



Notre Dame School of Bethlehem
2023-2024 School Year Beginning Dates

Following is a list of our beginning dates for the next school year:

Thursday, August 17	Preschool & Kindergarten Orientation
Tuesday, August 22	8-12 pm Team Retreat 1-3pm Team Orientation
Wednesday, August 23	9:30-5:00 Team Professional Development
Monday, August 28	First day of school - Full day – grades 1-8
Tuesday, August 29	Full day of school – grades 1-8
Wednesday, August 30	First Day of school for Kindergarten Full day of school – grades K-8
Thursday, August 31	Full day of school – grades K-8
Friday, Sept 1	11:45 Dismissal
Monday, Sept 4	SCHOOL CLOSED - LABOR DAY HOLIDAY
Tuesday, Sept 5	Full Day of school – grades K-8 Preschool classes begin
Wednesday, September 6	6:00PM Back to School Night – gr. 5-8
Thursday, September 7	6:00PM Back to School Night – gr. K-4
Tuesday, September 26	Picture Days
Wednesday, September 27	
Friday, October 6	Marathon
Monday, October 9	SCHOOL CLOSED – COLUMBUS DAY

Notre Dame School of Bethlehem
School Year Calendar
August 2023 - June 2024

August	17	Preschool & Kindergarten Orientation
	22	Team In Service - (8:00 - 3:00pm)
	23	Team In Service - (9:00 - 5:00pm)
	28	First Day of School - Grades 1-8
	30	First Day of School - Grade K
September	1	11:50 Dismissal
	4	Labor Day - School Closed
	5	School Reopens
	6	6:00 Meet the Teachers Night ~ Grades 5-8
	7	6:00 Back to School Night ~ Grades K-4
October	2	Faculty Meeting (3:00-5:00pm)
	6	MARATHON DAY
	9	Columbus Day - School Closed
	25	Parent / Teacher Conferences - 11:50 Dismissal
	26	Parent / Teacher Conferences - 11:50 Dismissal
	27	Staff Development - 11:50 Dismissal
November	6	Faculty Meeting (3:00-5:00pm)
	21	End of 1st Trimester
	22-27	Thanksgiving Holiday - School Closed
	28	2nd Trimester Begins
December	4	Faculty Meeting (3:00-5:00pm)
	20	Staff Development - 11:50 Dismissal
	21-22	Christmas Holiday - School Closed
	25-29	Christmas Holiday - School Closed
January	.1-2	Christmas Holiday - School Closed
	3	School Reopens
	8	Faculty Meeting (3:00-5:00pm)
	15	Martin Luther King Holiday - School Closed
	15	In Service for Faculty & Staff
	27	Catholic School Week Open House ~ New Families Only
	28	Catholic School Week Opening Liturgy
	29-31	Catholic Schools Week
February	.1-2	Catholic Schools Week
	2	Staff Development - 11:50 Dismissal
	5	Faculty Meeting (3:00-5:00pm)
	19	President's Day - School Closed
March	4	Faculty Meeting (3:00-5:00pm)
	8	2nd Trimester Ends
	11	3rd Trimester Begins
	12	Confirmation - 11:50 Dismissal
	28-29	Easter Holiday - School Closed
April	1	Easter Holiday - School Closed
	8	Faculty Meeting (3:00-5:00pm)
	.10-12	COGATS - Grades 3, 5, 7
	22-26	Iowa Testing - Grades 2-7
May	6	Faculty Meeting (3:00-5:00pm)
	24	11:50 Dismissal - Staff Development
	27	Memorial Day Holiday - School Closed
June	TBA	8th Grade Graduation
	TBA	11:50 Dismissal - Staff Development
	TBA	Kindergarten Closing Ceremony
	TBA	11:50 Dismissal - Staff Development
	TBA	Last Day of School - 10:30 Dismissal



Due to inclement weather,
the following dates
would be possible make-up dates:
January 15th - Martin Luther King
February 19th - President's Day
March 28th - Holy Thursday
April 1st - Easter Monday
May 27th - Memorial Day



Policy on Absenteeism

Absenteeism due to Illness/Other Family Commitments

- If your child will not be in school, a phone call must be put in to the office.
- Upon returning to school, all students are required to submit a note explaining the reason for the absence.
 - This note is required for school records and required by the state.
 - We have attached an absentee note that you may find useful.

Absenteeism due to Vacation

- If your child will be absent due to vacation, a permission form must be completed and signed by Mrs. Hopper. A copy of this will be given to the classroom teacher.
 - This form may be obtained from the school office.
- Due to the dynamics of the classroom and unexpected schedule changes, which affect teacher planning, we may not be able to honor a request for work given prior to the absence of the students. This is determined by the classroom teacher.
 - Upon the student's return, the classroom teacher will communicate to the student the list of missed assignments. It is the responsibility of the parents and student that all work is complete within the time frame established by the teacher. If special instruction is required it is the parent's responsibility to provide this.

If you have any questions, please address them to the classroom teacher. Thank you for your continued cooperation.

Notre Dame of Bethlehem School Absentee Note

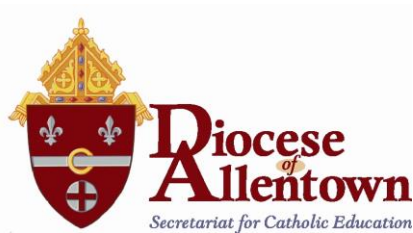
*Please complete and return to school.

_____	_____
Student's Name	Homeroom

_____	_____
Date(s) of absence	Date of return

Reason for absence: _____

Parent Signature



August 28, 2022

In compliance with the US Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at each of our schools within the Diocese of Allentown. A copy of the inspections reports are on file in each school's administrative office for your review any time during normal school hours. In the event you have any questions or concerns, please contact the school's Principal or the Diocesan Asbestos Coordinator.

Diocese of Allentown



NOTRE DAME SCHOOL OF BETHLEHEM

Birthdays and Other Celebrations Policy

Celebrations of holidays and birthdays are a time for all children to feel special. To ensure this goal we have put together a few guidelines.

Birthdays ~ K-3

- You may bring a pre-approved, wrapped snack for your classmates.
- Families are welcome to schedule a time to read aloud to the class or record a reading of your favorite book for the class to enjoy.
- Summer birthdays will be celebrated at the end of the year on a special day.

Birthdays ~ all grades

- Please contact your child's teacher in advance for appropriate guidelines if you would like to plan on celebrating a birthday at school.
- Providing lunch for the students is **not allowed** as a birthday celebration.
- Invitations to student birthday parties should not be distributed at school unless each child in the class is receiving an invitation.
- Due to food allergies, goody bags should not contain food items. (This policy is for holiday parties also.)
- The school will not permit bouquets of balloons, flowers, or other celebratory decorations to be sent to the classroom.

Holiday Parties

- Class parties are scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.
- All plans and details for the classroom parties must be reviewed and approved by the classroom teacher ***before*** being finalized by parent party planners.
- Parents coming in to attend the holiday parties must have their clearances.

We appreciate your cooperation regarding celebrations as it should be a fun, happy time for your child as well as the other students in the classroom.



STUDENT ACCEPTABLE USE POLICY

Notre Dame School of Bethlehem provides students with electronic resources including devices (such as computers, iPads, printers), Internet access and storage space for student work as an integral part of the curriculum. Students may only use the devices and services for educational purposes.

AUTHORITY

Access to the school's electronic resources is a privilege, not a right. All resources, user accounts and information are the property of the school. Users have no privacy exception in their use of the system. Notre Dame School of Bethlehem reserves the right to prevent unauthorized, inappropriate, or illegal activity, or to refer to legal authorities if deemed necessary.

DEFINITIONS

"Electronic resources" as identified in this policy is defined as the Notre Dame School of Bethlehem network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices. It includes Internet access, the use of collaborative apps, including but not limited to Google Meet, Zoom, and FlipGrid, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning. "Devices" refer to district owned/leased, staff owned devices, and student owned devices.

RESPONSIBILITY

Internet access is coordinated through a complex association of government agencies, and regional and state networks. On a global network it is impossible to control all materials and a user may discover controversial information. We, *Notre Dame School of Bethlehem* along with the *Diocese of Allentown*, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school, and maintain appropriate controls to limit access to inappropriate materials. Users must practice proper etiquette, ethics, and agree to the requirements of this policy.

ACCEPTABLE USE INTRANET/INTERNET

By signing this agreement, the student agrees that Notre Dame School of Bethlehem provides internet access and storage space for students' work as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. Student agrees to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, **only** for educational purposes related to work in the Notre Dame School of Bethlehem. I will not use the resources for any personal, commercial, or illegal purposes.
2. I will use the Internet **only** with the permission of the teacher or staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or engage me in an inappropriate simulated activity.

NOTRE DAME SCHOOL OF BETHLEHEM ACCEPTABLE USE POLICY

4. I will not give my password to any other user, nor attempt to learn or use anyone else's password.
5. I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
6. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean, frighten, threaten, insult, tease, or poke fun at anyone.
7. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
8. I will not attempt to see, send or upload anything that says or shows inappropriate or mean things about anyone's race, religion, or sex.
9. I will not damage the computer or anyone else's work.
10. I will not break copyright rules or take credit for anyone else's work.
11. I will not modify any settings or programs on any device that is the property of Notre Dame School of Bethlehem including access codes such as passwords and passcodes.
12. I will not block or interfere with school or school system communications.
13. If I have or see a problem, I will not try to fix it myself, but I will tell the teacher or supervising staff member. If the problem is an inappropriate image, I will turn off the monitor and then seek help.
14. I understand that my use of electronic resources is not private; my teachers and school administration have the right to monitor my use, look at my work, and be sure that I am following the rules. I understand there will be consequences which may include not being able to use school electronic resources.
15. I understand that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education and that, if I break the rules, there will be consequences in school.

PERSONALIZED LEARNING DEVICE GUIDELINES

Notre Dame School of Bethlehem is providing students in grades 5 to 8 with an individually assigned laptop device. Although devices are personally assigned to individual students, they remain the property of Notre Dame School of Bethlehem. Devices are to remain in school with the exception of use by LCL students or in the event of a move to fully remote learning.

Students agree that they will use reasonable care not to cause intentional damage or deface the device or its accessories. No decals or stickers are to be applied to the devices.

The 5 to 8 laptops are enrolled in the Microsoft InTune program. The websites that can be accessed through the device are filtered both on and off the school network.

The acceptable use policy applies both on and off school property.

Policy regarding abuse, loss and/or negligence for these personalized devices is:

1. Students should inform their home classroom teacher so they can place a support ticket for the repair or replacement of the device.
 - a. 1st Event
 - i. The technology department will repair or issue a replacement at no charge.

- b. Subsequent Event
 - i. If the problem is the result of negligence or abuse and a repair is necessary, parents will be invoiced for the lesser of actual repair cost or the \$250 replacement cost.
 - ii. Students will be provided a loaner until the invoice is paid in full.

Incidents will be documented and may result in disciplinary action. In that event, parents will be notified in accordance with the school disciplinary code.

Students who lose an issued laptop charger must purchase a replacement from the school. Purchasing replacement chargers through the school ensures compatibility and avoids damage to the device. These items are provided at special educational pricing from our vendor.

Students should always follow the instruction and guidance of their teacher when using the device. Teachers work to balance the use of technology to enrich instructions. Students are expected to comply with the directive of the teachers as to when to use or not use the devices.

ACCEPTABLE USE PERSONAL DEVICES

By signing this agreement, student understands that Notre Dame School of Bethlehem allows me to bring my own phone to school. Student agrees to the following responsibilities and restrictions:

1. I will keep my phone shut-off and put away at school or on the school grounds.
2. If, for any reason, a teacher permits me to use my phone on the school grounds, I agree that:
 - a. I will follow all school rules for Intranet and Intranet policies as I understand that they apply to my use of my own device on school property and that rule 6 above applies to my use of my device off school property.
 - b. I will not take photos or record video of any student, teacher, or administrator unless I have that individual's express permission to do so.
 - c. I understand that, if it appears I have used my device in violation of school rules or this agreement, my device may be confiscated at any time and that a teacher or administrator may view contents of my device including, but not limited to, texts, emails or social media postings.
 - d. I understand that Notre Dame School of Bethlehem is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my personal device at school overnight.

GOOGLE G SUITE PARENTAL INFORMATION

All Notre Dame of Bethlehem School classroom teachers will be using Google's G Suite for Education, previously known as Google Apps for Education in their classes. The Google G Suite is a set of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools. Teacher usage and methods will vary by grade and classroom. This may include, but is not limited to, the use of Google Classroom for assignments and/or homework, Google Meet for online meetings, the use of Google Sites for assignments and email.

Google Classroom will serve as the main learning management system portal. All electronic links to materials, meetings, and assignments will be through the student's individual Classrooms. Paper packets, textbooks and workbooks will include additional information and materials.

Students in all grades have been assigned a Google Account. This information will be sent to each family. Any questions or concerns regarding these accounts should be directed to Mrs. Borger and Mrs. Romero at the techhelp@ndbethlehemschool.org website. Students in 6th through 8th grades have been using their accounts since the beginning of remote learning in the spring. If they need a password reset, please email techhelp@ndbethlehemschool.org.

A Student Guide for how to use the Classroom will be made available on the school website. Grade 5 to 8 teachers will provide students with codes to join each of their classes. Students in grades K through 4 will be added to the Classroom by staff.

Please review the following information with your student.

- ☐ This service is available through an agreement between Google and Notre Dame School of Bethlehem.
- ☐ Parents are responsible for monitoring their child's use of the G Suite Apps when accessing programs from home.

Students are responsible for their own behavior at all times. Student safety is our highest priority. Acceptable use (private and safety) of the G Suite for Education is primarily for educational use. Students may use the G Suite Apps for personal use subject to restrictions below and additional school rules and policies that may apply as outlined in the Acceptable Use Policy for students.

1. Privacy – School staff, administrators, and parents all have access to student school email for monitoring purposes. Students have no expectation of privacy on the G Suite.
2. Limited personal use – Students may use the G Suite tools for personal projects but may not use them for:
 - a. Unlawful activities
 - b. Commercial purposes (running a business or trying to make money)
 - c. Personal financial gain (running a website to sell things)
 - d. Inappropriate sexual or other offensive content
 - e. Threatening another person
 - f. Misrepresentation of Notre Dame of Bethlehem School, staff or students. G Suite apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
3. Safety

- a. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- b. Students agree not to meet with someone they have met online without their parent's approval and participation.
- c. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them uncomfortable.
- d. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction – Due Process

Access to Google G Suite for Education is considered a privilege accorded at the discretion of Notre Dame of Bethlehem School. The school maintains the right to immediately withdraw the access and use of the G Suite Apps when there is reason to believe that violations of law or school policies have occurred.

Parents have the right at any time to investigate the contents of their child's email and G Suite Apps for Education files.

--FERPA – <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

Use of the computer network and Internet is an integral part of research and class work but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, network infrastructure, or other electronic resources inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Please return the consent on the following page to school.

NOTRE DAME SCHOOL OF BETHLEHEM ACCEPTABLE USE POLICY

STUDENT CONSENT

I have read the Acceptable Use Policy. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked and disciplinary action and/or appropriate legal action may be taken.

Student's Signature

Date

Name of Student (Please Print)

PARENT ACKNOWLEDGEMENT

I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer and other electronic resource access is conditional upon adherence to the guidelines stated in the policy. Although students are supervised when using these resources at school, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

I further understand that students may not use school electronic resources unless this agreement is signed and returned to the school.

Parent's Signature

Date

Name of Parent (Please Print)

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Dear Parent/Guardian:

If your child needs to take medicine in school, the procedure is as follows:

1. A Medication Authorization Form or a written statement shall be required from the family physician who shall indicate the necessity of the medications being given to the child during school hours, the name of medication, the time it is to be given, the dose, and possible reaction if any. **This must be done for all over the counter medications as well.** The form stapled to this sheet is for your convenience when and if your child becomes ill.
2. Medication Authorization Forms and written statements from physicians are good for only one school year.
3. Medication is to be brought to school by a parent or guardian in the original pharmacy container. The container must be labeled with the student's name, name of physician and dosage of drug to be given, and when it is to be given.
4. The first dose of any new medication will not be given in school for the child's safety.
5. If this procedure is not followed, the medication that is sent to school **WILL NOT** be given.
6. On the day of a school's late start or early dismissal, your child will not be given medication scheduled during these times unless special arrangements are made with the school nurse.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Date: _____

My child, _____, must receive the following prescribed medication during school hours in order to maintain sufficient health to participate in the school program. I will provide the medicine in an appropriately labeled, original pharmacy container.

Name of medication: _____

Prescribed dosage: _____

Time schedule: _____

Physician: _____

Physician telephone number: _____

Pharmacy: _____

Pharmacy phone number: _____

List side effects of medication: _____

Diagnosis and necessity of medication during schools hours: _____

Expected duration of medication regime: _____

If the student may carry and be responsible for Epipen or metered dose inhaler, please initial here.

_____ prescriber	_____ date
_____ parent	_____ date

I do hereby release, discharge and hold harmless, Bethlehem Area School District, its agents and employees, from any and all liability and claims whatsoever in connection with the administration of the above medication to my child.

Medication will not be sent on field trips unless specific arrangements have been made. School Nurses do not accompany students.

Signature of Parent or Guardian

Signature of Physician



NOTRE DAME SCHOOL OF BETHLEHEM

Revised February 2021

The operation of Notre Dame School of Bethlehem is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education and religious formation. The tuition and fees for Notre Dame School of Bethlehem are approved annually by our Parish Finance Committee, Parish Council, Pastor and Administration.

The following policies are in effect for tuition and fees:

Tuition Payment

There are three basic payment options to make tuition payments. All tuition payments are received and processed through a financial institution. This financial institution is the contracted provider by Notre Dame School of Bethlehem for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire tuition is due on or before August 15th.
2. Semi-annual Payments (Two Payments) – One half of the tuition is due on or before August 15th and the other half is due January 15th.
3. Monthly Payments – (10 payments) – Monthly payments are due on or before the 1st or the 15th of the month, beginning in August and ending in May.

Late Payments

All payments are due on the selected due date. A late fee will be assessed if payments are not received by the date due. All families are responsible for meeting their tuition obligation to Notre Dame School of Bethlehem on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Tuition Manager by calling the school office at 610-866-2231, so that special arrangements and adjustments to your agreement can be made.

Tuition Delinquency

Notre Dame School of Bethlehem is committed to providing an affordable opportunity for all students to experience educational excellence and spiritual growth. Scholarships and financial aid are offered based on need, merit and available resources. Students face the possibility of losing financial aid due to a poor academic record or conduct/behavior issues. However, the majority of the school's funding comes from tuition and fees. We cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition and fees (collectively, "Tuition") in a timely manner.

1. Thirty Days Past Due: A "Past Due Notice" will be sent to any family with Tuition more than 15 days past due. The Past Due Notice will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition is not reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that

are not able to pay-all past-due Tuition in full will be encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.

2. Forty-Five Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student. In addition, a second “Past Due Notice” will be sent to the family.

3. Sixty Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 60 days after the Tuition is due, in addition to step 2 above, will have their student’s transcripts held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to financial suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks and sports uniforms must be returned as well. In addition, a third “Past Due Notice” will be sent to the family.

A student whose account is in arrears may not be allowed to final exams, participate in dances, class trips, or receive a yearbook. Any student with tuition or fees due will be denied participation in graduation ceremonies. If a financial assistance award has been granted to your son/daughter, that award cannot be applied if any tuition and/or fees are past due.

It is Diocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding. Notre Dame School of Bethlehem reserves all rights, at law or in equity, to collect any past-due Tuition.

Registration Fee

Both new and returning students will be required to pay a **non-refundable** registration fee. Returning students must complete and return the registration form to the school office along with the registration fee to hold or reserve your spot for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign the form. Academic schedules/teachers’ welcome letters for the following year will not be provided if this re-registration is not completed. **ALL FEES ARE NON-REFUNDABLE.**

Fundraising Fee

There is a Fundraising Fee for K-8th of \$350 per family and \$150 for Preschool Families (fee is subject to change) that is payable along with tuition. This fee may be redeemed by use of Notre Dame Dollars.

Technology Fee

There is a Technology Fee for K-3rd of \$30 per student and 4th-8th of \$60 per student. (fee is subject to change) that is payable along with tuition. This fee may be redeemed by use of Notre Dame Dollars.

Notre Dame Dollars

There is a valuable fundraising program for our parish and school. Participation in this program is absolutely required. Please call the Parish Rectory at 610-866-4371 for details.

Refund Policy

For students who withdraw from Notre Dame School of Bethlehem, tuition refunds will be issued on a pro-rated basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for all days in which a student is enrolled. Refunds will be issued only for those days there was no attendance providing an official request for transfer or withdrawal has been received. **Administration fee of \$50.00 will be deducted from all refunds.**

Tuition Assistance & Grants

Notre Dame School of Bethlehem has a limited amount of financial funding to offer tuition grants to qualified students whose families demonstrate financial need. A student must be in good academic and disciplinary standing and **must be an active parishioner** to be eligible for an award. Applications are available in May each year in the school office and must be submitted annually. After a review and evaluation is completed, a letter of notification will then be sent to each family during the month of July. Students with past due tuition cannot receive their grant until such time as their account is current. Tuition assistance grants are applicable for tuition only.

Stewardship Policy

The Parish of Notre Dame gives Notre Dame School a subsidy of \$536,000 per year (as of 2013). This amount is generated solely through the Sunday collections of our Parishioners. In order to receive the parishioner discount, or **“Category A” tuition rate, you must be an active parishioner.** This means faithfully attending Mass with your children and using the Sunday envelopes, giving a minimum of \$12 per week.

Notre Dame School of Bethlehem Tuition Policy Agreement

(Please return this form to school office with registration application/fee.)

I/We have read this agreement and expressly acknowledge Notre Dame of Bethlehem School Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Signature of Parent or Guardian

Date signed

Parent or Guardian (PRINTED)

School Official Signature

This contract is binding until graduation or withdrawal of student(s).