

STUDENT HANDBOOK 2011-2012

This handbook is provided for informational purposes and does not constitute a contractual agreement between the school and any student or any parent or guardian of any student.



**Norfolk Catholic Junior/Senior High School
2300 Madison Ave. ** Norfolk, NE 68701
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**Accredited By The State Of Nebraska
Accredited By North Central
Member Of:
The National Catholic Education Association
The National Association of Secondary Schools
The National Honor Society
Mid-States Conference**

This agenda belongs to:

Name: _____

Address: _____

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.

"Norfolk Catholic Mission Statement"

The mission of Norfolk Catholic Schools 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 vocations.

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Kristine Freese—K-8 P.E.	Celia VanFleet--Language Arts
Jack Fischer--Instrumental Music.	Tim Kassmeier—Mathematics
Jason Konicek—Physical Ed.	Jody Maas—Theology
Kevin Miller—Science	Shannon Pospisil—Mathematics
Pat Price—Mathematics	Marsha Stewart--Science
Sherry Stuijbergen--Library/Media	Ramsey Fitzsimmons--Spanish
Rita Kraft—Art	Travis Fisher--Theology
Josh Clark-Language Arts	Doug Zoucha--Social Science
Pam Wieser-Theology	

Daily Bell Schedule 7-12

Regular Day 50 Minute Periods

1--8:15-9:05

2--9:08-9:58

3--10:01-10:51

4--Study Hall 4--Lunch

10:54-11:19 11:19-11:44

4--Class

10:54-11:44

5--Study Hall 5--Lunch

11:47-12:12 12:12-12:37

5--Class

11:47-12:37

6--12:40-1:30

7--1:33-2:23

8--2:26-3:16

Liturgy Schedule

1—8:15-8:51

2—8:54-9:30

Mass—9:35-10:20

3—10:25-10:51

4--Study Hall 4--Lunch

10:54-11:19 11:19-11:44

4--Class

10:54-11:44

5--Study Hall 5--Lunch

11:47-12:12 12:12-12:37

5--Class

11:47-12:37

6--12:40-1:30

7--1:33-2:23

8--2:26-3:16

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. Thus 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. 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.

Parental influence is the most important factor in a child's development. As models for your children, you strive to be living examples of character and virtue. Your personal relationship with God, with each other, and with your parish community will affect the way your child relates to God and others.

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 exist 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.

What is 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 Schools 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. The specific guidelines for completion of such are

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. It is important to spend time in prayerful consideration of your tithing commitment.

Norfolk Catholic Schools: Family Stewardship Policy

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

Rationale: Stewardship is the management of the resources that God has entrusted to us. It is only through God that we are blessed with such resources. It is the expectation that we will use these resources to enlarge and enrich His kingdom. In order to do so, we must start with the domestic church – our own family. Setting examples and modeling faithful giving of time, talent, and treasure are essential in a Christ-centered lifestyle. Simply talking about generosity and giving of self are not enough to engender a Christ-like mindset. It is in the *doing* that we learn about the power of God’s grace and love. It is in *imitation* of Christ that we teach our children about the power of God’s grace and love. To emphasize the importance of this teaching, the following is a guideline for family stewardship. This will serve to bring our faith family together as well as reinforce Christ-centered living for all family members.



Each school family will be expected to 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 Sacred Heart Elementary or NCHS 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:

1. Volunteering time at BOTH the Parish Festival & Spirit fundraiser events. This will satisfy the full expectation for stewardship.
2. Chairing a committee or event for one school year will fully satisfy the stewardship requirement.
3. 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.** If you have questions regarding your stewardship hours, please contact the Norfolk Catholic School office.

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 Basketball 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

Norfolk Catholic Schools Tuition Policy

The total cost to educate a student at Norfolk Catholic Schools is \$4,980.00. Tuition is required from families of students in order to defray a portion of this cost.

1. Norfolk Catholic Schools 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

2. 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.
3. 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**.
4. 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.
5. 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.
6. 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.
7. If tuition assistance is needed, it may be applied for via the Scholarship and/or Tuition Assistance Policies.

Norfolk Catholic Schools 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.

Norfolk Catholic Schools 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.

1. 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.
2. 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.
3. 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.

4. 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.

PROFILE OF THE GRADUATE

The Norfolk Catholic High School graduate is a young adult developing physically, emotionally, and mentally in many ways. The student at graduation has negotiated many of the pitfalls of adolescence. During the last year of high school especially, the senior awakens to the complexity of the adult world and is mature enough to begin framing questions about the world. The graduate looks out on the adult world with a sense of wonderment and with a growing desire to enter that world, yet not quite able to make sense out of it. It is hoped that the graduate will be independent enough to choose value-based responses to the challenges of the adult world as he crosses its threshold.

The qualities summed up below cumulatively point to the kind of person who can live an adult Christian life. The division into the five categories provides a way to analyze and describe the graduate.

I. Religious and Faith Development

Upon Graduation from Norfolk Catholic, each student should:

1. Realize that his or her faith is not merely a part of life but the key to a life lived more fully.
2. Recognize the importance of sacrifice in the Christian life for the good of the whole person, both body and soul.
3. Have developed a deep respect for authority and have developed self-discipline and self-control.
4. Understand his or her responsibility to help the community through prayer and active service.
5. Realize the importance of the Church in his or her life and his or her importance to the Church.
6. Be acquainted with the Gospels and have encountered the person of Jesus Christ as He is presented in the Scriptures.
7. Have a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission in and through the Church.
8. Have had some personal experience of God, either in private prayer, while on a retreat, in liturgical prayer, or in some other setting.
9. Be continuing to develop a conscience formed by Catholic values and be able to reason through moral issues with increasing clarity.
10. Have begun to appreciate the centrality of the Eucharist to a vibrant Catholic community and a deep spiritual life.
11. Be learning through his or her own failure of the need for healing by reconciliation with friends, family, the Church, and the Lord, especially as experienced in the Sacrament of Reconciliation.
12. Have a basic understanding of the relationship between faith in Jesus and being a "person for others."

II. Social Responsibility

By graduation, the Norfolk Catholic student is well on the way to establishing his own identity. He is beginning to be able to risk some deeper levels of relationship in which he can express himself and accept the mystery of another person and cherish that person. More specifically, The Norfolk Catholic student at Graduation:

1. Has begun to appreciate deeper personal friendships among peers, family and members of the school community, but is also learning not all relationships are profound or lasting.
2. Is conscious of the common Fatherhood of God, which makes us all brothers and sisters.
3. Is learning to accept God's love, knowing that this love is unconditional and is felt through a love of self and a love from and for others?
4. Is beginning to see other people's perspectives, with a better understanding of personal prejudices and stereotypes, thus communicating and appreciating people of other races, religion, nationalities, socioeconomic backgrounds, and the opposite sex.
5. Realizes the importance of personal cooperation at every level, namely: home, and family life, school, business, social and civic life.
6. Understands the America democracy coincides with the divine plan, insofar as it is based on concept that the state exists for the benefit of the individual and not the individual for the State, and that the individual has God given rights of which the State cannot deprive him.
7. Understands that every right implies a corresponding obligation, and that he must be prepared to make those sacrifices of self-interest that are required if he is to live with others in peace and unity.
8. Has experienced the reward of personal satisfaction received through service to others and giving of self for other people.
9. Is sensitive to the beauty of the created universe and is more caring about life and the natural environment

III. Intellectual and Cultural

Upon graduation from Norfolk Catholic, each student has:

1. Acquired a level of knowledge in academic courses and the skill required for entrance into college.
2. Developed critical thinking skills.
3. Developed time management skills.
4. An appreciation for intellectual pursuits.
5. Has the virtue of courtesy.
6. Developed the virtue of expression, both written and oral.
7. Has a sense of responsibility and a respect for the community.
8. Has an appreciation of his own and other cultures and heritage.
9. Is capable of acknowledging different points of view.

10. Understands that both God's grace and his efforts have contributed to the achievements of his goals.
11. Knows the ideal culture expresses the divine plan for creation.

IV. Economic Competency

By graduation, each Norfolk Catholic student has grasped basic concepts of economics and how they apply to their individual growth along with that of society. The graduate:

1. Understands the concepts, necessity, and value of work.
2. Understands that labor of every kind, no matter how seemingly menial, is of great value and importance to society's economic growth.
3. Is exploring career, economic and lifestyle choices within a framework of Catholic values.
4. Is learning that the value of service is of greater importance than monetary gain as a measure of success.
5. Comprehends his responsibility as a person for contributing to the economic betterment of society.
6. Understands moral responsibilities consumers and producers have to each other.
7. Has learned that his contribution and that of others to the community enhances the unity of all.

V. Physical Fitness and Mental Health

Upon graduation, each Norfolk Catholic student:

1. Appreciates the importance of healthy living.
2. Recognizes that a healthy lifestyle contributes to overall well-being of the person both body and soul.
3. Recognizes that positive attitudes and habits about oneself, one's neighbors, and God contribute to a person's overall happiness.

VI. Conclusion

In presenting this profile, it should be recognized that the influence of Norfolk Catholic Schools on a student's growth is limited. Other influences, frequently out of the control of the school, such as family, friends, the youth culture and the general social environment in which a student lives, will hinder or foster his growth. Yet in so far as Norfolk Catholic Schools can intentionally bring its resources to bear on fostering the student's growth in the direction of the profile, it should and will do so.

STUDENT RECORDS

Norfolk Catholic Schools maintains Permanent Academic Records: these records include material necessary for the proper operation of a school system. It contains:

1. Birthplace
2. Parents' or guardians' names and addresses
3. Grades and academic work completed
4. Attendance data

5. Gender
6. Scores on standardized achievement, aptitude or interest test (discarded after graduation)
7. Co-Curricular Activities
8. Health data

Out of respect for the rights of the individual, release of information will allow the guidelines, which accompany Nebraska State Statutes Section 79-4-157.

Any pupil in a 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 materials be removed and destroyed upon the pupil's graduation or after his/ her continuous absence from school for a period of three years and after authorization is given by the State Records Board pursuant to Nebraska State Statutes Section 84-1201 to 84-1220. Also, out of respect for the privacy of the individual student, Norfolk Catholic Schools requires written consent of parents (or 18 year old student) before releasing student records, except in those cases specified in the Buckley Amendment.

A. Requesting Records

Students may at any time request to see his or her personal records as kept on file in the principal's office. This request must be made to the school counselor or principal. Student records will not be released without the student's or parents written approval as previously set forth.

B. Registration

Birth Certificate Requirement Law: All new enrolling students must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. 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 enforcement agency. There is an immunity clause protecting schools from civil or criminal liability. An application must be filled out and reviewed by administrative staff before acceptance.

ACADEMIC PROGRAM

A. Objectives

Norfolk Catholic Schools' curriculum is designed to prepare the student for colleges as well as the working world. The main thrust is toward a broad "liberal arts" offering. After consultation with the school counselor, each student can decide in advance what direction his or her program will take. Norfolk Catholic High School benefits in some "shared time" courses with the Norfolk Public.

B. Requirements For Graduation

In the four-year program of high school studies, the following 160 hours of credit are required:

Theology:..... 40.0 English:..... 40.0
Social Studies: 30.0 Speech:.....2.5
Science: 20.0 Mathematics: 20.0
Additional year of Math, Science, or Social Science ... 10.0

Total hours needed for Graduation (minimum) = 230 Credit Hours
To be considered a full time student at Norfolk Catholic School, he/she must be enrolled in 7 subjects per semester.

C. Living Faith Hours

Norfolk Catholic High School students must complete 5 hours of Living Faith each semester. The administrators will determine the deadline to complete Living Faith hours for students who fail to meet the required hours prior to the end of the semester. If the student does not comply, the student could lose the corresponding credit in Theology.

D. Grading System

The academic achievement of each student is reported to parents quarterly. The various levels are evaluated in terms of letters ranging from A to F. The scale is a traditional one.

NUMERIC GRADING SCALE:

A+: 100-98 A: 97-95 A-:.....94-93
B+: ... 92-91 B: 90-88 B-:.....87-86
C+: 85-84 C: 83-80 C-:79-78
D+: 77-76 D: 75-73 D-:72-70
F:..... 69-below

STANDARD GPA GRADING SCALE

A+: 4.0 A: 3.9 A-: 3.75 B+: 3.5 B: 3.0 B-: 2.75
C+: 2.5 C: 2.0 C-: 1.75 D+: 1.5 D: 1.0 D-: .75 F: .0

HONORS GPA GRADING SCALE

A+: 4.4 A: 4.29 A-: 4.13 B+: 3.85 B: 3.3 B-: 3.03
C+: 2.75 C: 2.2 C-: 1.9 D+: 1.65 D: 1.1 D-: .83 F: .0

Marks on quarterly report cards have the following significance:

- A Work of outstanding quality.
- B Work of high quality and better than most students.
- C Average Work.
- D Below average work.
- F This grade is given only as a last resort. It indicates no credit will be given for that course and that the student has utterly failed. The grade of "F" will be given only when the student leaves no other alternative.

- I Incomplete--indicates a student failed to complete major assignments and examinations. The grade of "I" can be changed to a letter grade if the student successfully completes the work **within three weeks of the day that the quarter ends.**
- S Satisfactory--credit is given.
- U Unsatisfactory--no credit given.
- W Withdrew from the course. Rarely will a student receive a grade of "W" after the second week in any given course.
A course must have a letter grade to count for G.P.A.

E. Weighted Grades

The following guidelines will be followed for grade weighting:

1. The only classes that are grade weighted are classes that are academically rigorous and challenging.

Weighted Classes:

Anatomy & Physiology	Chemistry	College Calculus
Physics	Art History	Pre-Calculus
College Biology	A.P. Courses	

2. Grade weighted classes will be weighted equally by multiplying by an index of 1.10. Grade Weighting is only used for class rank and honor roll.

F. Honor Roll

A quarterly Honor Roll will be published at the end of the 1st and 3rd quarters. A semester Honor Roll will be published after 1st and 2nd Semesters. Students must achieve a G.P.A. of 3.000 or better to be on the Honor Roll.

Students must achieve a numeric average of 93-96% to be listed on the White Honor Roll and a 97% or higher average to be eligible for the Red Honor Roll.

G. Early Graduation

Applications for early graduation should be made with the principal at the start of the fourth quarter of the student's Junior year. A conference with the principal and the guidance counselor should be completed by April 1st. Teachers will be advised as to which students are applying for early graduation in order to allow them to recommend or not recommend them for early graduation. Final approval or disapproval will rest with the principal. The matter may be referred to the Norfolk Catholic School Board in case of unclear or mitigating circumstances.

Early Graduation Requirements:

1. All credits must be completed by the end of the 1st semester of the student's senior year. No required credits may be carried over into the 2nd semester and be completed by correspondence.
2. Five hours of religion are required for each semester enrolled in Norfolk Catholic High School.
3. A cumulative G.P.A. of 2.500 or above is required of the student.
4. The student should have definite plans for immediate employment or enrollment in college.
5. (Parental approval will be required in writing. The parents will have a conference with the high school principal regarding the

implications and requirements of early graduation before the school begins to process the application.) If the application is approved and requirements are completed, the student will officially graduate and no longer be a member of Norfolk Catholic High School's student body. The graduate may no longer participate as a student in any school function or activities, including Prom and Graduation.

H. Dropping Courses

1. Students who have signed up for a course have the opportunity to withdraw from the course the first two weeks of the semester.
2. After the first two weeks, if a student drops a course, they lose credit for that semester and it is recorded as an F.
3. A teacher may request that a student be dropped from a class. The teacher must make the request known to the student. The teacher will then contact the principal stating the reasons why the student should be dropped from the course.

I. Norfolk Catholic Schools Encore Program

This program will be implemented for our students to succeed in all of our curriculum areas. Any student wanting additional help may see any teacher during the encore period. The computer lab will also be available at this time. The time spent in encore should be used to bring up grades in down subjects.

J. Norfolk Catholic Schools Summer School Policy

Students may take summer school classes under the following conditions:

1. Summer school applications may be picked up in the office.
2. All students who take summer school for credit to be transferred to Norfolk Catholic High School must have the prior approval of the principal.
3. The principal will evaluate the content of the summer school course. The principal will determine the number of credits the course may be taken.
3. All summer school grades will be transferred on a pass/fail basis. A student's summer school grade will not be averaged in the student's grade point average.
4. Only the course credits will be applied towards graduation requirements.

K. Academic Probation

Any student failing two or more courses for a semester will be placed on Academic Probation. If at the end of the next semester, the student continues to receive failing grades and / or is not making reasonable progress towards graduation, continuation at Norfolk Catholic will be evaluated.

L. Eligibility Requirements for Extra Curricular Activities

General: Participation in extracurricular events is a privilege to be earned. It is an honor to uphold the tradition of Norfolk Catholic.

1. Extracurricular activities shall be defined as any school sponsored activity that involves outside of class participation, (i.e. athletics, music contest, drama contests, pep club, cheerleaders, etc.). This includes all cooperative sports with Norfolk High School. Students will be informed by the Activities Director if they are ineligible. Parents will be informed by the Activities Director if their child is ineligible.
2. A student is not eligible for interscholastic practices, performance or competition during any period of out-of-school suspension.
3. A student must be eligible under the rules of the Nebraska School Activities Association.

Nebraska School Activities Association Rules

In order to represent Norfolk Catholic High School in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. The following is a summary of the rules from the Nebraska School Activities Association.

- 3.1- Student must be an undergraduate.
- 3.2- Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's policy.
- 3.3- Student must be enrolled in some high school on or before the 11th school day of the current year.
- 3.4- Student is ineligible if 19 years of age before September 1 of current school year.
- 3.5- After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
- 3.6- Student must have been enrolled in school the immediate preceding semester.
- 3.7- Student must have received 20 semester hours of credit the immediate semester.
- 3.8- Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins in August and ends with the state meets in the fall sports. The winter sports season begins in November and ends with the state meets in the winter sport. The spring sports season begins in February and ends with the state meets in the spring sports.
- 3.9 - A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
- 3.10- A student shall not participate on an All-Star team while a high school undergraduate.
- 3.11 - A student is ineligible for 90 school days if his / her parents have changed their domicile to district. (EXCEPTION: If parents have moved

after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

3.12 - A student shall not participate in a contest under an assumed name.

3.13 - A student must maintain his / her amateur status.

3.14 - A student shall be ineligible for 90 school days to represent a school in an interscholastic competition at the varsity level if the school is located in a school district other than the district in which his / her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)

3.15 - Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school where his / her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

3:16 – If a high school students is planning on transferring to a different high school they must complete the paper work prior to March 15th.

M. Definition of School Activities

A. Nebraska High School Activities Association sanctioned activities, including seasonal conference, district and state competitions:

Football	Basketball	Tennis
Volleyball	Wrestling	Golf
Cross Country	Swimming	Track
Soccer	Speech	Music*
Softball	One-Act Play	Instrumental & Vocal

* All choral and instrumental programs are considered activities for purposes of activity suspension.

B. School sponsored clubs, organizations, and activities:

FBLA	Cheerleading
Mock Trial	NECC Scholastic Competition
Quiz Bowl	National Honor Society
Futures	Student Advisory
Peer Minister	Spring Play

C. Mid-State Conference Clinics:

Instrumental Music Clinic	Vocal Music Clinic	Art Show
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D. Events not considered as "activities" and not included in activity suspension for substance abuse violation:

Fall Hot Dog Feed	Homecoming Coronation & Dance
Prom	Academic Awards Convocation
Pep Rallies	Activity Award Nights
Career/College Days	ACT/SAT or similar Testing Days,
Commencement	Mass/Reconciliation

STUDENT GUIDELINES

These guidelines were formulated as an aid to Norfolk Catholic students and their parents in carrying out the total educational program at Norfolk Catholic. A real spirit of cooperation will be needed in order to help all concerned with our educational system. Norfolk Catholic follows Omaha Archdiocese "O.A.D." Guidelines as listed in the O.A.D. Policy book.

A. Dress and Appearance Code

The Dress Code as approved by the Norfolk Catholic School Board is as follows.... In an effort to maintain the over-all mandatory appearance of our student body, all of our students must wear clean, modest clothing at all times during school hours (**to include Mass**). **GUM IS NOT ALLOWED DURING MASS OR AT ANY TIME DURING THE SCHOOL DAY.**

The Dress Code requirements are:

1. For the boys: navy blue, khaki slacks, or shorts. Shorts must be knee length. No denim jeans or shorts may be worn on regular dress code days. A white, red, or navy blue shirt, long or short sleeved, with a turned down collar. 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.
2. For the girls: navy blue and khaki slacks, capri's, skirts or shorts. Shorts 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. 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 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. 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. **NO SHOES WITH OPEN HEELS OR OPEN TOES MAY BE WORN.** In addition, socks must be worn at all times.
3. Jeans Day: Students can wear any color jeans, jean shorts, or jean skirts. Shorts and skirts must be knee length. Pants must be worn above the hips and without holes. 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.

4. 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.
5. Senior Dress Code - (4th quarter): Same as Jeans Day.
6. Pierced ears are accepted for girls only. **BOYS MAY NOT WEAR EARRINGS.** 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.
7. Facial hair will not be worn. If a student arrives at school unshaven, he will be asked to shave and may receive a detention.
8. 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.
9. Extra Curricular Dress-up Day: Students involved in a school sponsored activity may dress-up or wear the activity T- Shirt once a week. Shirts must be tucked in.

(NOTE): Students not following any of the above policies may be sent home and time missed may have to be made up after school.

B. Building Policies

1. Students are not to be in the building when school is not in session.
2. On a normal school schedule the school will open each morning at 7:30 a.m. and will be closed at 3:45 p.m. All doors will be locked at 8:20 a.m. with the exception of the south doors.
3. Students should not be in the building before or after these hours unless an administrator or faculty member is present and supervising the activity.
4. Friends who are on vacation, relatives not in school, etc. will not be allowed to attend classes and /or visit at lunch.
5. The school phone is for the office business and may not be used without office permission.
6. Students are not to use the stage area unless supervised by an administrator or a staff member.
7. Gym floor: Gym shoes are to be worn if the gym floor is used for activities such as basketball or volleyball.
8. With special permission from the administration, pop, food and candy can be eaten in the classrooms.
9. Accidental damage in school: accidental damage done to the school or school property will many times be covered by Homeowners Insurance. *Parents will be informed when a student does such damage. If the damage is intentional, the parents will be notified as to the cost to the repair or replacement of the item or items.(See Discipline Policy).

C. School Sponsored Activities

A faculty member will supervise all school-sponsored activities. When school transportation is provided, participants must ride to and from the activity in the school sponsored vehicle. Parents wishing to provide any transportation for their son or daughter must contact the school in advance for approval.

School Sponsored Dances:

1. Dances **are not open to the public**. Students may bring a date from outside school; however, students from outside of our school will not be admitted unless the principal has given prior approval. The date must abide by school policies. Our students are responsible for their date's behavior.
2. Once in the dance, students are there for the evening. If they leave, they will be out for the evening.
3. Each class, club, or group sponsoring a dance, must have an appropriate number chaperones. One set of chaperones should be at the door at all times. Chaperones suspecting students of drinking will inform the faculty representatives, who will then be responsible for enforcing school policy.

D. Student Driving on Campus

Adequate parking space is provided for students near the school buildings. To provide for maximum use of space and exits from our buildings in case of an emergency, the following policies have been established:

1. No parking where the curb is painted yellow or in handicap areas.
2. Student and faculty parking areas will be designated by the administration.
3. Parking fines will be issued. Each fine is \$3.00.

Each student may be required to register his/her car and license number in the principal's office as deemed necessary. To enforce school policy that no weapons, alcoholic beverages or controlled substances are possessed or used at any school function or upon school property, school officials can make searches of automobiles located on the property as said officials may deem necessary or appropriate.

****For safety reasons, reckless or careless driving will not be tolerated on or near school grounds. (See Discipline Policy)**

E. Parents Driving

Parents may be asked to drive on one of the class's field trips. If you plan to drive for your child's class, there are two documents needed on file in the school office.

1. A form (usually the premium notice) that shows the amount of liability insurance (a minimum of \$100,000/\$300,000 is needed)
2. A form showing the coverage dates (the proof-of-insurance card carried in your vehicle shows this,(IF IT IS NOT ON THE PREMIUM NOTICE). REMEMBER, we have to have ALL of this information BEFORE you can drive for a school activity.

F. School Visitors

We will follow the policy of having all school visitors check into the office upon their arrival. Outside students may visit our school with advance permission from the principal. Notice of visitors must be given at least one day in advance of their visit. Visitors will be required to adhere to all school regulations and policies. Students must notify teachers at least one day in advance of visits and show each teacher the permission slip granted by the principal.

G. Students Participating in Shared-Time at Norfolk Public Schools and NECC Cooperative Elective Program.

1. Students will be able to register for designated classes at Northeast Community College "NECC", where the credit would count both on their high school transcript and their college transcript. College credit courses are still available at NECC for students wishing to take them.
2. Students must abide by all school policies as set forth in the Norfolk Public School system. (See Norfolk Public School's Handbook).
3. All credits earned at Norfolk Public High will be transferred and recorded on the student's transcript at Norfolk Catholic.
4. Credits earned at Norfolk Public High will count toward the accumulative credits needed for graduation.
5. Students may be dropped from Norfolk Public's classes because of lack of attendance and failure to abide by the Norfolk Public Schools Handbook.
6. Students, upon completing any outside class, are to return directly to Norfolk Catholic High School for their regular classes.
7. Norfolk Catholic High School students are allowed to take classes at Norfolk High School and NECC if they are available and as long as the classes will fit into our schedule. Classes taken at Norfolk High School will be on the same grade scale as Norfolk Catholic High School as long as Norfolk Catholic High School does not offer the same class. If Norfolk Catholic High Schools offers the class then the class will be graded on a pass/fail grading scale. Classes taken at NECC will be on a pass/fail grading scale.

H. Senior Privilege

At the beginning of each school year, eligible seniors will be given the privilege to leave during lunch and study hall. This privilege is by parental approval only and allows the school to dismiss their student from school when they are not in class. The principal and parents must complete the requisite Senior Privilege form. Any senior receiving an F for the last semester of his/her junior year or first semester of their senior year in any course will be ineligible for this senior privilege until grades are passing for at least four weeks or until progress reports are mailed out. No senior will have open campus if their cumulative G.P.A is below 2.0. At the discretion of the administration including but not limited to excessive breaking of school rules may also result in the loss of privileges. A 2nd semester senior privilege may be approved if the

criteria are met. The criteria will be discussed with the seniors at the opening assembly each year. The Administration can revoke senior privilege at any time. (See Senior Privilege forms at the end of this handbook)

I. Lockers

Lockers are provided to each student for his or her own use. Lockers are a part of the school property, and may be checked by any Norfolk Catholic school administrator at any time. Students are responsible for the care of their locker; there will be no switching. If there has been some damage, or there is a need for repairs, the student should notify the principal. A lock will be issued upon request.

J. Pregnancy and Marriage Policy

Married student regulations shall adhere to and be governed by O.A.D policy on teenage marriage.

Pregnancy--Norfolk Catholic girls who are pregnant (including the father if he is attending Norfolk Catholic), shall be subject to the following:

- A. A decision as to the conditions and requirements of the student(s) continuing their education at the Norfolk Catholic Schools will be as the school administration decides in consultation with the student (s), parents, guardian(s) and pastor.
- B. The student (s) may be allowed to continue their education.
- C. The student (s) must accept a program of counseling as prescribed by the Omaha Archdiocese and/or prescribed by the Pastor and Norfolk Catholic Schools.
- D. The student (s) may take part in formal graduation exercises.
- E. Due to concerns with health and safety, a pregnant student will not be allowed to participate in any school sponsored events requiring physical activity unless the student provides a current medical release from her attending physician.
- F. Student(s) knowingly involved in the deliberate termination of the pregnancy (i.e., abortion) shall be immediately and permanently expelled from the Norfolk Catholic Schools.

K. Study Hall Rules (the following rules are generally recommended)

- 1. Assigned seats
- 2. Students must come prepared for Study Hall.
- 3. Absolutely no talking
- 4. Students may be dismissed from study hall with a written pass only. One person may be out at a time, unless they are going to the Library/Media Center.
- 5. It is recommended that students wishing to see the guidance counselor or another teacher obtain a pass from the guidance counselor or faculty member before the class period.
- 6. Before the conclusion of each period, the study hall supervisor will have the students clean up the area.
- 7. All study hall students should be back in study hall at the end of the

period.

L. Textbooks

Students are responsible for the care of their textbooks. Books are to be covered at all times. Lost or damaged books must be replaced. Students will be responsible for the cost.

M. Electronic Devices Policy

Due to the potential disruption of the school setting, such Electronic Devices which includes, but is not limited to, iPods, camcorders, DVD players, cell phones, pagers and other personal communication devices are to be turned off during the school day as scheduled. The following discipline 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 school day. Detention will be given.

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

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

N. Technology and the Internet Policy

1. Access to the Internet must be related to the student's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or

other information and/or materials that are inconsistent with the objectives and/or teachings of Norfolk Catholic Schools.

- g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:

1. Use of illegal or controlled substances, including alcoholic beverages;
2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media. Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.
4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
6. The School reserves the right to monitor student use of School computers. Thus, students have no expectation of privacy in their use of School computers, the Internet, or email.

O. Cheating

A student caught cheating on any assignment or exam may be given a zero for the assignment or exam. A student caught stealing exams may be given a failing grade and may be removed from the course.

P. Miscellaneous

1. Field Trips: Faculty members may take students out of the classroom to further the education experience. A note, signed by a parent or guardian is required. All trips must be taken by April 15th and must have Administration approval.
2. Fundraising: Clubs and organizations may fund raise, but this is to be kept to a minimum, and only when needed. Advanced notification to Administration is required.
3. School Pictures: Each year school pictures are taken.
4. Lost and Found: Items lost at the school are kept in a designated area. Items may be claimed by identification.

5. Cal/News: Monthly, except June & July, the Cal/News Newsletter is available to parents and guardians of those students attending Norfolk Catholic Schools.
6. Tuition and Fees: The Sacred Heart Parish business office handles these transactions. Call 371-2621 if you have any questions.

ATTENDANCE

An administrator, with a designated school secretary, is responsible for the daily attendance records.

A. Absences

1. If a student is sick, the parents are to call the principal's office before 9:00 a.m. If the parents do not call a school secretary will attempt to make contact with a parent.
2. Each first period faculty member will be responsible for giving the absentee slip and lunch count to the school office at the start of the period.
3. Students are required to attend their scheduled classes and any school assigned function during the school day. Faculty members may not dismiss students from their class to carry on other projects unless authorized by the principal.
4. Students who know in advance that they will be absent from school should pick up a pre-excuse slip from the office. A note from the parents must authorize all pre-excuses. Students will present the pre-excuse slip to each teacher for their signature and return the pre-excuse slip to the office before the absence is to take place.
5. Every student is asked to make every effort to get appointments scheduled outside of school time. Students should not be excused for work, errands, and other activities unless absolutely necessary. The principal has the authority to accept or not to accept excuses.
6. Once in school, students may not leave without checking out through the school office. Students must get parental permission before they will be allowed to leave. Failure to check out will result in disciplinary action (See Discipline Policy).
7. A student who has been excused for an absent may be given a **maximum** of 2 days to make up work for each day of excused absence if the situation warrants. Extenuating circumstances will be considered.
8. Excessive absence may mean loss of credits. A student missing 10 accumulative days of any scheduled class per semester will not be re-admitted to class without administrative approval. Parents will be contacted by the Administration following 8 accumulated absences.
9. A student must present a signed permit by their doctor in order to get back into classes after 5 consecutive days of absence due to illness.
10. Students who are absent for part of the day should check in with one of the schools secretaries at the office when they arrive.
11. If the student is not a member of the team competing, the school, in accordance with the State of Nebraska rules on instructional time, will not give excused absences to students to be spectators at any

such activities. Those wanting to attend Conference, District and State competition may be excused if they are a student in good standing and with a good attendance record (no more than 6 days absent in a semester, and have proper written parental permission.)

B. Tardies

1. Students late for school/class are to report to the school office for a tardy slip.
2. All student tardies are recorded in the school office.
3. Students tardy three times a quarter are given a detention. Every subsequent tardy will result in a detention. Students' accumulation of tardies starts anew each quarter.
4. After a student accumulates 5 tardies, parents will be contacted. After 8 tardies, a suspension of 1 or more days or Saturday school will be implemented.
5. Students tardy in the morning will be held so the Administrator handling attendance can speak with them.
6. If a student arrives to class more than 15 minutes after the start of the period, the student will no longer be considered tardy (an absence will be recorded in these cases).

C. Attendance & Participation in Activities

1. Students are required to be in attendance for a minimum of one-half of the student's schedule for the day if they plan to participate in any extra-curricular activity.
2. Students participating in any extra-curricular activities must have passed twenty semester hours of high school credit the preceding semester and be currently enrolled in twenty semester hours. Participation is defined as taking part in any varsity competition, performance, clinic, or meeting involving the extra-curricular activity.
3. Activities covered under the guidelines in Paragraph 2 herein will also include Student Advisory, FBLA, Class Officers, Cheerleading/Dance, Quiz Bowl, School Play, Speech, One-Act Play, Futures, Yearbook, Mock Trial and all athletics.
4. Activities which are not covered by these guidelines will include Peer Ministers, Eucharistic Ministers, National Honor Society and Thespian Society.
5. Activities that are an extension of the curriculum such as Band, Vocal Music, and Journalism/Yearbook, will be excluded from these requirements. The principal will determine whether participation is subject to eligibility.
6. Eligibility for other activities will be determined as the activities are organized.
7. Junior High Code: At each grading period any student receiving a failing mark will have 1 week to raise his/her grade to 70% or above. If they fail to do so, they will be ineligible until a point in time he/she raises their grade to a 70% or above.
8. Students will come under and also be governed by NSAA guidelines.

DISCIPLINE

The Administration will be responsible for maintaining discipline in the building and grounds. Each faculty member shares in this responsibility as a member Norfolk Catholic Schools. The principal is ultimately responsible for any and all the discipline of students.

A. Detentions:

1. Detentions are given for violations of school policy. They are held after school.
2. Detentions will be served the day they are given at 3:20-3:45pm. Parents or guardian may request, by phone, a different day in case of an emergency.
3. If a student fails to report for any detention, the Administrator handling attendance will meet with the student to determine consequences.
4. Detention will be quiet time.
5. The student will be told by the Administration that they have broken a school guideline and they will receive the proper repercussion and discipline.
6. Only the principal or assistant principal may approve detentions.

B. Suspensions

Short Term-In-School Suspension- (suspended, but in school).

- a. Suspended for up to 5 days.
- b. Not excused from class assignments. Assignments are to be done during suspension.
- c. Before re-entering of class
 1. All work must be completed.
 2. Meeting with the principal.
 3. Students will only receive 90% of their grade.

Short -Term-Suspension- (dismissed from school and all school activities for up to 5 days). This action includes suspension from all practices and participation in all extra-curricular activities. Students are not permitted to be on school premises during regular school hours. The student is responsible to pick up his/her assignments after school hours and complete the work and turn it in on the first day back in school. All tests must be completed by the end of the second day after returning to school.

*Only the principal may suspend a student.

C. Expulsion-Long Term Suspension

Long Term Expulsion and suspension (dismissed from school and all school activities for more than 5 days). When a student has committed an act of a serious nature or a series of acts, either on or off campus he/she may be expelled or suspended for the remainder of the school term for a portion thereof or indefinitely. Acts of a serious nature or a series of acts include the following:

1. Possession, use or being under the influence of alcohol or any controlled substance while on school property or at a school sponsored activity.
2. Any action that may affect the safety of other students and/or

administrator and faculty members.

3. Continued and willful defiance of school authority, rules and regulations including but not limited to having been suspended for a second time.
4. Any act or conduct, other than those stated above, of a serious nature which endangers the property, facilities or reputation of Sacred Heart Parish, Norfolk Catholic Schools or its students faculty members or administrators.
5. This policy is inclusive of, but not limited to, the above-mentioned actions or activities.

D. Due Process

When the principal recommends expulsion for a student, the following "due process" will be given the student:

1. Parents will be informed through a written letter from the school stating the reason for expulsion.
2. The student and the parents will be offered a specific time for a conference to allow any reply in defense of the student. This conference shall take place in the principal's office with the parents or guardians and the student attending. The meeting should take place within five days of receiving the letter.
3. During the time between the letter being mailed or delivered and the meeting with the parents, the student may not attend classes, or participate or practice in extra-curricular activities.
4. Final decision for expulsion will be the authority of the Administration.

SAFETY DRILLS

The school may go to a lock down status upon request

A. Fire / Tornado/Lockdown Drills

Practice fire drills will be held each month when possible, and a written report will be sent into the State Fire Marshall's office and also to the local Fire Department.

Practice tornado drills will be held in the spring of each school year. Practice lockdown drills will be held in the fall of each school year.

B. Bomb Threat

In the event of a bomb threat to the school, the principal is to immediately notify the appropriate local authorities and the Pastor of Sacred Heart Parish. The principal is authorized to clear the building of all students and to take all reasonable and necessary safety precautions in the search of the school building. The principal may require any time lost from the school day to be made up at the end of that school day or at another time as the principal deems appropriate.

SERVICES

A. School Nurse

The school nurse is contracted through Educational Service Unit #8, and is in the school one day a week. She maintains the health records of the

students and is available for consultation. At this time she is on duty Friday at our school.

1. Illness-Accident- If a student becomes ill or is hurt during school time, that student will be checked by the nurse, supervisor, or school personnel. Parents will be notified and necessary arrangements will be made for the student's safety.
2. Medications- No one should administer any medication without the order of a physician. No unauthorized medication (including aspirin, malox, etc) will be dispensed by the school nurse or office. Whenever possible, medication should be given at home.. A physician should be consulted about the necessity for medication being administered during school hours. The following guidelines should be followed:
 - a. Medication must be in a container labeled to include the student's name, physician's name, medication's name, and directions for administering.
 - b. Ideally, the medication should be brought to school by the parent or guardian and an authorization to dispense form signed (see attached form C). If this presents an unusual hardship, the parent or guardian should be consulted by telephone, and the form sent home with the student and returned the following day.
 - c. The medication will be stored in a locked container and dispensed by the school nurse or other designated personnel.
 - d. Open communication between the home and the school should be established regarding the effect of the medication on the student (See attachment C hereto).
3. Child Abuse or Neglect- Norfolk Catholic Schools strictly follows Nebraska Statutes regarding child abuse or neglect of a student. When a physician, medical institution, school nurse, school employee, social worker, or any other person has a reasonable cause to believe that a student has been subjected to conditions or circumstances which would, or has resulted in, abuse or neglect, or observes any student being subjected to conditions or circumstances which reasonable would result in child abuse or neglect he or she shall report such incident or cause to the proper law enforcement agency or Nebraska Department of Health and Human Services. Suspected or observed child abuse or neglect reporting in the school:
 - a. Staff would report suspicious or observed behavior to any principal
 - b. The principal, nurse, counselor or campus minister would assess the suspicions or observations.
 - c. The principal will determine any necessary notification of the proper law enforcement agency or Nebraska Department of Health and Human Services.
4. Health Policy-- A student may be excluded from classes if there is reasonable cause to believe that the student has a disease which may be transmittable through normal school contacts, or poses an eminent threat to the health and safety of the school community and

may require a student's physician to submit written authorization for return to Norfolk Catholic Schools.

B. Counseling

1. Counseling is available to all students during the school day. Duties of the guidance counselor are, but not limited to, individual counseling, group counseling, scholarships, registration, testing, follow-up of graduates, scheduling with the administration and helping with recording and checking of students' transcripts.
2. College Day- Seniors may use one day per year to visit a college or post-secondary institution. This is to be approved in advance through the school office and the guidance counselor. Parental permission is also required.
3. Curriculum handbooks are available to the students and parents. Contents would include courses offered, summary of the courses, and text used.
4. Progress Reports-- Four times per year. Every five weeks into the start of the new quarter, progress reports are sent to the parents explaining the academic progress of their child.
5. Parent-Teacher Conferences-- These are held following the end of the first and the middle of the third quarters. Parents and guardians are asked to pick up their child's progress report and to visit with the faculty members about their student's academic progress.

C. Lunch Program: Norfolk Catholic Schools participates in the national school lunch program.

1. Each morning, students may purchase lunch tickets through the school office.
2. A dismissal schedule for lunch will be established at the start of each year but may change at the discretion of the principal.
3. Proper etiquette must be observed. The school has the right and authority to refuse serving students because of behavior, or continuous lack of proper etiquette (See Discipline Policy).
4. Students may purchase seconds of any ala-carte items, only after all students have been served, or, as the cook deems necessary.
5. Students who bring lunch from home will also eat in the cafeteria.
6. After eating lunch, all students are to be in the cafeteria. No one is allowed to go to any of the school's parking lots.
7. Students may not take food into the halls. Wastebaskets will be provided for refuse.
8. Food may not be ordered or delivered for lunch.(Exceptions for groups will be approved in advance by the principal).
9. Guests are allowed at lunch if they are approved the day before. Guests must eat regular hot lunch and may not bring in food. (Exceptions may be made through the principal).
10. Pop/Soda is not allowed to be bought during lunch because of Federal lunch standards.

*In accordance with Federal law and U.S. Department 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 Building, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

CLUBS, GROUPS & ACTIVITIES

1. Student Advisory Committee: Members of the Student Advisory Committee are elected from the student body. Their class president and other representatives will represent each class. The Student Advisory Committee is the active voice of Norfolk Catholic School student body concerning day-to-day operations of Norfolk Catholic School.
2. National Honor Society: Students with a 3.5 G.P.A. are eligible. The faculty on the basis of scholarship, leadership, and character will select the top 10% to 15% from each class.
3. FBLA: Future Business Leaders of America is an organization of students interested in business careers. It helps develop leadership qualities, strengthens confidence, and creates more interest in an understanding of American business enterprise. To become a member, you must be enrolled in a business course. Activities include professional, service, civic, fundraising, and social, with a possible trip to the State Convention in the spring.
4. Class Organizations: Each class will elect a president, vice president, secretary and treasurer. Members of the class will have an opportunity to become involved in various activities. Major events are Homecoming and Prom.
5. Cheerleading: Squads of cheerleaders will be selected for the following sports:
 - a. Varsity football
 - b. Volleyball
 - c. Boy's & girl's basketball
 - d. Varsity wrestlingTry-outs: Will be held in the spring and the squads will be selected. Cheerleaders are required to show strong leadership, good character and maintain NSAA guidelines.
6. Power Lifting Club: Organized voluntarily by the Norfolk Catholic Schools for students interested in competing in power-lifting contests.
7. Peer Ministers: A group of juniors and seniors chosen by the Campus Minister & faculty. They are to help in all of the religious activities that take place during the school year.
8. Eucharistic Ministers: These students are chosen by the Campus Ministers & Faculty. They will distribute the Eucharist during the school year for our school events.
9. Thespian Society: An honorary group chosen each year for their excellence in dramatics.
10. Quiz Bowl Group: Organized voluntarily to compete in academic competitions with other schools.
11. School Play: Norfolk Catholic Schools will present a school play

each year. Students will audition for the parts and roles. Students are encouraged to become involved in these performances.

12. Speech Team: Members of the speech team will be selected from all students that wish to try out. Activities include area contests, district and conference competition. A team will be selected from district competition to attend state competition.
13. One Act Play: Students will be selected from the students that wish to try out. Competition is held at conference and district level. Groups receiving a superior rating at districts will perform in the state competition.
14. Yearbook: Open to all students in grades 9-12. A yearbook is published each year covering school events. Students are responsible for gathering material, taking pictures, writing articles and selling books and all advertising.
15. Mock Trial: Trial team consists of eight students are selected by a teacher-coach and attorney-coach to act as attorney and witnesses in a case that is selected by the Nebraska State Mock Trial Project.
16. Futures: Students research different topics each year and compete with high school students across the state using the problem solving method.

All varsity athletes must meet eligibility requirements as set by the NSAA.

1. Football: Is a fall activity open to all boys in grades 9-12. Separate teams of freshman, junior varsity and varsity will be formed.
2. Volleyball: Is a fall activity open to all girls in grade 9-12. Separate teams of freshman, junior varsity and varsity teams are formed.
3. Girls Golf: Is a fall activity open to girls in grades 9-12. Junior varsity and varsity teams are formed.
4. Softball: Is a fall activity which is a cooperative sponsorship with Lutheran High Northeast. Open to all girls in grades 9-12.
5. Cross Country: Is a fall activity open to all boys and girls in grades 9-12. Junior varsity and varsity teams are formed.
6. Boys Tennis: Is a fall activity which is a cooperative sponsorship with Norfolk Senior High School. Open to all boys in grades 9-12 who live within the Norfolk School District.
7. Boys Basketball: Is a winter activity open to all boys in grades 9-12. Separate freshman, junior varsity and varsity teams are formed.
8. Girls Basketball: Is a winter activity open to all girls in grades 9-12. Separate freshman, junior varsity and varsity teams are formed.
9. Wrestling: Is a winter activity open to all boys in grades 9-12. Junior varsity and varsity teams are formed.
10. Swimming: Is a winter activity which is a cooperative sponsorship with Norfolk Senior High School. Open to all girls and boys in grades 9-12 who live within the Norfolk School District.
11. Girls & Boys Track: Is a spring activity open to all boys and girls in grades 9-12.
12. Boys Golf: Is a spring activity open to all boys in grades 9-12. Junior varsity and varsity teams are formed.
13. Girls Tennis: Is a spring activity which is a cooperative sponsorship

- with Norfolk Senior High School. Open to all girls in grades 9-12 who live within the Norfolk School District.
14. Junior High Athletics include: football, cross country volleyball, wrestling, basketball, and track.
 15. Girls Soccer: Is a spring activity which is a cooperative sponsorship with Norfolk Senior High School. Open to all girls in grades 9-12 who live within the Norfolk School District.

Norfolk Catholic Schools
Substance Abuse Policy

I. Philosophy and Purpose

As Catholic Christians, we at Norfolk Catholic Schools believe that we are God's children and that our bodies are temples of the Holy Spirit. We, therefore, honor our bodies, protect our health and guard our minds and bodies against abuse in accord with the teachings of Jesus Christ.

Norfolk Catholic Schools will not tolerate student use of illegal drugs, alcohol or other controlled substances by its students. The use of drugs, alcohol or other controlled substances by young people compromises their basic dignity and damages their potential. As a result, Norfolk Catholic Schools (Norfolk Catholic High School and Sacred Heart Grade School) have established this specific policy to provide for a drug and alcohol free environment for our students, which Norfolk Catholic Schools deems necessary to uphold good order, discipline and the welfare of the entire school system. It is the purpose of this policy to provide a clear message to students, parents, guardians and the citizens of our community that the use, possession, distribution, sale or being under the influence of alcohol or illegal drugs will not be tolerated. It is also the purpose of this policy to encourage parents, guardians and students to promptly report and address drug and/or alcohol use by students.

II. Policy

A. Drugs and Alcohol

The following rules are provided to give parents and students a clear understanding of the process for governing student use/misuse, possession, control, consumption, sale or distribution of alcohol, illegal drugs or other controlled substances. This policy shall:

1. Apply to all students in grades K through 12 within the Norfolk Catholic School System.
2. This policy shall be enforced 12 months of the year and violations shall be dealt with according to school year guidelines and summertime guidelines as provided for herein.
3. All students will be required to take a breathalyzer test prior to entering Norfolk Catholic High School or Junior High dances. Norfolk

Catholic Schools administrators and faculty members also have the right to give the breathalyzer test to any suspected student at any Norfolk Catholic school activities.

Under the laws of the State of Nebraska and the rules set forth by Norfolk Catholic Schools, it shall be a violation of this policy for a student to be found in possession (or having been in possession) of, in use of, distributing or selling of or under the influence of alcohol, illegal drugs or other controlled substances at any time during the period outlined in Paragraph 2 above.

Procedure for Violations of this Policy

Any student found to be in violation of this policy would be subject to the following:

1. The student's parents will be contacted by a school administrator. In order to be reinstated into athletics and/or other extracurricular activities, the student must meet with the school administrator to address any further consequences based on the nature of the situation and the type of extra-curricular activities in which the student may be involved if any.
2. The student and parents will be required to meet with a chemical dependency agency and complete an updated alcohol/drug evaluation following the second offense under this policy. A written statement, bearing the signature of an authorized person from the agency and the signatures of the student and parents that a program has been established must be presented to the principal within 30 days of the initial contact by the school administrator.
3. Except as set forth in Section V of this Substance Abuse Policy the student will be restricted from participating or assisting in any athletics or other extracurricular activities. Any restrictions as a result of this policy will be from the scheduled athletics or extra-curricular activities only and not from practices from those athletics or extra-curricular activities.
 - a. First Offense: The student will serve a 3-day (school day) in-school suspension and will be suspended from all extra-curricular activities for 14 days (calendar days).
 - b. Second Offense: The student will serve a 5-day (school day) out-of-school suspension and will be suspended from all extra-curricular activities for 60 days (calendar days).
 - c. Third Offense: The student will serve a 10-day (school day) out-of-school suspension and will be suspended from all extracurricular activities for an entire calendar year.
4. Because of the seriousness of drug and alcohol violations, Norfolk Catholic Schools reserves the right, at the discretion of school administration, to expel students who are in violation of this policy, regardless of the amount of past offenses if any from Norfolk Catholic Schools if the situation is deemed to be warranted.

5. Suspensions from extracurricular activities shall be served immediately upon notification by school administration and continue into the following school year when applicable. Suspensions from extracurricular activities served for first and second offenses shall only be served during the school year. Incomplete suspensions for first and second offenses shall resume at the start of the following school year.

6. Policy violations from previous school years shall not be considered cumulative nor carry over into subsequent school years except for suspensions that have not been completed during one school year.

7. On the first violation of this policy the student may self-report the violation to the school administrator, faculty member or current coach/sponsor within 3 (calendar) days after the violations occurs. If said reports is made, a 1 day in-school suspension will occur and 7 days (calendar) suspension from extra-curricular activities will occur.

The self-reporting policy can be used one time during the student's career at Norfolk Catholic Schools.

Consequences for violations during summer break after all NSAA activities have been completed and before they begin in the next school term.

A. The student will perform 20 hours of community service. These hours must be scheduled and approved by the principal, and be started before the student can be involved in any Norfolk Catholic School sponsored camp, league, or use any of Norfolk Catholic Schools facilities. Failure to do community service in the designated time will result in school year consequences when school starts.

B. After the first violation the student will be subject to the same consequences as provided herein for second and subsequent violations committed during the school term.

*Student leadership positions (to include elected positions) should not be held by students during the school year that they are placed on this policy.

B. Tobacco

Smoking by students (regardless of age) on Norfolk Catholic Schools and Sacred Heart Parish property or at any school-sponsored activities is prohibited.

Procedure for Violation of this Policy

1. Students found smoking or in possession of tobacco products of any kind will serve a 1-day in-school suspension.
2. Repeated violations of this policy will result in further disciplinary action including, but not limited to additional short term or long term suspensions and/or loss of privileges as determined by the principal.

*Student leadership positions (to include elected positions) should not be held by students during the school year that they are placed on this policy).

III. Responsibility of Norfolk Catholic Schools

1. Educate our students concerning the dangers and consequences of the use of alcohol, drugs, and tobacco.
2. Encourage students to live in accordance with the laws of the State of Nebraska concerning illegal drugs, alcohol, and tobacco.
3. Develop the life skills that will prepare students to better handle the social pressures that prevail.
4. Provide help and guidance for alcohol and chemically dependent students.
5. Provide, without penalties, assistance to any students voluntarily seeking drug and/or alcohol treatment or advice.
6. Establish and enforce rules prohibiting the use of alcohol, illegal drugs, and tobacco for ALL students.

IV. Students Commitment and Parental Notification Assurance

Students wishing to attend Norfolk Catholic Schools and /or participate in any activity or program must sign a statement making a commitment to adhere to the Substance Abuse Policy as a condition for enrollment and/or participation.

Parents or guardians of students wishing to attend Norfolk Catholic Schools and /or participate in any activity or program **must** review and sign a statement acknowledging receipt of a copy of the Substance Abuse Policy prior to the student's enrollment and/or participation.

V. Selling, Procuring, Dispensing, and Distribution

Pursuant to Article VI and Article VII of this policy if a student in violation of the Substance Abuse Policy for selling, procuring, dispensing of distribution of illegal drugs or alcoholic beverages, the student's parents, the law enforcement agency, and any counselor involved with the student will be notified. The student will be immediately suspended from the Norfolk Catholic Schools pending the process outlined in Section VII herein which may likely result in expulsion of the student.

VI. Apprehension

A student may be turned in for violating the Substance Abuse Policy by:

- a. Parent/guardian of the student involved; or,
- b. Coach, moderator, sponsor; or,

- c. Faculty member, staff member, or chaperone; or,
- d. Officer of the law or any law enforcement agency: or
- e. Conviction by a court: or
- f. Student self report.

VII. Procedures for Handling Reported Violations

Reports of any violation should be substantiated by a signed and sworn statement indicating the nature of the complaint and including all pertinent details such as time, place, exact violation, etc.

Reports of all violations should be written after a student has been turned in by the Section VI herein. Reports of all violations must be made by way of a written and sworn statement. After receipt of a written and sworn report for a violation, the principal should: (As Norfolk Catholic Schools has two (2) principals, the principal shall be the principal of the facility where the student is attending classes.).

- a. Examine the alleged evidence of the violation.
- b. Conduct a meeting with the student and his/her parents or guardians wherein the parents or guardians are presented in advance the written report, statement and evidence of the allegations against him or her.
- c. Provide written notice of the meeting to the student and his/her parent or guardian with the opportunity to review any oral or written evidence or statements of allegations against him or her and providing an opportunity for the student and his/her parents or guardians to respond to the allegations.
- d. A copy of a conviction in any court for an offense that falls within the guidelines and the parameters of this policy shall be sufficient for disciplinary action taken.
- e. Following the meeting, the principal will provide the student and parents or guardians notification in writing of the principal's decision regarding any disciplinary action taken under the terms of this policy.

*Provide the student and parent/guardian notice of the opportunity to appeal the disciplinary action to: President of Norfolk Catholic Schools first and if requested to the Norfolk Catholic School Board second.

SEXUAL ABUSE//MISCONDUCT/HARASSMENT POLICY

Purpose and Objectives

In Galatians 3:27-28, God expresses racial, socio-economic, and sexual equality in Christ: "For all of you who were baptized in Christ, there is neither Gentile or Jew; there is neither slave nor free person; there is not male and female; for you are all one in Christ."

As Catholic Christians, we at Norfolk Catholic Schools believe we are God's children and our bodies are temples of the Holy Spirit. We, therefore, honor our bodies, protect our health and guard against abuse in accord with Christ's teaching.

Norfolk Catholic Schools have established a Sexual

Abuse/Misconduct/Harassment Policy to provide a safe environment for its students. The purpose of this policy is to provide a clear message to students, parents, guardians and the citizens of our parish community and community of Norfolk that sexual abuse, sexual misconduct, and sexual harassment will not be tolerated. Norfolk Catholic Schools recognize that sexual abuse, sexual misconduct and sexual harassment is a problem in our society.

It is the responsibility of Norfolk Catholic Schools to:

1. Educate our students concerning appropriate and inappropriate behavior as it relates to human sexuality.
2. Encourage students to treat others in a Christian manner following the Golden Rule: "Do unto others as you would have them do unto you."
3. Promote positive Christian morals and values.
4. Develop the life and social skills that will prepare students to better handle the social pressures that prevail in today's society.
5. Provide help and guidance to students in dealing with human sexuality.
6. Establish and enforce rules prohibiting sexual abuse, sexual misconduct, and sexual harassment of any type.

Because of the seriousness of sexual abuse/misconduct/harassment violations, Norfolk Catholic Schools reserves the right, at the discretion of school administration, to expel students who are in violation of this policy, regardless of the amount of past offenses if any from Norfolk Catholic Schools if the situation is deemed to be warranted.

POLICY

Norfolk Catholic Schools, by this policy, recognizes a desire not only to meet its legal and moral duties to protect students at school, but also to foster a Christian atmosphere in Norfolk Catholic Schools. Thus, all matters of conduct of a sexual nature in our schools should foster the ideals taught by Holy Scripture and our Catholic faith. In addressing any conduct not mentioned specifically in this policy, school officials shall take action which moves all parties as close as possible to this ideal. It shall be the policy of the Norfolk Catholic Schools to prohibit sexual abuse, sexual misconduct, and sexual harassment of students by students. If prescribed acts as are set forth in this policy occur, the principal and his/her designee shall undertake immediate and appropriate action within the bounds of the law, to punish as appropriate any violations of this policy or any applicable law pertaining to sexual abuse, sexual misconduct, and sexual harassment, and shall undertake immediate and appropriate action to prevent any such conduct in the future. This policy will be enforced twelve (12) months of the year.

The following acts are specifically prohibited by this policy:

1. Casual Contact/Verbal Abuse:
 - a. Verbal harassment or abuse

- b. Unwanted sexual looks/gestures
 - c. Unwanted sexual teasing/or joking
 - d. Pressure for dates
 - e. Sexual demeaning comments
 - f. Attempts to kiss, touch, corner, pinch
2. Unwelcome advances, requests for sexual favors, and physical conduct of a sexual nature.
 - a. Fondling
 - b. Pressure for sex
 - c. Verbal threats of violence
 - d. Sexual contact, coercion or deception, or assault by force or threat of force.
 3. Any conduct or action by a Norfolk Catholic student, with such conduct being directed against another student and which conduct has an effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, unsafe or wholesome learning environment will not be tolerated.

Norfolk Catholic Schools recognized that there is a legal distinction between sexual abuse, sexual misconduct, and sexual harassment. Sexual abuse is a criminal offense. Sexual misconduct is an overt physical act, which although consensual, may be objectively inappropriate. Sexual harassment is defined by the victim. The same behavior by the same person to two different people could be considered sexual harassment by one person and perfectly acceptable to the other person.

You cannot argue with a feeling. It shall be the policy of Norfolk Catholic Schools to receive information from any person concerning allegations of conduct prohibited by this policy.

Upon receipt of any complaint, the principal or his/her designee shall undertake an immediate investigation. The principal or his/her designee, shall as a part of the investigation confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved. The allegation of the complaining party, the names of the corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses who are known to the principal or his/her designee shall be investigated. At the discretion of the principal or his/her designee parents or guardians of the accused and complaining party/victim may be allowed to be present during interviews with the principal or his/her designee.

Upon the conclusion of such investigation, the principal shall take such immediate and appropriate action or discipline as is required in his/her discretion and as further set forth in this policy which may include expulsion. Nothing in this policy shall be construed to require the principal to take disciplinary action not within his/her legal authority. All incidents of sexual abuse must be reported to the State of Nebraska Department of Health and Human Services or appropriate law enforcement agency.

The action of the principal may include but is not limited to the following:

1. Sexual harassment letter procedure (As further set forth herein)
2. A psychological evaluation will be required in all violations of this policy. The student must follow the recommendations cited in the evaluation for continued enrollment in the Norfolk Catholic Schools.
3. The student may be suspended or expelled from school based on the severity of the incident. A student's return from suspension may be conditional on the psychological evaluation and subject to the contents thereof.
4. Removal or suspension from extra-curricular activities.
5. Community service hours.
6. Formal apology to the victim.
7. A second violation will result in an immediate expulsion.

Norfolk Catholic Schools by this policy recognizes a desire to protect students at school. The school will develop an educational program to address the subject of sexual abuse, sexual misconduct and sexual harassment. It is the spirit of this policy to undertake all reasonable efforts to prevent sexual abuse, sexual misconduct and sexual harassment at Norfolk Catholic Schools regardless of by whom it is perpetrated and regardless of who suffers it.

SEXUAL HARASSMENT LETTER PROCEDURE

What is it?

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, which interferes with school attendance or performance or creates an intimidating, hostile or offensive school environment.

What to do about it?

Tell the person doing it that it bothers you and ask him/her to stop. (Sexual harassment is defined by the victim. The same behavior by the same person to two different people could be considered sexual harassment by one person and be perfectly acceptable to the other person. You cannot argue with a feeling.)

If the person does not stop, go to a faculty member, coach, principal, priest, or the guidance counselor and have them help you write a letter to the harasser explaining exactly what he/she is doing, where and when it is being done, explaining how upset, angry, embarrassed, etc. this makes you feel and ask the person to stop doing this. If the person stops, no further action will be taken and the matter will be closed. If the person doesn't stop, it will be considered sexual harassment and subject him/her to disciplinary action. The staff person helping the student write the letter keeps a copy of the letter and delivers the letter to the harasser. (See directions for writing a sexual harassment letter) NOTE:

A harassment letter is not considered a disciplinary action, however a copy of the letter will be kept in the harasser's student file until graduation or departure from Norfolk Catholic, at which time the letter will be destroyed. It is kept entirely confidential between the letter writer, principal, person helping write the letter, the person receiving the letter, and the parent(s)/guardian(s) of the students involved. A copy of the letter will be sent home with the students involved along with a copy of this information. The letter must be signed by a parent of the students involved and returned to your building principal the following day before the students are allowed to return to classes. The purpose of this letter is communication between students, which will result in stopping the behavior. The letter is not designed to punish or discipline anyone, however, Norfolk Catholic Schools feel that the parents of the students must be involved and informed as soon as possible so as to not endanger the bond of trust that exist between them and the school.

If someone asks you to stop doing something, take it seriously and **stop!** Then no one will ever have to write a letter to **you** to get the point across.

If you receive a second letter, your parents will be notified by the administration and a conference with them, you, the building principal and guidance counselor will be arranged. Recommendations will be made and the course of action agreed upon will be binding. Evaluations by a mental health professional will be a required element of the course of action determined.

If you receive a third letter, the Norfolk Catholic Board of Education policy concerning Sexual Harassment and Contact will be enforced. Please see your student handbook for further information.

How to Help A Student Write A Sexual Harassment Letter

If a student comes to you and complains about being sexually harassed by another student, you can handle it quickly and effectively by immediately (or as soon as possible) helping the student write a letter to the "harasser". Here is what the letter should include:

Date

To: Name of "harasser"

A description of exactly what happened, when it happened or how often it happened and where it happened.

How this made the victim feel (angry, embarrassed, helpless, uncomfortable, etc.)

A request that this behavior stop and a promise that, if it stops, nothing further will be done about it. If it doesn't stop, the behavior will be considered sexual harassment and subject to disciplinary action.

Full name and signature of student writing the letter.

Cc. (name of staff member helping the student write the letter)

The staff member keeps a copy of the letter, gives a copy to the student who wrote the letter and then personally delivers the letter to the "harasser" in the presence of the building principal, making it very clear that this is a very serious matter, but that if the behavior described in the letter stops and the letter writer is left alone, absolutely no other action will be taken by the Norfolk Catholic Schools and the matter will be closed. If the person receiving the letter complains that the letter writer did objectionable things to him/her, its important to explain that he/she also has the right to write a letter.

Remember that sexual harassment letters are not disciplinary action; they are a communication device that strives to allow the students to communicate in an entirely safe manner to stop behavior that is distressing to one of the students. If the sexual harassment is described by the students involved, other than casual contact, it is sexual assault and must be immediately reported to the building principal. Any fondling or contact of an overt sexual nature constitutes sexual assault and the policy established by the Norfolk Catholic Schools will be enforced.

HARASSMENT/BULLYING POLICY

It is the policy of 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. Bullying can also include indirect conduct that causes a student to be socially isolated or intentionally excluded. At Norfolk Catholic we expect all students to be accountable for their words and actions. The following guidelines have been established to respond specifically to bullying behavior.

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student and their parents or guardians will be informed by the principal that such a complaint has been filed. If it is determined that the student has harassed or bullied another student, a warning will be given regarding the inappropriate behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If in the principal's opinion the first occurrence of harassment or bullying is severe the principal may move immediately to any of the four steps in this policy. Accordingly they may or may not be used sequentially. Moreover at any stage the student may also be disciplined under the Discipline Policy including up to expulsion. If the principal determines that a student is intentionally making a false accusation against another student, an appropriate response will be made including discipline of the student making a false accusation.

Step Two: The second time school personnel become aware of a harassment of bullying incident, the student and his/her parents or guardians will also be notified by the principal. A conference will be requested at that time. If it is determined that the student has harassed or bullied another student, a one day in-school suspension will be assigned. As previously set forth, the principal may move immediately to any of the four steps of this policy or at any stage the student may also be disciplined under the Discipline Policy.

Step Three: If the school authorities determine that the student continues to harass or bully another student or the student fails to agree to not harass or bully in the future, the principal will assign the student three days of in-school-suspension.

Step Four: If a student fails to respond positively to the corrective measures of Step Three, the student will be suspended out-of-school for a minimum of five days up to a maximum of expulsion from Norfolk Catholic Schools. The principal will always determine the action necessary to insure a safe learning environment for all students.

WEAPONS POLICY

Students are forbidden to knowingly possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object that could be used to injure another person and which has no school-related purpose will be considered a weapon for purpose of this policy.

The following are set forth merely as examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

Law enforcement authorities will be contacted when there is a suspected violation of criminal laws concerning weapons.

Procedures for dealing with weapons:

1. The principal or designee will investigate each incident including, confiscating any weapons.
2. The student's parents or guardians will be notified of any violation of the Weapons Policy. A conference with the student's parents or guardians will be held.
3. The student will be suspended immediately and may be expelled.
4. If a student is expelled for a violation of the Weapons Policy, the student and his/her parents or guardians will be notified in writing. Upon receiving written notification, the student and his/her parents or guardians will have five calendar days to request a hearing before the Norfolk Catholic School Board. If the student and his/her parents or guardians do not request a hearing within the five-day period, the expulsion will be for the remainder of the school year in which the

incident occurred and will stand.

CRIMINAL MISCONDUCT POLICY

The following rules and guidelines are provided to give parents, guardians and students a process for governing criminal misconduct. Criminal Misconduct includes, but is not limited to, all criminal laws rules or regulations whether by any state or Federal law.

This policy:

- a. Pertains to all students within the school system: and
- b. Will be enforced twelve (12) months of the year, twenty-four (24) hours a day. Any violation that occurs during summer vacation, when extra-curricular activities are not in session will be dealt with under Norfolk Catholic Summer Break guidelines as further set forth herein. If the violation occurs during the school year: it will come under the School Year guidelines which is also further set forth herein.

It shall be unlawful for a student to commit any violation of any state or Federal criminal law rule or regulation under the conditions outlined above. It is not the intent or design of this policy to include traffic infractions or violations.

Procedures for Handling Reported Violations

Reports of violations will be substantiated by a signed statement indicating the nature of the complaint and including all pertinent details such as time, place, exact violations, etc.

Reports of all violations must be written.

After receipt of a reported violation, the principal will:

- a. Investigate the alleged violation.
- b. Confer with the student and present the student with oral or written evidence of the charges against him/her. A student's parents/guardians may be present when the student is questioned.
- c. Provide the student with the opportunity to respond to the charges.
- d. Provide the parents/guardians notification of the alleged violation and a written copy of the decision regarding and disciplinary action taken. A conference with the principal will be at the parents or guardians request.
- e. Provide the student and parents or guardians notice of the opportunity to appeal the disciplinary action. Any appeal will be heard by the Norfolk Catholic School Board and will need to be requested within five days of the disciplinary action being decided.

Apprehension - A student may be turned in for violating the policy by:

- a. Parents/Guardians of the student involved: or
- b. Coach, moderator or sponsor: or
- c. Faculty member, staff member or chaperone: or

- d. Officer of the law or and law enforcement agency: or
- e. Conviction by a court: or
- f. Student self report

Consequences for violations during the school term when NSAA activities are in process.

I. First Violation

- a. The student will have counseling session(s) with the guidance counselor or Campus Minister. The guidance counselor or Campus Minister will verify when the issues have been addressed to satisfy the counseling requirements.
- b. The student will pay restitution if Norfolk Catholic Schools or Sacred Heart Parish property/material is involved or effected.
- c. The student will serve a three day in-school suspension and be suspended from extra-curricular activities for 14 days (calendar days).

II. Second Violation

- a. The student will have counseling session(s) with the guidance counselor or Campus Minister. The Guidance counselor or Campus Minister will verify when the issues have been addressed to satisfy the counseling requirements.
- b. The student will pay restitution if Norfolk Catholic Schools or Sacred Heart Parish property/material is involved or effected.
- c. The student will serve a 5 day (school day) out of school suspension and be suspended from extra-curricular activities for 60 days (calendar days).

III. Third Violation

- a. The student will be evaluated by a professional counselor and follow the recommendations of the professional counselor.
- b. The student will pay restitution if Norfolk Catholic Schools or Sacred Heart Parish property/material is involved or effected.
- c. The student will serve a 10 day (school day) out of school suspension and will be suspended from all extra-curricular activities for an entire calendar year.

4. Because of the seriousness of criminal misconduct violations, Norfolk Catholic Schools reserves the right, at the discretion of school administration, to expel students who are in violation of this policy, regardless of the amount of past offenses if any from Norfolk Catholic Schools if the situation is deemed to be warranted.

5. Suspensions from extracurricular activities shall be served immediately upon notification by school administration and continue into the following school year when applicable. Suspensions from extra-curricular activities served for first and second offenses shall only be served during the school year. Incomplete suspensions for first and second offenses shall resume at the start of the following school year.

6. Policy violations from previous school years shall not be considered cumulative nor carry over into subsequent school years except for suspensions that have not been completed during one school year.

7. On the first violation of this policy the student may self-report the violation to the school administrator, faculty member or current coach/sponsor within 3 (calendar) days after the violations occurs. If said reports is made, a 1 day in-school suspension will occur and 7 days (calendar) suspension from extra-curricular activities will occur.

Self-Reporting

On the first violation of this policy, the student may self report the violation to any school administrator or current coach/sponsor within 3 (calendar) days after the violation occurs. If said report is made a one day in school suspension will occur and 7 days (calendar days) suspension from extra-curricular activities will occur. The self-reporting policy can only be used one time during a student's career at Norfolk Catholic Schools.

Consequences for Violations during Summer Break after all NSAA activities have been completed and before they begin.

First Violation I

- a. The student will have counseling session(s) with the guidance counselor or Campus Minister. The guidance counselor or Campus Minister will verify when the issues have been addressed to satisfy the counseling requirements.
- b. The student will pay restitution if Norfolk Catholic Schools or Sacred Heart Parish property/material is involved or effected.
- c. The student will perform 20 hours of community service. These hours must be scheduled and approved by the principal and be started before the student can be involved in any Norfolk Catholic Schools sponsored camp, league, or use any Norfolk Catholic facility. Failure to do community service in the time designated will result in school year consequences when school starts.

Second Violation

- a. After the first violation the students will be subject to the same consequences as provided herein for second and subsequent violation committed during the school term.

Policy violations from previous school years shall not be considered cumulative nor carry over into subsequent school years except for suspensions or expulsions that have not been completed during one school year.

Subsequent violations will be evaluated by the administration of Norfolk Catholic Schools on an individual basis.

Norfolk Catholic Schools recognizes that criminal misconduct can be at varying degrees and levels of severity. The foregoing proposed consequences are merely a guideline and the final determination and discretion of any consequence and discipline of a student, including the invocation of the Discipline Policy, remains with the principal, including up to expulsion.

Accumulation of Level Offenses

Offenses are cumulative and student offenders progress from one level to the next in grades 7 through 12.

If a student commits a second or subsequent violation while under suspension, the new term of activity suspension will begin immediately following the prior term of ineligibility.

NOTES: