

2016-17
STUDENT-PARENT HANDBOOK



Notre Dame
de Sion School

KNOWLEDGE SEEKERS.
OUR BROTHER'S KEEPERS.
DIFFERENCE MAKERS.

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Head of School	Christina K. Broderick
Associate Head of Finance and Operations	Mike Schnitker
Middle School Division Head/Director of Auxiliary Programs	Paola Clark
Lower School-Montessori Division Head	Annie Riggs
Mission Director	Penny Selle
Sr. Director of Enrollment Management	Valeri Reynolds
Director of Development	Stephanie Volk
Advancement and Communications Coordinator	Bridget Rutledge
Director of Business Services	Leanna Hattaway
Director of Facilities and Operations	Andy Sheer
High School Division Head	Natalie McDonough
Assistant High School Division Head-Student Life	Fran Koehler
Assistant High School Division Head- Curriculum & Instruction	Ellen Carmody

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SION ALLiance	Alison Patterson	(816) 665-7495
Athletics	John Carter	2157
Attendance	Julie Snodgrass	2115
Business Office	Leanna Hattaway	2174
Communications	Bridget Rutledge	2160
Learning Services	Charity Esquivel	2116
Financial Aid & Tuition	Valeri Reynolds	3134
Human Resources	Gina Moffitt	2106
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Grade School Front Office/Attendance	Julie Snodgrass	2115
Student & Family Data	Tracy Jones	1110
Student Registrar Services/Academic Records	Elizabeth Middleton	3135

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SION HONOR CODE

As a member of the Notre Dame de Sion community,
I pledge to conduct myself honorably, to uphold personal integrity,
and to respect others in all aspects of my life.

CHANT DE L'ÉCOLE

*Sion, l'écho joyeux répète
Ton nom si cher à tous nos cœurs;
Sion, nous sommes ta conquête
Et nous serons tes défenseurs.
En ce beau jour, nous sommes toutes fières
De nous proclamer tes enfants,
De nous ranger sous ta noble bannière,
De t'offrir nos cœurs et nos chants.*

*De Sion, vive l'oriflamme,
Faisons partout flotter ses deux couleurs;
Que dans nos chants passe toute notre âme.
Vive Sion, chantons en chœur.
Vive Sion, chantons en chœur.
Chantons en chœur! Vive Sion
Et Notre Dame.*

SCHOOL SONG

Sion, the joyous echo repeats
Your name so dear to our hearts;
Sion, we are your conquest
And we will be your defenders.
On this beautiful day, we are proud
To proclaim that we are your children
To place ourselves under your noble banner,
And to offer you our hearts and our songs.

Long Live Sion's banner
May her two colors wave everywhere.
May our whole soul go into our song.
Long live Sion, let us sing in chorus.
Long live Sion, let us sing in chorus.
Let us sing in chorus, long live Sion
and Our Lady.

INTRODUCTION TO NOTRE DAME DE SION SCHOOL

Notre Dame de Sion in Kansas City is an independent, Catholic school affiliated with the Diocese of Kansas City-St. Joseph as well as the Congregation of the Sisters of Notre Dame de Sion. The school is owned by a lay corporation and governed by a board of trustees. The campuses include a college preparatory high school for girls and a co-educational elementary and middle school for students pre-kindergarten through grade eight. The Catholic value of respect for the worth and dignity of each individual permeates the atmosphere and culture of the school and is reflected in the loving, nurturing relationships that form among the faculty, staff, volunteers, parents, students, and visiting Sisters of Notre Dame de Sion. Generations of Kansas Citians can attest to the importance of what Sion continues to provide: a unique learning environment that reflects the love God has for each person in his/her individuality and for each culture in its distinctiveness. For over a century, Notre Dame de Sion has continued to encourage students and their families to believe they can and DO make a difference in the world by “Educating Minds. Expanding Hearts. Empowering Lives.”

GENERAL INFORMATION

ADMISSIONS

Inquiries about admission to the school are made through the Admissions Office. Notre Dame de Sion admits students regardless of race, color, gender, religion or national/ethnic origin.

APPLICATION, REGISTRATION & WITHDRAWAL PROCESS

In response to the first inquiry call, information about the school is sent to the inquiring parent/guardian. Interested parties then schedule a tour of the school. When parents return the application for admission, students are scheduled for a ‘visit’ day during which admission testing is done. Students entering Middle School take the Iowa Algebra Aptitude Test to assist in math placement. Once the visit and testing are completed and records from the previous school are assessed, an enrollment contract may be issued. The enrollment process is completed when the contract is returned, registration is completed and tuition and fees are paid.

Registration for the upcoming school year takes place in connection with the February enrollment for current students. When a new student enters during the school year, registration is completed at that time. Withdrawals from the school are made by contacting the Admissions’ Office. Actual transfer of school records is made from Academic records and Admissions offices after financial obligations have been met.

GRADE LEVEL DIVISIONS

Classes are divided into the following levels:

- | | |
|-------------------------|--|
| Lower School Division: | PK-Grade 5 |
| ● Preprimary: | Petite (age 2) and Montessori (ages 3-5) |
| ● Primary: | Grades K-3 |
| ● Intermediate: | Grades 4-5 |
| Middle School Division: | Grades 6-8 |
| Enrichment Classes: | Art, Music, Physical Education, Swimming, World Languages, and Library |

RECORDS DISCLOSURE

The student's official file contains the following documents: Academic transcripts, test scores and immunization records. Parents may review the student's file on the school premises by requesting an appointment with the Division Head. A parent may not remove a child's cumulative records. Parents requesting that teacher input or records be transferred to another school or submitted to an outside professional must sign a release of records permission through the Admissions office. Student records are released only through the registrar's office with the Division Head's authorization.

RE-INVITATION TO SION

Each winter, The Faculty and Administration will review each student's academic and social record for the year. In most cases, a student's invitation to return for the following year will be issued directly. However, in a limited number of cases, a student's performance might warrant further examination. In this case, the School may defer a re-invitation decision until the end of the school year. In these cases, the student and parents will be invited to discuss the matter with the School and work together toward a strategy to address the issues of concern.

ACADEMIC INFORMATION

ACADEMIC ASSESSMENT & GRADING

In an effort to provide the most comprehensive information related to student performance, Notre Dame de Sion School employs different evaluative measures from grade level to grade level, based on the developmental needs of each child. Throughout the school, there is an emphasis on evaluating the mastery of skill.

PETITE AND MONTESSORI (PK)

Students in our Sion Petite classes and Montessori Preschool follow a particular developmental scope and sequence, and their progress is charted. Regular communication is sent to parents regarding the development of our youngest students, with formal evaluations being completed in October and February, as well as at the end of the year.

PRIMARY (K-3)

Students in the primary level will not receive letter grades. Rather, the primary mode of evaluation is the quarterly skills checklist. Teachers will observe for each skill whether a student is “Meeting Expectations,” “Meeting Expectations with Support,” or “Not Yet Meeting Expectations.” Students who “meet expectations” have mastered the skill, while students who “meet expectations with support” are still developing the skill and approaching mastery and students who are “not yet meeting expectations” are in the earlier stages of developing that skill. It is worthy of note that the school presumes that all students are able to and will master skills; students who are “not yet meeting expectations” simply need some additional coaching from their teacher to master the skills in question. In addition to the skills checklist, a personalized narrative comment will be given, inclusive of information pertinent to each academic discipline.

INTERMEDIATE/MIDDLE (4-8)

The Intermediate Level sees the introduction of traditional letter grades, starting in the second semester of the fourth-grade year. Notre Dame de Sion encourages students and parents to focus on the skills checklists and comments to glean the best and most comprehensive information related to student performance. When letter grades are given in the fourth grade, the goal is to acquaint students with the letter grades they will earn in grades five through eight. In the fifth grade, students will continue to receive skills checklists and narrative comments in addition to the letter grades they earn. In grades six, seven, and eight, students will earn letter grades as well as receive skills checklists, however, narrative comments at these grade levels will be written at the discretion of each teacher.

Grading Scale for Grades 4-8:

A-Grades	A+	97-100%	Excellent; consistently high quality; mastered course objectives beyond that which is expected.
	A	93-96%	
	A-	90-92%	
B-Grades	B+	87-89%	Better than average; less than excellent; all assignments well done; mastered course objectives to a degree beyond that expected.
	B	83-86%	
	B-	80-82%	
C-Grades	C+	77-79%	Average; satisfactory performance; fulfills main requirements; has mastered course objectives expected at that grade level.
	C	73-76%	
	C-	70-72%	
D-Grades	D	65-69	Lower than average performance; needs improvements; weak in basic skills.
F-Grades	F	64 or below	Not passing; unsatisfactory performance.

All students must satisfactorily complete the course of study with a “D” or above in all core/basic subjects — Math, Language Arts, Reading, Foreign Language, Science and Social Studies — to be promoted to the next grade. Any student with a grade below a “D” (64%) must complete work in that subject during the interim summer. In order to receive a diploma at graduation, eighth grade students must meet the school’s academic requirement for promotion, passing with a “D” or above in all core/basic subjects. This work must meet the requirements set forth by the Division Head/teachers.

ACADEMIC PROGRESS

Midway through each quarter, at the end of each quarter/semester, parents will be able to access progress reports and grade cards through PowerSchool’s parent portal. We encourage parents to follow their child’s progress on a regular basis using the parent portal. The parent portal is the most current information available regarding your child’s academic progress.

HOMEWORK POLICY

Homework is to be expected. The total amount of homework may vary, depending on the subject area and nature of a given unit or assignment. Students who turn in late homework may be subject to a reduced grade on that assignment.

RESPONSIBILITIES OF THE STUDENT

- Keep an assignment log.
- Complete assigned work on time and accurately.
- Assume responsibility for securing and making up work when absent.
- Schedule school activities and outside activities to allow for successful completion of homework.

RESPONSIBILITIES OF THE PARENT/GUARDIAN

- Establish with the student a specific agreement concerning an appropriate time and place to complete homework.
- Provide an appropriate physical and psychological climate to complete homework.
- Communicate with the teacher when concerns arise or homework is not completed.
- Supervise but do not do the child’s homework.

RESPONSIBILITIES OF THE TEACHER

- Post assignments and due dates on Google Classroom.
- Check homework and use assignments to gain insight into areas of strength and struggle, provide formative feedback, leading to tailored instruction and authentic assessments of covered material.

HONOR CODE & HONOR ROLL

HONOR CODE

The Honor Code of Notre Dame de Sion School is a tool developed by students to convey the sense of honor and integrity upheld by all members of the school community. The Honor Code challenges us to live up to the high standards of trust that should exist in any environment, especially an academic setting. In this we exemplify the facets of a Sionian education, helping us live honorably. Not only does a precedent of honor and respect improve relationships among students, faculty, and administration, but it also fosters self-reliance in each member of the community.

Cheating is using unauthorized help with any academic work. Cheating on a semester exam will result in a grade of ZERO on that exam. Possible disciplinary consequences may also be issues and parents will be notified.

Plagiarism is using others' ideas and words without clearly acknowledging the source of information. All ideas (not just quotes) borrowed from a source must be cited - they cannot be presented as one's own ideas. Even more specifically, a paraphrase that retains too much of the wording used in the original source must be altered to where it is a true paraphrase or changed to a direct quote, with quotation marks. In both cases the source must be cited.

MIDDLE SCHOOL HONOR ROLL

Each quarter, students are recognized for their academic achievements by being named to the school Honor Roll. To ensure that truly excellent academic performance is rewarded, the following criteria are applied for Honor Roll recognition:

- The student must have earned an overall average (all subjects—academic and enrichment) in the “A” range (90%-100%).
- The student may have earned no more than 2 quarter grades in the “B” range (80%-89%), and no grades lower than this.
- The student may not have been cited for any incident of academic dishonesty for the grading period in question.
- The student’s conduct must have been becoming of a Sion student over the course of the grading period in question (i.e. no major disciplinary infractions).

At the discretion of the Division Head, a student’s conduct record may make him/her ineligible for Honor Roll.

SERVICE LEARNING

Notre Dame de Sion strongly values the benefits of service learning. For this reason, the school sponsors Community Service activities. Middle School students are asked to assist with service projects on a regular basis. Eighth graders must complete 15 hours of community service outside of school as part of their graduation requirements.

STANDARDIZED TESTING

- Students in Grades 1-8 take the Educational Records Bureau’s *Comprehensive Testing Program* tests each Fall. Teachers administer the tests, which are delivered and scored electronically.
- All test results are placed in the student’s permanent record and a copy is sent to the family.
- Eighth graders prepare for the High School Placement Test or similar instruments utilized by local high schools.
- Prospective students (Grade 3-Grade 8) will take a standardized placement or admissions test.

STUDENT LEARNING SERVICES

Notre Dame de Sion School supports students with diagnosed learning differences who are eligible for accommodations to experience success in our academic program. The school provides support for these accommodations through a full time Learning Specialist whose role is to facilitate home/school communication, ensure students are receiving Sion’s available accommodations, and provide support for students and faculty in the area of learning differences.

ACCOMMODATIONS AVAILABLE GRADES K-12

1. Preferential Seating
2. Extended time for tests
3. In-class help with organizational tasks
4. Extra set of textbooks at home
5. Physical space on campus for individual tutoring/specialists provided by parents/guardians

Process for Requesting Accommodations

The parent/guardian of each student is responsible for providing copies of all psycho-educational evaluations and other documentation supporting the need for accommodations to the Learning Specialist. The Learning Specialist will create an individual accommodation plan with input from the parents/guardian, student and lead faculty to support the student throughout the school year.

Process for Requesting Space for Tutoring/Specialist

Students with diagnosed learning differences may have the option of hiring a tutor/specialist at the expense of the parent/guardian to provide their student with instructional support at Notre Dame de Sion. Parents must contact the Learning Specialist to determine a plan for this accommodation.

Notre Dame de Sion School will provide support by:

- Space on campus(as available) for the tutor/specialists to meet one-on-one with the students.
- PreK-8 tutors/specialists may meet with students during the hours of 7:30-8:00am or 3:30-6:00pm.

In order to be eligible for accommodations on standardized tests, a student and his/her parents should be in contact with the accommodations coordinator several months before the standardized test will be taken. Appropriate documentation (current within the last three years) must be obtained from an educational specialist/psychologist, stating the student's specific disability and how it impacts learning. The coordinator will then work with the student, parents and professional to request the accommodations appropriate to the disability. Such documentation is also necessary for a student to receive accommodations on classroom testing.

ATTENDANCE POLICIES AND PROCEDURES

Grade School Campus Office Hours: 7:30 a.m. to 4:00 p.m

Class begins at 8:00 am. Dismissal is at 3:30 pm unless otherwise noted on the school website calendar.

If a student will be absent, a parent or guardian should telephone the school (816-753-3810) before 8:30 am. This number is available 24 hours a day. A parent may also e-mail gsattendance@ndsion.edu.

Excused Absences include:

- Personal illness
- Serious illness or death of a family member
- Participation in a school-sponsored function
- Court ordered Subpoenas
- Personal or Family emergency that requires a student's presence at home

ARRIVAL & DISMISSAL

ARRIVAL

Traffic is ONE-WAY ONLY from the west entrance on Locust Street through the parking lot, exiting the east gate, and out Harrison Parkway. Harrison Parkway is a public ONE WAY STREET exiting east from our gate. Under no circumstances should a car create a safety hazard by entering Harrison Parkway going the wrong way. Children are dropped off in the morning at the east playground gate. No student is to be dropped off at the back door before 7:30 a.m., because teacher supervision does not begin until 7:30 a.m.

DISMISSAL

At the end of the school day all students are dismissed from the east playground gate or, if raining, the lunchroom door. When a student must be dismissed during the day, a note should be sent in advance to the homeroom teacher and the parent/guardian must come in the front door to the receptionist and sign out the child.

Dismissal Procedure:

- Petite students must be picked up directly from their classroom. Montessori through Grade 3 — If you are picking up only Montessori through Grade 3 students, please pick your child(ren) up at 3:15 p.m.
- Grades 4-8 — If you are picking up students between Grades 4-8 (with/without Montessori through Grade 2 students), regular dismissal will be at 3:30 p.m.
- Late Pickup: The faculty members assigned to supervise the playground are dismissed at 3:50 p.m. daily. At this time, students who are not regularly enrolled in Extended Day, but have not yet been picked up, will be signed in at the Extended Day Desk. Authorized persons picking them up must come to the Extended Day Desk to sign them out and to pay the charge of \$20.00 (this charge applies beginning at = 4:00 p.m.).
- Students who ride the bus, walk, or ride their bike must have written parental permission on file. Students who ride their bike must wear a helmet.

RAINY DAY DISMISSAL

In case of rain, cold, extreme or threatening weather, all children enter and are dismissed from the back door by the lunchroom. If you are in the traffic line, remain in your car and the teacher on duty will come to your car with your child.

ATTENDANCE

Sion strongly believes that attendance is a vital part of the educational and community experience offered to our students. For this reason, regular attendance is expected of all students. Academic credit is awarded as much for a student's participation/interaction with the subject matter each day in class as well as her written work,

projects, quizzes, and tests.

Each student is expected to attend classes at least 80% of the time that class meets each quarter. If a student's absences exceed this, his or her earned credit, and possibly his or her continued enrollment will be jeopardized.

CARPOOL & PARKING

CARPOOL

Students are dismissed from the playground when the weather is favorable, and from the lunchroom in rainy, cold, or extreme weather. Be sure your child knows who will be picking him/her up and whether or not he/she will be going home with another student. Parents should email the homeroom teacher and Division Head when there is a change in routine. All families have been given a Carpool Name Card that should be displayed on the driver's side during carpool pickup through the end of September. School personnel may request identification from any person picking up a child at any time of the day.

PARKING

A 15-minute parking area has been designated across from the front door. Please use these spaces rather than stopping at the front entrance and blocking traffic. There is no parking by the back door. For the safety of the children, parents are asked not to park under the tree in the driveway or near the stone wall. Designated parking for your use is on the east parking lot. Your cooperation in keeping the front and back entrances clear of parked cars is appreciated.

INCLEMENT WEATHER CLOSING

The announcement of school closing will immediately be posted on our website, www.ndsion.edu. In addition announcements will be made available to local news and radio stations. Children may be picked up during school hours should the weather become hazardous.

TARDY POLICY

Students arriving to school after 8:00am must enter through the front door of the school and check in at the front desk. When a student reaches five tardies in the school year, the parents will be contacted by the Division Head to develop a plan for timely attendance.

EARLY DISMISSAL/CHECK-IN/CHECK-OUT

A student must have parental permission to leave the campus during the school day. This permission should be communicated to the homeroom teacher and/or Mary Roberts. A student may not dismiss him/herself from school for an appointment or because he/she feels ill. In case of illness, students are to report to the nurse's office or the front office. Any student leaving the campus during the day must be checked out by a parent at the front office and, if returning before the end of the day, checked back in as well.

ABSENCES AND SCHOOL ACTIVITIES

A student must be in school for at least one half of the day if he/she is going to participate in any school-sponsored activity. This includes practices, games, rehearsals, performances and school-sponsored dances.

ABSENCES AND MAKE-UP WORK

If a student is absent for an excessive number of school days during the school year (as a guideline, 15 days), the student may be asked to complete special summer work and to make up the work missed. Excessive absences may also lead to academic failure in course work.

Students who are absent because of illness will be allowed two days for every one day of absence to complete missed work. Test dates and assignments made prior to the absence are not excused. The student is responsible for gathering information about required make-up work when they return to school. Each homeroom teacher will review procedures for this at the beginning of the school year.

STUDENT SERVICES AND ACTIVITIES

ATHLETICS

CROSS COUNTRY

Description: (for boys and girls, grades 3-8) begins when school starts in August. Practice is twice weekly after school. Players participate in the Parochial League. Regular attendance at practice is necessary for playing during the season.

VOLLEYBALL

Description: Volleyball for girls, grades 4-8 begins when school starts in August. Volleyball for boys, grades 4-8 begins in the spring. Practice is twice weekly after school. Players participate in the Parochial League. Regular attendance at practice is necessary for playing during the season.

BASKETBALL

Description: (for boys and girls, grades 4-8) begins in mid-November. Practice is twice weekly after school. Most games are on Saturday and Sunday. Players participate in the Parochial League. Regular attendance at practice is necessary for playing during the season.

TRACK

Description: (for boys and girls, grades 4-8) begins shortly before Spring Break. Practice is twice weekly after school. There will be some "mini-meets" after school, and three City meets on Saturdays. Regular attendance at practice is necessary to compete in track meets.

BOOK FAIR

The library sponsors a book fair once a year where children may purchase books for their own use as well as donations to their classroom or to the library. Some books are provided for adults also. The purpose is to get good reading materials into the hands of the children. Profit from the Book Fair goes toward expanding the library.

EXTENDED DAY PROGRAM (EDP)

The Extended Day Program of Notre Dame de Sion School is committed to providing our students the highest quality of care in a safe, attentive environment, from regular dismissal time until **6:00 p.m.** To achieve this commitment, the Director and staff, in keeping with the philosophy of Notre Dame de Sion School, pursue exciting fun-filled enrichment academies that aid in the development of the whole child--spiritually, morally, intellectually, socially, emotionally and physically.

EDP OVERVIEW AND REGISTRATION

An Extended Day Program is offered in the afternoon to all children enrolled at Sion's grade school at dismissal time. Families may register for this service on Sion's website through CampBrain. EDP is open from 3:30 until 6:00 p.m. If there are further questions or concerns about enrolling your child(ren) please contact Dr. Paola Clark, Director of Auxiliary Programs.

The school also offers an Extended Day Enrichment Academies for all students. These after school classes occur during the Fall and Spring semesters. Some favorites include: Karate, Global Video Game Designers, Robotics, Learn Chinese, Dance lessons, Chess, Yoga, and Petits Cordons Blues, among others.

Students in Grades 4-8 who participate in the Parochial League sports of Volleyball, Basketball, and Track and Cross Country (grades 3-8) may also use EDP when practice times cause the need.

PAYMENT FOR EDP

All families will choose the annual, monthly payment plan. A daily rate is available, depending upon availability, for those miscellaneous days. During this EDP, there is a snack, time for indoor and outdoor play (depending on weather) and a 30 minute quiet study hall time for grades 3rd-8th.

All fees will be assessed and paid through CampBrain, our registration management software. Families can pay for the year, month, or on a daily rate. Students that have not been picked up by 4pm will automatically be signed in to EDP, and families will be charged the daily rate of \$20. Parents will need to come in and sign their kids out.

Students in Grades 4-8 who participate in Parochial League sports that require after school practice, who are not otherwise enrolled in EDP, will be afforded the opportunity to participate in EDP. Parents who wish for their children to be enrolled for this shorter period of time will need to sign up with the Director of EDP and will be charged a \$100 fee per sport for the use of EDP. All EDP rules will still apply.

LATE FEES

Parents that are late will pay a late fee of \$20 plus \$5 for each minute after 6:05pm.

SCHEDULE

End of School: EDP begins
End of Carpool: Car pool students will be admitted to EDP at 4pm
3:15: Montessori enters EDP check in has snack
3:30pm: K-8th enter EDP, check in, has snack
4pm: 3-5, 6-8: Quiet time/study hall
4:30pm: 3-5, 6-8 Free time

EDP hours will be from the end of school until 6pm Monday - Friday. There will be no EDP on days that Notre Dame de Sion does not have School, or on half days. After school participants will be giving a snack, and directed to their grade specific EDP area. Cafeteria, Library, Hallway, Downstairs Monti/Kindergarten, and 1-2nd grade rooms. Monti-2nd grade will play inside in their assigned rooms until 4pm. After 4pm they will go outside for EDP recess.

After students eat their snack 3-8th grade will go outside for after school recess. At 4pm 3-8th grade will come inside and head to EDP rooms for 30 minutes of quiet time. This is time for them to work on homework/study, or read. If students don't have any homework they are required to read a book that they have brought with them. All students need to have their own independent book to read. There will be no talking during this time. When the 30min quiet time is over students will be allowed to talk, play games... etc.

ENRICHMENT ACADEMIES

Detailed information about our Enrichment Academies can be found in our catalog, which can be accessed through our [website](#).

PICK UP

Parents will need to pick up their students in the Gym entrance by the playground. They will need to come in and sign out their child at the EDP desk. A staff member who will be waiting at the desk, will radio for child to come to the EDP desk to be picked up.

REFUNDS AND RECEIPTS

The Extended Day Program will not make refunds on a per diem or hourly basis. Receipts for childcare expenses will be provided by CampBrain as soon as registration is completed. These can also be obtained upon request.

MAISON ADVISORY PROGRAM (MIDDLE SCHOOL)

A strong advisory program provides support for students, parents, teachers, and administrators by fostering individual development, academically and personally, so that each student can maximize his or her experience at Sion. Middle School students are grouped by "houses" to experience a community within the larger community. Students meet regularly after weekly chapel with their Maison to exercise leadership, plan and conduct service projects, and participate in social events within the school day.

RELIGIOUS FORMATION

As a Catholic school, Sion celebrates Mass on various occasions. There is a special Mass for Sion Feast Day in January. There are also Holy Day Masses and special Masses that include family members throughout the year. All students are expected to attend religious services during the school day. Non-attendance must be arranged with the Division Head.

While religious instruction does focus on elements of the Catholic faith, Sion's stated mission and the charism of the Sisters of Sion guide the School to educate students in the facets of different faith traditions and to encourage interfaith dialogue. Sion does not provide preparation for the Catholic sacraments, but does recognize students when they have received them.

STUDY TOURS & FIELD TRIPS

Students will be given a permission form for parents/guardians to sign prior to a Study Tours and Field Trips. Confirmation by phone or other written verification will not be accepted. Students failing any class may be denied permission to go on field trips during the school day. Adults will supervise all activities.

SWIMMING

ALL students, PK-Grade 5, participate in swimming class unless a doctor's excuse is on file. If there is a specific reason your child cannot swim, contact the swim teacher or Division Head regarding this matter. The swim instruction follows American Red Cross levels of achievement and students are grouped accordingly.

STUDENT CONDUCT – POLICIES & PROCEDURES

Notre Dame de Sion seeks to assist each student to develop self-discipline, personal integrity and character. Proper conduct is an integral part of a Sion Education. The school promotes behavior that is respectful and courteous to all and affirms the dignity of each member of the community. We realize that this formation requires constant positive reinforcement of good behavior both at home and at school.

EXPECTATIONS & DISCIPLINE

EXPECTATIONS

- Students attending Notre Dame de Sion are expected to behave courteously to peers and adults at all times. The school has high standards of behavior, and students are expected to maintain these standards.
- The school and the home must work together in the development of character and good citizenship. The education of a student is a partnership between the parents and the school.
- The students will behave in a manner that will ensure his or her safety and the safety of others.
- The students must maintain a cooperative learning atmosphere by exhibiting a positive attitude, use clean and respectful language, be on time for class with materials ready, and dress in designated uniform.
- The students, school, and parents/guardians are expected to represent Sion appropriately when out in the community.

CLASSROOM DISCIPLINE CYCLE (Managed by the Homeroom Teacher)

In the first week of school, every homeroom teacher will review the developmentally-appropriate behaviors which demonstrate the code of conduct for all members of the Sion community, and the specific classroom procedures for student recognition and consequences.

With our youngest students in Montessori and Primary Levels, proper behavior is taught and reinforced in every activity of the day and most correction or discipline is in the form of instruction and/or redirecting the child to a more appropriate behavior. Occasionally a child will be asked to spend a few minutes seated quietly to regain his/her composure and ability to relate well with others.

In the Intermediate level the emphasis continues to be one of educating students to make positive choices, while additional consequences and/or loss of privileges may be associated with inappropriate or harmful choices. Each teacher will explain his/her process for helping students to monitor their own behavior and self-correct whenever possible.

Students in Grades 6, 7 and 8 will earn detention as needed for managing their behavior. The primary goal in the employment of discipline is to maintain a positive and respectful learning environment. Threats to this atmosphere of respect and understanding come in the form of various infractions, though at the core of any detention-worthy offense is disrespect. If students remain respectful of each other, their teachers, and their school, they will not find themselves in detention.

Detentions will be assigned by teachers and communicated to the Division Head. Detention may be held during recess or after school from 3:15 to 3:45. The teacher and/or Division Head will communicate with parents to inform them that a detention has been earned. Parents of students serving a detention should plan to arrive towards the end of carpool and/or park in the parking lot to wait for their children to exit the building. Two earned detentions will also place the student on Step One of the School-Wide Discipline Cycle described below. Three earned detentions per quarter may result in a suspension.

Acts of serious misconduct are to be reported immediately to the Division Head, (e.g., lying, stealing, cheating, plagiarism, use of offensive/obscene language, fighting, physical or verbal aggression, name-calling, any form of harassment, possessing any items inappropriate for school, any form of substance abuse, including possession, etc.) and will result in immediate notification of parent/guardian and may result in immediate suspension and/or possible expulsion.

Conduct unbecoming of a Notre Dame de Sion student, whether on or off campus, will be grounds for immediate suspension or expulsion at the discretion of the administration. That is, any behavior contrary to the standards and mission of Notre Dame de Sion School will be dealt with as a serious breach of conduct.

SCHOOL-WIDE DISCIPLINE CYCLE

Occasionally immediate removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- Is in physical or psychological danger or puts another in danger;
- Is irrational or unreasonable;
- Pushes beyond the limits of respect in speech or action;
- Fails to gain self-control after correction by adult.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to re-direct the inappropriate behavior. If regaining control does not happen, the student will be sent to the Division Head's office, and the following four-step Discipline Cycle will be set into place. The administration reserves the right to skip any and all steps if students display Behavior contrary to the Mission and guidelines of Notre Dame de Sion School will be dealt with as a serious breach of conduct, as detailed in the Serious Student Offenses section.

STEP ONE: The student is sent to meet with the Division Head.

- With the Division Head, the student prepares a plan for improved use of self-discipline skills. The student will be held accountable for carrying out the plan.
- The Division Head and/or teacher will communicate with parents.

STEP TWO: The student is sent to the Division Head a second time.

- A conference with the teacher, parent, student and Division Head will be scheduled.
- A contract will be drawn up listing actions that will be taken by each party in the conference.
- A recommendation may be made to have the family seek outside professional assistance in modifying behavior in order for the student to continue at Notre Dame de Sion.
- A date to review the contract will be determined.
- The Discipline Cycle will be reviewed with the parents.

STEP THREE: The student is sent to the Division Head for the third time, or in extreme cases when the Division Head determines the seriousness of the action warrants starting at Step Three.

- The student meets with the Division Head.
- The Division Head notifies the parent that a suspension has been earned. The Division Head will determine the length and type, in-school or out-of-school.
- A conference will be held with a parent, teacher(s), student, counselor (if applicable), and Division Head to write a plan with a measurement for progress to assist the student in developing self-control.
- All schoolwork missed during the period of suspension must be completed before the student rejoins the class.
- A probationary time period to monitor and review progress will be set once the student is ready to return to class.

SUSPENSION OR WITHDRAWAL

Procedures for Student Suspension or Withdrawal

1. Student will meet with the Division Head to discuss incident.
2. Parents will be notified and a meeting time will be scheduled.
3. The Division Head will discuss the incident with the student and parents. If appropriate, the teacher or staff member, directly involved in the incident may attend the conference.

When a student is suspended, he/she may NOT attend any school-related activities until reinstated, including performances, dances, athletic events, etc. During the suspension, the student is permitted to make up major tests, papers, etc., which were missed during the suspension.

Notre Dame de Sion School reserves the right to impose disciplinary consequences for inappropriate behavior using technology that takes place off campus and outside of school hours.

SERIOUS STUDENT OFFENSES

Behavior contrary to the Mission and guidelines of Notre Dame de Sion School will be dealt with as a serious breach of conduct. Serious infractions--skipping a class, showing blatant disrespect toward faculty, staff or community members, etc.--will result in an automatic detention, a parent conference, suspension, and/or expulsion at the discretion of the Administration. These consequences will also apply to extreme disciplinary matters including, but not limited to:

- Leaving the school grounds without permission
- Threatening other people
- Bullying
- Skipping school
- Smoking, or the use of alcohol or illegal drugs on the premises or at school sponsored events
- Bringing a firearm or other weapon to school
- Conduct unbecoming of a Notre Dame de Sion student, on or off campus
- Violation of school's acceptable use policy for technology

STEALING/LEGAL VIOLATIONS

A student who is caught stealing in or out of school or in possession of stolen property at school or any school-sponsored function can be subject to automatic dismissal. A student convicted of a felony in or out of school may be asked to withdraw and/or be expelled.

LOST & FOUND

Lost items are hung on a rack or in the cabinet near the EDP desk. Please look there frequently for lost items. Labeling all items that belong to your children can minimize loss. In December and June, all items left at school are donated to charity.

LUNCH & SNACK PROCEDURES

LUNCHES

There are two options:

- Children may bring their lunches from home in containers clearly marked with their names. Children are encouraged to bring nutritious food (fruits and vegetables) rather than "junk" food (sweets). Microwave ovens are available for all children for heating lunch food. Plastic containers are recommended so students can open the container without the danger of cutting their fingers.
- Daily hot lunches are prepared on-site. Parents may order lunch using myschoolaccount.com. Menus are sent in the home folder and are available on the website.

MILK

Milk may be purchased for the year at Registration. Changes to the order can be made during the school year through the Business Office.

SNACK

Some classes have snack time and you will be notified by the teachers. Snacks should be nutritious. *Chewing gum is not a snack and is not allowed at any time on school property or on field trips.*

BIRTHDAY CELEBRATIONS

Students may provide classmates with treats to celebrate their birthdays. Parents/Guardians providing the treats are asked to provide nutritious foods as well as disposable party paper products (*i.e.*, *cups, napkins, paper plates, plastic eating utensils, etc.*). All celebrations must be cleared with the homeroom teacher in advance of the date and should be kept simple and non-disruptive. Parents may choose to attend these classroom parties, but siblings are not included. Private party invitations may not be passed out at school unless all of that room's students, or all students of one gender, are invited. Students are allowed to wear civvies on their birthday. Students may choose an alternate day to celebrate their birthday if it falls on a non-school day.

SAFETY DRILLS

There will be regular fire, tornado, and/or intruder drills. Evacuation routes for drills are posted in each room and this process should be carried out in a quiet, calm, and purposeful manner.

SPECTATOR DECORUM FOR ALL SPORTING EVENTS

Notre Dame de Sion School and its Athletic Department have set the following regulations concerning student and adult spectator decorum.

Any athletic competition may be suspended when the conduct of its teams, students, or fans is unsportsmanlike, resulting in actions which are detrimental to individuals, schools, and the public welfare and are prejudicial to the purpose of competition. This provision has been invoked in situations involving crowd control problems on the part of visiting schools as well. The following regulations will be strictly enforced at all sporting events, whether home or away:

- Vulgar, unsportsmanlike, rude language or cheers will not be tolerated.
- Signs must show good taste. Signs on poles or sticks are not permitted.
- Law enforcement officers and school administrators have the authority to remove or arrest any spectator whose conduct is detrimental to the activity taking place.
- ANY STUDENT VIOLATING ANY OF THESE REGULATIONS AT HOME OR AWAY EVENTS WILL NOT BE PERMITTED TO ATTEND FUTURE EVENTS FOR A SPECIFIED TIME.

SUBSTANCE ABUSE POLICY

Any student demonstrating behavior that indicates an alcohol or drug abuse problem will be required to have an assessment completed by a licensed alcohol/drug assessor. A written report will be required for the student's continued enrollment. Assessment and treatment are the financial obligation of the student's parents or guardians and may take up to three days to complete. The student will remain in an out-of-school suspension until said report is returned to the Head of School.

TECHNOLOGY POLICY & PROCEDURES

ACCEPTABLE USE POLICY FOR STUDENTS

Technology is provided by Notre Dame de Sion School to help achieve the academic goals of the School. The Acceptable Use Policy (AUP) is designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. Each student will be required to sign and abide by all the policies listed below. **Additionally, parent/guardian permission is required for student use of technology.** Students acknowledge that the School will take disciplinary action, up to and including separation from School, for violation of this policy.

- Students understand that use of school technology resources is a privilege, not a right, and is primarily intended for legitimate school-related activities. Playing games, listening to music, and using email may not conflict with academic use.
- Students will not intentionally visit inappropriate web sites. This includes but is not limited to chat rooms, instant messaging, and sites with adult or other offensive content not suited for minors. If students find something inappropriate, they will immediately exit the site. Students will notify an adult if they accidentally encounter materials that violate the rules of appropriate use.
- Tampering with computer security systems and applications will be considered vandalism, destruction, and defacement of school property.
- Students will protect the right to privacy for others by not accessing other users' accounts and electronic files. Students will protect my own privacy by not giving others my password or allowing access to my network account. Students are responsible for any activity under my account.
- Students will never interfere with the operation of technology resources by installing illegal software. Students will not install, reconfigure, or remove any software or hardware on a school computer without prior approval. Students will not add or connect any device, including a laptop or desktop computer, to the school network or disconnect any existing device from the network without prior approval.
- Students will use good judgment in using equipment and will not have food or drinks near any machines or in any computer labs.
- Students will not waste limited resources such as disk space or printing capacity by unnecessary printing of documents. When working with large files such as music, video, and digital photos, only those needed for legitimate academic projects will be stored on the School's network.
- Students will always treat people with respect. Students will not transmit any messages containing any obscene, illegal, abusive, or inappropriate language or material. Any messages received with such content should be reported.
- Students will not violate copyright laws.
- Students acknowledge that the IT Department has the ability and right to monitor their computer usage, electronic files, and history.
- Students will follow the requirements of the Honor Code and Discipline Policies when using school technology resources.

Ethical Use of Technology Beyond Campus

Sion believes that we have a duty in preparing students to be ethical participants in a technology-driven world to educate them to the potential perils and realities of electronic communication. As such, we share the following points of consideration:

Students continuously represent Notre Dame de Sion School when using computing resources, even if they use these resources away from or outside the School's network.

Students can expect the School administration to take note of and, if necessary, administer disciplinary action in response to information communicated on public sites that:

- Defames, denigrates, or conveys a physical threat toward any individual inside or outside the Notre Dame de Sion School community
- Advocates for the violation of any laws or school rules
- Suggests that one's social network, website, or other electronic communication is sponsored by or affiliated with the School

Students should be aware that faculty members have been asked not to initiate or accept “friend” requests on social networking sites. We would ask that students and parents refrain from contacting faculty via these formats.

1:1 Learning Initiative

We believe that our curriculum will be enhanced by putting effective technology into the hands of each student. In response to this need, each student in grades Kindergarten through 12th grade will be issued an iPad (Kindergarten-4th Grade) or MacBook Air (5th-12th Grade). The iPads, MacBooks, and their protective cases are the property of Notre Dame de Sion School and will be returned to the school at the end of each academic year. Once issued, the devices are the responsibility of the student. The use of an iPad or MacBook is a privilege that can be revoked due to failure to comply with the terms as outlined in this policy.

- iPads for grades Kindergarten-3rd grade will remain at school in each student’s homeroom. 4th graders will be allowed to take their ipads home each night.
- MacBooks for grades 5-12 will be taken home each night.
- Students in grades 6-12 are responsible for charging their MacBooks each night.
- Each student will participate in an orientation class that will discuss proper use and care of the devices.
- Desktop support, software, and insurance will be provided by the school for every device. If a student loses or breaks the device, he or she will get a new device once a \$50 deductible has been paid.
- Technology support will be provided to the students. It can be accessed by submitting a help desk request at ndsion.edu/helpdesk or by calling Jason Ketter, Director of Technology.

We would hope and expect that, as the leaders of tomorrow, Notre Dame de Sion School students of today will set positive examples through their words and actions, both on and off campus. We would urge you, as you consider what constitutes an appropriate and civil representation of yourself, to ask: “Will my actions reflect well upon my family, my school, and myself?”

PRIVACY

There should be no expectation of privacy in the use of technology on campus, including telephones, cellular phones, email, Internet usage, computer usage, and peripheral equipment (cameras, usb drivers, etc). Notre Dame de Sion School reserves the right to monitor all technology use at any time and to remove any user files for system security and maintenance at its sole discretion and without notice to the student.

VIOLATION OF TECHNOLOGY POLICY AND PROCEDURES

Violation of this policy may result in disciplinary action at the discretion of the administration, including the loss of a student’s privileges to use the school’s technology resources, and disciplinary consequences. Any violation of this policy may also be reported to law enforcement, if applicable.

CELL PHONES & ELECTRONIC DEVICES

The use of cell phones or any electronic devices during school hours (from arrival until parent/guardian pick up) without teacher permission is prohibited. If used inappropriately, the item will be turned over to the Division Head. If parents need to contact a student, they should call the front desk or their student’s homeroom teacher. Students who need to contact their parents during the school day will ask their teacher’s permission and use a school phone. Electronic music devices are allowed only with specific teacher permission or under the direction of the EDP staff.

UNIFORM INFORMATION AND GUIDELINES

Notre Dame de Sion provides a dress code for the purpose of promoting an atmosphere conducive to learning--one in which personal pride and dignity are enhanced.

UNIFORM REQUIREMENTS FOR 2016-17 SCHOOL YEAR

Boys (K-5 th)	
Shirts	Purple or gray polo, short or long sleeved with NDS/Sion embroidered logo
Shorts	Black walking shorts (no cargo shorts)
Pants	Black pants
Sweaters/ Vests (Optional)	Purple or Black cardigan with NDS/Sion embroidered logo Purple or Black v-neck sweater with NDS/Sion embroidered logo Purple or Black v-neck vest with NDS/Sion embroidered logo
Socks	White, Gray, Black crew length socks (no logos or insignias)
Shoes	Solid black low-top athletic shoe or topsider type shoe
Boys (6-8 th)	
Shirts	Purple or gray polo, short or long sleeved with NDS/Sion embroidered logo White short or long-sleeved oxford buttoned shirt (required for dress uniform days)
Shorts	Black walking shorts (no cargo shorts)
Pants	Black pants (required for dress uniform days)
Sweaters/ Vests (Optional)	Purple or black cardigan with NDS/Sion embroidered logo Purple or black v-neck sweater with NDS/Sion embroidered logo Purple or black v-neck vest with NDS/Sion embroidered logo
Socks	White, gray, black crew length socks (no logos or insignias)
Shoes	Solid black low-top athletic shoe or topsider type shoe
Outerwear (K-8 th)	Optional per student

Girls (K-5 th)	
Shirts	Purple or gray polo, short or long sleeved with NDS/Sion embroidered logo White short-sleeved, peter pan-collared blouse with white piping (optional to wear with jumper)
Jumper, Skort, Skirt or Shorts	Purple, white and black plaid jumper, skirt or skort Gray walking shorts
Pants (optional)	Gray slacks
Modesty Shorts	Black shorts to be worn under jumper or skirts
Sweaters/ Vests (Optional)	Purple or black cardigan with NDS/Sion embroidered logo Purple or black v-neck sweater with NDS/Sion embroidered logo Purple or black v-neck vest with NDS/Sion embroidered logo
Socks/Tights	White, gray, black crew or knee length socks (no logos or insignias) White, black or gray tights Plain white, black, or gray ankle length leggings
Shoes	Solid black, gray, blue, white, or brown topsider type or low-top athletic shoe
Girls (6-12 th)	
Shirts	6-8 th : Purple or gray polo, short or long sleeved with NDS/Sion embroidered logo 9-12 th : Purple or white polo, short or long sleeved with NDS/Sion embroidered logo 6-12 th : White short or long-sleeved blouse (required for dress uniform days)
Tie	Sion purple, gray and black striped girls tie (required for dress uniform days)
Skirts or Shorts	Gray kilt, pleated or A-line skirt Gray walking shorts
Pants (optional)	Gray slacks or flannel pants
Modesty Shorts	Black shorts to be worn under jumper or skirts
Sweaters/ Vests (Optional)	Purple or Black cardigan with NDS/Sion embroidered logo Purple or Black v-neck sweater with NDS/Sion embroidered logo Purple or Black v-neck vest with NDS/Sion embroidered logo
Socks/Tights	White, gray, black crew or knee length socks (no logos or insignias) White, black or gray tights Plain white, black, or gray ankle length leggings
Shoes	Solid black, gray, blue, white, or brown topsider type or low-top athletic shoe
Outerwear (K-8 th)	Optional per student

The administration has approved certain items sold by the Sion ALLiance to be worn as part of the school's uniform. These items must have been purchased during the 2014-2015 or 2015-2016 school years.

The eighth-grade also has a specific shirt that they may wear as an eighth-grade privilege on days to be determined by the administration and Middle School faculty.

PHYSICAL EDUCATION AND SWIMMING DRESS CODE

All students must wear the following when attending P.E. or swimming classes:

PK- Grade 4	Grades 5-8
Athletic or rubber soled shoes	Athletic or rubber soled shoes
Shorts under skirts on gym day	Gym uniform- purple t-shirt with logo and loose, black athletic shorts
Swimsuit (one piece)	Swimsuit for 5th grade and as needed for the MS Elective.

Parents are asked NOT to send children with beads, pins, clips, and hair adornments, as well as jewelry and earrings that cannot be removed, for P.E. or swim class. They will not be allowed to swim with them. We also recommend that children not wear expensive jewelry and watches, especially on gym and swim days, as they are easily misplaced.

Gym Clothes should be brought to school in a bag for easy storage. They are taken home regularly and washed. All clothes must be marked with the child’s full name (including uniform jumpers, skirts, shorts, slacks, shirts, etc). The school cannot assume responsibility for locating lost clothing. If goggles and/or other equipment are brought to school, they are the responsibility of the owner and should be labeled with his/her name. Athletic shoes are required for physical education classes.

SION SPIRIT WEAR

Sion T-shirts, sweatshirts, and fleece wear with the Sion logo may be worn with the rest of the uniform on Vive Sion Spirit days on the first Friday of the month. Purple, gray, black, or white outerwear with the Sion logo may be worn in addition to the uniform on regular school days.

GROOMING

- Earrings should be small and worn only in pairs. Only ear lobes may be pierced. All jewelry should reflect moderation and good taste. For safety reasons, jewelry must be removed during athletic activities.
- Hair should be neat, clean and well groomed without covering face or eyes. Boys’ hair that extends past the collar of a uniform shirt must be out of the face and tied in a ponytail. No extreme hairstyles or unnatural color.
- Fingernails should be kept clean and a moderate length. Girls in grades K-7 may only wear clear or natural polish. During the 8th grade year, girls may wear nail polish as an 8th grade privilege with color choice to reflect Sion school colors of Purple and White.
- Makeup is to be worn in school in moderation. Girls who come to school with excessive makeup will be asked to remove it.
- Jumper/skirt/skort lengths should be not shorter than two (2) inches above the knee. Girls may wear stretch shorts under their jumpers and skirts.
- Socks must be knee-high or cover the ankle, not tucked into the shoe.
- The Administration reserves the right to decide about the appropriateness of students’ attire for appearance and to require that students change their appearance if necessary.

CIVVIES DRESS GUIDELINES

Students should always be dressed appropriately on civvies days. The Administration reserves the right to determine the appropriateness of a student’s appearance. Disallowed items include, but are not limited to:

- Any clothing that is oversized, ripped or frayed.
- Extremely short skirts or shorts. (The length of shorts or skirts should be mid-thigh or longer.)
- Athletic shorts may be worn, but must be of appropriate length (mid-thigh, as above)

- Pajamas or fleece type pants.
- Yoga pants, leggings or jeggings worn alone. (These items must be worn with a long shirt or skirt.)
- Exposed midriffs or backs.
- Items displaying advertising for alcoholic beverages, tobacco, sex or obscenities.
- Hats
- Shirt straps should be an inch wide or wider. No strapless dresses are allowed.
- Students may not wear a combination of their uniform with civvies clothing.

Consistent failure to comply with dress and uniform guidelines may result in an automatic detention, suspension and/or parent conference, at the discretion of the Division Head.

UNIFORM PURCHASING INFORMATION

Mills Uniform Company is our uniform provider. You may contact them at millsweat.com to shop online and review the new uniform program on the Uniform Program Listing. Our school code is 3690. In addition, Mills Uniform Company Customer Service can help you with any questions you have and with phone purchases. Customer Service can be reached through millsweat.com or toll-free at 800-541-1850.

ALL SCHOOL POLICIES

ANTI-HARASSMENT POLICY

In the words of our Vision statement, Sion is a "nurturing community where Catholic values, integrity, and respect prevail." There is no room in a Sion school for behaviors such as bullying and harassment. If incidences of this type occur, immediate, negative consequences will follow and parents will be contacted. A sincere apology will be facilitated and faculty members and/or Division Heads will help restore a relationship of trust and respect between the students involved.

Sion strives to create an atmosphere where each student feels supported by peers, teachers, and administrators. The actions of each person in the Sion community affect the entire community. Therefore, students are encouraged to view their own actions as having an impact on their peers and their teachers. Concerns about bullying and or harassment should always be shared with a member of the faculty or administrative staff. Severe bullying and or harassment incidences may result in suspension or expulsion.

Any student endangering herself or others, or threatening to do so, immediately affects the welfare of the community. If the Administration believes a student poses a threat to others, the student may be removed from the school immediately and is subject to suspension or expulsion.

All members of the Sion community are obligated to notify a responsible adult in the community (preferably the Division Head) to ensure the safety of the individual(s) at risk. Professional care of the student making the threats may become a requirement for continued enrollment. All counseling sessions shall be the financial responsibility of the student's parents or guardians.

CHILD ABUSE & NEGLECT POLICY

School officials including Division Heads, teachers, and non-professional personnel are required by Missouri law to report, or cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services.

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen (18) years of age) other than by accidental means by those responsible for his/her, custody and control (including a teacher), except that discipline, including spanking, administered in a reasonable manner is not considered to be child abuse under State law. (Corporal punishment of any student is strictly forbidden).

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical or any other care necessary for a child's well-being.

REPORTING REQUIREMENTS FOR CHILD ABUSE OR NEGLECT [reprinted from the Diocese of Kansas City-St. Joseph]

Any teacher, caregiver or other school employee shall report any suspected, observed or reported incident of child abuse or neglect in the following manner:

- Immediately report the incident to the Division Head.
- If there is reason to believe that there has been or may be child abuse or neglect, the Division Head must ensure that the incident is reported within 24 hours to the Missouri Division of Family Services. The report may, and usually should, be made by telephone to the Hot Line number (1-800-392-3738). The Division Head will make the call to the Hot Line.
- The Division Head will immediately report the incident to the Head of School.
- The Division Head will arrange for full cooperation of all school personnel having knowledge of the incident with the Division of Family Services.

The publication of this policy in this handbook constitutes parental notification.

CONFIDENTIALITY & RIGHT OF INSPECTION

All school personnel will keep information confidential as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher, counselor or administrative concerns regarding their child.

As a private institution, Notre Dame de Sion School has the right to inspect school facilities used by students, as well as the contents of anything brought onto school property or to school activities. This includes, among other items, backpacks, cell phones, and lockers.

PHOTO RELEASE

All parents are asked to sign a consent form allowing their child(ren) to be photographed during the year. Often photos are released for public relations purposes. You will be notified whenever possible.

HEALTH: POLICIES & PROCEDURES

MEDICATION POLICY

By state law, school personnel are prohibited (parents give permission on data sheet) from providing or administering prescription or over-the-counter medication such as aspirin, cough remedies, etc.

HEALTH FORMS

State Law dictates that Health and Immunization records must be on file the first day of school. Noncompliance will result in students being sent home until current health forms are on file at school. Health forms are sent to the parent/guardian during the summer. These forms must be completed and turned in. Proof of immunization will be required at Registration for new students only. Students may not participate in P.E., Swimming or extracurricular sports unless they have a health form on file.

REQUIRED HEPATITIS B IMMUNIZATION

The Missouri State Board of Health has mandated that all preschool children born after January 1, 1990, be immunized with the Hepatitis B (HB) vaccine [available free of charge for all Missouri residents up to 18 years of age]. Please consult your doctor about adding this to the other required immunizations.

ILLNESS AT SCHOOL

The school's Health Room is for students who become ill at school. Here, she/he might remain until parents/guardians, hospital, doctor, etc., are contacted. Very often, illness at school developed the day before. For your child's protection and the sake of others in the classes, we request that you NOT send sick children to school. In case of emergency and/or if your child needs to go home, we will notify you immediately. If you cannot be reached, we will then contact individuals designated by you. If you or your designated individual cannot be reached, we reserve the right to seek emergency medical assistance. The school nurse will send home notices of exposure to contagious disease or condition. Please notify the nurse if you suspect either.

Peanut and Nut Policy and Practices

Sion will:

- We are NOT a nut free school. Students may bring nuts and nut butters for their own consumption. We discourage food sharing.
- Sion does not serve peanuts, nuts or any processed or baked item that has a statement on the ingredient label which states "produced in a facility which also processes nuts" or similar. When planning for class parties please adhere to this policy.

- A nut-free lunch room table is available and remains nut and nut butter free throughout all lunch periods.
- Teachers know and maintain compliance with Allergy/Anaphylaxis school policy.

Parents will:

- Parents/Guardians of food allergic students will provide the school with emergency medications, as prescribed by a doctor, with an accompanying Food Allergy Action Plan to be kept at school at all times.
- Parents of food allergic students are invited but not required to attend any field trip.
- Room parents who plan and participate in class parties or celebrations will not provide treats or food that contains nuts of any kind nor any processed or baked good items which have the label stating “produced in a facility which also processes nuts” or similar; nor use nuts or nut butters in crafts or art projects.

Students will:

- Food allergic students will, age appropriately, speak out to create a safe, allergen-free personal space.
- All students will be understanding and accepting of differences (food allergies being one of many) among us all and not engage in any verbal or physical teasing or bullying of food allergic students.

SELF HARM PROTOCOL

In an effort to serve the best interests of each student, as well as the general community, Notre Dame de Sion strives to ensure the personal safety and well-being of each member of the student body. With this in mind, when a student presents or reports with issues of self-harm or is seen to be a potential danger to others, the Division Head contact the parents to seek professional support outside of the scope of services that is offered by Notre Dame de Sion School. For additional support or information please see policy in High School Campus Handbook.

STUDENT DEMONSTRATION POLICY

In an academic community that values independent thought and encourages free expression, there will be occasions when students desire to raise awareness about issues, debate topics of interest, or demonstrate in support of a particular cause. While the school respects differences of opinion and supports free discussion, any community must have guidelines for constructive, respectful expression. This document outlines our policy on protests and demonstrations.

- Just as most cities and towns require advance permission for demonstrations, marches, and rallies, Sion requires that students file a written request with the Head of Notre Dame de Sion at least two weeks prior to the event. The division head will convene a meeting including elected student leaders to consider each request.
- Demonstrations and protests must respect the fact that Sion is a religious institution.
- Students must remember that the grade school campus includes students from Montessori school through Grade 8. Younger students may not understand, nor may their parents wish to have them exposed to certain controversial topics. The administration reserves the right to restrict demonstrations to areas specific to a division.
- Demonstrations that bring embarrassment or discredit to the school will not be approved.
- Students may not miss a class or other obligation to participate in any demonstration.
- Certain days of the school year may be deemed inappropriate for demonstrations because of special events.

Students demonstrating without advance permission will be deemed in violation of the disciplinary code and will be required to discontinue any demonstration. Failure to comply will result in further disciplinary action.

STUDENT PREGNANCY POLICY

Notre Dame de Sion, as a Catholic school, reveres life. The Administration will work with a student and her family in the event of pregnancy so that the student may continue her education. It may be appropriate at some time during the pregnancy for the student to continue her education at home, depending on her physical condition.

PARENT INFORMATION

CLASSROOM VISITS

Parents are always welcome to visit classes. To schedule a visit to a classroom, please call the Division Head to arrange a convenient time. Upon arrival, please check in at Front Desk and acquire a visitor's badge.

COMMUNICATION: ACADEMIC REPORTING

GRADE REPORTS

Grades are issued four (4) times yearly (approximately every nine (9) weeks). Report cards are mailed home at the end of the first and second semester. All other reports are available on PowerSchool or Montessori Compass. Quarter dates are available on the school calendar.

PARENT/TEACHER CONFERENCE

Conferences are scheduled each semester. Progress is assessed, areas of concern discussed, and future goals are set. Students of Intermediate and Middle School Level are welcome to participate in the conference. Other conferences may be requested by parents/guardians, teacher and administration as needed.

COMMUNICATION: GENERAL

An effective partnership between the home and school is crucial to each child's success. The school will utilize all reasonable means to foster this partnership.

COMMUNICATIONS BETWEEN PARENTS/GUARDIANS AND NOTRE DAME DE SION SCHOOLS

- Sion Parents/Guardians recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- Sion Parents/Guardians are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

COMMUNICATIONS BETWEEN NOTRE DAME DE SION SCHOOLS AND PARENTS/GUARDIANS

- Notre Dame de Sion School recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school

community.

- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Guidelines for School Communications Policies and Procedures Notre Dame de Sion Schools of Kansas City

OVERVIEW

Notre Dame de Sion School strongly encourages healthy and positive communication through the development of partnerships with students, parents, faculty, and staff to ensure the creation of the most positive learning environment for its students. As such, positive and constructive communication between the parents, the school, and the school's administration and Board of Trustees ("Board") is critically important. The purpose of this document is to outline the various roles of key constituents and to present processes for clear communication amongst all. These guidelines for School Communications Policies and Procedures ("Guidelines") should support and uphold any and all Bylaws governing Notre Dame de Sion Schools of Kansas City.

PRINCIPLES OF GOOD PRACTICE

Communication guidelines have been recommended by the regional and national accrediting services (ISACS/ NAIS) as appropriate policies and procedures for communication between parents/ guardians and the school as well as the school and all parent/ guardians. It is the philosophy and practice of Notre Dame de Sion Schools to work together to create and sustain effective partnerships in the education of all students. Parents and guardians of all students serve as advocates for the best interests of their children and should be in regular communication with the faculty and each school's administration to convey any concerns or the individual needs for their own students.

COMMUNICATIONS BETWEEN PARENTS/GUARDIANS AND NOTRE DAME DE SION SCHOOLS

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COMMUNICATIONS BETWEEN NOTRE DAME DE SION SCHOOLS AND PARENTS/GUARDIANS

- Notre Dame de Sion School recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers, administrators, and the Board are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

COMMUNICATIONS POLICIES AND PROCEDURES OF NOTRE DAME DE SION SCHOOLS

Clear communication is essential for the school's success. As such, each circumstance may place different constituents in communication with one another, but some general guidelines apply:

- All communication should maintain a tone of professionalism with an eye towards maintaining an atmosphere of positivity. While some situations may involve the expression of negative feedback or concern, all constituents will be expected and guided to operate under the assumption that all involved in the conversation are working in the best interest of students and the school.

- If a parent needs to contact the school regarding his or her child, the first communication should be to directly contact the student's classroom teacher or assigned counselor. As such, if there is to be additional communication between the School (faculty, staff or administration) and Parents as it regards to communication with an individual faculty or staff member, it will likely begin with direct contact with the administrator (Division Head) to whom that teacher directly reports.

- If a parent needs to contact the school regarding his or her student, the first communication should be to directly contact the student's classroom teacher or counselor for academic related purposes. In addition, parents and students should also be encouraged to engage in conversation with any of the student's teachers and/ or counselors, thus fostering a collaborative partnership that supports each student's well being and success. If there is to be additional communication between the School (faculty, staff or administration) and Parents as it regards to communication with an individual faculty or staff member, it will likely begin with direct contact with the administrator (Division Head) to whom that teacher directly reports.

- Special circumstances may, on rare occasion, warrant communication that should also include the Head of School, and/ or the Mission Director. If communication begins with or reaches the wrong group or individual, that group or individual will politely redirect that communication to the appropriate party. If the dialogue needs further attention, the next logical communication would be between the Parent and the individual school's administration.

- If communication at this level does not meet the immediate needs of the parents/ guardians, the Head of School, Associate Head of School for Finance and Operations and/ or the Mission Director may be contacted collectively or individually to participate in the ongoing dialogue.

- While the Head of School and/ or Board may have some contact with parents to communicate important events in the life of the school and community, parent communication related to the daily operations of the school should be directed to the individual school/ campus leader as a first means of communication. Though the Board as a whole may have members who are also current parents at either school, the roles of Board Member and Parent are discrete and separate. It is generally not the role of an individual trustee or the Board as a whole to initiate or participate in the daily operational communications of the school. As such, parents who have friendly relationships with Board members who are also parents should not seek to speak with them in their capacity as a Board Member with an eye towards effecting change. Rather, as noted above, parent communication should come directly to the most appropriate party at the School.

EMERGENCY NUMBER

All students must have a completed student datasheet on file with the school before the first day of the school year. Please have current work and home telephone numbers on file at all times. All data information (i.e., change of address/telephone numbers, etc.) should be changed by calling or emailing the Registrar, Elizabeth Middleton (emiddleton@ndision.edu).

Families with custody/visitation limitations must have legal documents on file at the school supporting said arrangements. The Division Head should be notified verbally and provided with written documentation of any legal adjustments to custody and/or visitation rights that affect the school. If the custodial agreements require duplicate mailings, grade reports, conference notices, etc., please notify the school at registration time or as soon as possible.

In case of students whose parents' marriage has been dissolved, the names and addresses of both parents should appear in the student's file. Both parents shall have access to their child's school records, except for a parent to whom visitation rights with the child have been denied by court order. In such a case, a certified copy of the court order denying visitation rights should be filed with the school.

PHONE/E-MAIL

Faculty members will make every effort to respond promptly to phone and e-mail messages from parents/guardians. Email is the preferred method of communication for our faculty.

HOME FOLDERS

A homefolder, containing communications from the school and representative papers of students' work, will be sent home on the last day of the week, usually Friday. The folders are used to enable a student/parent dialogue about the child's progress. This is a primary source of communication. Homefolders are to be returned promptly each Monday.

ROSTER/DIRECTORY

Each year in the early fall the school prints a complete roster of all Sion families (unless a family requests that they not be included). This booklet is provided for members of our community to use in contacting each other and for conducting school business.

The Sion Roster is a private listing of our students, parents and guardians for use by Sion families only. The roster may not be used for commercial solicitation. Any non-school related use of this listing is inappropriate. Your cooperation in keeping our roster the private document it is intended to be is most appreciated.

WEDNESDAY WEEKLY

Each Wednesday, Sion families will receive an email from the school outlining upcoming events and providing additional information about the school day. Archived copies of the Wednesday Weekly can be found on the website. If you have items to submit to the Wednesday Weekly, please email them to your Division Head no later than 8:00am on the preceding Tuesday.

SPOTLIGHT ON SION

Each Friday, Sion families will receive an email highlighting life at Sion.

SION TODAY

Sion Today is published quarterly with school-wide news and mailed to the homes.

SCHOOL CALENDAR

The school expects to follow the calendar as it appears on our website www.ndsion.edu. However, it is sometimes necessary to make changes. When this occurs, it will be noted in the Wednesday Weekly and on the school website.

WEBSITE

Our school website is www.ndsion.edu. Follow the *Grade School link* to locate information specifically about the Grade School Campus. Links to teacher's web pages and email addresses can be found on our site, as well as field trip permission slips, calendars, lunch menus and a variety of announcements about upcoming events - including school cancellations due to inclement weather.

YEARBOOK

Each year the school prepares a yearbook. Pictures are taken of various events throughout the school year. Every child receives a yearbook (the cost is included in consumable fees). These are distributed in the fall of the year. Students moving from the area at the close of school should leave their new addresses. Yearbooks will be mailed to them. Yearbooks will be distributed to the eighth grade graduates at an Alumni reunion in the fall.

DELIVERING ITEMS TO STUDENTS

If your child forgot something needed at school, please leave the items at the front desk. School personnel will see that your child receives them. Kindly keep this practice to a minimum. One of our goals is to encourage student responsibility.

FUNDRAISING ACTIVITIES

Fundraising is an absolute necessity at Sion, as tuition does not cover the full cost of educating each student. To maintain the fiscal integrity of the school, while continually enhancing the educational experience of our students, several school-sponsored fundraising events are held each year. All parents are expected to participate in these fundraising activities.

- Annual Giving – This ongoing campaign is essential to making up the difference between tuition and the actual cost of a Sion education. The Annual Fund Drive helps cover operational expenses, including technology, teacher salaries, building maintenance and student activities.
- Gala Auction – This dinner and auction benefits both campuses. The event is planned by a volunteer committee comprised of parents from both campuses. A gift-gathering party is held for Locust families in support of the Gala Auction.
- Gift-Gathering Party (Trivia Night) – at the Grade School Campus. A fun, adults-only evening of food, drink and entertainment, including a small auction.
- Fall Festival – An enjoyable afternoon of outdoor games, entertainment, arts and crafts, and inflatables. This is the primary fundraising event for the 8th Grade trip to Washington DC.

RESIDENCY & FAMILY STATUS

All students attending Notre Dame de Sion must live with their parent(s) or legal guardian(s). The only exception is residence under adult supervision with acceptable written parental consent on file with the school. In this situation the school will look to the supervisory adult to fulfill all responsibilities normally assumed by the parent(s) or guardian(s).

SION ALLIANCE

The Sion ALLiance is a parent/teacher organization. All parents/guardians are included and meetings are held during the school year. Officers are elected by the membership. The ALLiance provides opportunities for parents/guardians and teachers to get to know one another and work together for the betterment of the school.

Some of the many ways to volunteer through the ALLiance are:

- Beautification - Volunteers from this committee help to assist in the landscaping and plantings of the Grade School Campus. This includes our two annual Shake-A-Rake campus clean-ups and maintenance of the Grotto Outdoor Classroom.
- Book Fair - This event is a three-day sale in the Grande Salle, including a large variety of books for all ages. In addition to serving as a fund-raiser, the Book Fair supplies new books to our Library.
- Buddy Family - This committee is comprised of parents/guardians who will make calls to new Sion families, welcoming them to the school. As a Buddy Family, you serve as a resource for new parents/guardians who might be unfamiliar with the school life and answer their questions or refer them to the appropriate person at Sion.

- Fall Festival - This annual event is a fun family activity with games, inflatables, and food for the entire family's enjoyment. Volunteer activities include first aid, food service, selling raffle tickets, running games, inflatables, crafts, and cleanup.
- Hot Lunch - This committee utilizes parent volunteers to staff our hot lunch program. This includes helping to serve lunch to our students during a two-hour period and assisting the committee chairs as needed.
- Multicultural Education and Celebration Committee - This committee's mission is to foster appreciation, understanding and respect of the diverse cultures of Notre Dame de Sion's students, their families and our communities.
- Recruitment and Open House - This committee helps new and potential families learn more about the Sion community. Giving tours of the school and answering questions are among the responsibilities.
- Room Parent - Parents/guardians are needed from each grade level to coordinate with the teachers the holiday parties and other activities. These activities may include food and drink, crafts, games or other projects.
- Social - This committee helps to organize food, drink and social activities for several events, including the Family Orientations, the dinners served during Parent/Teacher Conferences and the Faculty Holiday Party.

Officers for the 2016-17 School Year:
 President: Alison Patterson
 Vice-President: Julie Walker-Browne
 Secretary: Stephanie Bridges
 Treasurer: Stephanie Jensen

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES OR ADDITIONS TO THIS HANDBOOK AS NEEDED. STUDENTS WITH QUESTIONS OR CONCERNS ABOUT THE CONTENT OF THIS HANDBOOK SHOULD DISCUSS THOSE CONCERNS WITH THEIR ADVISOR OR A MEMBER OF THE GRADE SCHOOL ADMINISTRATION.