

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 of our 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 Sacred Heart 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.

SACRED HEART PARISH MISSION STATEMENT

Touched by the promises of the Sacred Heart of Jesus, we strive to be responsible stewards who share our diverse gifts to help souls get to Heaven.

NORFOLK CATHOLIC SCHOOL MISSION STATEMENT

The mission of Norfolk Catholic School is to support parents in their role as the primary educators of their children by providing resources, within a Catholic environment, that will enable students to become good stewards in their future vocations.

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.

BOARD OF EDUCATION

Stephanie Weidner- -President
Trish Braithwait – Member
Don Maguire -- Member
Jeff Sock-Member
Wendy Swenson—Member

Eric Johnson—Vice President
Jeff Eisenmenger--Member
Dick Uhing--Member
Pat Zach--Member
Deb Dreher--Member

ELEMENTARY SCHOOL STAFF

Fr. Dan Andrews	Pastor
Troy Berryman	Principal
Dene Nedrow	Pre-School
Linda Hammond	Kindergarten
Carolyn Simon	Kindergarten
Jill McCormick	1 st Grade
Dawne Miller	1 st Grade
Sommer Moore	1 st Grade
Rosemary Johnson	2 nd Grade
Nicole Pfeifer	2 nd Grade
Terrie Bowder	2 nd Grade
Mary Ellen Crosser	3rd Grade
Staci Anderson	3rd Grade
Vonnie Arens	4th Grade
Hilary Claussen	4 th Grade
Barbara Hochstein	5th Grade
Jane Jessen	5 th Grade
JoAnn Fintowski	6th Grade
Dustin Korth	6 th Grade
Pamela Wolf	6 th Grade
Kris Freese	Physical Education
Nancy Nissen	K-3 Vocal Music
Cindy Booth	4-12 Vocal Music
Rita Kraft	Art
Jack Fischer	Band
Sherry Stuijbergen	Media Coordinator
Mary Seier	Media Aide
Connie Vesely	Computer Education/Technology
Lisa Guenther	Title I Coordinator
Lynda Erickson	Title I Paraprofessional
Sherry Johnson	Speech Therapy
Deb Hoemann	Resource
Linda Hughes	School Nurse
Sheila Keiser	Pre-School Paraprofessional
Michelle Leader	Pre-School Paraprofessional
Beth Peister	Paraprofessional
Rosemary Koch	Administrative Assistant
Dorothy Unger	Secretary
Bob Baker	Maintenance
Ken Wilcox	Custodian
Dorothy Knight	Custodian
Ali Lampman	Food Service Manager
Wilma Schock	Food Service
Carolyn Nissen	Food Service
Jessica Truex	After-School Child Care Coordinator

PHILOSOPHY

The purpose of Catholic education is to prepare the children for their life in a Christian community so that they may attain their eternal destiny. Catholic education encompasses every aspect of human life--spiritual and physical, intellectual and moral, individual, domestic and social--with a view of perfecting it in accordance with the teachings of Christ. Parents have the primary responsibility for the education of their children and are essential to the success of Catholic education. The primary goal of the Catholic School is to cooperate with parents and Parish community to educate children to serve God, mankind, the community and their world.

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 for the development of your child's life – physically, mentally, spiritually, emotionally, morally, and psychologically.

Weekly attendance at Sunday Mass, participation in the sacraments (especially Reconciliation), and quick willingness to support the works of the Parish are all part of the educational experience for your children. Therefore, parents and guardians 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.

Families establish a partnership with their parish community to work toward the goal of becoming more sincere Christian disciples. Sacred Heart Parish and Norfolk Catholic School exists to assist parents in their role as primary educators and in passing on the Catholic Faith to the next generation. To accomplish this goal, the parish and school community offer opportunities to worship the Holy Trinity as a family and provide prayer experiences on an ongoing basis. An environment conducive to learning, worshiping, and proclaiming the Gospel is offered to all and all are welcome.

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 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.) Attendance at Sunday Mass is often tracked via the use of parish giving envelopes placed in the collection baskets. Even if no monetary contribution is possible each week, it is highly recommended that an empty envelope should be placed in the basket to assist in gauging mass attendance.

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 by devoting a minimum of 10 hours of volunteer time per school year. It is the responsibility of the family to track and report their stewardship hours on the Sycamore website. In the event that a family does not have access to the Sycamore website, a form may be submitted to the office at either school for input into Sycamore.

A printout of each family's stewardship hours will be presented during Parent/Teacher Conferences (fall & spring). This is offered as a courtesy reminder of the stewardship commitment.

Stewardship hours can be met in 3 ways:

- Volunteering time at BOTH the Parish Festival & Spirit fundraiser events. This will satisfy the full expectation for stewardship.
- 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 is available to choose from:

Examples of Activities to Fulfill Stewardship Commitment

Parish Festival Committee
Festival Planning
Festival Set up
Festival Tear Down
Working at Festival
Men's Stag Chair
Spirit Planning Committee
Spirit Set up
Spirit 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

Book Fair Volunteer/Coordinator
Box Top Coordinator
Easter Egg Hunt Coordinator
Tour of Homes Committee
Clothing Sales Coordinator
Red Wheel Fundraiser Committee
Soup Luncheon Committee
Donuts with Dad / Muffins with Mom
Committee
Hot dog feed / Sock Hop Committee
Teacher Liaison Committee
School Board Member
Athletic Boosters
Member/Coordinator/Officer
Music Boosters Member/Coordinator/Officer
Academic Excellence Committee
Member/Coordinator/Officer
Youth Camp Volunteer
Destination Imagination Volunteer

** If you have questions regarding your stewardship hours, 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 all children (Catholic and non-Catholic) from Norfolk and the surrounding area. The cost to educate an elementary student in the 2011-2012 school year is over \$4,600. Tuition payments do defray a portion of this cost; the parish subsidizes the rest.

Norfolk Catholic tuition fees are as follows:

5 Day Pre-School	\$1,530
Kindergarten-5	\$2,400
Grades 6-8:	\$2,700
Grades 9-12:	\$3,050
Maximum Family Rate	\$7,900

Enrollment of student begins with the completion of registration forms at February Parent/Teacher Conferences. Enrollment is not complete until financial arrangements have been made.

Tuition may be paid in full or through monthly automatic withdrawals from a checking or savings accounts. Tuition payment arrangements must be made by **July 1**.

If payment is not received or arrangements are not made by July 15, students will be deemed ineligible to attend Norfolk Catholic Schools for the fall semester.

Tuition payment arrangements will be reviewed quarterly. If accounts are not in good standing, students will be deemed ineligible to attend Norfolk Catholic Schools at the beginning of the next semester.

Accommodations will be made for those families enrolling mid-year, but tuition payment arrangements must be made within two weeks of enrolling in the school.

If tuition assistance is needed, it may be applied for via the Scholarship and/or Tuition Assistance Policies.

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 mailed to families who request assistance on the school registration form.

TUITION ASSISTANCE POLICY

The philosophy of Norfolk Catholic Schools is that a Catholic education will not be denied based on a family's inability to pay tuition. However, it is the parental responsibility to inform the Sacred Heart Parish Business Office of tuition payment plans and any circumstances that hinder or prevent tuition payment. The Sacred Heart Parish Business Office must be made aware of financial hardships in order to make decisions regarding tuition waivers.

The Sacred Heart Parish Business Office is willing to consider many tuition payment options and may waive a portion of tuition based on reasonable family circumstances. However, in order for these actions to occur, communication with the Sacred Heart Parish business manager is mandatory and expected. All arrangements and family circumstances will be kept strictly confidential.

If a family wishes to be considered for a parish tuition waiver, a completed Tuition Waiver Application along with your prior year tax returns must be submitted to the parish office. Applications will be mailed to families who request assistance on the school registration form. These items must be submitted directly to the business manager at the Sacred Heart Parish Business Office. All information will remain confidential.

Tuition payment arrangements and requests for tuition waivers are to be finalized by July 1 prior to the school year. Accommodations will be made for those families enrolling mid-year, but tuition payment arrangements must be made within two weeks of enrolling in the school.

Sacred Heart Parish/Norfolk Catholic Schools reserves the right to pursue other means of collecting outstanding tuition. This shall include the use of collection agencies if necessary.

Tuition fees for the K-6 are collected at the Sacred Heart Parish Office. Pre-school fees may be paid at the elementary school office.

Families who are not parishioners at Sacred Heart will pay higher tuition. Non-parishioner tuition for the elementary school is set at \$4,000; high school tuition is \$6,000. Non-parishioners are not eligible for tuition assistance.

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 shall be reported to the local law enforcement agency.

STUDENT ARRIVAL AND DEPARTURE

School begins at 8:05 a.m. and ends at 3:05 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 who would like to walk may be dropped off at the track, just to the west of the school building.

Students are tardy if not in the classroom by 8:05 a.m. Children must report to the school office when they arrive at school after 8:05 a.m.

In the mornings, student ambassadors will direct cars and open doors for students to exit quickly and safely. Students should exit the car from the side closest to the building and should not exit until the car has completely stopped. Please follow the directions of the student ambassadors and staff members.

Students are to leave the building by 3:15 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 3:30 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 at the end of this handbook. The traffic flows quite smoothly and safely if everyone follows the prescribed plan. Place your red/green card on the dashboard 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). 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." 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 (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 afternoon, he/she cannot attend 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 90% in a given year, the school shall:
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 a teacher and the other students. After four student tardies in one semester, the parents will be notified by the administration. After six tardies in one semester, the student will serve a 30-minute detention. The principal will contact the parents, either by phone or in writing, to set up the detention.

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.

SPIRITUAL DEVELOPMENT

All students—Catholic or non-Catholic--participate in daily religion classes. We attend Mass at St. Mary's once a week (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. Sacred Heart teachers and students also plan and attend monthly prayer services, and participate in other special spiritual events planned in their classes.

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 up front, taking up the offerings, or reading petitions.

RECONCILIATION AND FIRST EUCHARIST

Sacramental preparation is coordinated by the parish Director of Religious Education. 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 St. Mary's Parish, among others.

ACADEMIC POLICIES

The faculty and staff of Sacred Heart 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 purchased at the school office anytime after August 1. The cost is \$4.00.

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.

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 children. Staff and parents will work closely in making these determinations concerning the students. The final decision to retain or not rests with the parents.

LATE WORK POLICY

It is the expectation that all schoolwork will be turned in 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.

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 3:05 until 3:35. Students will report there immediately after school with academic work to complete or a book to read. Parents are asked to come into the building, report to the office, and pick up their student at 3:35. 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.

CHEATING

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

STANDARDIZED TESTING

Students in grades 3 and 5 will be assessed using the Terra Nova test. These tests will usually be administered at the beginning of October and are given to all 3rd and 5th grader students in the Archdiocese of Omaha.

Students in grades K-3 are assessed at least twice a year using the DIBELS (Dynamic Indicators of Basic Early Learning Skills) instrument.

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

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.

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 or practicing math facts.

PHILOSOPHY FOR STUDENT SELF-ESTEEM

Children need to be taught self-discipline and responsible behavior. They should be equipped with the personal strength needed to meet the demands imposed on them by school, their peer group, and later adult responsibilities. - *Dare to Discipline*, Dr. James Dobson.

"Train a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

STUDENT ACCOUNTABILITY

At Norfolk Catholic Elementary, we expect everyone to be accountable for their words and actions. We share a special place where everyone is welcome and safe. Every child has the right to receive a quality education where all are treated justly using Christian values and the Life Skills that are taught throughout the school year (perseverance, trustworthiness, integrity, honesty, doing one's personal best, and many others).

BEHAVIOR PLANS AND CONSEQUENCES

When a student chooses not to follow the expectations set at Norfolk Catholic Elementary School, the following may happen:

- Give student an opportunity to self correct
- Verbal warning to redirect behavior
- Time out
- A discipline log created and sent via Pass-a-Note to parents and principal
- Student-teacher conference
- Visit with the principal
- Write a behavior plan with parent, teacher, and administrative input

- Possible Consequences:
- call home
 - note home
 - loss of recess
 - meeting between student, parent, and teacher
 - meeting with all of the above and the principal
 - In-school suspension
 - Out-of-school suspension

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 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 and administrator complete a Discipline Log Report, which is also sent via Pass-a-Note to the family. In addition, administration contacts a parent via phone call.

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

- Perform community 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.

SCHOOL NURSE

The school nurse is contracted through our Educational Service Unit. She maintains the health records of the students, fills out all forms to State Health Department, and is available for consultation. The nurse is at the elementary school on a part-time basis, usually on Thursdays.

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 a small pre-filled, automatic injection device that resembles a highlighter. It 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 (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

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. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Surber.

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.

DRESS CODE

In an effort to maintain the overall mandatory appearance of our student body, all of our students must wear clean, modest clothing at all times during school hours (to include Mass). A real spirit of cooperation will be needed in order to help all concerned with our educational system. Dress Code requirements are:

For the boys: navy blue or khaki slacks, or shorts. Shorts must be knee length. No denim jeans may be worn on regular dress code days. A white, red, or navy blue shirt, long or short sleeved, with a turned down collar, may be worn. Shirts must be tucked in. A sweater/sweatshirt of red, white, gray or navy blue may be worn over the shirt. Hooded sweatshirts will be worn with hood down.

For the girls: navy blue or khaki slacks, skirts, capris or shorts. Shorts, dresses, and skirts must be knee length. No denim jeans or shorts may be worn on regular dress code days. A white, red, or navy blue blouse or shirt, long or short sleeve, with a turned down collar, may be worn. Shirts must be tucked in. A sweater/sweatshirt of red, white, gray or navy blue may be worn over the shirt. Hooded sweatshirts will be worn with the hood down.

(Note for both boys and girls) Turtlenecks and mock turtlenecks do meet the white, blue or red top requirements. Shirts must have sleeves (no sleeveless shirts or spaghetti straps). Royal blue **does not** meet the requirements for dress code. The shirt, sweater, or sweatshirt must be a solid color. **EXCEPTION:** Lettering in support of Norfolk Catholic Schools is allowed.

Undergarments must not be visible. Pants must be worn above the hips. No hats, caps, bandanas, or scarves should be worn during school hours without prior approval of administration.

Jeans Day: During most months, we will hold two jeans days. The guidelines for all Jeans days are listed below. One of our jeans days is a "Mission Jeans Day" where students can dress in accordance with the rules below provided they bring money (anywhere from \$.25 on up) to support a special cause. In the past, the money has gone to the American Cancer Society, the Rainbow House, Katrina Relief, and the Leukemia/Lymphoma Society. Some months, the money stays here to help a Sacred Heart family in need. Jeans days will be on the monthly calendars that come home in the Family Envelopes, as well as on the school website.

Students can wear any color jeans, jean shorts, or jean skirts. Shorts and skirts must be knee length. Only jeans, jeans shorts, uniform pants, or uniform shorts are allowed.

Windpants, sweatpants, and gym shorts are not allowed. **No ripped jeans or jeans with**

holes in them will be allowed.

Pants must be worn above the hips. The top worn must be an appropriate style for school. No tank tops or sleeveless shirts may be worn. Shirts must cover the midriff and touch the top of the pants. There should not be any immoral words, references, pictures or gestures shown, and no reference made toward alcohol, drugs, or smoking.

Shoes: Students must wear shoes, sneakers or sandals that have a strap or back to the shoe. Students must wear socks with their shoes, sneakers and sandals.

Dress-Up Day: Students should not wear slacks or skirts of jean material. The clothes worn on these days should be as dressy looking as the dress code clothes or better. The top worn must be an appropriate style for school. No sleeveless shirts may be worn. Shirts must cover the midriff and touch the top of the pants. Boys' shirts will be tucked in.

Pierced ears are accepted for girls only. No other body piercing is acceptable while on campus or at school sanctioned activities. Tattoos or other related markings that deface the skin must be covered while on campus or at school-sanctioned activities.

Hair Code: Bangs will not cover the eyes. Boys' hair, in its natural state, shall not extend below the bottom of an ordinary shirt collar in the back and the hair shall not extend below earlobe level on the sides.

NOTE: Students not following any of these policies shall call parents for a change of clothing.

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. USDA is an equal opportunity provider and employer.

FUNDRAISING ACTIVITIES—School Board Policy 809

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 \$10.00 per year per family. Of that amount, \$3.00 goes to the Nebraska Federation of Catholic School Parents.

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 2010-2011, \$10,500 was given to the technology department to improve our technology needs.

Meetings are usually held the third Wednesday of the month at the elementary school.

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.

NEWS RELEASES

News releases including pictures and information about your child may be published during the school year. If you do not wish that these items be released, please contact the office.

EARLY DISMISSAL and/or WEATHER CLOSING INFORMATION

If school is closed due to inclement weather, the administration will notify the local radio stations and have the closing announced. We will do this as early as possible in the morning. Listen to KEXL-FM (107.6), WJAG-AM (780), KNEN-FM (94.7), or US92-FM (92.7). If it becomes necessary to close school after the school day has started, it will also be announced on the above radio stations. 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 VACATIONS

Parents are asked to notify the school when they are away from home and out of town. They will need to complete a form at school listing information about their child(ren)'s caregivers.

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.

Each grade level will host a "Parent Night" during the first semester where more information will be disseminated to parents.

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 pastor.

INTERNET USE

Our students have access to the Internet. 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.

FAMILY ENVELOPES

In order to keep the parents informed as to what is happening in school, we will send a manila envelope home with the youngest child in the family every two weeks. Monthly calendars, lunch menus, memos and other important information will be included. In addition, the Principal will write a newsletter called the "Pride" which will be included in the envelope.

When your child brings home the envelope, please empty its contents right away so the child may bring it back to school the next day. Parents are encouraged to use this envelope to return materials to school. If sending money, please place it in an envelope and mark it with the student's name and purpose for the money (lunch bill, book order, donation, etc.) If material is of a confidential/private nature, please place it in a sealed envelope and address it to the person for whom it is intended.

If you would like to send something home via our family envelope or with our students, it needs to be photocopied and counted out for each teacher in advance. To go in the Family Envelope, we will need 300 copies to us at least two days before the Family Envelope is scheduled to go home. To go home with individual students, you will need to have copies made and counted out for each teacher (e.g. 20 for Mrs. Hammond, 19 for Mrs. Simon, and so on).

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.

SCHOOL WEBSITE

Communication between home and school can be improved with access to our school's website. Our website can be accessed at <http://www.norfolkcatholic.org>. Our website is brand new as of July 1, 2011 and we are still deciding on what information to put there. 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 webpage 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.

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.

CHAPERONES ON STUDY TRIPS

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.

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

Norfolk Catholic School is required by Section 81-527, Nebraska Revised Statutes, 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 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, and IEP's

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 assistants | *committees | *library |
| *homeroom parents | *playground | *clubs |
| *listening to students reading | | |

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

WALKING CLUB

Because of our dedication to student health, Sacred Heart will provide a walking club before school. Kris Freese will be the person in charge of the club. Students interested in walking

should arrive at the track no earlier than 7:35 a.m. Supervision will not be available until after 7:35! Parents should drop students off at the track. Students and staff members will try to walk 1 mile before school begins each day. Walkers will walk outside on the track in nice weather; we will walk inside during inclement weather.

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.)

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.

"OOPS" SHELF -- FOR FORGOTTEN ITEMS

Parents may not take forgotten items directly to the classroom. A designated "Oops" shelf for parents to drop off forgotten items for their children to pick up at a later time is located next to the office. We ask that you mark all items with the student's name and teacher/grade. This procedure will allow us to have fewer interruptions in the classroom. If your child frequently forgets, please allow him to learn responsibility by letting him take the consequences.

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 Sacred Heart School must be reserved, in advance, through the principal.

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.

TO: Parents or Guardians of Norfolk Catholic School Students
FROM: Mr. Jeff Bellar, Principal, and Mr. Troy Berryman, 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, Our Savior Lutheran Church, located at 25th Street and Norfolk Avenue. High school students will also go to the church or be dismissed to return home for the day. Please do not come to the church until asked 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.

All parents must sign their child(ren) in and out for appointments, illness, etc. If your child is able to transport themselves, they must sign in and out after presenting the office with a note or after the office has received a phone call authorizing the outing.

Anyone volunteering or visiting **MUST** sign in at the office and **MUST** wear a volunteer or visitor pass at all times in the school. You must also sign out upon completion of your visit.

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 means that all entrances are locked, classroom blinds are closed 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 if possible, classroom blinds are closed, 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 important.

KEEP THIS INFORMATION WHEREVER YOU CAN IMMEDIATELY ACCESS IT

This page should be the “Traffic Plan” that we used last year.

Signature Form

I have read and understand the Parent-Student Handbook for Norfolk Catholic Elementary School. I agree to abide by the policies and rules of Norfolk Catholic School.

Date: _____

Parents' Signatures

Students' Signatures

This form (or a copy thereof) must be on file in the school office no later than September 2, 2012.