknowledged for showing the NDA SAINTS PBIS expectations?

- ❖ Students in all grades that are caught going above and beyond will receive postcards in the mail for displaying PBIS character traits!
- ❖ We will recognize positive behavior by handing out tickets to students in grades PreK - 5. Students will put their name and teacher on the ticket. (teachers will help the younger students with this) The tickets will be put into a grade level bucket. At the end of the week, the principal will pull one ticket out of each bucket. The students' names will be announced on the announcements and those students will get whatever the prize is for that week.
- ❖ Students in grades 6-8 will earn a token for following our PBIS expectations. They will place the token in a grade level cylinder. At the middle of the trimester and at the end of the trimester, the grade with the most tokens will get the 1st level of rewards, the grade with the second most amount of tokens will get the 2nd level of rewards, and the final grade level will receive the 3rd level of rewards. These rewards will take on a more social look. It all depends on the month's rewards.  
Ex. kickball games, free time, phones out, ice cream sundaes, etc.
- ❖ If your child is in grades 6-8 and they receive a postcard and they bring it into their homeroom teacher, that child is directly involved in the reward of the trimester.



What happens when students don't show the NDA SAINTS PBIS expectations?

- ❖ When students fail to meet expectations, we must teach the students the correct behavior and provide corrective consequences. For minor referrals, grades Pre-K - 8 will focus on natural consequences and we will notify the parents. For major referrals, where students are sent to the office, the parents will be notified, and the student will sit with a counselor and discuss what is going on and why they are having a hard time following our expectations.
- ❖ A reflection sheet could also be used to help students reflect on their behavior. Any student that comes to the office for a major referral will fill out a reflection sheet.

Students at Notre Dame Academy will meet the NDA SAINTS goals by being neighborly, devoted, and accountable. They will also show respect to all, try their best, include others while working together, stay positive, and show good character.

Teachers and staff members will teach and model PBIS expectations daily. They will acknowledge students' positive behavior through verbal praise, postcards, and incentive awards. The morning announcements will also reinforce our expectations.

Together, through positive relationships and consistency, we will continue to make Notre Dame successful. If you have any questions, please ask a teacher or any members of the PBIS committee.

	NDA SAINTS	Expectations Matrix	
	NEIGHBORLY	DEVOTED	ACCOUNTABLE
<b>Classroom</b> Voice Level: 0-4 depending on teacher's instructions	<ul style="list-style-type: none"> <li>- Listen and follow directions</li> <li>- Use kind words and actions</li> <li>- Respect classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>- Read the directions</li> <li>- Always try by yourself first</li> <li>- Be a good detective (use clues, tools, and manipulatives)</li> </ul>	<ul style="list-style-type: none"> <li>- Be honest</li> <li>- Be prepared and do your best work</li> <li>- Know and follow classroom routines</li> </ul>
<b>Restroom</b> Voice Level: 0-1	<ul style="list-style-type: none"> <li>- Use a quiet voice and kind words</li> <li>- Respect the privacy of others</li> <li>- Practice modesty</li> </ul>	<ul style="list-style-type: none"> <li>- Help clean up messes</li> <li>- Use the restroom at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>- Notify an adult if there is a problem</li> <li>- Flush the toilet when finished using.</li> <li>- Use the sink and soap dispenser appropriately</li> <li>- Put paper towels in trash &amp; toilet paper in the toilet</li> <li>- Return to directly to class</li> </ul>
<b>Hallway</b> Voice Level: 0-1	<ul style="list-style-type: none"> <li>- Keep hands to yourself</li> <li>- Walk quietly and to the right of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>- Help keep the hallway safe and clean</li> <li>- Take the shortest way to class</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>- Take care of your belongings</li> <li>- Help keep lockers doors shut</li> </ul>
<b>Cafeteria</b> Voice Level: 0-3 depending on monitors instructions	<ul style="list-style-type: none"> <li>- Keep hands/feet/objects to yourself</li> <li>- Use "please", "thank you" and "excuse me"</li> <li>- Walk to and from tables</li> </ul>	<ul style="list-style-type: none"> <li>- Help clean up all trash</li> <li>- Make room for others to sit</li> <li>- Practice patience</li> </ul>	<ul style="list-style-type: none"> <li>- Raise your hand if you need something</li> <li>- Stay seated until you are dismissed</li> </ul>
<b>Church</b> Voice Level 0-3 depending on part of mass	<ul style="list-style-type: none"> <li>- Walk in and out of church without talking</li> <li>- Pray and reflect when you arrive at mass</li> </ul>	<ul style="list-style-type: none"> <li>- Listen closely to God's words</li> <li>- Be prepared to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>- Respond, sing, and say prayers</li> <li>- Leave kneelers down till mass is over</li> <li>- Use the restroom before heading to church</li> <li>- Stay seated</li> </ul>
<b>Playground</b> Voice Level: 4 When lining up, the voice level should be a 0	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Listen to adults</li> <li>- Follow game rules &amp; use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>- Share equipment and take turns</li> <li>- Play without hurting others</li> <li>- Try to solve problems and seek help if needed</li> </ul>	<ul style="list-style-type: none"> <li>- Return equipment at the end of recess</li> <li>- Stay in designated play areas</li> </ul>
<b>Bus</b> Voice Level: 2	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Be kind to others</li> <li>- Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>- Follow the bus driver's rules</li> <li>- Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>- Listen for bus changes and be on time</li> <li>- Notify the bus driver if there is a problem</li> <li>- Walk to and from the bus</li> </ul>





# *Voice Level Volumes and What They Mean*



0

Silence.  
No one talking.



1

Whisper Talk  
Talk quietly where only 1 person  
can hear you.



2

Quiet Talk  
Talk with the people around you at an  
indoor voice level.



3

Normal Talk  
Talk in a normal conversation voice.



4

Loud  
Be loud and have fun!





NDA SAINTS  
Reflection Form



Please write your answers in complete sentences. This form will not be accepted if it is not written out correctly.

1. How was I not being neighborly, devoted, and accountable?

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2. Why did I choose to not be neighborly, devoted, and accountable?

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3. How can I be neighborly, devoted, and accountable in the future?

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Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

## Notre Dame Academy Athletics

The NDA sports program provides students in grades 1-8 with the greatest number of opportunities to play and learn. We try to install in our students' ideals of teamwork, sportsmanship, and commitment, while contributing to the physical, cognitive, social, and emotional needs of our student-athletes.

The NDA sports program allows students to represent the school in interscholastic competition. The program is broken down into three categories:

**Elementary (1-4):** Students learn basic fundamentals for each sport, learn and understand rules, introduce concepts of teamwork and sportsmanship.

**Junior Varsity (grades 5-6):** Students compete with less frequency, continue to further develop fundamentals, introduce games strategies, and develop traits of teamwork and sportsmanship.

**Varsity (grades 7-8):** Compete with more frequency, refine fundamentals, expand game knowledge and strategies, and play with traits of teamwork, sportsmanship, and commitment.

All team members are to be given a fair chance to develop their skills and compete throughout the season. Although equal playing time is not a mandate, coaches are to seek opportunities to utilize all players. As a result of the "no cut" policy, situations occur throughout a season regarding playing time with players and parents. Therefore, coaches will take into effect factors that influence playing time such as ability, commitment, effort, behavior, and sportsmanship, according to the judgment of the coach or coaches.

As stated, equal playing time is not guaranteed, but all will play (even for a short time) as long as the player demonstrates the necessary traits. Players and parents will be advised of exceptions. (i.e. tournaments, playoffs, etc.)

### **REGISTRATION REQUIREMENTS**

Before the player starts the sports season (Fall, Winter, Summer), student's must be registered through SportsEngine to participate in Athletics at Notre Dame Academy. When registering a student, there will be a one-time fee of \$90 and a waiver that must be signed online, stating the student and athlete will abide by rules, follow expectations, and understand the risks of playing contact sports.

**Due to the large interest in athletics, registration deadlines will be enforced. These deadlines are made so that team rosters and coaches can be in place as soon as possible. Those who register late will be placed on a waiting list if there are not enough numbers or notice to have 2 teams in the league.**

### **Sports Offered at Notre Dame Academy – By Season**

**Fall** - Soccer (coed) 1<sup>st</sup>-8<sup>th</sup>, Baseball (boys) 5<sup>th</sup>-8<sup>th</sup>, and Cross Country (coed) 5<sup>th</sup>-8<sup>th</sup>

**Winter** – Basketball (coed) 1<sup>st</sup>-8<sup>th</sup>, and Cheerleading (coed) (3<sup>rd</sup>-8<sup>th</sup>)

**Spring** – Softball (girls) 5<sup>th</sup>-8<sup>th</sup>, Track (coed) 3<sup>rd</sup>-8<sup>th</sup> and **\*Hockey (coed) 5<sup>th</sup>-8<sup>th</sup>**

**\*Please note – There will be an additional fee to play hockey. Athletes participating in hockey also must be affiliated with US Hockey\***

## NOTRE DAME ACADEMY ATHLETIC POLICIES

### **ELIGIBILITY**

Notre Dame Academy students must abide by all school rules and expectations included in our handbook and with our behavior policy to participate in school sports. Students in 6<sup>th</sup>-8<sup>th</sup> grade also must be in good academic standing to participate in school sports. Any student that is failing 2 or more subjects (Below a 65%) will be placed on “Blue Card.” It is the student’s responsibility to meet each week with the teachers of the classes they are failing and to stay after school for extra help in those subjects. Those teachers will then sign their blue card. Students who are not meeting these expectations and not abiding by the blue card policy will be removed from that athletic team and the parents/guardians as well as their coaches will be notified of this decision.

### **CONDUCT:**

Students may be dismissed from a sports team at any point during a season due to behavior issues either in the classroom or on the playing surface. Notre Dame Academy has a zero-tolerance rule for misconduct (physical violence, inappropriate/abusive language, unsportsman-like behavior, etc). The Principal and Athletic Director hold the right to suspend students and determine the length of the suspension.

### **ASSIGNED DETENTION:**

Students will serve detention on the day assigned. Please do not call school personnel to have the day changed so a child can participate in athletics.

### **ATTENDANCE AT PRACTICE AND GAMES:**

If a student-athlete misses school due to illness they are not allowed to participate in practices or games that day. Student-athletes that have excused absences (funeral, appointment) etc may participate in athletics that day.

### **TRANSPORTATION:**

Notre Dame Academy does not provide transportation to and from practices or games. It is the parents’ responsibility to secure a ride for their child.

***\*\*Notre Dame Academy assumes no legal responsibility for parents who drive other children.***

### **HOW TEAMS WILL BE DIVIDED:**

All of the following procedures are to be looked at when developing a team roster. Procedure number one is to be the first step taken when developing a roster, followed by procedures two and three, if necessary. All procedures are carried out and followed in the event that there are coaches willing to coach and players willing to play. If a situation occurs that does not have any protocol to follow, then it is up to the Athletic Director with the assistance of the Sports Committee to make the final decision.

### **VARSITY GUIDELINES:**

As stated in the sports philosophy, Notre Dame Academy does not “cut” any student that has the desire to play a sport. However, circumstances result because of this policy in which sports teams need to be separated into more than one team. This is the result of a large number of students that wish to play one sport. In order to give the students a positive and enjoyable experience along with the opportunity to play, we must divide students up into two teams within the school.

**Procedure #1:** If the situation comes about in which there does not need to be a separation of teams, due to a normal number of sign-ups from students, then all those players who choose to play will consist of that one team. **Example: 14 students are registered for 6<sup>th</sup> grade soccer, all 14 students will play on that team.**

**Procedure # 2-** There are too many students signed up for one team, but not enough students signed up to have a 2<sup>nd</sup> team at that level. Students will be placed on a waiting list based on registration. **Example: 17 girls registered for softball, when there can only be 15 players on a roster. Then the last 2 girls registered would be on a waiting list.**

**Procedure #3:** There are enough players to have (2) teams at the varsity level. Teams will be separated into squads: Blue and Gold. All students will be given the opportunity to showcase their skills and playing experience in a skill-based assessment session where coaches will evaluate players. The “Blue” team will heavily consist of players that have noticeable playing experience and fine skill development. Those players will compete in the first tier Diocesan league which is very competitive and skill based. (In many cases, other schools choose to cut players in order to create their team.) The “Gold” team will consist of both players that have game experience and fine skill development, along with players that need more game experience and skill refinement. Those players will compete in the second tier Diocesan league or an outside league. The two coaches for each team along with the Athletic Director will develop final team rosters. **Example: 24 boys are registered for varsity basketball. We can make a Blue team of 12, and a Gold team of 12.**

**Procedure # 4:** If the situation comes about in which there is a non-workable number of players for a team, meaning that there are too many for one team, but not enough to make a second team, which is a common situation, then the procedure is to evaluate the possibility of bringing up 6<sup>th</sup> graders to fill the void of making a second team. The 6<sup>th</sup> graders as well as the particular number of 7<sup>th</sup> or 8<sup>th</sup> graders will make up the “Blue” team while those remaining 7<sup>th</sup> and 8<sup>th</sup> graders consist of the “Gold” team. *The same procedure is followed in the likelihood that there are not enough players to make up one varsity roster.* All coaches involved as well as the Athletic Director will make up the final rosters.

### **JUNIOR VARSITY GUIDELINES:**

Situations arise at the JV level, just as it does on the varsity, as to how teams will be separated due to the large enrollment of players. The JV level is a much simpler process as to how teams are to be divided.

**Procedure #1:** Every effort is made to develop one and only one team, even if the numbers are higher than what we like. If the situation is to work out, the team will consist of both 5<sup>th</sup> & 6<sup>th</sup> graders.

**Procedure #2:** In the event that one team cannot be made, the teams will be divided into two squads based upon grade level, just as long as the number of players allows it to be. One team will consist of all 6<sup>th</sup> graders, while the other will consist of all 5<sup>th</sup> graders.

Procedure #3: In the event that the two procedures above cannot be completed, then the teams will be divided up with a combination of both 5<sup>th</sup> & 6<sup>th</sup> graders. The coaches for each team will work together with the assistance of the Athletic Director in dividing players into two teams in the most appropriate manner possible.

### **6<sup>th</sup> GRADER PLAYER GUIDELINES:**

Sixth graders that play sports for NDA are expected and should anticipate playing at the junior varsity level. In the event, where an exceptionally skilled player arises that has the experience and skill development to play at the varsity level, in which the Athletic Director, Sports Committee, and coaches all feel that the player can reap substantial benefits, he/she will be selected to play at the varsity level. Documentation will be written and forwarded to the Athletic Office at the Diocese. In other events, selected 6<sup>th</sup> graders that have the potential to play at the varsity level may be asked to join a varsity team if there are not enough 7<sup>th</sup> or 8<sup>th</sup> graders to filter a varsity team. *In all events where a 6<sup>th</sup> grader is moved to a varsity team, that player will only be allowed to play at the varsity level, not the JV level as well.*

### **THE ROLE OF THE COACH:**

In addition to teaching young athletes physical skills, athletic participation can teach core values desired by society such as; hard work, commitment, fairness, respect, and honesty. Children choose to commit to athletic participation and for this reason coaches often have great potential to build athlete's self-esteem and teach moral excellence.

## **EXPECTATIONS**

1. All coaches and volunteers MUST be Virtus trained and have an active account that is not suspended.
2. Coaches are expected to use SportsEngine – Chat/Email to communicate with members of their teams and notify them of practices, games, cancellations, and changes.
3. Model appropriate behaviors and responses for players and spectators. The words and actions of a coach, whether appropriate or not, will be replicated by some of his/her players. The coach is responsible for setting the standard of appropriate conduct.
4. Hold players accountable for intentional rule violations and other acts of poor sportsmanship. Players should be immediately removed from a contest to have their conduct addressed, *privately and tactfully*, and reinstated when deemed appropriate. A second offense is reason to sit the player for the rest of the game.
5. Offer sincere praise for all athletes in the competition. Model good sportsmanship.
6. Reward athletes that have made a genuine commitment to attend practices with developmentally appropriate playing time.
7. Demonstrate respect and tolerance for all officials' interpretation of rules. In addition, coaches need to discourage players and parents from verbally abusing/ criticizing officials and opponents before, during, and after contests. A coach does have the right to speak with an official in an inappropriate manner. Remember the coach is representing Notre Dame Academy, and young children are listening to your words and watching your actions.
8. In no way attempt to humiliate or embarrass other schools by running up scores. If a team has too few players, coaches need to discuss options to play the game equitably.

9. Coaches should enforce uniform policy. Coaches will make every effort possible in receiving all uniforms at the end of the season before returning them to the Athletic Director.
10. Remember to keep winning in perspective. We expect you to practice and prepare to win. However, to coach a game with the only objective of winning is discouraged.
11. Be fair and balanced in scheduling practices and games. Academics come first and student-athletes must not be over burdened with athletic commitments.

### **THE ROLE OF THE PARENT:**

As an integral extension of the school day, athletics deserve the same respect and support as the traditional classroom. Participation in sports provides a real-life opportunity to reinforce the core values desired by the Notre Dame Community.

Children choose to commit to athletic participation and for this reason coaches have great potential to build an athletes' self-esteem and teach moral excellence. Please keep in mind that all coaches at Notre Dame Academy coach on a volunteer basis. They are taking time from their busy lives to teach and influence your child(s). Please show them the respect they deserve. If an issue arises please contact the Athletic Director.

**\*In the event that a parent/guardian can not conduct themselves appropriately at practices, or games, the parent/guardian will be contacted by the Athletic Director. If the problem persists the child may be removed for the athletic team.\***

### **EXPECTATIONS FOR PARENTS AND SPECTATORS**

1. Examine your child's after school schedule prior to joining an athletic team. Athletes are expected to attend practices and games regularly and punctually. **Overcommitting places your child at an unfair advantage at school and on the playing field. This takes away spots and playing time from other students.**
2. Check SportsEngine/Email for communication from coaches in regard to practices and games.
3. Be an exemplary model of good sportsmanship. Adults are models for children in respect to good audience participation.
4. Cheer enthusiastically and applaud the fine efforts and play of ALL athletic participants involved.
5. Refrain from making critical comments or gestures to officials, coaches, or representatives from other teams.
6. Refrain from making verbal contact with your child during practice or games unless you have asked for approval from the coach to do so. Allow the coaches who have volunteered their time the opportunity to coach the children.
7. Arrive on time to pick up your child from practices and games.

## Okell Parent Signature Page

The Parent Signature Page is a requirement. This ensures that you as a parent of South Buffalo Catholic School have read and agreed to follow all school policies and procedures. I ask that you review this book with your child (ren) that attends our Okell campus. Use this book as a tool for all situations that may arise during the school year. It will be updated as needed.

The Parent Signature Page must be signed and returned to the Assistant Principal no later than Wednesday, Sept. 14, 2022. It is a requirement that this page be signed. If you fail or refuse to sign this page, you are stating that you refuse to abide by the South Buffalo Catholic School policies and procedures and your child will be released from the school.

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Parent Signature/Guardian

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Date

Please list your child or children by full name and grade at Okell.

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