



# **Notre Dame of De Pere Family Handbook 2025-26**

**Notre Dame of De Pere  
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[notredameofdepere.com](http://notredameofdepere.com)  
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**Notre Dame School of De Pere provides a Catholic education that guides each student to confidently pursue their academic potential, develop a strong moral compass, and form a growing relationship with God.**

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## **PRINCIPAL WELCOME**

Welcome to Notre Dame of De Pere! We are excited to have you as members of our school community! We look forward to providing your child with an outstanding Catholic education. We are dedicated to enabling your child to grow spiritually, academically, physically, and emotionally to realize and best utilize their God-given talents. The strength of the partnership between school and home is an essential piece of each child's success. Thank you for your diligence in reviewing, following, and supporting the information in this handbook.

This Family Handbook includes expectations and practices in place at Notre Dame of De Pere. All practices and expectations are based on the Diocesan Board of Education and GRACE School System policies which are the governing authorities of Notre Dame of De Pere. Interpretation of this Handbook is ultimately the responsibility of the school Principal and system President. The School and GRACE School System retain the right to amend the Handbooks for just cause. Parents/Students will be given notification when changes are made.

As completed within the enrollment process, parent(s)/guardians(s) agree to be governed by the Notre Dame of De Pere and GRACE Family Handbooks and understand that it is my/our responsibility to read and comply with all policies contained in the Handbooks and any revisions made to them.

**GRACE Family Handbook 2025-26 - [LINK HERE](#)**

## **ABOUT OUR SCHOOL**

- **History**

In 1870, the rich history of Notre Dame of De Pere began when the original school, St. Francis School, began in a structure near the corner of Lewis and Wisconsin Streets in De Pere. In 1882, a second school, St. Mary's of De Pere, was also opened to accommodate the demand for Catholic education. In 1971, the two school sites came together under the name, Notre Dame of De Pere, with both sites being utilized to create an optimal age-related experience for the students. St. Mary's school became Notre Dame of De Pere's elementary school, and the middle school site was within a short walking distance, two blocks away. In 2020 Notre Dame of De Pere opened its doors to a new facility and new location made possible through a generous donation to the school. This new facility houses both the elementary and middle school grades under one roof. The address of the new building, 137 S. Superior Street, was intentionally selected to align with Luke 1:37, "All things are possible with God."

Notre Dame of De Pere is one of the oldest school systems within the GRACE system and holds a proud tradition of strong character and faith development as well as academic excellence.

- **Mission**

Notre Dame School of De Pere provides a Catholic education that guides each student to confidently pursue their academic potential, develop a strong moral compass, and form a growing relationship with God.

- **Philosophy**

Notre Dame School of De Pere is a Catholic school where students build a foundation for lifelong success. We pursue academic excellence while developing confident learners who are encouraged to realize their unique potential. Led by our Catholic values, we treat everyone with respect and compassion, and we inspire each other with acts of kindness and service. Our entire community is invested in the holistic growth and development of each student.

- **Values**

**Guided by our Christian values, we believe in:**

- Creating a positive and caring environment with strong leadership and a dedicated knowledgeable staff.
- Building the foundation of a faith-centered life by developing and growing a personal relationship with God.
- Setting high academic expectations to prepare students for their future endeavors.
- Shaping people of integrity with sound moral character by encouraging personal accountability and responsibility.
- Surrounding our school with an engaged community invested in the well-being of our school, its students, and their families.
- Cultivating a culture of mutual respect by recognizing the dignity and worth of all people.

- **Family Responsibilities and Expectations**

- **SCRIP** - [LINK HERE](#)

- **Service Hours Agreement**

Families are required to complete a minimum of 20 service hours. Service opportunities are classified as either Priority Activities or General Activities. At least half of a family's total hours must be dedicated to Priority Activities\* for Notre Dame of De Pere. Please note: your middle school students' volunteer hours cannot count towards both your family commitment and their service hours for middle school. More information is available in our Fundraising Handbook - [LINK HERE to 2025-26](#)

- **Office Hours**

- **Office hours** during school days are 7:30 AM - 3:30 PM
- **Teacher Daily Hours**

All teachers at Notre Dame School report to school at 7:30 am and remain until 3:30 pm. Teachers are permitted to leave at 3:15 pm on Fridays.

## **ACADEMIC INTEGRITY**

The lack of academic integrity (e.g. cheating, plagiarism, and unapproved use of AI) is considered a behavioral offense. The consequences for any action(s) that violate academic integrity will be addressed in the following manner(s):

- The student will retake the assignment or test as instructed by the teacher. This could be the exact assignment, a test taken after school or a different assessment that demonstrates student knowledge.
- If the lack of academic integrity is part of a project, the student will redo the project.
- The student will receive two demerits for demonstrating a lack of academic integrity.
- It is up to the teacher to determine what is done to replace the assignment, project, or other activity the student was cheating on.

Best teaching practice states that a lack of academic integrity should not compromise a child's grades such as taking points off or giving a zero grade. Deducting points does not determine a child's understanding of the material.

### **Middle School Grade Check(s)**

- The principal will check grades at the midpoint of the trimester for all middle school students.
- If a student falls below a 2.0 GPA or has a failing grade at the time of grade inspection, the student will remain after school on Tuesdays and Thursdays from 3:00-3:30 pm. Students will be with the teacher who teaches the class(es) they are failing in. The student will remain in that class until his/her grades are at the minimum acceptable level.
- Grade rechecks will be completed for these students in two-week increments.
- The purpose of grade inspections is to hold the student accountable for his/her academic progress. At the same time, it allows parents and teachers to provide academic support for the student. Failure to achieve minimum grade standards is an academic, not behavioral matter.
- [Extra-curricular Eligibility](#) may be impacted. Please see that section of the handbook for more details.

### **ALCOHOL/DRUGS/SMOKING/VAPING**

The possession, sale, or use of alcohol, tobacco, electronic cigarettes, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to law enforcement agencies. Disciplinary action will be taken.

### **ATHLETICS**

The following after-school athletic activities are offered at Notre Dame:

Cross Country (Fall):	Co-Ed/Grades 5-8
Soccer (Fall):	Co-Ed/Grades 5 -8
Football (Fall):	Co-Ed/Grades 6-8
Flag Football (Fall):	Co-Ed/Grades 2-4
Volleyball (Fall):	Girls/Grades 5-8
Basketball (Winter):	Girls/Grades 3-8
	Boys/Grades 3-8
Volleyball (Winter):	Boys/Grades 6-8
Track (Spring):	Co-Ed/Grades 6-8
Tennis (Spring):	Co-Ed/Grades 5-8
Golf (Spring):	Co-Ed/Grades 6-8

Many of the above offerings are contingent on the number of students signing up.

A concussion agreement form must be signed by a parent and athlete and returned to the Athletic Director before a student is allowed to participate in practice or competition. An athletic fee is charged to each student-athlete for each sport they participate in. Athletic information can be obtained on the school website. Please see the [Athletic Policy](#)

### **ATHLETIC BOOSTER CLUB:**

All parents of Notre Dame children are considered members of the Athletic Booster Club (ABC). The ABC's objectives are to support our children through the offering of athletic programs that have individual, physical, and team-building skills; follow the values and principles of the ND School Philosophy; aid the growth of our young athletes through overall spiritual, intellectual, moral, physical, emotional and social dimensions of life; assist the Athletic Director in planning and providing athletic recreation programs and events; and to provide funding for athletic programs, events related to athletics and the physical education program at Notre Dame. Refer to the school website for athletic information.

### **COMPULSORY ATTENDANCE, APPOINTMENTS, and VACATIONS:**

Wisconsin State law requires all children between the ages of 6 and 18 to attend school. [Wis. Stat. § 118.15(1)(a)] There are times when students are sick or have other legitimate reasons for being absent from school.

Excessive absences will result in communication from the principal, and if unresolved may result in being reported for truancy. Unexcused absences demonstrate disregard for the educational program and are considered a serious matter. Each absence or tardy requires a parent contact. If there are extenuating circumstances for absences, a medical note may be required. Middle school students will be assigned a demerit for their third tardy and each following tardy per trimester.

If a child is ill, he/she should not attend school. This is for the welfare of our entire school. To notify the school of your child's absence, call the school office at 920-337-1115, email [jlammers@gracesystem.org](mailto:jlammers@gracesystem.org), or submit an [absence report](#) through the website. If your child becomes ill at school, you may be notified to pick up your child as soon as possible.

Students may be excused for medical appointments, personal illness, and/or a death in the family. If your child will be leaving for any part of the day due to an appointment, please notify the office and your child's homeroom teacher prior to the absence. You must come into the office to sign your child out. If the child is returning to school on the same day, he/she must be signed in by a parent/guardian before reporting to class.

- **Vacation:** Families are encouraged to plan vacations during scheduled non-instructional days to limit nonessential absences. If you are planning a vacation while school is in session a [Pre-excused form](#) must be completed and submitted to the office.
- **Absence and Homework:** Teachers are not required to release information regarding upcoming homework, but will make a reasonable effort to accommodate the child when possible. This guideline will allow each student's needs to be individually addressed

when they return. It is the student's responsibility to get their assignments from the teachers upon their return. Assignments are due the following day after returning to school. (e.g. Sick on Monday, get assignments on Tuesday, turn them in on Wednesday).

### **BAND**

Students in grades 5-8 have the opportunity to participate in band. Families are welcome to buy/rent instruments or borrow school instruments. Lessons that are offered independently of the school such as piano lessons will be conducted before and after school or during nonacademic times.

### **BEFORE AND AFTER-SCHOOL CARE**

**Before School Program:** The Before School Program runs Monday through Friday from 6:30 a.m. – 7:40 a.m. each school day. Prior registration is required. This program is available to Notre Dame of De Pere PK-5th Grade. The program will be held in our cafeteria. Children who have schoolwork will have a quiet place to work.

**After-School Program:** Our After-School Program provides a valuable service to students and parents alike by providing a safe, supervised place for students from dismissal at 2:55 pm until 5:30 pm daily when school is in session. This program is available to Notre Dame of De Pere PK-5th Grade. (Note: There is no After School Program on early release days.) Prior registration is required as this program often reaches capacity.

Email Jennifer Kopp, Program Manager([jkopp@gracesystem.org](mailto:jkopp@gracesystem.org)) any change in plans (e.g. absence for any reason), so she can plan appropriately and maintain a safe and well-run program. Parents are required to pay fees on time. Failure to comply may result in denied services. Questions regarding program registration and payments should be directed to Ali Kettner, [smoffice@saintsdepere.org](mailto:smoffice@saintsdepere.org).

### **BICYCLES**

Students who ride bicycles to school must park them in the bike rack in front of the Superior Street Entrance. Each bicycle should be locked. The school is not responsible for lost or damaged bicycles.

### **BIRTHDAY CELEBRATIONS**

All birthday invitations/thank you notes/etc. must be distributed via email or USPS rather than through school. Parents will have access to the online directory in our Parent Portal which has all the information necessary to reach out to party guests for any celebration or event. Distributing these items during class time is time-consuming, distracting, and can be hurtful to the other students in the class.

### **BOOK CARE**

Children are expected to take good care of the books given to them for their use. Books are expensive. The average cost of a new textbook is \$75. A book bag or a large tote bag is required for taking books home. Children are responsible for any damage done through carelessness or neglect. A fine will be assessed for lost or damaged books. We ask that children do not mend



books at home. If a child tears a book, he/she is to report it to the teacher immediately. The teacher will mend the tears.

### **BUILDING ENTRANCE**

When visiting the school during school hours, enter our building through our main entrance on Superior Street. Ring the bell to enter the office, and you will be directed from there. Students and staff have been instructed not to admit visitors through other locked doors during the school day. Outside doors are locked unless scheduled open prior for a special event. Guests may never prop the doors to our school building.

### **BUS TRANSPORTATION**

Children living within the De Pere District may be eligible for busing. Specific questions on busing can be answered by calling Lamers Bus Line at 336-5264. Students who act inappropriately on the bus will be held accountable under the Notre Dame Behavior Code under the term General Disobedience and may be suspended from riding the bus.

### **CANCELLATION OF SCHOOL**

**Notre Dame of De Pere follows the Unified School District of De Pere in the event of school closings.** Watch any of the major TV stations for news of school closings or snow emergencies, etc. Radio stations carrying the message are WDUZ, WGEE, WIXX, and WNFL. Families will also be notified by BrightArrow text, phone, and email.

Parents may call the school to pick up their child if school is called off early. Parents should use discretion when there is severe weather. Please look at the Excused Absence Section in the Parent Handbook.

### **CELL PHONES/SMARTWATCHES**

Student cell phones and smart watches must be turned off during the school day and turned in to their classroom teacher. Students may not use cell phones or smart watches in the building between daily drop-off and dismissal. Middle School students will have a designated pocket for storage of these items in their homeroom. Elementary students will turn them into a designated bin in the classroom. Students who keep their cell phones/smart watches in any other spot will be subject to the Notre Dame Behavior Code, and parents will need to pick up the cell phone personally. Families are encouraged not to send these devices with elementary students.

### **CHANGE OF ADDRESS/PHONE NUMBER/CUSTODY**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address and phone number record at the school office. Parents who have custody arrangements for their child must inform the school as to any special arrangements for information and communication that the school will provide. Please also keep the information on the GRACE enrollment site current as we use these lists for information as well and only you are able to update it. Notify the school immediately if you have a change of information during the school year, please email the office at [jlamers@gracesystem.org](mailto:jlamers@gracesystem.org).

## **COMMUNICATION**

### **Newsletter**

A weekly newsletter will be sent home electronically on Wednesdays at noon. If you have any announcements for the weekly newsletter, please submit them via email to [jlamers@gracesystem.org](mailto:jlamers@gracesystem.org) by Tuesday at noon. You can also submit newsletter requests through our [website](#).

### **Classroom**

Teachers typically cannot accept telephone calls during the school day, since their primary responsibility is the education and supervision of the students. Messages will be taken and dealt with during a non-teaching or non-supervisory time. Please leave a message with the Administrative Assistant.

### **General**

When parents have concerns regarding their child/ren, they are asked to follow the protocol stated in dispute resolution. First, meet/speak with their teacher. If concerns are not addressed appropriately, parents should then contact the administrator to discuss further actions. We consider ourselves your partners in your children's education.

\*Parents are required to notify the teacher and the office before observing any classroom.

### **PowerSchool**

Power School is the main web-based communication device that tracks the progress of a student. Teachers are expected to update Power School at least once every two weeks. The school recommends that parents check Power School weekly to track the progress of his/her child. If there is a discrepancy in a grade, parents should contact the teacher.

## **CONFERENCES**

Parents/guardians are encouraged to keep in contact with the teacher concerning the progress of their child. Contact can be made through notes or emails to the teacher, personal telephone calls, or conferences with the teacher after school. Teachers are available by appointment before or after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

Progress Reports are issued three times a year at the end of each trimester. Conferences are scheduled in the fall and spring and afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve realistic and appropriate goals. Fall conferences are mandatory for all families. If the time slots are full, please contact the teacher(s) directly to set up a time at your earliest convenience. Optional conferences are held in the middle of the 2<sup>nd</sup> semester. The principal, teachers, or parents may request a conference at any time one is deemed necessary.

## **DISCIPLINE POLICY FOR GRADES K-5**

Students will uphold school and classroom rules and expectations. If expectations are not met, the following consequences will occur:

- Students will be given a verbal warning and discuss/review expectations with the teacher.

- Students will be allowed to reflect on behavior(s) to focus on other options and more positive choices. This may take place during recess or at another time during the day that works best for the student(s) and teacher.
- Students will draw/write a note to bring home and share with parents explaining the behavioral choices made and what choices are more acceptable and appropriate.
- If the behavior does not improve, a meeting with the principal and/or parent(s) will take place.

Teachers and the principal may assign additional logical consequences as restorative measures.

### **DISCIPLINE POLICY GRADES 6-8**

The Student Conduct Code of Notre Dame School expects that all students will behave in a manner that reflects appropriate behavior spiritually, academically, and emotionally according to the teachings of Jesus Christ. The Student Code of Conduct is rooted in the Great Commandment, in which Jesus instructs that we must love each other as we love ourselves.

Notre Dame Middle School follows the concept of Progressive Discipline. The definition of Progressive Discipline is that initial consequences include a conversation with the student followed by minor consequences that the teacher determines.

For behavior that goes beyond what is viewed as minor, consequences increase in significance in alignment with the increase in severity of behavior and disruption. The consequences that are levied at this level are part of a demerit system. One demerit is equivalent to one detention. Detentions are typically served after school on Thursdays from 3-3:30. The demerit will be communicated with the parent the day it is issued. Students may also be issued service hours to the school as retribution for their actions or other consequences deemed appropriate by the principal.

#### **Demerits can be issued for the following infractions (not an exclusive list):**

1. Repeated disruptions of class after constructive means of discipline are levied
2. Profanity
3. Inappropriate comments to a teacher that are disrespectful
4. Inappropriate behavior in the lunchroom or on the playground
5. Being tardy on three occasions during the trimester
6. Misbehavior at any school-sponsored events
7. Three dress-code write-ups

#### **Consequences for a student who makes inappropriate choices for repeated behavior:**

- 3 demerits - Detention served plus meeting with the principal.
- 4 demerits - Detention served plus ineligibility of extracurricular activities for two weeks.
- 6 demerits - One day in school suspension
- 7 demerits - Two days in school suspension
- 8 demerits - Two days out of school suspension

A student can be suspended immediately if any incident causes bodily harm to another student. Consequences beyond 8 demerits or other severe inappropriate behavior will be determined by the principal in conjunction with the President of the GRACE System per Diocesan Policy. Students who serve out-of-school suspension will not be penalized academically for work that is missed. The student will have three days to make up any work missed during the out-of-school suspension.

**Further disciplinary actions:**

Notre Dame School of De Pere complies with the policies of the Diocese of Green Bay pertaining to major disciplinary actions.

- **In-School Suspension**

The student will spend the entire day or days (up to two) separated from the rest of the class in a designated area under the supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or class work. The purpose of an in-school suspension is to place disruptive students in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled. This suspension will be recorded in the student's file.

- **Out-of-School Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the administrator(s) at each GRACE school. Suspensions may be recommended by teachers but may be implemented only by the administrator(s) after a conference with the teacher(s). The student and parents/guardians must be given notice. The parents/guardians must be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians, and administrator within five (5) school days following the beginning of the suspension.

- **Expulsion**

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility of expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for the transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent, or the school administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

### **DISPUTE RESOLUTION**

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

- First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
- The second contact is with the immediate supervisor of the person directly responsible. For any faculty concerns, the supervisor would be the school administrator.
- If concerns continue, one should contact the supervisor (again).

### **DRESS CODE/UNIFORMS**

Please refer to our Uniform/Dress Code Policy - [LINK HERE](#)

### **DROP OFF AND PICK UP PROCEDURES**

[LINK FOR DROP OFF/PICK UP](#)

### **EMERGENCY INFORMATION**

An emergency form for **each child** is required and is kept in the office. It should list the persons to call when a child becomes ill at school. Include any important medical information about your child(ren) as well as the name of the family doctor to be called in case of emergency. Parents/guardians are also required to inform the school office of any changes to this information throughout the school year.

### **EMERGENCY PROCEDURES**

Fire Drills, Tornado Drills, Bomb Threats, Hazardous Spills, and Crisis Situations are on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom. Please contact the school administrator with any questions.

### **EQUIPMENT USAGE**

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

### **EXTRACURRICULAR ELIGIBILITY**

Extracurricular Activities at Notre Dame are considered an extension of the educational process during the school year. It is a privilege for a student to participate in extracurricular activities, not a right.

- The principal will check grades at the midpoint of the trimester for all middle school students.

- If a student falls below a 2.0 GPA or has a failing grade at the time of grade inspection, the student will remain after school on Tuesdays and Thursdays from 3:00-3:30 pm. Students will be with the teacher that teaches the class(es) they are failing in. The student will remain in that class until his/her grades are at the minimum acceptable level.
- Grade rechecks will be completed for these students in two-week increments.
- The purpose of grade inspections is to make the student accountable for his/her academic progress. At the same time, it allows parents and teachers to provide academic support for the student. Failure to achieve minimum grade standards is an academic, not behavioral matter.

If a student is ineligible for an extracurricular activity, he/she may attend practices, but cannot participate in any games, or matches for two weeks. The Principal will assess the eligible student's progress during those two weeks. The student may rejoin the activity if satisfactory progress has been made. If a student has not made satisfactory progress, he/she will sit out another two weeks. Academic success takes priority over extracurricular participation.

### **FIELD TRIPS**

Field trips extend the student learning experience outside of the classroom. They provide a great reinforcement to the regular classroom curriculum. All field trips have an educational focus.

There will be times when parents are asked to chaperone on field trips. All chaperones must have VIRTUS training. This is a requirement of all the schools in the Green Bay Diocese. Parents may not bring other children along while chaperoning.

Students who fail to turn in a written permission slip by the date listed on the individual Field Trip Permission Form may not be allowed to go on the field trip and will remain in school. Oral communication does not constitute permission for a child to go on a field trip.

### **FINANCIAL ASSISTANCE**

Families experiencing financial difficulties should contact the GRACE office at 920-499-7330.

### **FIREARMS, WEAPONS, DANGEROUS OBJECTS**

Firearms, weapons, and other dangerous objects are not permitted in schools or religious education buildings. The possession or use of such by employees, volunteers, guests, or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parish, school, or religious education program. Diocesan Policy # 4604.

### **FUNDRAISING**

**Please refer to the fundraising handbook on the website for more detailed information**

[located here](#) For the 2025-26 school year, Notre Dame of De Pere is required to raise \$135,000 through third-source funding to meet our GRACE financial commitment. The money raised to meet this requirement will be sent to GRACE to cover the operating costs for our school and other GRACE-wide expenses. Once that commitment level is met, any additional money raised is used to benefit our school based on the priorities that Notre Dame of De Pere sets each school year.

### **Fundraising/Volunteer Event Categories:**

To provide school families with a better understanding of how our Fundraising/Volunteer Events are organized, below is a list of three event categories.

- **Third Source Funding:** Money raised from these events will be used to meet our Third Source Funding goal set by GRACE. Additional monies earned above and beyond this goal are used to benefit the school based on the priorities that Notre Dame of De Pere sets each year.
  - SCRIP - Please refer to our website for more information - [LINK HERE](#)
- **Athletics:** Money raised from these events will be used to support the Athletics Department at Notre Dame of De Pere.
- **Home and School:** The money raised from these events will be used to support the needs of the Notre Dame Home and School Committee.

### **Scrip**

\$SCRIP is a gift card program in which you are rewarded for spending money where you already shop! Simply purchase gift cards online, through your phone, or the \$SCRIP office and earn toward your \$SCRIP commitment (\$250 for K through 8th families; no minimum for early childhood-only families); thereafter 80% of profits earned go toward your family tuition, with the remaining 20% profits earned to Notre Dame. Tuition credit is applied in January and June.

Note: If you choose not to participate in \$SCRIP, you may “buyout” the minimum commitment during school enrollment and it will be added to your tuition plan. If you participate in the program and do not generate the minimum \$250 in profits, you will be responsible for the difference between what your purchases generate and \$250.

Please check the Notre Dame of DePere website for more detailed information, hours, SCRIP sign-up, and much more. Should you have any questions regarding SCRIP please notify the SCRIP office at [nddpscrip@gmail.com](mailto:nddpscrip@gmail.com)

### **HOME AND SCHOOL**

All parents of Notre Dame Students are considered members of the school organization. Home and School fosters a sense of community between our homes, school, and communities through our events and subcommittees. Many opportunities are offered through Home and School for parents to become actively involved in their child’s education at Notre Dame. Special family activities are planned each year that give parents opportunities to have fun with other families.

Please refer to the events calendar in the parent handbook for specific dates and information.

- We offer programs of interest and special activities that allow families to have fun with other families: Fall Fest, Grandparents’ Day, Donuts for Grown-Ups, Muffins in the Morning, and more.
- We honor and support our teachers and staff: Back-to-school faculty luncheon, teacher start-up donations, ongoing events throughout the year, and staff treats.
- We raise funds through our dues to assist our school: with materials, equipment, and special programs that are run through Home & School.

## **HOMEROOM PLACEMENT**

Parent input regarding student learning needs and environment is accepted in the process of assigning students to classrooms. If you wish to provide input, the deadline to do so is May 1, 2026, for the 2026-2027 school year. Input must be provided by using the Placement Form which is shared in the newsletter annually in April. The purpose of this form is to share information regarding a learning environment that is most conducive to your child's educational, social, and emotional needs. *Specific teacher requests will not be honored.* Teachers will finalize the class lists, and they will be confidential until communicated shortly before school starts in the fall. The classroom teachers will make homeroom determinations with the principal's input. Homerooms that are established at the beginning of school will have no changes made during the school year.

## **HOMEWORK**

Homework at Notre Dame of De Pere is part of the school program. Assignments will vary per the needs of the class and are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to monitor student understanding. Homework takes on various forms: extension of classroom work, practice drills, independent study, enrichment, projects, reports, etc. Completion of homework teaches students to develop good work and study habits while increasing the opportunity for individual ownership and responsibility. Homework also stimulates creativity, critical thinking, and awareness.

## **HONOR ROLL**

Students in grades 6-8 who meet the proper educational criteria each trimester are eligible for the ND Honor Roll. Criteria are as follows:

- A= 3.5-4.0
- B= 3.0-3.49

The Honor Roll recognizes academic success not only for academic excellence but for academic improvement. The honor roll is tabulated through PowerSchool based on many pre-programmed factors.

## **ILLNESS or INJURY**

A parent/guardian will be called when a child becomes ill during the day. The parent/guardian must arrange to pick up the ill child. If a student experiences a head injury, a parent/guardian will be notified. If a serious emergency arises, a parent will be contacted immediately. If the parent/guardian cannot take the child to the doctor or hospital, the rescue squad will be called. Emergency information is maintained for prompt and adequate communication. Individual health records are kept on file for each student. The school will take advantage of the appropriate health services offered by the local health board or local organizations. The school office must be notified if a student contracts a communicable disease or head lice. Children should be kept at home for at least 24 hours after the head lice is treated.

## **LIBRARY**

Students PK-5 will have the opportunity to visit and check out books from the library regularly as part of their scheduled classes. Students 6-8 will have the opportunity to visit and check out books as part of their class work or as requested during their academic focus periods. Notre



Dame of De Pere works diligently to curate a library collection that upholds our Catholic Social Teachings while cultivating a love of reading and literacy.

### **LITURGICAL WORSHIP**

As the Holy Mass is central to our faith, our students and faculty participate in liturgies at least once a week. The school liturgy is part of the school's core curriculum and all students, regardless of faith background, must attend. Families with a non-Catholic faith background can work directly with the principal and homeroom teacher to determine the best way to participate in the liturgy. Parents are invited and encouraged to participate in the weekly scheduled liturgies with their children along with regular weekend mass attendance. The Liturgy Calendar can be found on our website.

### **LOCKERS AND DESKS**

Students are expected to keep their lockers/desks orderly. Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school is not responsible for valuables left in or on lockers/desks.

### **LOST AND FOUND**

The lost and found is located in or just outside the office. Children should check the bin when they lose an item. Parents/guardians are also asked to check the boxes/table when they visit the school. All items not claimed at the end of each trimester are given to charity. The school is not responsible for lost or stolen items.

### **MOVIE VIEWING PROCEDURE**

Parents and Guardians will receive one week's written notice if a movie is rated PG for elementary students and PG-13 for middle school students. Such notice will include the title of the movie, a brief description, the moving rating, and the educational rationale for showing the movie.

### **PARTIES**

Parties for special occasions will be scheduled by the staff through the administration. Nutritional snacks are encouraged whenever treats are sent to school. If bringing in lunch for a classroom, parents must notify the teacher in advance to choose a date.

### **PLAYGROUND/RECESS**

Playground supervisors hold the same authority as classroom teachers. The playground supervisors' directives are to be followed. Respect and cooperation are expected at all times. Disrespectful behavior will not be tolerated. Recess is a short break that is physically and mentally beneficial for all children. Recess is part of the regular school program. There will be no supervision in the classroom during recess periods.

Every class will have a minimum of one recess a day. Failure to follow rules of good behavior will result in the loss of playground privileges for a definite period. Starting with the first snowfall, children in grades PK-5 are required to wear snow pants, boots, hats, and mittens whenever snow is on the ground. Middle school students should dress appropriately for the

weather. Students will be kept indoors if it rains or the temperature or wind chill is below zero. Established playground rules and the behavioral code will be enforced during recess.

### **Cold Weather and Recess**

Recess breaks are considered an important part of the education process and are included in curriculum minute reporting. Our students are allowed outdoors whenever the weather is conducive to outdoor activities. As a general rule, children will remain indoors if the air temperature wind-chill is below 0° F or raining. Parents should be cognizant of the weather conditions and see that the child is dressed appropriately. The School office will determine when students will stay indoors.

### **RELEASE OF STUDENT PHOTOS, INFORMATION & DIRECTORY DATA**

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right to privacy under Federal and State law mandates careful custodianship and limitations on access to student records. To deny the release of some or all of the items listed above, a parent must have stated so on their TADS forms when enrolling. Notre Dame School of De Pere has designated the information below as directory data. Unless a parent/guardian denies permission in writing, this may appear in news releases and may be released to the public under the open records law:

Student name

Grade Level

Age

Diplomas, honors, and awards received

Participation in school-sponsored activities and sports

Photographs

### **RELIGIOUS INSTRUCTION**

Instruction in religion is incorporated daily across the curriculum in all grades. The pastor will give guidance to the programs. All children K-8 participate in weekly Mass. Opportunities for students to receive the sacrament of reconciliation will occur during Advent and Lent.

Second-grade students prepare to receive the sacraments of reconciliation and first communion during the year. Both parishes and the school provide preparation for these sacraments. Respect for life and the teachings of the Catholic Church on morality is stressed and taught.

### **REPORT CARDS**

Progress reports are prepared each trimester. Grades are based on test scores, assignments (including homework), and daily class participation. Students and parents can check progress via the PowerSchool link on our school website. **Please do NOT discard passwords as they will remain the same each year your child attends Notre Dame of De Pere.** Students must have their username and password to access this information. Should a conference with a specific teacher be necessary at any time, parents are to call the school office to set up an appointment. This handbook includes further information regarding the ways student progress is reported to parents in addition to Progress Reports.

## **SAFETY**

### **School Security**

The safety and security of each child at Notre Dame School is of utmost importance. Drills such as fire and/or tornado drills are conducted monthly. We practice intruder and lockdown drills periodically during the school year. Parents will be informed during the school year before the Intruder Drill. Teachers will instruct all students as to the procedures that accompany such drills. For the safety of our students, doors will be locked during the school day. Visitors may access the buildings by buzzing inside the vestibule at the main entrance on Superior Street. You will then be buzzed in from the office. Once buzzed in, each visitor **MUST** sign themselves in and get a visitor pass. **The school office is very busy and we will make every effort to attend to the doors as quickly as possible; however, we ask for your patience in this effort to protect our students.**

If any situation arises on the grounds of Notre Dame School that is seen to compromise the safety of the students and staff, an immediate call will be placed to the De Pere Police Department. Each child and staff member at Notre Dame School has the right to feel safe and protected at all times.

The school has the right to check any materials that belong to the school, which includes lockers and desks. Inspections of this sort may be done by any staff member with just cause. The principal also reserves the right to contact the De Pere Police Department should an incident require their involvement.

### **Diocesan Safe Environment**

It is a mandate of the United Council of Catholic Bishops that **all volunteers** for school events receive VIRTUS training and instruction before participation as chaperones, helpers, and other support roles in the school. There are VIRTUS sessions that volunteers can participate in during the school year. Parents can receive information on VIRTUS sessions through the diocesan website as well as information contained in parent newsletters and parish bulletins. To register for a VIRTUS® session go to: [virtusonline.org](http://virtusonline.org)

- **Background Checks**

All priests, deacons, other ministers, and employees (who may or may not have contact with children, young people, and individuals at risk) and adult volunteers who have contact with children, young people, and individuals at risk as part of their volunteer duties are required to complete an online application form in which they:

1. Provide the Diocese with professional/personal references
2. Complete, sign, and date the appropriate declaration form
3. Authorize a criminal background check and receive a satisfactory report
4. You will find more information regarding background checks and a link to begin the process on the Green Bay Diocese website: <http://www.gbdioc.org/protectingourchildren/background-checks.html>

## **SACRAMENTS**

### **Liturgy**

As a Catholic institution, the Mass is of utmost importance for a faith-filled, educational experience. At Notre Dame students, faculty, and staff participate in liturgy together once a week. If there is a Holy Day of obligation or other special celebration Masses during the week, the Mass day MAY change. Please consult the Liturgy Calendar for details. School Masses take place at St. Francis Xavier Parish unless otherwise stated on the Liturgy Calendar found on the website. All are welcome to celebrate with us.

### **Reconciliation**

Twice a year our students attend the sacrament of reconciliation as a school; once during Advent and once during Lent, as a way to prepare for the beautiful celebrations at the end of each liturgical season. Students and their families are encouraged to take part in this sacrament regularly.

Reconciliation is offered at St. Francis Xavier in De Pere on Saturdays from 3:00-3:45 pm and at St. Mary's in De Pere on Saturdays from 3:30-4:15 pm. One may also call the parishes for individual times.

[Click here](#) for information on our parishes.

### **Eucharist**

Students in 2nd grade will have the opportunity to prepare for and receive their first reconciliation and First Holy Communion through St. Francis Xavier and St. Mary Parishes. Students will prepare for both sacraments in the classroom by using the "Call to Celebrate" religious textbook series. They will be required to attend a Saturday retreat for each sacrament, outside of regular school hours. First reconciliation is normally the first week of December. While First Holy Communion is held on two separate Sundays normally in late April/early May. To receive both of these blessed sacraments through St. Francis Xavier or St. Mary parishes, a student must be baptized Catholic. Any Notre Dame of De Pere student may receive their sacraments at St. Francis Xavier or St. Mary parishes.

Only Catholic students who have already received their First Communion may receive the Eucharist at mass. If your child is not Catholic they are invited to stay in the pew during Communion or process up to receive a special blessing. Please discuss this with your child's teacher. If a child of any grade level is interested in becoming Catholic, please also discuss this with your child's teacher to help facilitate the next steps with our parishes.

## **SCHOOL PICTURES**

School pictures are taken annually in the fall. Purchase of them is optional. A yearbook is also published annually for PK-8. Each family wanting a Yearbook must order and pay for the number of copies requested. Only a limited number of extra books are ordered. Yearbook order forms will be linked through our newsletter, typically during the winter.

## **SITE ADVISORY COUNCIL (SAC)**

The Site Advisory Council will serve as an important parent and parish member body for feedback and consultation for the Notre Dame of De Pere Principal, the GRACE system

President and the GRACE Council of Trustees. The Site Advisory Council is composed of parents and parish member volunteers. The council's primary responsibility is to meet site-based fundraising requirements. All matters, activities, and decisions will be aligned with Notre Dame of De Pere School's mission statement and vision.

### **SNACK POLICY**

Students should bring in healthy snacks for themselves only. Some ideas for healthy snacks include fruit, vegetables, yogurt, trail mix, crackers, cheese, granola bars, etc. Students may drink **only** water in class. We ask that students refrain from bringing candy and unhealthy snacks to school to help promote healthy lifestyles.

#### **Elementary School**

Snack time and more specific information will be relayed to you by the homeroom teacher.

#### **Middle School**

Snack time will take place **ONLY** during the **3rd hour** (1st hour on Mass days).

### **STUDENT RECORDS**

Parents of students at Notre Dame School have the right to look at their child's records that are held in the school office. The purpose of this procedure is to allow parents to see information on their child in compliance with the Family Educational Rights and Privacy Act. (FERPA) Records that are normally covered under FERPA include academic records, behavioral reports, special education referrals and reports, and health records. Written permission is required to be given if a child's records are to be transferred to another school. Parents ask for this request from the school in which the child will be transferring. Exceptions to this rule are for eighth-grade students who will transfer to local high schools.

Information that would be considered directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to school-related organizations without a parent's consent. Examples of directory information or release include the following: student name, address, telephone/email listing, school pictures, yearbook, date and place of birth, and grade level.

Parents do have the right to deny the school permission to use information with a written note or paper indicating that such material may not be used. This documentation should be provided promptly to the administrative assistant. Questions on the release or viewing of records should be directed to the School Principal.

### **STUDENT SERVICES**

Please see our website for information on Notre Dame of De Pere Student Services as well as GRACE Student Service Program -[LINK HERE](#)

### **TECHNOLOGY**

All students at Notre Dame of De Pere have access to technology. Technology can be an important learning tool that must be used appropriately and ethically. Any student inappropriately using technology will lose the opportunity to use the technological resources at Notre Dame of De Pere. Please see the GRACE Technology Policy: <https://gracesystem.org/about-grace/technology/>

## **THE CENTER**

**The Center** is a learning community for 5<sup>th</sup>-8<sup>th</sup> grade students that have been identified by GRACE as high-achieving students in the areas of reading and math. These students have an opportunity to participate in an online course where they will be led by a certified teacher to utilize higher-level thinking skills as they converse and learn with each other. An introductory course (4 weeks) is offered in the fall. Courses are offered again in the fall and winter. Each is 9 weeks in length. This opportunity is offered by invitation only.

## **VANDALISM**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires the restitution to be made by the student(s) according to the terms determined by the School Administrator.

## **VISITORS**

Parent involvement and support are greatly appreciated at Notre Dame. Parent volunteers and visitors should coordinate with the classroom teacher at least one day prior.

### **Visiting the school**

- All visitors must enter through the main office doors. Visitors may enter by pressing the call button, and an office staff member will electronically unlock the door.
- All visitors must then sign in at the office and receive a visitor badge. This badge will need to be worn at all times while in the building.
- Upon leaving, all visitors must sign out and return their visitor badge to the office.
- Staff have been instructed to direct any person not wearing a visitor badge to the office.
- Any volunteer needs to have completed the “Protecting God’s Children” course and have a current background check on file.

### **Lunchroom Visitation**

- Relatives may come to visit their child during the lunch period.
- Lunchroom visitors must follow all other school visitor policies.
- Lunchroom visitors are allowed to sit at a separate table along with a small group of the child’s peers if there is room.
- If food is brought by the visiting relative, it may only be shared with the related child.
- If concerns arise due to the frequency or behavior of the lunchroom visits the administrator may intervene and develop individualized expectations with the family.

## **VOLUNTEERS**

It is a mandate of the United Council of Catholic Bishops that **all volunteers** for school events receive VIRTUS training and instruction before participation as chaperones, helpers, and other support roles in the school. There are VIRTUS sessions that volunteers can participate in during the school year. Parents can receive information on VIRTUS sessions through the diocesan website as well as information contained in parent newsletters and parish bulletins.

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1. Provide the Diocese with professional/personal references
2. Complete, sign, and date the appropriate declaration form
3. Authorize a criminal background check and receive a satisfactory report
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