

# **Notre Dame Urban Education Center**

14 East 8<sup>th</sup> Street | Covington, KY 41011

859-261-4487 | nduec.org



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## **Parent/Student Handbook**



# Notre Dame Urban Education Center

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## Mission

NDUEC provides transformative educational experiences to impact individual wellbeing.

## Vision

To awaken and support one's passion for life-long learning

## Core Values

- **Nurturing.** We foster a safe and welcoming environment that encourages personal growth and development.
- **Dependable.** We honor our commitments by being reliable and treat all people with dignity and respect.
- **Unconditional Faith in Action.** We are driven by our SND Catholic heritage and strive to bring witness to gospel values.
- **Equity.** We believe each individual deserves access to educational resources and aspire to provide equitable opportunities to those we serve.
- **Collaborative.** We value working with others and aim to bring a collaborative spirit and strategy to all we do.

## Background Information

The Sisters of Notre Dame of the United States of America are members of an international congregation of over 2000 women in eighteen countries. They are consecrated for mission in the Catholic Church to serve people, especially those who experience poverty in its various forms through education and other ministries. There are 500+ members in the SNDUSA province. Locally, the Sisters of Notre Dame sponsor Notre Dame Academy and Julie Learning Center in Park Hills, KY; Notre Dame Urban Education Center in Covington, KY; St. Charles Care Center in Ft. Wright, KY; and St. Claire Regional Medical Center in Morehead, KY. The sisters have served in education in this area since their arrival in the United States in 1874.

Currently, there is much focus on education in the city of Covington. Using the Covington, Kentucky Education Data charts from 2020, Covington has a High School Graduation rate of 84% while 25% of people living in Covington have a Bachelors' Degree or higher. Therefore, there is a smaller pool of people with higher education in the community. Many adults in poverty are reported to have had a negative experience of school which is often passed from one generation to the next. Early childhood is receiving the strongest focus by the educational community as there is the need to encourage this age population to develop a positive attitude toward school. Another factor leading to the high dropout rate is the fact that many of the children in poverty come from predominately single parent homes. Single mothers try to work and support their children when often they themselves lack basic employment or educational skills. Further, these mothers often lack the parenting skills and resources to support their children and to encourage them in their schoolwork.

NDUEC is a sponsored ministry of the Sisters of Notre Dame to continue their mission to serve the poor and marginalized members of the Covington community. NDUEC was created to provide educational support services to individuals and families in the urban area in a faith-based context. These services are provided in an integrated model that strengthens both individuals and families. The hope is that persons will develop their talents, continue their education, and contribute to the building up of the community.

NDUEC's transformative educational programs have been established which contain a strong and effective tutoring component to increase a children's success in the classroom. Other parts of the program include enrichment activities, fitness, critical thinking, and creative play. These are designed to build self-esteem and confidence. Individuals who wish to work collaboratively to meet the needs of those served are welcome. Volunteers play a unique role in direct service to the children or in assisting with the mission to help others.

Notre Dame Urban Education Center recognizes its responsibility to provide equal opportunities for all persons. NDUEC will not discriminate against qualified individuals because of race, color, national origin, sex, gender, age or disability.

## **NDUEC Educational Programs**

The work of NDUEC has been modeled around best practices in education. NDUEC's staff includes Master teachers with over 180 years of experience in education. Our 90+ volunteers are professional people who generously give their time and talents to help our children achieve. At present the Center has four educational programs: Early Learning; Homework PLUS; Summer Academics; Family Support.

The **Homework PLUS** program provides one-on-one tutoring for students utilizing nearly 90+ adult and high school volunteers. This program features three components: one-on-one tutoring, enrichment, and academic skills. The program provides a safe environment in which students are supported by caring adults who assist them to become responsible students in completing homework in a timely manner. The enrichment session engages the students in art, math club, current events, fun trivia, fitness, critical thinking, and includes speakers and activities from Waterhouse Cooper, the Carnegie and the Taft Museum. This program runs from September thru May for the current school year.

The **Early Learning** program is designed for children ages four and five especially those children who miss the eligibility date for Kindergarten. The goal of this program is to help our children to be ready for Kindergarten. We have partnered with Read Ready Covington to address a need helping students to be ready to learn in Kindergarten. The Center is open Monday through Thursday from 7:50 a.m. – 11:30 a.m. for the Early Learning program.

The **Summer Academics** program provides students with one-on-one help in Math and Language Arts: Reading and English. This program features two components: Math and Language Arts. Summer Academics takes place during the four weeks in June.

NDUEC has four **Family Support** nights during each school year. This program provides a hot meal for our families and hosts speakers on various topics of interest. The evening is filled with camaraderie and support.

### **Admission**

Notre Dame Urban Education Center sends application packets and financial assistance papers to the local schools. Registrations may be downloaded from [nduec.org](http://nduec.org). Parents/Guardians may call the Center for program registrations. Parents/Guardians must complete the packet and return it to the Center.

## **Attendance & Participation**

Regular attendance is vital to the success of each student. Parental insistence on attendance emphasizes the value of education. Students' participation is expected by NDUEC's staff and volunteers. If your child is absent, you must call the Center at 859-261-4487 and leave a message or email the program director at [mschappert@nduec.org](mailto:mschappert@nduec.org) in the morning. Volunteers share their time and talents with your child, and we respect their time given to tutoring at the Center.

## **Arrival & Dismissal**

*Early Learning* The students attending Early Learning are expected to arrive between 7:50 - 8 a.m. and be dismissed at 11:30 a.m. to the parents/guardians using the front door.

*Homework PLUS* The students attending Homework PLUS are expected to arrive by 3 p.m. and will be dismissed at 5 p.m. from the front of the building. Students will be dismissed to the parents/guardians on East 8<sup>th</sup> Street. Students will not be permitted to cross the street without an accompanying adult. All students must be picked up by 5:15 p.m. If a parent/guardian consistently arrives later than 5:15 p.m., the parent/guardian will be charged \$10.00. If there are extenuating circumstances, please call 859-261-4487.

*Summer Academics* The students attending Summer Academics are expected to arrive 10 minutes before the session begins. The time for Summer Academics will be determined in April based on the program's offerings. The students will be dismissed to the parents/guardians using the front doors on East 8<sup>th</sup> Street. Students will not be permitted to cross the street without an accompanying adult.

## **Behavior/Discipline**

Discipline is fundamental to a successful life and essential in the educational setting. The administration, staff, and volunteers at Notre Dame Urban Education Center expect the respectful behavior from all students. Rules are designed to insure a safe and educational experience. Violence, threats of violence and simulations of violence will be taken as serious violations of the discipline and safety policies of the Center. In all aspects of discipline, our goal is to act in a Christian manner characterized by fairness and compassion. Students are expected to participate in each session in an age-appropriate way. This implies respect and politeness to all: other students, parents/guardians, volunteers, and staff members. Fighting, improper language, bullying and disrespect will not be tolerated. Parents/Guardians will be notified of inappropriate behavior. If a student continues to act out inappropriately, that student may be asked to leave the program.

## **Cell Phones**

Student cell phones are to be labeled with the child's name, silenced and handed to the receptionist upon arrival. If a student is found using his/her cell phone during the study sessions, the cell phone will be confiscated. The parent/guardian will need to get the cell phone from the program director.

## **Communication**

Open communication among the program director, parent/guardian, and school personnel is strongly encouraged. The Center will use email for most communications. If a parent/guardian does not have an email account, please let the program director know your best contact phone number.

## **Custody**

The Center needs in writing any information regarding custody. Unless we have documentation to the contrary, Notre Dame Urban Education Center will deal only with the custodial parent or the child's guardian.

## **Electronic Devices**

Students are not permitted to bring electronic devices or expensive items to Center. If such items are brought to the Center, students must give them to the receptionist upon arrival. NDUEC is not responsible for any damage or loss of item(s).

## **Financial Obligation**

The Notre Dame Urban Education Center sets the yearly fee prior to the start of the current school year. Limited financial assistance is offered based upon receipt and approval of a completed financial aid application. All payments must be pay within the first week of each month.

Parents/Guardians must stay current with their monthly payment so as not to jeopardize your child/children's place in our programs.

## **Health**

In the event of any kind of injury, basic first aid will be administered. In the event of an injury that requires more than basic first aid or a head injury, the parent/guardian will be immediately notified. NDUEC must be able to contact the parents/guardians at all times. If phone numbers change, you are responsible to update your information with the program director.

## **Inclement Weather Days**

We will post our closings on WLWT Channel 5 and Facebook page. NDUEC will also send out an email to all parents/guardians and volunteers.

## **Regulations about Property**

As an integral part of their education children are taught to respect property. The age or condition of property does not permit a child to abuse it. "Property" in this context means building, furniture, books, the personal belongings, and the clothing of the children, volunteers, and staff.

## **Safety & Security**

Notre Dame Urban Education Center endeavors to provide a safe learning environment for our children.

- All outside doors to the building are kept locked.
- All visitors are required to sign in.
- All students must check in with the receptionist each day.
- Center has security cameras at each door.
- Annual Fire inspections by local and state officials insure that our procedures and building meet state and local fire codes. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the building.
- Tornado - In the event of a tornado watch, the weather will be monitored. In the event of a tornado or warning, the students, volunteers, and staff will go to the lower floor.
- NDUEC has a fire alarm system and security system connected to the fire and police stations.

## **Student Records**

Provisions of the Family Education Rights and Privacy Act of 1974 control access to student records. School Report Cards reflect your child's educational experience and is a useful planning tool for the future. The release of student record information beyond educational purposes of the school can only be done with the consent of the parent or legal guardian.

## **Volunteers**

### **Volunteers at the Notre Dame Urban Education Center**

Notre Dame Urban Education Center may coordinate up to 90+ volunteers. These volunteers assist children in the various sessions planned for the Homework PLUS, Early Learning, and Summer Academics programs.

### **Background Check & Sexual Misconduct**

Volunteers, eighteen years of age and older, are subject to a routine background check for the purpose of discovering any record of child abuse, misuse, or endangerment. They also are asked to sign the Diocesan Policy on Sexual Misconduct and are expected to complete the Protecting God's Children Program as well as any on-going training of this nature and remain Virtus Compliant.

### **Virtus Training**

All volunteers and staff have been through Virtus training provided by the Diocese of Covington and are Virtus compliant. For more information, please visit [www.virtus.org](http://www.virtus.org).

## **Nondiscrimination Policy**

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions, including Notre Dame Urban Education Center, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

## **Right to Amend**

Statements in the handbook are subject to amendment with or without notice. Notre Dame Urban Education Center will attempt to keep you informed of all changes as soon as is practical; however, some changes might be necessary immediately due to unforeseen circumstances.

**The Administration reserves the right to carry our disciplinary measures for any offense or misconduct related to the Notre Dame Urban Education Center even though not mentioned specifically in the published rules and regulations.**