

Burlington Notre Dame News

www.burlingtonnotredame.com

“Inspiring the Mind...Engaging the Heart”

August 2016

Dear Parents/Guardians,

A new school year is fast approaching! We hope everyone is having an enjoyable and relaxing summer and we wish every student a successful and happy school year. Our mission is dedicated to fulfilling the teaching ministry of the Church by promoting Catholic values and assisting students in reaching their full potential through Christ-centered academic and co-curricular programs.

Faith Festival: Sponsored by the Des Moines County Catholic Parishes. Plan on attending the Faith Festival August 4-6 at the Crapo Park Bandshell. Admission is free and there are fun and games for the children. There will be Mass on Aug. 6 at 4:30 followed by a potluck picnic. Rain location is Notre Dame Elementary Gym. A family Walk/Run is Aug 6 at 9:00 am. **Pre-registration for the Walk/Run is suggested.**

School begins... Monday, August 23 is the first day of school. Students need to be in uniforms and have lunch/milk money applied to their card by the first day of school.

Hot Lunch Program/Free and Reduced Lunches - Money can be applied to hot lunch accounts before the first day of school in the elementary and high school offices. Preschool through grade 5 cost is: \$3.00, Grades 6-12 is \$3.25 and Adult meals are: \$3.75. **FOOD FROM OUTSIDE VENDORS MAY NOT BE BROUGHT INTO THE CAFETERIA. Hot Lunch will be served to all grades beginning Aug 23.**

The Department of Human Resources will be sending letters to those who qualify for **free/reduced lunches** for 2016 – 2017 early in August. Please watch for that letter, sign, date, and return to Angie Prottzman at Notre Dame, prior to school starting.

You should receive the Iowa Eligibility Application to apply for free/reduced meals for your child(ren) by August 8. . **That application has a new look this year. Please read the instructions carefully, fill out completely.** That application needs to be filled out completely and returned to Angie Prottzman in a sealed envelope at either school office as soon as possible. You will be required to pay for lunches until you have been approved for free/reduced lunches.

Points of Information: From time to time, individuals within the Notre Dame community request class lists with student names, parent names, addresses and phone numbers. Generally, these requests are from room mothers organizing workers for Fun Fest, God’s Portion Day, classroom parties, etc. or from parents planning birthday parties for their children. The Family Directory will also have everyone’s address and phone number in it. We will not give this information to people outside our BND family. Please notify the Business Office/offices by **September 16** if you wish to have your address and phone number removed from these lists.

The Burlington Urban Service (753-8162) and the Burlington Public School (753-1444) buses will begin regular routes on Tuesday, August 23. If you need to sign up for bus transportation, call the appropriate director as soon as possible. Remember, to qualify for free public transportation, you must reside in the Burlington Community School District and your student must live 1 mile from school for grades K-5, 2 miles for grades 6-8 and 3 miles for grades 9-12.

Guidelines for Addressing the School Board of Education: Regular meetings of the Burlington Notre Dame School Board of Education are held each month on the 4th Monday of the month. The board members welcome any input from parents and/or interested parties; the more information we have can help in our decision making.

To address the Board on specific issues, these guidelines need to be followed:

- 1) A written request form must be filled out prior to addressing the board. Forms are available online or in the Business Office.
- 2) Follow the chain of command. The School Board is not the starting point for most concerns. If it is a personnel problem, talk to that individual. If this isn’t possible, go to the principal to discuss the concerns. When no solution is reached using these avenues, you may request to address the Board.
- 3) You must notify the Business Office at least 1 week prior to the scheduled meeting to request to be on the agenda. If a written presentation is preferred, present that to the secretary at least 1 week prior to the Board meeting.
- 4) Discipline issues that come under the jurisdiction of the Board go before the Hearing Council first and come before the entire Board only if the issue can not be resolved.

- 5) There is a 5 minute limit to any presentation to the Board by each individual/group.
- 6) Do not expect Board action at the meeting. Many topics require discussion and research by Board members. An attorney's opinion may be needed, review by the Policy Committee, or consultation with other affected parties are all tools the Board uses for research.

Thank you for working with the Board of Education. We are all interested in making our school the best!

Business Office News

Please inform the Business Office if your address or phone number changes.

Financial Information – Please remember that tuition is electronically debited from your account by **F & M Bank & Trust**. This is a donated service provided to Notre Dame free of charge. If you have not returned your **Automatic Debit Enrollment Form** (now required for all monthly payments), and **voided check**, please return them to the Business Office immediately. You must re-enroll each year. You may also pay tuition with a single annual payment due by August 12, 2016 to receive the annual discount. If you have chosen to pay tuition using the semi-annual payment plan, the first payment is due August 12, 2016 and the final payment is due January 13, 2017. You will receive the semi-annual discount for this tuition payment plan.

According to School Board Policy # 835.0 - If you have a balance on last year's tuition or the obligations stated in special tuition agreements have not been met, the student will not be permitted to return for 2016/2017 school year and financial assistance will be reassigned to another family.

According to School Board Policy #830, to receive the Catholic tuition rate, your family must be **registered, active and a contributing** member at a Burlington/West Burlington parish. The parish pastor will inform the Business Office of a change if needed.

If you have any used tennis balls please drop them off in the Business Office. They are used to protect the floors throughout the school.

Scrip News

The Scrip program allows a family to reduce their tuition costs by purchasing gift cards. Our program includes many local and major retail stores. We keep a large inventory in stock at all times in the Business Office and Elementary Office. Scrip is sold after all Masses. Orders are placed on Thursday's by 11:00 am for any non-stock gift card. 2% of every purchase you make goes toward your ND tuition account. Your Scrip credit will be reflected on your May tuition statement. Sign up today!!

Papa Murphy's gift cards are now available in \$5 and \$10 increments.

Notre Dame Elementary News

School starts at 8:30 with dismissal at 3:10 for students riding the bus and who have a sibling in the MS/HS and 3:20 for all other students

School supply lists for grades K-5 are available on the ND website.

Everyone is invited to the **NOTRE DAME ELEMENTARY OPEN HOUSE** on August 18, from 4:00 - 6:00 pm. Students can obtain their room assignments, meet their teachers, put money on lunch cards and see the many new faces on campus! Mother Goosebumps will be there with uniforms to purchase. Students may bring their school supplies and put them in their locker during the open house. The Nike Spirit Store will be open to purchase items. Receive 10% off with payment of your Home & School dues. Credit cards will be accepted.

Notice... Elementary students may wear the blue, white or light yellow polo shirts with the Notre Dame logo. These may be ordered through the Business Office or you may purchase shirts at any retail store without the ND logo.

Please mark your calendars for September 28 & 29 for the school picture date.

The Early Arrival Supervision Program for students will be located in the Elementary Media Center. **Students may not arrive before 7:50. This program is only for students who must arrive before 8:20 because they come with a Notre Dame Middle/Senior High School student.** The charge for this service is .50 a day per child. There is a \$5.00 registration fee per family/year. Registration forms will be available in the elementary office. We will also send one home with a student at the request of the parent. You may not use the Early Arrival program if your account becomes delinquent.

Little Nike Preschool News

Preschool begins August 23. There will be a preschool open house for any enrolled or prospective preschool parents and children on August 18 from 4-6 pm. Please notify the Business Office if you have changed the number of days/week your pre-school student will be attending school. The Spirit Store will be open.

Day Care News

Part time child care workers are needed during the school day. Contact Kerry Hopper if you are interested. Day care services are available on a first come/first serve basis. There is a \$20 registration fee/family/year for day care services. Fees for the first child are: \$4.00/hr. and \$3.45/hr. for each additional child. Three year old children will be charged \$4.50/hr. **The day care will be open the first day of school and childcare is available on the Fridays when school is not in session. However, you must call Kerry Hopper and let her know if your child will be attending on that Friday by the Monday of that week.** Billing is processed every Monday for the previous week's charges and bills are due upon receipt. You will not receive a bill if your account is less than \$5. Standard practices in the Burlington area require families to pre-pay for day care use. We encourage you to do this as this prevents finance charges applied to any unpaid accounts over \$10 on the last day of the month. Automatic Debit is available for day care payments. They will occur on the 15th of the month. Sign up in the Business Office. Children will **NOT** be allowed to come to daycare or use the early arrival program if balances become delinquent.

Notre Dame MS/High School News

To all 7th grade students from Mrs. Ertz: The state of Iowa requires that any student born on or after September 15, 2000 upon entrance to 7th grade and above, must have a Tdap vaccine. The Des Moines County Health Dept. will be conducting an audit of our records. If your student has had this shot, please notify the high school office. They will need the date the student was immunized. If your student has not had this vaccine, please see that they receive the Tdap as soon as possible.

From the Guidance Office: If you have questions about your schedule, you can discuss schedule changes with Dawn Hammel on any of the following days: August 15th – 17th from 9:00 – 1:00 and August 18th from 3:00 -6:00.

Open House/Final Registration/Locker Decorating for grades 6-12 will be Aug 18 in the High School from 4:00 - 6:00 pm. The MS/HS School registration forms that are due at the start of the school year are available on our Notre Dame Web Page at www.burlingtonnotredame.com under parent links. You will be able to type the information on these forms on-line and then print them off. However, you will not be able to save the information, so it will not be possible to return them by e-mail. Forms are also available in the high school office.

Each student must have an Emergency Contact form, a Computer - Internet Usage form and a Photography Release form returned to the office by the first day of school, August 23. The Dental Screening form is for 9th grade students and any new students from out of state who will be attending Notre Dame this year. If your student needs to have any type of medication at school (prescription or over the counter medication) you must also complete the Medication Permission form. The Medical Consent form is for any student participating in athletics at Notre Dame and the Senior Privilege Form is for students in our senior class.

Open House would be a great time to turn in all of your forms. If you have any questions, please contact the high school office at 754-8431.

Grades 6-12: JMC parent online access is available for the 2016/2017 school year. You may view your student's progress/grades online by simply going to the Notre Dame web-site. You must get a password from Dawn Hammel. Enter your username and password under JMC parent/guardian access. (If you need assistance, call the high school office). If you wish to receive a paper copy of grades, please e-mail Dawn Hammel dawn.hammel@bnotredame.org to be put on the mailing list.

Uniform shirts are available to order and try on in the Business Office.

All middle and senior high school students are required to use a Notre Dame planner for the school year. Teachers in all classes will require the planners every period. This will be useful in keeping students organized and communicating with parents on homework assignments, project due dates, and upcoming quizzes or tests. The planners are provided by the school and will be handed out on the first day of school during homeroom. The student handbook is in the back of the planner for easy reference.

School supplies for grades 6-12 – Bring the first day of school:

Scissors, calculator, two boxes of tissues, spiral notebooks, pocket folders, several blue or black pens, one red pen, pencils, and notebook paper. Additional items may be needed for some classes. Teachers will advise students of these items.

Student pictures for grades 6-12 will be taken on August 26. Students may wear dress-up clothes that day.

Asbestos Notification Letter

In 1986, Congress passed the asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, kindergarten through twelfth grade to be inspected to identify any building material containing asbestos. The law further requires the development of a Management Plan based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools. In the past, asbestos was used extensively in buildings because of its insulating and fire retarding capabilities. Virtually any building built before the 1970's contains at least some asbestos. Our Notre Dame High school does contain asbestos materials. The primary concern arises when those materials begin to deteriorate or become damaged. Our school has been inspected and some asbestos containing materials were identified. The management Plan outlines in detail the methods we will continue to use to maintain the materials in a safe manner. These plans are available for you to review during normal work hours in our office at Notre Dame High School. Our system has had people properly trained to successfully administer this program. We are presently training our employees.

Mr. Jeff Hoskins, our licensed inspector, visits our school regularly to determine whether we continue to be in compliance with our management plan. He has reported that we are continuing to carry out the plan as directed. The three year update inspection has been completed and the report is on file with the management plan in the office.

Notre Dame Development Director/Foundation News

How would you like to win \$100,000? Our Pot O' Blue & Gold fundraiser is going well and we thank everyone for their volunteer effort. If you have not picked up your family ticket packet please stop by the Development Office. There is still plenty of time to get involved - call Val in the Development Office ([319\)754-8431 ext. 385](tel:3197548431), or val.giannettino@bnotredame.org for details. Our drive-up will be open the week of September 12th if you would like to sign up for a shift. This is a great way to sell tickets and increase your chances of winning \$1,000 in Tuition Credit! The drawing event will be held Sunday September 18th at PZAZZ convention and event center. Save the date! Once again this event will be a fun family night with entertainment provided by our talented Notre Dame students. Thank you everyone for all you do to help our school.

Faith in Our Future Thank you to everyone who made their pledge to our "Faith in our Future" Capital Campaign. This summer we were able to accomplish the following projects because of your generosity.

- Drop Ceilings
- New Lockers for Middle School/High School
- Gym Ceiling
- Window lintels

Campaign fundraising efforts will continue with pledges coming in over the next three years. If you would like to meet with a campaign volunteer about your pledge please contact Val Giannettino, Development Director at ([319\)754-8431](tel:3197548431).

Fundraising News: If your Notre Dame team club or group is planning any fundraising during the 2016-2017 school year please contact Val Giannettino, Development Director to coordinate dates and other details. Our master marketing and fundraising calendar is located in the Development office. This system helps keep everyone organized and allows all groups to be successful. We encourage teams and groups to meet with the *Home & School Spirit Store* when printing up shirts and gear. Contact Trisha Lake (319)310-1238 for more information. The Spirit Store helps raise money for the school and can help coordinate your orders.