

Welcome to Norfolk Catholic Elementary School

We are happy that you have chosen Norfolk Catholic Elementary School for your child. Our staff believes that all students are gifts from God. The curriculum of our school will provide experiences for our students to grow spiritually, academically, physically, socially, and personally. We will celebrate their accomplishments in all areas of their abilities and intelligences. We thank you for entrusting your child to us as we live and grow together this year in the presence of God's love.

The purpose of this handbook is to provide you with information about Norfolk Catholic Elementary School, its policies, and its procedures. It is in no way intended to be a contractual agreement between Norfolk Catholic and the student and/or parent. Although the information in this handbook is detailed and specific on many topics, in no way does this handbook include all of the policies of this school. The administration shall reserve the right and responsibility to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. Parents will be notified in writing if a change has been made to any of the topics outlined in this handbook.

Please contact the administration if you have any questions after reading this handbook.

Norfolk Catholic does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment of employment in its programs or activities.

SACRED HEART PARISH/NORFOLK CATHOLIC SCHOOL MISSION STATEMENT

Walking With You to Meet Jesus

NORFOLK CATHOLIC SCHOOL VISION STATEMENT

At Norfolk Catholic, we strive:

- To be excellent. We strive for excellence in developing our faith life, rigorous academics, leadership opportunities, extra-curricular activities and community service.
- To be partners. We want to work in partnership with our parish, school administration, teachers, parents, and the greater community.
- To be disciples. We want to challenge one another to develop our servant leadership skills and emphasize the development of strong character and virtue.
- To make a difference. We recognize that leaders make an impact in the world around them by their actions, choices, examples, and influence. We want to work hard to make a difference in the lives of others by sharing what we receive and paying it forward to others.

ELEMENTARY SCHOOL CERTIFIED STAFF

Fr. Pat McLaughlin
Bill Lafleur
Bridget McPhillips
Kim Puntney
Tammi Janssen
Emily Strecker
Libby Moen
Michaela Bellar
Lauren Hoffmann
Nicole Pfeifer
Emma Lubeck
Jody Maas
Layne Miller
Hilary Claussen
Cassie Frisch
Heather Olmer
Jenna Kavan
Pamela Wolf
Travis Fisher
Isaac Voboril
Sommer Moore
Samantha Hahn
Renee Gilsdorf
Jason Konicek
Virtual
Britney Foltz
Norfolk Public School

Pastor
Principal
Pre-Kindergarten
Pre-Kindergarten
Kindergarten
Kindergarten
1st Grade
1st Grade
2nd Grade
2nd Grade
3rd Grade
3rd Grade
4th Grade
4th Grade
5th Grade
5th Grade
6th Grade
6th Grade
Physical Education
Vocal Music
Art/Reading Director
Vocal Music/Band
Media Specialist/STEM
Technology
Resource
School Nurse
Title/Speech

CLASSIFIED STAFF

Season Clausen
Sheila Keiser
Mavis Mines
Kari Papousek
Emily Cheetsos
Ann Barry
Amy Siegert
Helen Snodgrass
Don Kellogg
Leonor Sanchez
Ashley Tucker
Kim Puntney

Administrative Assistant
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Assistant Child Care Coordinator
Paraprofessional
Maintenance
Custodian
Food Service Manager
Child Care Coordinator

ACADEMICS

The faculty and staff of Norfolk Catholic will make every effort to help all students deal with new challenges, whether academic or personal. We request parents' help in making sure that their children complete homework tasks each night, study for daily work and tests, and realize that extra help, if needed, should be sought as soon as possible.

ASSIGNMENT BOOKS

All 3rd - 6th grade students are required to use assignment books. These books are to be handed out by teachers at meet the teacher night for the school year. The cost will be included in the Smart tuition fees.

CHEATING

Using others to complete work, copying other students' or authors' work, or improper correcting of one's own paper will not be acceptable. Parents will be contacted regarding the consequences.

CURRICULUM GUIDES

Curriculum guides are written on a rotating basis. We follow curricula written by teachers and administrators in the Archdiocese of Omaha. We currently have curriculum guides in religion, math, language arts, social studies, science, world languages, and technology education. Our curriculum is written with Nebraska state standards in mind and the authors attempt to align our standards to be as (or more) stringent as the public school curricula. Access to these guides is available on our school website.

HOMEWORK

Homework is meant to be meaningful, practical, and helpful. It should be assigned regularly to reinforce and supplement the lessons presented in class. Homework is a form of communication between school and home. Parents have the responsibility to see that home study is completed and that the child understands the concepts he/she has been expected to learn.

Students should be helped to realize that homework is their responsibility and that written and study homework are of equal importance. Students in upper grades are occasionally given long-term assignments and are expected to use initiative and responsibility to get the work done over a period of time and not wait until the last minute.

Homework should be started in class. At the end of each class period, the teacher should set aside a small but reasonable amount of time to get the assigned homework started. This provides students with a limited amount of practice (with teacher monitoring) in order to alert the student and the teacher to potential problems that can be averted before the student leaves for the day. If these problems can be averted, the students are more likely to finish the rest of the homework and finish it more accurately.

It is our hope that if a student does not have any homework, that he/she would spend a reasonable amount of time reading for enjoyment, practicing math facts or practicing his/her musical instrument.

HOMEWORK ROOM

Students who continually have late work will be assigned to the Homework Room. Teachers take turns supervising the Homework Room, which runs from 3:20 until 3:50. Students will report there immediately after school with academic work to complete or a book to read. Parents are asked to be on time, and ready, to pick up their student at 3:50. If a student is frequently referred to the homework room, a meeting should be arranged between the student, the parents, and the teacher so that a plan can be put in place to get the work turned in on time.

LATE WORK POLICY

It is the expectation that all schoolwork will be submitted on time. Parents will be notified throughout the school year if late work persists.

Students may receive a grade of “Incomplete” for late work. Incomplete work is required to be completed and students may receive an additional negative consequence for repeated late work.

All assignments are expected to be turned in on the due date. The only exception to this will be for illness or an excused absence by the principal. The student will be given double the time missed from school to get the work turned in to the teacher. If a student has an appointment during the school day, the assignment is to be obtained and completed on time. If a family is going on a trip, arrangements need to be made to obtain assignments from the teacher(s) ahead of time, if possible.

RETENTION OF STUDENTS

Our school staff may recommend the retention of students. All cases of possible retention will be considered on an individual basis when in the best interest of the child. Staff and parents will work closely in making these determinations concerning the students. The final decision to retain or not rests with the parents.

RESOURCES AND MATERIALS

Any resources or materials that are furnished or provided to the students for use by Norfolk Catholic are the property of Norfolk Catholic. This would include, but is not limited to, items such as textbooks, computers, calculators, desks, PE equipment, classroom furnishings, etc... These items will be used and returned in the condition that they were given. Any mistreatment or destruction to these items, either intentional or accidental, may result in the need to replace them or provide monetary compensation to the school. This is at the discretion of administration and will be determined on a case by case basis.

STANDARDIZED TESTING

Students in grades K-3 are assessed during the year using the ACADIENCE formerly known as DIBELS (Dynamic Indicators of Basic Early Learning Skills) instrument. We also use STAR 360 as an assessment piece for grades K-6. This is an assessment that is used for our ArchDiocese and state of Nebraska.

The Archdiocese of Omaha in the areas of math, religion, science, social studies, and language arts gives students in various grades performance assessments. Those results are compiled and school-wide scores are submitted to the Archdiocese.

ADMISSIONS

PARENTAL RESPONSIBILITIES

Catholics believe that parents have been entrusted with the sacred responsibility of being the primary educators of their children. Parental influence is the most important factor in a child's development. Therefore, it is your right and your duty to become the primary role models in your child's life – physically, mentally, spiritually, emotionally, morally, and psychologically.

Weekly attendance at Sunday Mass, participation in the sacraments, and quick willingness to support the works of the Parish are all part of the educational experience for your children. Therefore, parents should see that active involvement in parish life is not an obligation but a *way of life*. Sacred Heart parishioners desire to live Stewardship, which is a grateful response to God's love. All that we are and all that we have flows from God as a gift. In turn, we serve as stewards of our spiritual and material gifts and we share these gifts in love of God and neighbor.

FAMILY STEWARDSHIP

Stewardship is a commitment to participate in a Christ-centered lifestyle through sacrificial offering of time, talent, and treasure. It is a fundamental component in the life of Catholic families. By embracing stewardship, we are able to imitate the love and generosity of our Lord and share His love with those around us. As parents, it is our calling to be role models of active stewardship in our school and parish. It is one gift we are able to pass on to many subsequent generations. By engendering a lifestyle of giving and sacrifice, we ensure that our parish and school family will continue to thrive.

Norfolk Catholic School has adopted a policy that will serve as a guideline for family stewardship. The following is offered as a minimum requirement for family stewardship. There are many who go above and beyond what has been outlined. Their level of giving and sacrifice is to be commended and imitated wherever possible.

Family expectations for Stewardship:

Sharing of time:

Each school family is expected to actively participate in the life of the parish. Offering your time and service in the liturgy is a wonderful way to demonstrate a commitment to weekly worship (EMHC, Lector, etc.) Another great example is working a concession stand shift.

Sharing of talent:

God has blessed each and every one of us with a talent to be shared for the benefit of others. There is an expectation that each school family will demonstrate and model stewardship.

Stewardship examples can fall into into 3 categories:

- Volunteering time at BOTH the Parish Festival & Spirit fundraiser events.
- Chairing a committee or event for one school year will fully satisfy the stewardship requirement.
- Volunteering time at any number of activities or fundraisers that equals a total of 10 hours. A list of possible activities or events includes:

Parish Festival Committee
Festival Planning, Set up, Tear Down

Working at Festival
Men's Stag Chair
Spirit Planning Committee
Spirit Set up or Tear Down
Spirit Waitress/Bartender
Clean gym after games
Scoreboard Operator
Ticket Taker at sporting events
Concession Stand Worker
Youth BB Tournament Organizer
Recess monitor
Volunteer in classrooms
Golf Tournament Committee
Home and School Association Member/Coordinator/Officer
Lunchroom Volunteer
Book Fair Volunteer/Coordinator
Box Top Coordinator
Easter egg Hunt Coordinator
Tour of Homes Committee
Clothing Sales Coordinator
Soup Luncheon Committee
Donuts with Dad / Muffins with Mom Committee
Hot dog feed / Sock Hop Committee
School Board Member
Athletic Boosters Member/Coordinator/Officer
Music Boosters Member/Coordinator/Officer
Academic Excellence Committee Member/Coordinator/Officer
Youth Camp Volunteer

** If you have questions regarding your stewardship, please contact the Norfolk Catholic School office.

Sharing of treasure:

Tithing is a means of giving back to God who has lovingly blessed each of us. While income limits the amount that can be contributed, each family can make some level of offering. Although contributing each week may be difficult, a monthly goal for giving could be set. A suggested goal for giving is 8% of your annual income, which includes your tuition obligation. It is important to spend time in prayerful consideration of your tithing commitment.

ADMISSIONS POLICY

It is the policy of the Norfolk Catholic School Board to accept children (Catholic and non-Catholic) from Norfolk and the surrounding area.

The projected cost to educate a student at Norfolk Catholic is approximately: K-6 \$5,600 and 7-12 is \$8200. (Comparatively, the cost to educate a student at a Nebraska public school is well over \$10,000).

Financing Norfolk Catholic School involves the support of parents, Sacred Heart parishioners, and a community of donors using a variety of means; including tuition and fees, fundraisers, endowments, and the Fund for NC. With these principles of cost sharing and discipleship, we strive to keep parent tuition affordable and carry out the mission of Norfolk Catholic School.

The assessment of tuition for your child's education at Norfolk Catholic School is understood as a necessary and integral component of the financial management of the school and of a family's share in the gift of Catholic education received from the Church and Sacred Heart Parish community.

The parish and community of donors work together to subsidize the remaining cost of education through stewardship, fundraisers, and the annual Fund For NC.

Norfolk Catholic School and Sacred Heart Parish are pleased to offer FACTS Grant & Aid Assessment to allow families to provide financial information to be considered for additional parish subsidy dollars. All school families are asked to enroll with FACTS at <https://online.factsmgmt.com/signin/43NW8>

- To be considered for additional subsidy dollars and potentially pay less than the amounts listed above, a family must disclose Adjusted Gross Income (AGI) from their most current filed tax return.

There is not a requirement to upload any documents to FACTS, however, Norfolk Catholic School / Sacred Heart Church reserves the right to verify financial information submitted.

Tuition rates and plans are set up through the FACTS enrollment system. Please contact the Parish Office at 402-371-2621 and ask for Patsy Taylor to discuss rates and enrollment process.

Billing Options:

We offer five (5) billing options to Norfolk Catholic School families:

- 1 payment in Full (July)
- 2 equal payments (August and February)
- 4 equal payments (July, October, January, April)
- 10 equal payment (August through May)
- 12 equal payments (August through July)

Tuition is due the 20th of each month, payments made after the 20th will be subject to a late fee. Families have the option of receiving a billing to make the payment by mail, internet or phone; or authorizing SMART to draft an automatic payment from their designated account on either the 5th or the 20th of each month.

SCHOLARSHIP POLICY

Tuition scholarships are available through the Children's Scholarship Fund (CSF, grades K-8) and the Omaha Archdiocese Educational Fund (OAEF, grades 9-12). Applications will be made available on our website in February of each year or mailed to families who request assistance from the School or Business Office.

TUITION ASSISTANCE POLICY

Payment of tuition at Norfolk Catholic School is a necessary expression of the investment and commitment of a family to the personal, spiritual, and intellectual formation of their child(ren) through Catholic education. Few families find it "easy" to pay tuition and most adjust their spending priorities, maximize both parents' earnings and carefully manage assets to do so. Sacred Heart Parish/Norfolk Catholic School is committed to assisting families who demonstrate a measurable level of financial need, but are still willing to assume as much responsibility as they are able for tuition along with stewardship to the Parish. Indeed, Sacred Heart Parish believes that it is our mission to put forth every effort to make the Norfolk Catholic School experience affordable and available to as diverse a group of talented and dedicated students as possible. This policy requires the following:

1. The Parish's Finance Council will set an amount in the Parish Budget for tuition assistance, which amount is targeted at 10% of the estimated collected tuition. This amount is subject to change and subject to the Parish's Pastoral Council approval. Funds will be distributed on a first come/first serve basis based on the stated application deadline. If this amount of assistance is exhausted and a family encounters an extenuating circumstance, special consideration can be given on a case by case basis to a family in need.
2. In order for families to be eligible for tuition assistance from Sacred Heart Parish/Norfolk Catholic School, they must satisfy all of the following:
 - 2.1 Families must first apply for tuition assistance with the Children's Scholarship Fund (CSF) and with Omaha Archdiocesan Education Fund (OAEF).
 - 2.2 Families must have paid their tuition for all prior years or have a payment arrangement with the Parish through the Business Manager.
 - 2.3 Families must be Active Participants in Sacred Heart Parish/Norfolk Catholic School. Active Participants means:
 - 2.3.1 Registered members of Sacred Heart Parish or another Catholic parish in the area.
 - 2.3.2 Fulfilling obligations of the Catholic Church, including Mass attendance.
 - 2.3.3 Participating in the stewardship program of their parish, including stewardship hours.
3. Tuition assistance is "needs based" with a properly completed and timely submitted application to Sacred Heart Parish. There is no cost to apply.
4. Families requesting tuition assistance must complete the Sacred Heart Parish/Norfolk Catholic School Tuition Assistance Application (Application) prior to the deadline. See attached Application.

5. All Applications, along with copies of the family's CSF and/or OAEF application, past month's pay stubs and most recently completed and/or filed 1040 tax form, must be turned into to the Sacred Heart Parish Business Office by the published deadline provided each year to be considered for tuition assistance for the following school year. As there is a fixed amount of tuition assistance funds available, applications received after the deadline will only be considered in extreme circumstances, e.g. death/medical issue in family near deadline or new family moves to area/joins Parish after deadline.

6. All Applications, when turned into the Parish, will be reviewed by the Parish's Business Manager or Business Manager delegate for completeness. If not complete the Business Manager will attempt to contact the applicant for clarification.

7. Applications for financial assistance are then reviewed and evaluated by a committee. The committee may comprise a member of a school board, a school administrator, a parish council member, a Finance Council member, and the Business Manager (Committee).

8. The Committee may consider any and all special circumstances in regards to the requesting family that are included in the application or an attachment to the application. The Committee shall also take into consideration and target a family commitment of 8% of AGI for tuition. The Committee will have the discretion and responsibility whether to grant additional assistance to families applying for tuition assistance. Provided however, the Committee's discretion is limited to the following requirements:

8.1 The Committee should seek guidance from the Pastor or Finance Council for awards of funds in excess of the amount of funds set in the budget.

8.2 All families are required to pay a minimum amount of tuition for their child(ren) to be enrolled at Norfolk Catholic School. The minimum amount of tuition per a family is at least \$100.00 per a month (\$1,200.00 per year).

8.2 The Committee shall be restricted on the total amount of endowment per a family in that the endowment may not lower the family's tuition below the family's required minimum amount of tuition.

It will be each family's responsibility to pay or to find a benefactor to pay the minimum amount on their behalf. (The family's inability to meet this provision may be determined by Sacred Heart Parish Pastor. The Pastor may delegate this decision authority at the Pastor's sole discretion.)

8.3 The Committee may, at the Committee's discretion, require a family to perform additional family stewardship hours for the benefit of Norfolk Catholic School as a condition of the family's additional assistance. It is the responsibility of the family to track their stewardship hours.

9. Families receiving a tuition assistance award are required to sign up for the automatic payment (ACH) option for tuition payment.

QUICK REFERENCE GUIDE FOR TUITION ASSISTANCE POLICY

◆ APPLICATION FORM.

The information entered on the form is confidential. Only the Business Manager and Committee will have access to the data that is submitted.

◆ COST TO APPLY.

There is no cost for this service.

◆ REQUIREMENTS.

Each family must first apply for tuition assistance with the Children's Scholarship Fund (CSF) and with Omaha Archdiocesan Education Fund (OAEF) before being eligible for parish based tuition assistance. Additionally, you must have paid your tuition for all prior years or have a payment arrangement with the Parish through the Business Manager, be an Active Participant in Sacred Heart Parish/Norfolk Catholic School, and each family must pay the required minimum tuition amount.

◆ DEADLINE.

Applications and attachments must be submitted by the published deadline to be considered for tuition assistance. Late applications may not be accepted or risk the unavailability of limited funds.

◆ INTRODUCTORY CONFERENCE IS WELCOME.

Please feel free to contact the Parish Business Manager at 402-371-2621 to set up an appointment for further discussion or assistance concerning this procedure.

◆ Sacred Heart Parish/The Norfolk Catholic School Board/the Parish Administration Committee believes this process for conducting an assessment of requests for tuition assistance will help maintain strict confidentiality for families who apply. In addition, an objective and systematic analysis is utilized that insures a careful way to distribute the funds that are available.

TUITION PAYMENT POLICY

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to Sacred Heart Parish, Sacred Heart Parish and the Norfolk Catholic School Board adopts the following policy regarding tuition payment:

TUITION PAYMENT

Sacred Heart Parish/Norfolk Catholic School partners with SMART Tuition for the processing and collection of family tuition and fees.

Billing Options: We offer four (4) tuition billing options to Norfolk Catholic School families:

- 1 payment in Full (July)
- 2 equal payments (August and February)
- 4 equal payments (July, October, January, April)
- 10 equal payment (August through May)
- 12 equal payments (August-July)

Families will need to complete a paper Enrollment to set up their account with SMART Tuition when they first register as a new family in order to choose a billing option and method of payment. Existing families will choose a billing option and payment method when they first set up their account and that information will be used for each school year unless they request a change online through SMART customer service or through the school. More information about SMART tuition is available through the school or at SMART Tuition Customer Service at 888-868-8828

Payment Methods: (must choose one)

- SMART Tuition will send an invoice (mail or email) allowing the option to mail in a payment, make a payment over the phone or web, or utilize your bank's billpay service. All Invoices are due by the 20th of each month.
- SMART Tuition can automatically debit a credit card, checking, or savings account with the information you provide. Automatic drafts can be set up on the 5th OR 20th of the month. A convenience fee will apply to drafts from a debit or credit card.

Re-Enrollment:

It is the family's responsibility to review and update their choice for a billing and payment option for the upcoming year at re-enrollment. Re-enrollment is conducted via Sycamore during second semester parent/teacher conferences and is not complete until financial arrangements are made. Norfolk Catholic School will assume re-enrollment of the student unless we have been contacted by April 1st.

The billing option and payment method will default to the prior year's election unless a change has been requested by the account holder. Accommodations will be made for those families enrolling mid-year or after June 1st, however, a SMART enrollment agreement must be signed within two weeks of enrolling at Norfolk Catholic Schools.

LATE PAYMENTS

Tuition is due on or before the 20th day of the month as applicable per the family's chosen tuition option. It shall be the responsibility of each school family to keep the business office or SMART Tuition informed of their need to make any changes in their preferred tuition payment plan. Should a situation arise that a payment might be late; the family is responsible for notifying SMART Tuition customer service before the payment is due. Should a situation arise that substantially affects a family's ability to pay their tuition in general, the family should contact the Sacred Heart Parish Business Manager as soon as possible. The following policy will apply when tuition payments are received late:

If any payment is missed due to insufficient funds (either by check or automatic debit), a \$30 missed payment fee will be charged to the account. Your bank may also impose similar fees. If the missed payment was set up on automatic payments (ACH), the missed payment will be re-attempted approximately 10 days after the initial draft. To cancel or stop an automatic debit payment you must contact SMART Tuition no later than 3 business days prior to the scheduled payment.

Any payment that is not received by SMART Tuition by your due date is considered late and may receive a late fee. In the event that your account is past due, SMART Tuition may provide you a follow up service which will contact you via mail, telephone, or email. Your tuition account may be charged \$40 per missed payment as a result of this service.

DELINQUENT ACCOUNTS

Tuition accounts will be reviewed monthly. In the event that a family fails to pay tuition on time, the late payment policy noted above will first be applied and the Business Manager will initiate the following procedures:

1. If at the end of thirty (30) days the tuition account is not current, the Business Manager will attempt to make a personal contact to the parent notifying them of the past due amount, their options, and request a plan to correct the situation.
2. If at the end of sixty (60) days the past due condition continues to exist and the Business Office has not received a plan to correct the situation, the Business Manager will notify the family in writing that the account must be brought current. The family will receive a Notice of the Delinquent Account process and a timeframe to respond.
3. If at the end of ninety (90) days the account has not been brought current, a Norfolk Catholic School Administrator shall attempt to make personal contact with the family. It shall be the family's responsibility to set a meeting with the Business Manager and an Administrator to decide if the family's student(s) shall continue to attend Norfolk Catholic School for the next semester and/or to decide if a payment arrangement can be agreed upon. Eligibility Deadlines for Delinquent Tuition: December 1st, July 1st

Sacred Heart Parish reserves the right to remove the student(s) from the school if any tuition payment is still past due after following this process. The school has the further right to refuse, for non-payment or non-cooperation of family (including non-participation in stewardship hours) re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition is paid in full or an agreement has been made between the family and the Business Manager and Administrator.

Sacred Heart Parish/Norfolk Catholic Schools reserves the right to collect past due tuition by other legal means as deemed necessary by the Finance Committee or Pastor.

DELINQUENT TUITION FROM PREVIOUS YEARS

All previously unpaid tuition must be paid by August 1st if a student is to be readmitted on the first day of class for the new school year. If full payment is not possible, suitable arrangements must be made with the Pastor and Parish Business Manager. Payment plans for prior years will be set up directly with the parish, unless otherwise notified.

TUITION ASSISTANCE

Norfolk Catholic School and Sacred Heart Parish believe that it is our mission to put forth every effort to make this Catholic education experience affordable and available to a diverse group of talented and dedicated students. To that end, we offer a Tuition Assistance program based on financial need for parish families and administer applications for Children Scholarship Funds and Omaha Archdiocese High School Scholarships for all eligible students. Families that are experiencing financial difficulties should contact the Business Manager immediately. Please refer to the Tuition Assistance policy for more information regarding eligibility and applications.

TRANSFERS

If a student(s) shall transfer to/from Norfolk Catholic School for any reason during the school year, tuition shall be prorated, or if already paid refunded, on an academic quarter basis. For example, if the student attended Norfolk Catholic School for the month of August and then withdraws, the family would owe tuition for the first quarter of the school year. If a student transfers into NC anytime during the second quarter, the family would owe tuition for the second, third and fourth quarters. All withdrawals and requests for refunds or prorated tuition must be made in writing to the Business Office.

Sacred Heart Parish reserves the right to make changes to the tuition payment and collection procedures on an annual basis as they see necessary to meet parish needs.

Adopted by Norfolk Catholic School Board of Education; March 12, 2014

BIRTH CERTIFICATES and/or HEALTH REQUIREMENTS

Parents must provide a certified copy of the student's birth certificate for all new enrolling students (including kindergartners). There is a thirty-day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardians in writing. If, after ten days, compliance has not occurred, the matter could/shall be reported to the local law enforcement agency.

COMMUNICATION

SCHOOL WEBSITE

Communication between home and school can be improved with access to our school's website. Our website can be accessed at www.sacredheartnorfolk.com. The website will be a place for all people—visitors, people researching Norfolk, families thinking about enrolling their children here, and current families—to learn more about our school.

For families who are already part of Norfolk Catholic School, check out the Sycamore link on the web page or simply type in www.sycamoreeducation.com into your web browser. After entering your username and password, you may look at the school calendar, lunch menu, school news, photos, classroom news, and the Pride newsletter. You are also able to instant message (called "Pass-a-Note") school staff members.

Sycamore is a secure, online place for school information. You can access school information from anywhere you have an Internet connection. It promotes better communication between schools and home and encourages parental involvement in the education of your child by keeping you informed of the day-to-day, weekly, and monthly events that are happening at Norfolk Catholic School.

Office to Home

In order to keep the parents informed as to what is happening in school, we will send information home from time to time with your students. This would be flyers, announcements, lunch menus, etc... Please look through your students folder each night and take an interest in their academic career. The office or your teacher will try to give you notice of when things will be coming home, but checking their folder each night and having short discussions with them will help in this process.

We will not send information home with students that advertises a “for-profit” business. If you have an activity that will be held for-profit, we may post your flyer or advertisement on bulletin boards throughout the building.

EARLY DISMISSAL and/or WEATHER CLOSING INFORMATION

Norfolk Catholic School uses **FLOCKNOTE** in order to communicate with parents and staff. Please make sure to stop in the office and get directions.

Listen to KEXL-FM (106.7), WJAG-AM (780), KNEN-FM (94.7), or US92-FM (92.7) or check out their websites and you will receive a text from the remind app if you have signed up for this free service (instructions to do this can be found at www.sacredheartnorfolk.com by clicking on the Announcements tab on the left side of the page) . The announcement will also be posted on our school website (www.sacredheartnorfolk.com) and our Sycamore page. If it becomes necessary to close school after the school day has started, it will also be announced on the above radio stations and via text through the Flocknote app. Please do not call the school. If a parent thinks their child should remain home on a very snowy day, they may do so at their discretion.

PARENT-TEACHER COMMUNICATION

The Norfolk Catholic faculty considers parents a vital part of the school-home team and is willing to meet with parents at any time. Before school begins, we hold “Meet the Teacher Night” where teachers meet with parents and students to welcome them and explain expectations for the year. Students may bring all of their supplies on that night—book bag, PE shoes, etc.—and leave them in the classroom.

Parent-Teacher Conferences are held at the end of the first quarter and near the midpoint of the third quarter. These conferences are designed to inform parents of the child’s progress and to give parents an opportunity to ask any questions about their child’s work or the school program.

At other times throughout the year, parents may have questions or concerns regarding a classroom policy, discipline, homework, grading, etc. Parents should express their concerns to the teacher first. A joint effort should be made by the teacher and parents to resolve the concern. If the concern is not resolved during the contact with the teacher, the parents should then arrange a conference with the principal. The student and the teacher may or may not be included in this meeting depending on the circumstance. If that conference does not resolve the concern, the principal will arrange a conference involving the student (if appropriate), the parents, the teacher, principal, and possibly, the President of School.

INTERNET USE AND SAFETY

It is the policy of Norfolk Catholic School to: (a) prevent School network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Children’s Internet Protection Act (CIPA).

Norfolk Catholic School takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Norfolk Catholic School utilizes a technology protection measure (“filter”) that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors.

School administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. Norfolk Catholic School may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

The Norfolk Catholic School staff monitor student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the School’s instructional program, educational goals, and to enforce the Internet Safety Policy. Additionally, the School takes reasonable precautions to prevent unauthorized access (“hacking”) to electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

Norfolk Catholic School provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyberbullying awareness and response and other online privacy and security issues.

The Norfolk Catholic School network and computing systems are for educational use only. The School makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, Norfolk Catholic School cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

In order to use the Internet, each student will be required to obtain parental permission and a signed form must be on file at the school.

ELECTRONIC DEVICES POLICY

Due to the potential disruption of the school setting, electronic devices, which includes but is not limited to iPods, camcorders, DVD players, cell phones, pagers, and other personal communications devices are to be turned off and out of sight during the school day (At the elementary school, we suggest none of these items be brought to school, due to the possibility of distraction, loss, or theft of the items. They are not allowed out in class unless expressly permitted by the teacher.)

The following consequences shall be applicable during the entirety of the school year:

First Offense: The electronic device will be taken from the student and returned at the end of the day. Detention will be given.

Second Offense: The item will be taken from the student and returned to the student's parent or guardian. A contract will be signed between the student, the student's parent or guardian, and the school stating if the item is taken again, it will be kept for thirty (30) days. Detention will be given.

Third Offense: The item will be taken from the student and kept for thirty (30) days, then returned to the student's parent or guardian. Detention will be given.

DRESS CODE

The Norfolk Catholic School Dress Code will reflect how students view themselves, how others perceive them and consequently, how they will be expected to perform in life. We are "temples of the Holy Spirit"; therefore, our appearance should reflect this conviction. A uniform dress code promotes a sense of equality among the students. Student dress code will be neat, modest, clean at all times, reflect personal pride, and maintain the dignity of Norfolk Catholic School. The dress code also applies at Mass. While primary responsibility for students being in the proper dress code rests with the parents, as students mature they are expected to take on an increased responsibility to adhere to the dress code.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DEFINE AND DETERMINE WHAT IS NEAT, CLEAN, MODEST, WELL GROOMED AND APPROPRIATE IN DRESS AND APPEARANCE AND WHAT IS NOT.

The Dress Code requirements are:

Shirts-- Shirts must be tucked in at all times

Polo shirts

- Red, white, or navy blue
- Short or long sleeved
- Either NCS logo or discreet brand logo

Oxford shirts

- Red, white, or navy blue
- Long or short sleeved
- Button down collar
- If the oxford has an insignia, it must be small and discreet

Pants/Capri/Shorts

- Navy blue or khaki
- Pants and shorts must be worn above the hip; shorts must be appropriate length
- No leggings may be worn by themselves

The following are **not** allowed on pants or shorts:

- Rivets
- Denim or denim type fabric
- Cargo pockets

Skirts/Skorts

- Navy blue or khaki
- Skirts and skorts must be appropriate length

Jumpers

- Navy blue or khaki
- Jumpers must be knee length
- School polo or oxford shirt must be worn underneath

Sweatshirts/Fleece/Quarter Zips

- Red, white, navy blue, gray or black (school activity sweatshirts are acceptable) combination of 2 colors is acceptable
- May not be worn inside out
- No hooded sweatshirts may be worn in the building during school hours
- If it has an insignia, it must be small and discreet

Socks

- Socks are required
- Predominant color must be red, white, black, or navy blue- a combination of these colors is accepted
- Girls may wear tights of solid red, white, or navy blue
- No leggings may be worn by themselves

Shoes

- Shoes are required.
- Shoes with laces must be tied.
- No shoes with open heels or open toes may be worn
- No light up shoes may be worn
- No crocs or slippers may be worn
- Boots should be no higher than mid-calf and plain black, brown, or tan leather or suede-like material with no embellishments including fur
- Snow boots may only be worn during recess

Undergarments

- Undergarments that detract from the outer appearance of the uniform by being visible or showing through are not appropriate.
- T-shirts worn under the uniform top must be plain in design and short sleeved. Colored T-shirts or white T-shirts with printing are not allowed.

Grooming

- All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant.

Hair

- Hair for boys and girls should be neat, clean, and in its natural state (no extreme styles, determining this will be at the discretion of administration). Bangs will not cover the eyes. Boys' hair shall not extend below the bottom of an ordinary shirt collar (below shoulder length) in the back and the hair shall not extend below earlobe level on the sides.
- Boys should be clean shaven at all times.

- Feathers or other adornments may not be used.

Jewelry

- Jewelry for boys and girls should be simple and modest while on campus or at any official school sanctioned activity. The wearing of earrings or other body piercing by boys is not permitted. Jewelry or body piercings other than ears for girls is not permitted. No large hoop or dangle earrings are allowed for safety reasons. Please limit to 2 wrist bracelets, friendship bands, etc...
- Watches may be worn, but will not be allowed if they are able to access the internet for safety reasons
- Visible tattoos (permanent or temporary) are not permitted for boys or girls.

Head coverings

- No hats, caps, bandanas, or scarves may be worn during school hours.
- Headbands--Solid color: black, brown, red, white, or navy blue are acceptable. Headbands that are a combination of colors are at discretion of administration and should not be distracting

Jeans Day

Clothing worn on jeans day must likewise be neat, modest, clean at all times, and reflect personal pride, and maintain the dignity of Norfolk Catholic School. Only Jeans are allowed on Jeans day at the Elementary. No Jean Shorts, Skirts, or Jumpers are permitted.

Jeans

- Jeans must have pockets and be denim material
- Jeans must be worn above the hip and be without holes or rips.

Top

- No tank tops
- Must cover midriff and touch the top of the jeans
- No immoral words, references, pictures, or gestures
- No reference toward alcohol, drugs, or smoking

Dress Up Day

- Christian modesty is to be taken into consideration
- No excessively tight clothing
- Neckline must be modest and reveal no cleavage
- Midriff must be covered at all times

Parents may also be called and asked to bring a change of clothes if students are out of dress code for the day.

SCHOOL PROCEDURES

STUDENT ARRIVAL AND DEPARTURE

School begins at 8:00 a.m. and ends at 3:20 p.m. Students should arrive at school between 7:45 and 8:00 a.m. and go directly to the commons area. Students may arrive earlier if they are a part of our morning walking club or if they've made arrangements to work with a teacher before school.

Students are tardy if not in the building by 8:05 a.m, or the conclusion of "morning meeting". Children must report to the school office when they arrive at school after this time. For security purposes, our school doors lock at 8:05 a.m.

Students are to leave the building by 3:40 when school is over unless they are under the supervision of a teacher, enrolled in the after-school care program, or other arrangements have been made with the office. Parents should see that students are picked up as soon as possible after dismissal. If students are frequently still at school after 3:40 PM and are not working under the direct supervision of another teacher, the parents will be contacted to determine a plan to alleviate the issue.

At dismissal, please enter the parking lot from the same street into which you will exit. Please follow the pick-up procedure outlined on the map received in your family envelope. The traffic flows quite smoothly and safely if everyone follows the prescribed plan. Place your red/green card on the dashboard or driver's side window of your vehicle. Turn your card from red to green when all students are in your vehicle. That lets us know you're ready for departure.

Cell phone use is **strongly discouraged** while vehicles and children are moving in the parking lot.

We prefer that you **stay in your car** and follow the flow of traffic when you pick up your child(ren). Traffic flows much faster and children are in less danger of being struck if EVERYONE STAYS IN THEIR CARS! If you must park your vehicle, park in the southeast corner of the parking lot. Walk into the school without disturbing the flow of traffic. THE VEHICLES HAVE THE RIGHT OF WAY.

If there is inclement weather in the afternoons, we will have "inside dismissal." Signs will be posted that the "Drive-Thru is Closed" and a REMIND will be sent out to notify as well. Parents will need to park and come into the building to pick up their students from the commons area.

TARDINESS, ABSENTEEISM, AND TRUANCY

Regular school attendance is an important component of a child's education. Truancy is a violation of Nebraska's Compulsory Attendance Law and is defined as excessive absences from school. A student who is not present at the appointed time is designated as absent.

If a child will be absent/tardy from school, parents should call the school (402-371-4584) by 8:30 AM. If you are leaving a message, please identify yourself, the student, the student's teacher, and the reason for the absence. If parents do not report the absence, school personnel will contact the family. This procedure provides assurance that the child has not encountered a problem on the way to school.

If a child is ill and can't attend school during the day, he/she should not attend and will not participate in a school function that evening. Make-up work should be obtained from the teacher's room or school office.

Parents should be aware that excessive absences may contribute to a child's failure to make satisfactory progress in school and could result in retention. Taking children out of school for extended vacations makes it difficult for them to keep up with schoolwork and may result in lower grades. Students do have several short vacation periods during the year, in addition to the Christmas break. Parents are urged to schedule trips at the same time as school vacations whenever possible.

When a student's overall attendance dips below 86% in a given year, the school can/may:

- Notify parents via form letter.
- Work with parents in documenting a plan to deter excessive absences.

If the student fails to meet the conditions of the documented plan, the school will serve written notice to the parent or guardian, warning him or her to comply with the Nebraska Compulsory Attendance Law and advising him or her that failure to do so will be reported to the County Attorney. Upon the next failure to meet the conditions of the plan, the school shall file a report with the County Attorney.

Tardiness interferes with the student's progress in school, disturbs the classroom, and leads to the formation of undesirable attitudes. Students who arrive after 8:05 AM must report to the school office before going to class. Parents are encouraged to come into the office to sign their child in if their child is tardy. Tardiness for arrival at school may possibly not be recorded on days when severe weather conditions exist, with these cases being determined at the principal's discretion.

Excessive, inexcusable tardiness is an injustice to your student, his/her teacher and the other students. After six tardies in one semester, the student MAY serve a 30-minute detention, at the discretion of staff involved.

DOCTOR/DENTIST/OPTICAL APPOINTMENTS

If appointments cannot be made outside of school hours, a written note from the parent is needed. The note should be presented to the teacher who will forward it to the office. When a parent comes to pick up a child during the school day, he/she will sign the child out in the office, and the office will call the classroom for the child.

PERFECT ATTENDANCE AWARD

The Norfolk Optimist Club does honor students in grades K-4 who have perfect attendance for the school year. To be considered for the Perfect Attendance Award, a student must have perfect attendance; that is, he/she is at school for the full day every day of the school year. There are no "excused absences" at Norfolk Catholic Elementary. Students who miss school for events such as family vacations, weddings, funerals, and state tournament ball games when school is still in session, or days such as "Take Your Son/Daughter To Work Day", will be excused with parental permission but will be counted absent for the day.

LUNCH PROGRAM

Norfolk Catholic School provides a Class A Hot Lunch. The prices for lunches and milk will be determined at the beginning of the school year. If further changes are made in regard to the lunch program, the information will be sent to the parents. For those students wishing to bring their lunches, milk is available.

Norfolk Catholic School uses an electronic accounting and identification system to keep track of student monies and usage within the school lunch program. Each student has an account set up into which parents can deposit money for daily lunch. All monies sent to the school for the lunch program will be deposited into your student's account. Students may not allow other students to purchase meals from their account. Students may not sell food from their tray to other students in the cafeteria.

Students having special dietary requirements must have a doctor's statement and must contact the school to ensure the student's needs are met.

We strongly discourage food from commercial restaurants being brought into the cafeteria by students or guests during lunch hours (i.e. McDonald's, etc.). Students may leave campus with their parents for lunch on special occasions. If guests must bring outside food into the cafeteria for a special occasion, it must contain no commercial packaging or lettering.

In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call 1-800-795-3272. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

FUNDRAISING ACTIVITIES

Fundraising activities involving students should be kept to a minimum. If students are to be involved in such activities, the following criteria should be used:

- The fundraising activity must have the approval of the principals. The school must be the primary beneficiary of the funds collected.
- The fundraising activity must have adult supervision in its organizations and administration.
- Regulations should be developed concerning student involvement in the activity.
- A permission slip will be signed by parents at the start of the school year allowing students to participate in fundraising activities
- Fundraising should contemplate the fundraising calendar adopted by the parish council.

HOME & SCHOOL

The Home & School Association is open to all parents who have children at Norfolk Catholic School. Dues are paid per year per family. Meetings are usually held the third Wednesday of the month at the elementary school.

The Home & School Association is engaged in many activities with the school, including fundraising, coordination of room mothers and other volunteers, and undertakes various other projects throughout the year. The Home & School Association is a very valuable part of our school. The money that is raised is pumped right back into the elementary school. For example, in 2013-2014, more than \$9,000 was given to the technology

department to improve our technology needs. Our Home & School group also funds many other smaller projects throughout our school.

MEDIA NOTIFICATION

If your child is enrolled or attending any activity on the Norfolk Catholic campus or a school sponsored trip or event, there is the possibility that his or her picture may be used. Newspapers, social media, stream, or promoting our school in other ways are some but not all possible uses. Norfolk Catholic will work to make sure that no information is shared that is personal or puts anyone at risk, such as full name, address, etc...

H.O.P.E. (Help Our Parish Excel)

H.O.P.E. is an ongoing fundraising program that benefits Sacred Heart Parish and its schools. H.O.P.E. cards are simply gift certificates/gift cards that can be used almost anywhere in town. You may buy H.O.P.E. cards for groceries, restaurants, prescriptions, clothing, shoes, movie rentals, and more! If you use a H.O.P.E. card, we receive anywhere from 2% to 20% on the purchases that you make (depending on the vendor). You may purchase H.O.P.E. cards at school, at the Parish Office, or at either church after Mass. For more information or to volunteer to sell H.O.P.E. cards after Mass, please call the Parish Office at 371-2621.

STUDY TRIP PROCEDURES

Educational study trips will be taken by various classes during the school year. Such trips will be taken in the school bus, school vans, on foot, or (as a last resort) in private cars. Permission slips will be sent home with the students to be signed by the parents. At the beginning of the year a parental permission slip will be sent home for parents to sign permitting students to leave the building with their class during the school year for walking excursions. Study trips for K-6 students shall take place in one day. The trip shall have educational value and be recommended by the teacher to the administration. The teacher(s) requesting the trip will accompany the group.

We are very fortunate to have many parents eager to chaperone study trips. However, often times we have more volunteers to chaperone than are needed for the trip. Teachers may choose to draw names from those that have offered to chaperone when determining who will accompany the students on their study trip. This practice is not intended to leave anybody out but to have adequate supervision for the students. If a chaperone is unable to attend, he/she shall notify the teacher so the teacher is able to notify the next parent on the list to chaperone. Younger siblings may not accompany a parent on a study trip due to the responsibilities of a parent as a chaperone. Study trips are an extension of the classroom learning, and parents will be able to learn about the trip from their children when they return.

** In order to take part in school activities volunteers will be REQUIRED to have Safe Environment Training completed. This is a requirement given to us by the ArchDiocese of Omaha and we will be in compliance.

PARTY INVITATIONS

Birthday OR party invitations may be distributed to classmates at school, IF there is an invitation for ALL the boys or for ALL the girls OR for each student in the class. If invitations to parties outside of school hours don't follow the above guidelines, then the invitations should be taken care of outside school hours. It is recommended to involve all the students in the class at all functions of this nature.

FIRE DRILLS

Section 81-527, Nebraska Revised Statutes, requires Norfolk Catholic School to conduct monthly fire drills in accordance with such rules and regulations.

TORNADO DRILL

In cooperation with Madison County Emergency Management, Norfolk Catholic School conducts an annual Tornado Drill. During the drill, absolute silence is maintained and all school personnel are gathered in safe areas of the building until the all clear is signaled.

NON-CUSTODIAL PARENT PROCEDURES

It is the policy of Norfolk Catholic School to provide any and all pertinent information to a non-custodial parent, upon request, unless there is a court decree stating otherwise. A copy of the decree must be given to the school and kept on file.

RECESS AND P.E. EXCUSES

It is our thinking that if a child is well enough to come to school he/she is well enough to participate in the daily program. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity and/or participation in P.E.

Based upon weather conditions, temperature and/or wind chill, student recess times may be shortened for outside activity or conducted inside.

STUDENT RECORDS

Norfolk Catholic School maintains two types of records:

Permanent Academic Records—These records include materials necessary for the proper operation of a school system. They may contain:

- Birthplace
- Parents or guardians' names and addresses
- Grades and academic work completed
- Attendance data
- Sex
- Scores on standardized achievement tests (ITBS/Terra Nova)
- Health data
- Copies of any psychological test results, MDT reports, IEP's, or Accomodation Plans

Behavioral/Disciplinary Reports—These records are kept until the end of the school year. They include:

- Record of disciplinary actions taken at Norfolk Catholic Elementary
- Copies of any letter regarding disciplinary actions

Out of respect for the rights of the individual, release of information will follow the guidelines that accompany State Statute 79-4, 157:

Any pupil in any public school, his parents, guardians, teachers, counselors, or school administrators, shall have access to the school files or records maintained concerning him/her. No other person shall have access thereto nor shall the contents thereof be divulged in manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years and after authorization is given by the State Records Board pursuant to section 84-1201 to 84-1220.

VISITORS

All visitors must sign in with Office personnel and receive a Visitor's Badge before contacting anyone in the building. Outside students may visit our school with advance permission from the principal. Notice of student visitors must be given at least one day in advance of their visit.

VOLUNTEERS

Volunteers are a critical element of the education process at school. Parents are invited and welcomed in the school. Parents are encouraged to volunteer for a wide variety of activities and responsibilities including, but not limited to:

- | | | |
|-----------------------------|--------------------|--------------------|
| *Home & School | *tutors | *study trips |
| *School Board | *classroom helpers | *hot lunch program |
| *maintenance assistance | *committees | *library |
| *homeroom parents | *playground | *clubs |
| *listening to students read | | |

All volunteers need to first check in at the school office, sign in, and pick up a nametag before proceeding to their assigned duty.

WALKING CLUB

Because of our dedication to student health, our school will provide a walking club before school. Kris Freese will be the person in charge of the club. Students interested in walking should arrive no earlier than 7:35 a.m. Supervision will not be available until after 7:35! Walking Club will take place in the Activity Center.

USE OF SCHOOL GROUNDS

Norfolk Catholic School is a private, parish school and the building and school grounds are private property. Use of playground equipment is restricted outside of school hours. The school takes no responsibility for injury of trespassers on school grounds. Use of any of the rooms at Norfolk Catholic School must be reserved, in advance, through the principal.

Groups wishing to use the Parish Center, the Oratory, or the Cenacle Room (on the 2nd floor of the elementary school) must contact the Parish Office at 371-2621

CHILD ABUSE REPORTING POLICY

When a physician, medical institution, nurse, school employee, social worker, or any other person has a reasonable cause to believe that a child has been subjected to conditions or circumstances which would or has resulted in abuse or neglect, he or she shall report such incident or cause to the proper law enforcement agency after consultation with the administration.

SPIRITUAL DEVELOPMENT

All students—Catholic or non-Catholic—participate in daily religion classes. We attend Mass at St. Mary’s once a week (usually on Wednesdays at 8:20 AM) at a liturgy prepared by the students. Full participation in the Mass—listening, responding appropriately, praying, and singing—is expected from everyone. Teachers and students also plan and attend prayer services, and participate in other special spiritual events planned in their classes.

Classes will participate in Enkindle once a quarter and will develop a closer relationship with Christ through this process.

All-School Masses and prayer services are held for special occasions. Parents, grandparents, siblings, and other members of the parish are invited to come and celebrate with the children at any of the Masses.

Boys are to wear long pants and girls, long pants or skirts for Mass days, on which they are doing readings, singing upfront, taking up the offerings, or reading petitions.

RECONCILIATION AND FIRST EUCHARIST

The parish Director of Religious Education coordinates sacramental preparation. Materials will be provided to aid the parents in the preparation of their child for each of the sacraments. Parents of second graders and other children preparing for a sacrament will be expected to participate in meetings and training sessions that focus on the preparation of their child for the sacraments. The ultimate responsibility in preparing a child for the sacraments lies with the parents. The pastor, director of religious education, and classroom teachers will assist in the preparation and confirm a child’s comprehension of and readiness for each sacrament.

All students who are eligible have the privilege of attending Reconciliation services during the Advent and Lenten seasons.

MISSION PROJECTS

In addition to special “Mission Jeans Days” held monthly during school, we also try to “live our faith” by partnering with various organizations in and around Norfolk. We hope to deepen students’ understanding of giving and sharing with others through these missions. In the past, our students have completed projects for Bright Horizons, Kids Against Hunger, the Leukemia/Lymphoma Society, the American Cancer Society, and Sacred Heart Parish, among others.

FIVE NO TOLERANCE BEHAVIORS

Aggression

Any act of physical or psychological aggression with intent to harm themselves or others.

Disrespectful verbal comments to others/profanity

Any prejudicial comments, inappropriate tone, swearing (including any transformation of a swear word) and obscene gestures.

Bullying

It is the policy of the Norfolk Catholic Schools that “bullying” type behavior is not to be permitted. Bullying consists of *repeated, unwanted behavior* that affects the dignity of an individual and which appears or feels offensive, demeaning, intimidating, or hostile by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, and extortion of money or possessions. Bullying can also include indirect conduct that causes a student to be socially isolated or intentionally excluded. Such conduct is disruptive of the educational process. Therefore, bullying is not acceptable behavior and is prohibited.

Destruction of property

Destruction of any school and personal property.

Defiance

To resist authority, deliberately not following a direction with intent to challenge.

CONSEQUENCES FOR BREAKING A NO TOLERANCE RULE

- Student is removed from the situation
- Administrator conferences with the teacher and then the student; teacher
- Administration may contact a parent via phone call at principal discretion.

Student receives consequences of loss of recess for 2 or more days. During that time, the student may:

- Perform community or school service
- Counsel with Administration
- Do academic work
- Student makes restitution when appropriate

If there is another **No Tolerance** rule violated in a nine-week period, there will be 5 days of loss of recess and conference with parents.

Depending upon the frequency and/or severity of the behavior, in-school or out-of-school suspension may be warranted or expulsion.

CONFLICT RESOLUTION AND CONCERN REPORTING

Matthew 18: 15-17 "If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector."

Conflict Resolution - A majority of issues or conflicts will be seen, or observed, at school by teachers, playground supervisors, etc... and then communicated home to families. There are times that your child may come home and tell you about something that took place at school that our staff is not aware of. In these cases, the issue should be communicated to the classroom teacher or to the Principal directly. It is our hope that students can try to work most problems out between themselves first, then certainly involve teachers, or trusted adults in the building. If resolution can not be found, problems still remain, or are recurring, the issues should be taken to the building principal to mediate, resolve, or discipline as needed. It is important that communication is made with the school to let the building know about the problem, issue, or event in a timely manner in order for the institution to do their job effectively.

What we believe and how it supports our mission – We know that Jesus taught that people should go to the person, or the source of the conflict, and try to solve these things in a way consistent with the teachings of the Bible. This is important in Walking with others to meet Jesus and living our faith. Conflict resolution is taught in the building and righting wrongs, asking for forgiveness, and forgiving others and moving on are important skills for everyone to practice.

Reporting to appropriate people – If reporting is felt to be needed, issues that arise should be reported first to the classroom teacher(s) of those involved. A next layer of communication would involve an administrator of the building. Incidents that occur should be reported in a timely fashion and should include specifics of what took place.

Concern form – If a problem persists and the issue is not resolved a form is available in the office to document the event and give specifics of the incident or the ongoing events, and what communication is expected going forward. This would be used if an incident has been reported and re-occurs, or is ongoing.

Restraint and Seclusion Policy

5040

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial, imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Teacher Facilitator) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal (or Teacher Facilitator) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

STUDENT HEALTH

SCHOOL NURSE

The school nurse is a contracted position. She maintains the health records of the students, fills out all forms to the State Health Department, and is available for consultation. The nurse is at the elementary school on a part-time basis. Students who become ill at school are sent to the school office for observation. If your child has a temperature, he/she will need to be picked up immediately. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available.

Parents are required to provide names of persons and their telephone numbers of whom the school personnel can contact, to be used in case of emergency. If no one can be contacted the school will notify the Department of Social Services or other authority. In case of serious injury the school will call 911 and have the student transported to Faith Regional Health Services.

STUDENT MEDICATIONS

If medications are given at school, an "Authorization to Administer Medication" Form must be filled out and be on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician. All medication must be stored and locked in the school/nurse's office. Inhalers may be carried by the student, with parental permission.

DOCTOR'S NOTE

After 5 days of consecutive, seriously contagious illness, a doctor's permit may be requested for a student to be able to attend school again.

ATTACK ON ASTHMA NEBRASKA PROTOCOL

A new state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact school personnel.

5063 COPPA Student Privacy Notice

Our school may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator.

By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

TO: Parents or Guardians of Norfolk Catholic School Students
FROM: Mr. Lafleur , Principal
RE: Emergency Procedure for Norfolk Catholic Schools

The Norfolk Catholic Schools have developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school, should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies your child/children will remain and be cared for at the school, which is potentially one of the safest places they can be located. In the rare event of an emergency affecting the school your child attends, that prohibits re-entry to the building (such as a broken gas or water main, a fire or toxic chemical spill); elementary students will be accompanied to an alternate site, Elkhorn Valley Bank and Trust. Please do not come to pick your child up unless you are notified to do so, or until you are notified to do so.

We ask that you follow this procedure if you hear of any school emergency:

- TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.
- PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
- PLEASE DO NOT COME TO THE SCHOOL OR ALTERNATE SITE UNLESS REQUESTED TO PICK UP YOUR CHILD. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get into the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
- Respect the amount of information that has or has not been shared with students. Administration and the Crisis Response Team will make decisions on the amount of information to be shared with students.
- DO NOT discuss information in front of students unless asked to do so.

In the event that we have situations requiring our school(s) to go to a semi-lockdown or complete lockdown status, we will follow the protocol as listed below.

A **semi-lockdown (secure)** means that all entrances are locked and the schedule continues as originally planned. Students WILL NOT be allowed to leave the building for any reason unless escorted by their OWN parent(s).

A **complete lockdown** means that all entrances and classroom doors are locked, lights are turned off, and students are seated on the floor next to an interior wall away from windows and doors. The regular schedule is halted. NO ONE will be allowed to enter or leave the classroom or the school building.

If you are in the building at the time of an emergency situation, please do your best to assist with the policies and procedures that are in place. ALL visitors MUST sign in at the respective offices and receive a visitor's badge. This badge MUST be worn to help school and emergency personnel distinguish between persons. Please remember at all times to respect the privacy of all persons involved. Safety is our #1 concern. We realize that some of these procedures are inconvenient; however, everyone's safety is more important than a minor inconvenience.

KEEP THIS INFORMATION WHEREVER YOU CAN IMMEDIATELY ACCESS IT