



Norwalk Catholic School

Elementary Student and Parent Handbook 2016-2017



We are God's Family.

The partnership between family, school and parish is built to:

- Provide faith formation in ways children can understand to carry on the mission of Jesus Christ
- Unlock each student's potential by providing attainable and challenging goals for success
- Provide a loving and safe environment that demonstrates the value of each person
- Raise students to be good citizens of the church, community and world
- Ensure the tradition of the Catholic School environment is passed on to future generations.

What greater work is there than training the minds and forming the habits of the young?

St. John Chrysostom

SELF MEDICATION FOR ASTHMA INHALERS (Authorization Form)
MUST BE READ AND COMPLETED BY PARENT/GUARDIAN AND STUDENT

_____ has been instructed in the proper use of _____ inhaler.
Name of Student _____ Name of Medication _____

We request that he/she be permitted to carry the inhaler on his/her person or keep in his/her book bag, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency of use of this inhaler. He/she also understands this inhaler is not to be shared or used by others. I also understand that my child will not be monitored when using this inhaler nor will a specific record of its use be kept.

I authorize school personnel to allow use of this above medication to the above named child as ordered by our health care provider. I also authorize the school nurse to consult with the health care provider about my child's medication needs. I will see that my child's inhaler is properly labeled with the name of the medication and my child's name.

I understand that the student is responsible for the proper maintenance and use of the medication. I understand that if the student is found to have shared his/her inhaler with other students, or otherwise abused the medication or device, the student will not be permitted to carry his/her inhaler at school and disciplinary action may also occur. I understand, and have informed the student, that he/she must immediately notify the school bus driver, school principal, school nurse, or teacher if his/her inhaler is lost or taken from him/her by another person.

1. In consideration of the administration of medical services as requested and authorized by this form, I/we, or myself/ourselves, and my/our heirs, executors, administrators and assigns, do hereby waive, release and forever discharge and agree to indemnity and defend the School and the Diocese of Toledo, their members, officers, administrators, employees, servants and agents from and against all claims, demands, or causes of action by any person or entities, for loss, cost, injury, or damage whatsoever arising from or claimed to arise from or in any way connected with the administration of authorized medical services to the student named above.

As Parents/ Guardians of the child named above I/ We acknowledge that I/ We have read and understand the above statements. As the student named above, I have read and understand the above information and the responsibility I assume in keeping the above named medication on my person.

PARENT/GUARDIAN _____ Date _____
STUDENT _____ Date _____

Next page must be completed by physician)

INFORMATION TO BE PROVIDED BY PHYSICIAN WHEN STUDENT IS
AUTHORIZED TO CARRY AN INHALER AT SCHOOL

Student's Name: _____

Student's Address: _____

Name of Medication Inhaler: _____

Dosage and Time to be taken: _____

Date to Begin Administration: _____

Date to Cease Administration: _____

Specific Instructions for use: _____

Adverse reactions, if any, that might occur to the student using the inhaler: _____

Instructions to follow if medication does not produce expected relief from student's asthma attack: _____

Possible adverse reactions to an unauthorized user: _____

The above named student knows and understands the proper use of his/her Inhaler and should be allowed to carry it on his/her person.

Physician Name: _____

Physician's Emergency #: _____

Physician's Signature: _____ Date: _____

A new form must be completed whenever the prescription changes and the beginning of each school year.

**REQUEST FOR ADMINISTRATION OF MEDICATION
BY SCHOOL PERSONNEL**

Written permission must be obtained from a physician before any prescribed medication can be administered during school hours. Parents' permission IS REQUIRED for all medication (prescribed and over-the-counter.) Medication must be in the original, labeled container in which it was dispensed.

PHYSICIAN'S STATEMENT:

_____ is under my care and should receive:

Name of Student

Name of Drug, Dosage and Route

at the following times: _____ ~ _____

Beginning Date: _____

Ending Date: _____

Specific Instructions for Administration: _____

Possible side effects: _____

Physician's Signature: _____

Physician's Phone Number: _____

Date: _____

PARENT'S STATEMENT:

In consideration for the overseeing and dispensing of medication for the above referenced child, I hereby release and discharge the Toledo Catholic/Private Schools, the Principal of the responsible school, his/her designees, and any other persons connected with the overseeing and dispensing of medication or drugs herein described, from all claims, demands, actions, judgments, and executions which may arise from the overseeing or dispensing of the medication. We (I) agree to notify the school personnel immediately if there is any change in either the child's treatment regimen or the authorizing physician. The undersigned have read this form and understand all of its terms.

Parent's Signature

Date

NORWALK CATHOLIC SCHOOL
EMERGENCY HEALTH CARE PLAN

ALLERGY TO: _____

STUDENT



CONTENTS

GENERAL INFORMATION	
Acknowledgement and medical signature pages	1-6 (return to the school office by Aug. 25)
Address and Phone Numbers	10
Faculty Roster	11
Mission Statement/School Spirit	12
DIRECTORY	12
COMMUNICATION	13-14
School Closings	
Communication Policies	
Governing Board	
ADMISSION	14-15
Withdrawal	
Non-Discriminatory Policy	
State Requirements	
HEALTH INFORMATION	15-18
Serious Incident	
Communicable Disease Policy	
Medication	
Medical Appointments	
Records	
Immunizations	
Health Testing	
Counseling	
AIDS Policy	
FINANCES	18-19
Endowment Fund	
Financial Obligation	
Fundraising	
Registration Fees	
SHOP Program	
Tuition	
UNIFORM / DRESS CODE POLICY	19-23
Mission Statement	
Policies for Enforcement	

Infraction Policy
 Parent Participation
 Uniform Exchange Sales
 Suppliers
 General Guidelines
 Boys' Dress Code
 Girls' Dress Code
 Warm Weather Policy
 Special Occasions
 Gym
 Coats, Headwear
 Hair
 Jewelry
 Make-up

LIFE SKILLS

Guidelines 23

ABSENCE

23-25

Attendance
 Absence
 Leaving Premises
 Make-up Work
 Tardiness
 Vacation

CHRISTIAN FORMATION

24

Classroom Prayer
 Liturgy
 Religion Program
 Sacramental Program

INSTRUCTIONAL PROGRAM

25

Diocesan Course of Studies
 Guidance
 Student Assistance Teams
 Library
 Music and Art
 Physical Education
 Remedial Programs

Speech	
GRADES, PROGRESS REPORTS	26
Diocesan Testing	
Failures / Retention/ Placement	
Fees, Fines and Obligations	
Grading Scale	
Parent-Teacher Conferences	
Records and Reports	
Report Cards	
GENERAL POLICIES	27-31
Accelerated Reader Code of Conduct	
Arrival / Dismissal	
Bus Transportation	
Bicycles	
Lunch Hour	
Lunch Prices	
Change of Address and Telephone	
Contact with Principal and Teacher	
Telephone	
Visiting the School	
D.A.R.E.	
Bullying Policy	
Harassment Policy	
Internet Policy	
Plagiarism Policy	
Search	
Sexual Harassment	
SPORTS	32
Athletic Program	
General Regulations	
Study Table	
School Attendance	
CO-CURRICULAR ACTIVITIES	32
Clubs and Activity Groups	
Servers	
STUDENT RECOGNITION	32

Breakfast of Champions
Recognition Assembly

DISCIPLINE	33-35
Philosophy	
Code of Conduct	
Serious Misconduct Code	
Pink Slips	
Academic Warnings /Mentoring	
Detention	
Absence from Detention	
Due Process	
Suspension	
Expulsion	
LUNCH HOUR	35
Cafeteria Rules	
Playground Rules	
Small Playground Rules	
Procedures for Problems	
Diocesan Bully Prevention Policy and Plan	36-42

ADDRESS AND PHONE NUMBERS

Norwalk Catholic School
Mr. Dennis Doughty, President
93 East Main Street
Norwalk, Ohio 44857
419/668-3005

NCS Early Childhood Center, St. Mary Campus
Angie Smith, Director
77 State Street
Norwalk, Ohio 44857
419/668-8480

Norwalk Catholic School Elementary, St. Paul Campus
Valerie French, Principal
31 Milan Avenue
Norwalk, Ohio 44857
419/668-6091

Norwalk Catholic School Junior High, St. Paul Campus
Jim Tokarsky, Principal
93 East Main Street
Norwalk, Ohio 44857
419/668-3005

Norwalk Catholic School: St. Paul High
Jim Tokarsky, Principal
93 East Main Street
Norwalk, Ohio 44857
419/668-3005

Norwalk Catholic School Advancement and Admissions Office
Sue Lesch, Director
93 East Main Street
Norwalk, Ohio 44857
419/668-7223

Norwalk Catholic School Chaplain
Fr. Paul Schreiner
91 East Main St.
Norwalk, Ohio 44857
419/668-6044



ELEMENTARY FACULTY ROSTER

Elementary Principal.....Valerie French
Administrative Assistant.....Natalie Livengood
1st Grade.....Carol Corrigan
1st GradeAmber Missler
2nd Grade.....Sr. Carollyn Schaffer
2nd Grade Amy Phillips
3rd Grade.....Melissa Englert
3rd GradeTeresa Bogner
4th Grade.....Brenda Careless
4th Grade.....Julee Fries
5th Grade.....Lynette Ware
5th GradeAmy Weisenberger
6th GradeMaryKay Mollaun
6th Grade.....Debra Sevit
Librarian.....Kerri Hosang
Library Aide..... Tiina Ruffing
Phys Ed K-6.....Dustin Beal
Art..... Leslie Kline
Band/MusicChristopher Clark
MusicMartin Hanke
Spanish.....Lisa Abel
Speech.....Jen Pelham
L.D. Resource.....Kathy Elmlinger
Intervention (Gr.4-8).....Tom Baker
Remedial Intervention (Gr. 4-6)Beth Lindenberger
Guidance.....Dawn Smith/Libby French
ASP Clerk..... Sharon Linder



All are called to offer their best to God through love, responsibility and service.

MISSION STATEMENT

The Mission of Norwalk Catholic School is to:

- Develop Disciples of Christ
- Promote Academic Excellence
- Maintain a Respectful Environment

BELIEF STATEMENTS

As Catholic School Educators we believe:

- God is in all things.
- Each child is a unique gift from God.
- God gave each person individual gifts to be used to praise God and help others.
- With God all things are possible, never exclude God.
- Everyone is respected and valued.
- We educate the whole child.
- Parents are the primary educators of their child.
- All students can learn.
- All children are entitled to a loving, safe and challenging environment.
- All are called to offer their best to God through love, responsibility and service.
- Prayer is vital.

SCHOOL SPIRIT

We cannot see or touch our SCHOOL SPIRIT; we hardly know how to define it, and yet it is one of the most powerful forces in our school. It is in our teams, fighting hard and to cleanly win. It is in our stands as we urge our teams on with cheers. It is in our classrooms as we advance the standing of our school through good work. It is in our students in the halls, around the grounds and in town -- proud of their school, backing its every worthy cause, protecting its good name, and doing nothing of which it need ever be ashamed. It is the affection we have for our school. It is the determination to put honest effort into our school years and to get honest results from them. It is the courtesy and consideration always shown to classmates and teachers and visitors to our school. It is the faith that we have in our school. School spirit is a precious thing. Guard it to the best of your ability. Hand it on untarnished to your successors.

DIRECTORY



God gave each person individual gifts to be used to praise God and help others.

Early Childhood Center Director: The Early Childhood Center director oversees the pre-school, childcare and kindergarten program, making sure that it is in compliance with State mandates and guidelines. The Early Childhood director is responsible to the president.

The Norwalk Catholic School Advancement and Admissions Office mission is to spread the good news of Catholic Education to the Norwalk area, help with the financial needs of the Catholic Schools, and help to plant the seeds for the future generations. The office is located in the south entrance of Saint Paul High School.

Governing Board: The NCS Governing Board is composed of eleven members appointed by the St. Paul and St. Mary/ St. Anthony parish pastors.

President: The president of the school is the sole responsible administrator of the Norwalk Catholic School system. He is directly responsible to the Governing Board of the school.

Principal: The principal of the school is the administrator within the school building. The principal functions as the representative of the president. All school personnel are directly responsible to the principal.

PTO: The Parent Teacher Organization has been established to assist with the various programs and projects in the school. All parents and teachers at the Norwalk Catholic Elementary School are members of the PTO. The group meets 4 times a year.

Support Staff: All members of the faculty and support staff are appropriately certified by the State of Ohio.

Teacher: Each teacher has a responsibility to carry out his/her duties according to the policies in the Faculty Guidelines, Employee Handbook and the directions of the principal/director. The teacher follows the Diocesan Course of Studies. All teachers are fully certified by the State of Ohio and also hold required religious certification.

COMMUNICATION



Parents are the primary educators of their children.

School Closings: School closings are announced on WLKR and WLEC radio stations. The school president will send out a phone message to each family using the One Call system. This is done at the earliest possible time. Please do not call the school. If the school district in which you live closes and Norwalk remains

open, please consider the safety of your children when sending them to school. In the event of a two-hour delay, **all morning half-day sessions for pre-school age students will start at 10 AM.**

What Parents Can Expect of Teachers: It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences. In addition, the teacher must see that students make progress and that their parents are informed of such progress or lack of it. The major method of communication between the teacher and parent is in the form of the on line grade book and a report card. Parents can expect their child's teacher to formulate fair classroom policies (approved by the principal/ director) and to support and enforce all school policies. Parents can expect that teachers will protect their child's reputation and practice professional integrity by discussing their child's needs only with the proper staff members.

What Teachers Can Expect of Parents: Teachers can expect that parents will be supportive of them at all times. In the event of a question, a concern or a disagreement, a parent must contact the teacher for clarification. Each teacher is entitled to respect as an educator as well as to his/her good name and reputation in the community. Teachers can expect parents to assist them in their dealings with students and to volunteer their services when classroom/school needs arise. It is fair for the teachers to ask parents to be realistic in their demands, remembering that teachers spend several hours a day in planning and grading.

What Teachers and Parents Can Expect of Students: Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.

Lines of Communication: The following guidelines are set forth in order to ensure good communication between the home and school. Parents and/or students experiencing a problem should always go to the person involved first in order to attempt a solution.

Student-Teacher: Children are encouraged to attempt solutions to their problems. Teachers, counselor and the administrator are always available to lend a helping hand.

Parent-Teacher: Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.

Parent-Teacher-Administrator: If parents have sought a solution with the teacher and still remain unsatisfied, the administrator is available to lend a helping hand. Parents should call the school office (668-6091 or 668-8480) to arrange an appointment with the teacher and the administrator. Only in very rare cases will the administrator meet parents without the teacher present.

Parent-Administrator: The administrator is always available to speak with students and parents. However, in order to facilitate handling phone calls and meetings, parents are asked to observe a few courtesies. All the administrator calls are handled through the office. Office hours are 8am-4pm Monday-Friday.

Parent-Student-Teacher-President: The president remains available to speak with anyone who has attempted to resolve concerns through the proper channels. The president and Norwalk Catholic School Governing Board are available to parents after all other channels have been exhausted.

Norwalk Catholic School Governing Board: The Governing Board is the final contact to address parental concerns.

Board Members:

Denise Stine
Patrick Schwan- Chair
Andrew Welfle
Julie Roberts
Sue Riley

Mgsr. Ken Morman
Jenifer McFadden Naseman
Frank Van Dresser Jr. -Vice chair
Andrew Shella
Denny Doughty

Fr. Gilbert Mascarenhas
Rachel Cefalu
Mark Coriell
Denny Camp

ADMISSIONS



Each child is a unique gift from God.



Admission Requirements: All new students must meet with the principal before being accepted. Students who are not members of the Parish are accepted on the basis of the policy set by the Governing Board. Non-Catholic students will be accepted if there is room, if they are able to benefit from our program, and with the condition that they participate in the religion program. All students must be registered prior to attending school.

The child is considered enrolled after the registration form and fee have been received, the administrator confirms the availability of space, tuition payment plans have been made, a copy of the child's birth certificate and the forms listed below have been completed and returned before the first day of school.

Admission Forms

- Birth Certificate
- Copy of custody papers (if needed)
- Emergency Card
- Emergency Health Care Plan
- Immunizations
- Registration
- Request for student files from previous school form



Non-Discriminatory Policy: The Norwalk Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students in the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational and admission policies, scholarships and loan programs and athletic and other school administered programs.

State Requirements: Our school holds the same charter from the Ohio State Department of Education as other non-public and public schools. Therefore, the curriculum meets all standards of the State of Ohio. Teachers employed by NCS hold a valid teaching certificate of the State of Ohio. Minimum time allotments for each subject are in compliance with the State of Ohio.

Teacher Requests: It is highly discouraged for parents to submit a request for a specific teacher for the upcoming school year. All teachers are highly qualified. Class rosters are developed to allow for the optimum balance of ability, personality types and gender. Parents should make an appointment with the administrator if they have special needs.

Withdrawal: No records will be sent to another school, unless the tuition is paid up to date.

HEALTH INFORMATION



All children are entitled to a loving, safe and challenging environment.

AIDS (Acquired Immune Deficiency Syndrome): In accordance with the Diocesan policy, students with AIDS seeking enrollment should be permitted to attend in the least restrictive setting. There is no need for mandatory screening of students entering school at any grade level. Once a student is enrolled, periodic and continuing evaluation should be conducted.

Students with AIDS will be permitted to attend the Norwalk Catholic School in a regular classroom setting provided:

- a) The health status of the child, as determined by his/her physician, allows participation in regular school activities.
- b) The child behaves acceptably.
- c) The child does not have open sores or skin eruptions that cannot be covered.

Communicable Disease Policy: Please notify the school if your child will be absent that day. A child displaying the following symptoms will not be permitted to attend school:

- Diarrhea
- Severe coughing causing the child to become red or blue in the face
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Pink Eye)
- Temperature of one hundred degrees Fahrenheit
- Untreated infected skin patches

- Unusually dark urine and/or gray or white stool
- Stiff neck
- Lice / Bed Bugs

If any of the above symptoms are detected after a class session has begun, the child will be isolated (yet supervised) until transportation arrangements are made. Parents/guardians will be given immediate verbal notification when their child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease. If a child is exposed to a communicable disease, such as head lice or chicken pox, parents will be notified by written or verbal notification. Norwalk Catholic School maintains a nit free policy in regards to lice. Parents of children with lice will be notified and will be expected to come to school to pick up their children. Children are excluded from school until they are free of all nits. In addition, parents will be notified when lice are present in their child's classroom. The child will be readmitted to class when symptoms no longer exist or when the child's physician grants written permission.

If a child has a communicable disease, the return policy will be as follows:

- **Chicken Pox:** children may return to school after 7 days if crusts are dry.
- **Scarlet Fever and Streptococci Sore Throat:** Children may return after 24 hours if they are under treatment of a physician and have no fever
- **Eyes:** any child with a reddened or inflamed eye may be excluded until the eye has completely recovered or has a doctor's statement allowing his/her return.
- **Skin:** any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or has a doctor's statement allowing his/her return.
- **Head Lice/Bed Bugs:** children with such will be excluded and may return only after dis-infestation is complete or with a note from the family doctor assuring that the child has been under treatment and it is safe to return.

Counseling Intervention: Counseling will be provided for students with detentions to discuss their academic or discipline difficulties.

Health Testing: Eye, hearing and scoliosis testing is done through the Huron County Health Department.

Medication: It is diocesan policy to discourage the taking of any medication during the school day. There are, however, some unique circumstances which require the cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students. This should be done only underwritten local policy (form located at the end of this section).

The school shall not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration on non-prescribed medication rests solely with the parent or legal guardian and the student. It is preferred that parents personally administer medication to their children before or after school, at recess, or over the lunch hour.

When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated.

In those special cases where a student needs to take prescribed medication during the regular school day while at school, but a parent cannot personally administer it, a written parent permission slip must be submitted (form is located at the end of this section). For self-medication using an inhaler, a specific form is required (located at the end of this section).

For all medication, the following rules shall apply:

1. Medication in the same container in which the prescribing physician or pharmacist dispensed the drug is to be brought by a responsible person to the administrator's office for safe keeping.
2. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.
3. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students.
4. The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
5. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel by flushing it down a toilet.
6. In the absence of a full-time nurse, responsibility rests with (in this order): the administrator, the assistant principal, the teacher-in-charge, and any other person specified by the principal-minister in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement.
7. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members.
8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.

Parents of the children requiring food supplements or modified diets should discuss the child's needs with the Director/Administrator.

Medical Appointments: If special appointments during the school day are unavoidable for kindergarten and elementary students, we ask that a signed note precede the dismissal. Before the student leaves the premises, he/she should sign out in the office and sign in when he/she returns.

Records: Health records and academic records must be up to date. Upon enrollment, request forms in the office must be signed to obtain records from the previous school. Changes in the medical history of a child should be sent to the school in writing, so that additions may be made on the record. Allergies should be noted, as well as special medications the child is taking.

Required Immunizations: According to Ohio State Law, certain immunizations are required before a student can enter school. Proof of such immunizations or a signed statement of refusal must be provided to the school before admission. This information becomes part of the student's permanent record.

Serious Incident, Injury or Illness Policy: A serious incident, injury, or illness is defined as any situation occurring while a child is in attendance at Norwalk Catholic School, which requires emergency medical treatment, professional consultation or transportation for emergency treatment.

*Parents are required by law to complete emergency medical form/health card authorization form for each child, at the beginning of each school year (or when registering). It is especially important to identify an adult who will assume responsibility for the student in case of illness or emergency and to keep the teacher informed of changes. If a parent cannot be reached in case of a child's illness, the emergency contact person named on the form will be contacted. This form should be on file for all registered students before September 12th.

*Norwalk Catholic School does not transport children under any circumstances; however, children are transported to the hospital by appropriate medical or public safety personnel, their parent, or an emergency contact person. Children will also be accompanied by a Norwalk Catholic School staff member.

FINANCES



With God all things are possible.

Endowment Fund: This fund will provide a long-term, stable, financial base for the Norwalk Catholic School. The funds contributed will be a perpetual resource for our educational programs. Careful management will enable NCS to provide a quality education for deserving students.

Financial Obligation: All financial obligations accrued through tuition fees or other fees must be paid in full before the school will release records to any school to which a student may transfer or before a diploma is given at graduation.

Fundraising: Every year the school budget includes a considerable sum to be raised toward defraying operational expenses. Attempts to raise this amount are made through various fund-raisers throughout the school year. Families who oppose Fundraising may directly donate the money to the school.

Registration Fee: At the time of registration, a fee of \$60 per student is collected for grades 1-6. A fee of \$50 per student is collected for kindergarten and preschool.

SHOP Program: The SHOP Program (Schools Have Our Priority) is a Parent Investment credit program. Using this program earns tuition credit for the family for the following school year. Registration forms for the program are available in the early childhood, elementary, high school offices or on the NCS website.

Other family members and friends can also designate their purchases for your tuition credit by signing up for the program. Many local and national retailers participate in this program. This program will offset parent investment increases; reduce the total amount of tuition paid, without any additional cost to the family. Further information and a list of retailers are available in the school offices.

Tuition: The amount of tuition per year is determined by the Norwalk Catholic School Governing Board. Information regarding the tuition schedule, billing, and payments is sent home at the time of registration. Questions regarding tuition should be directed to our tuition manager, at 419/668-7223. The Norwalk Catholic School Community has a strong tradition of providing Catholic education to its families. In the spirit of our ancestors, we continue that tradition. Every family's financial picture is different. If a family's financial picture prevents them from contributing the requested parent investment amount or allows them to contribute more than the requested amount, please contact our tuition manager. She will be happy to work with them to design a parent investment plan, which takes into account their individual situation.

UNIFORM/ DRESS CODE POLICY FOR GRADES K-8



Everyone is respected and valued.

A uniform has been adopted to:

1. Develop a sense of belonging to the community, school and church.
2. Create an atmosphere conducive to learning.
3. Contribute to a safer school community by readily identifying students within the school system.

The Principal/ Director with the assistance of the Governing Board can make changes during the school year, if a situation arises.

Enforcement: Teachers will check uniform / dress code compliance first thing each morning and throughout the day. The following infractions will apply to students not in compliance:

1st infraction: A written warning explaining why the child is not in dress code and the consequences of 2nd, 3rd and 4th infractions.

2nd & 3rd infraction: Student will call parent/guardian at home or work and replacement clothing must be brought to school within a reasonable timeframe. The parents may opt to have their child miss one recess rather than make an extra trip to school.

4th infraction: Detention

The Principal/ Director has final authority in resolving questions or situations regarding compliance with the policy.

Parent Participation: Completed school registration at NCS Kindergarten, Elementary and Jr. High acknowledges the parent and students' acceptance and participation with this policy.

Uniform Exchange: During the school year, Norwalk Catholic School provides a forum for parents to sell and purchase used uniform / dress code clothing. Items available for purchase are stored in the elementary building. **Parents who wish to shop for uniforms can do so before school from 8-8:50am or from 1-4pm Monday through Friday.** New or used uniform / dress code clothing may also be donated to the school and will be distributed as necessary to those families in need of assistance. All clothing must meet the uniform/dress code requirements. Items not sold in a year may be given to the clothing bank based upon the opinion of its salability or given away to students in need.

Suggested Uniform / Dress Code Suppliers: The following suppliers are recommended for purchasing of clothing as described in the uniform/ dress code section. Swatches or clothing samples will be available in the school offices to view appropriate colors and styles. All clothing must be purchased from a uniform line like the following:

Lands' End – School Line only, catalog available in office

Can be purchased:

1. On-line www.landsend.com/school
2. Catalog 1-800-469-2222
3. Fax 1-800-332-0103
4. Mail

Lands' End SHOP certificate can be used (8% towards tuition & 1% to school) or for every qualified purchase from the catalog or "School" section of the Web site, 3% of the net sales will be donated to the school (Use preferred school number 9000-5637-5).

French Toast –Catalog available in the office

Can be purchased:

1. On-line www.frenchtoast.com
2. Catalog 1-800-373-6248
3. Fax 1-888-296-4966
4. Mail
5. Locally at Sears or Meijers

For every qualified purchase from the catalog or Web site, 5% of the net sales will be donated to the school (Use source code number QS44S3T).

Sears SHOP Certificates offer 3% towards tuition & 1% to school

Schoolbelles – Catalog available On-line

1. On-line www.schoolbelles.com

Accessory Items – Belt, Shoes, Socks, Tie, Turtleneck / Mock Turtleneck, Sweaters or Sweatshirts may be purchased anywhere.

General Guidelines

1. All clothing and accessories must be sized to fit, neat, clean, without holes, not frayed or cut.
2. Slacks or pants should be of a full-length dress style, neatly hemmed or cuffed with or without pleats, of dress fabric – not stretch jersey. Slacks or pants should not be too tight or dragging on the floor. Bibs, low riding pants, 5 pocket styles (with or without rivets), cargo pants or Capri's are not permitted.
3. No blue or colored denim allowed, except for specified special occasions.
4. Skirts, skorts or jumpers should not fit too tight and must be of modest length, no more than 4 inches above the knee for K-6 and no more than 6 inches above the knee in JH. If skirt has a slit, measure from the top of the slit. Make sure length is appropriate before ordering.
5. Shirts or blouses must have a collar. A turtleneck or mock turtleneck is permitted alone. Shirts, blouses, turtleneck or mock turtlenecks must be tucked in at all times, including lunch. No visible t-shirts or crew neck shirts are permitted, except for specified special occasions.
6. If wearing a t-shirt under a uniform shirt, it must be WHITE – no colored t-shirts.
7. A collared shirt or turtleneck/mock turtleneck must be worn under a sweater, sweatshirt, cardigan or vest.
8. All shirts must be of a solid color. No slogans, advertisements or brand names i.e. Gap, Abercrombie, etc. permitted (regardless of size).
9. A heart patch, school oriented logo, on the left chest pocket only is permitted on any uniform shirt option. This can be purchased from the approved suppliers or embroidered at an outside location of your choice. All designs must be appropriate and school related. If you question the appropriateness of the artwork, have the Principal approve before purchasing.
10. Hooded sweatshirts are not to be worn during the school day or at weekly school masses.
11. Red or Black sweatshirts plain or with a heart patch, school oriented logo are permitted.
12. Belts must be worn if pants have belt loops. (Exception for Kindergarten and 1st grade only – no belt required.) Belts must be plain brown, black or tan with no embellishments (i.e.: studs, jewels, etc.)
13. Ties must be solid in color. Small school related logo is acceptable but not stripes, prints or characters. Female students may not wear male-type ties.
14. Socks or footies, nylons or tights must be worn at all times. White, Black or Red.
15. Only fully enclosed dress or plain athletic shoes can be worn. All should be **primarily** of one color (tan, white, black, brown, red or gray). **Heels may not exceed 1 inch in height.** No sandals, open back, open toe, clogs, high heels, over the calf boots or high platform shoes allowed.
16. Boots for wet or snowy weather can be worn to school with a change of shoes provided.

Uniform / Dress Code

Boys Grades K – 6:

- Dress Slacks – With or without pleats Dark Khaki or Black
- Shirt - White, Black, or Red

- Polo – Short or long sleeves
- Oxford – Short or long sleeves
- Sweater / Cardigan / Vest - White, Black, or Red
- Sweatshirt - Black or Red

(Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck).

Girls – Grades K –6:

- Dress Pants – With or without pleats Dark Khaki or Black
- Skirt, Skort or Jumper Dark Khaki, Black or Red/White Plaid (0871)
(Plaid option available from Schoolbelles only. The red or black polo dress from Land’s End is approved.)
- Blouse / Shirt - White, Black, or Red
- Polo – Short or long sleeves in appropriate color
- Any collared Blouse – Short or long sleeves in appropriate color
- Sweater / Cardigan / Vest - White, Black, or Red
- Sweatshirt Black or Red

(Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck).

Accessory items that can be purchased anywhere:

Socks, Girls Tights, Boys Ties Solid color - White, Black, Red or Khaki

Turtleneck / Mock turtleneck - White, Black, or Red

Belt - Black, Tan or Brown

Shoes - Only fully enclosed dress or plain athletic shoes can be worn. All must be **primarily** one color (tan, white, black, brown, red or gray). **Heels may not exceed 1 inch in height.** No sandals, open back, open toe, clogs, high heels, over the calf boots or high platform shoes allowed.

Coats and Headwear: Jackets, outside coats and hats are not permitted during class. Fleece jackets in red, black or white are acceptable in cold weather when rooms are chilly.

-No caps, dew rags or sweatbands are permitted during the school day.

Gym: Clothing for gym can be purchased anywhere:

- T-shirt or sweatshirt (School logos and colors highly recommended)
- Athletic Shorts or sweatpants
- Athletic shoes other than those worn in the classroom

Hair: Natural hair color only – no unusual colors or extreme highlights are permitted!! Styles should be conservative. Extreme styles, especially where any part of the head is spiked or shaved are not permitted.

-Boys hair should be cut in a gentlemanly manner. It should not hang in the eyes or extend below the shirt collar in the back.

Jewelry: No excessive jewelry or body piercing, other than girls' earlobes, are permitted in school or when representing the school at extra-curricular activities. All jewelry must be conservative in choice. -Girls' – No dangling earrings

Make-up: Heavy make-up is not permitted. (No make-up may be brought to school).
-No visible tattoos permitted – unless in conjunction with a spirit day.

Special Occasions

1. The last Friday of each month will be a casual day for grades K-6 only. Students are allowed to wear blue or colored denim jeans. No overalls, striped, embroidered, ripped or frayed jeans allowed. Shirt must comply with uniform / dress code policy. A sweatshirt with a school logo can be worn with a collared shirt, turtleneck or mock turtleneck underneath.
2. Any other days throughout the school year as specified by the Principal/ Director.
3. Mass days and All School Masses: Students will follow the uniform guidelines. Ties are optional for male students in grades K-6.

Warm Weather Policy: The warm weather policy is effective for the months of August, September, May and June for K-6 only.

Shorts /Capri Option - Girls & Boys Dark Khaki or Black of dress fabric

*Shorts must be neatly hemmed or cuffed of appropriate length no more than 4 inches above the knee and no longer than to the knee. Make sure length is appropriate before ordering. Girls may wear capris. No cargo pockets, cut-offs, sweat-suit material, mesh or gym shorts. All other clothing must follow the uniform/dress code.



Students in the Toledo Diocesan schools follow the example of Jesus and follow a set of five Lifeskill Guidelines.

These are:

- Be Trustworthy
- Be Truthful
- Be an Active Listener
- Never Use Put Downs
- Do Your Personal Best



Prayer is vital.



ABSENCE

Attendance: All students must be on time and present every day, except when prevented by illness or other excusable reasons. Any student that misses 10 or more days of school may be required to receive tutoring at the parents' expense. Parents will need to attend a conference with the administration should a child miss more than 5 days per quarter. Any student missing more than 20 days of school without a medical excuse will no longer be considered a registered student.

Absence: a parent must notify the school before 10:00 AM on the day a student is absent. If the school does not hear from a parent, the school is obligated, by State Law, to contact the parent at home or, if necessary, at work.

Students should check with the teacher for the missing assignments and work that was done during their absence. This is the responsibility of the student.

The law states that children who are absent from school without a valid excuse may be charged in Juvenile Court as follows:

As a Habitual Truant if the child had:

- Five or more consecutive days in a month
- Seven or more days in a month, or
- Twelve or more days in a school year

As a Chronic Truant if the child had:

- Seven or more consecutive days or
- Ten or more days in a month or
- Fifteen or more school days in a year

Leaving Premises: At no time and under no condition, does the school permit a student to leave the school or playground without written permission from the parents. This is considered a serious breach of conduct and subject to discipline.

Make-up Work: is the responsibility of the student. Teachers are not expected to notify or remind students of missed work. Make-up tests need not be of the same type as were originally given. Students are given one day for each day missed to turn in their work. The teacher will determine the penalty for late assignments.

Tardiness: Students who arrive after school has started must sign in at the school office and are considered tardy. Five unexcused tardies equal a detention.

Vacation: Vacations, which take a student away from his studies for an extended period of time, are viewed as less than desirable for a sound education and are discouraged.

Vacations during the last week of school especially cause many problems for students and may result in lowered grades in individual subjects since the last week includes final examinations and final grading. Because of the importance of final exams, no vacation will be approved during the last five (5) student days of the school year.

- A. Excused absences will be granted for vacations only if all of the following criteria are met:
1. Written notification of vacation must be submitted to the office.
 2. Any vacation must have prior approval of the principal. A minimum of 24 hours notice must be given, however, it is asked that request be made one week in advance.
 3. At the time of the request, a student must have passing grades in all subjects.
 4. The requested absence would not place a student in the excess of 15 days of absence for the current school year.
 5. Total absences for the preceding year did not total more than 20 days.
- B. Make-up privileges:
1. Make-up privileges will be granted only if prior administrative approval was given. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence.
 2. Each student is responsible to obtain and complete all make-up work for approved vacations. Make-up work must be turned in within 5 days upon return of school in order to receive full credit. NO MAKE-UP WORK WILL BE PROVIDED PRIOR TO THE VACATION ABSENCE. Granting make-up privileges and / or grading of work beyond 5 vacation days are left solely to the discretion of each teacher.



CHRISTIAN FORMATION

With God all things are possible, never exclude God.

Christian Formation: The strengthening of Christian values is vital to the total development of the child. The staff is committed to Catholic beliefs and values, and serve as strong role models for students. Students are active participants in Masses and prayer services.

Classroom Prayer: All classes will pray in the morning, at noon, and before they leave school. The pledge of allegiance will be said in the morning before classes.

Liturgy: Classes prepare and attend Liturgy once a week. We encourage parents to join us on Holy Days and other special days for all-school Masses.

Religion Program: The Bishops of our country have emphasized the religious training of the children of our country. Our students are given religious instruction every day. This instruction permeates all subject areas.

Sacramental Program: Preparation for the sacraments requires parental participation. Reconciliation and Eucharistic programs involve parental meetings, which begin in the fall for second grade. Parents need to check with individual parishes for any requirements and meeting dates.



INSTRUCTIONAL PROGRAM

We educate the whole child.

Course of Studies of the Diocese of Toledo: Course of Studies and Competency Tests are revised at least every five years at the Diocesan level. The school participates in the Diocesan competency-testing program.

Guidance: Students may request to see the guidance counselor or they may be recommended by the teacher or principal for assistance.

Instructional Program: Students in grades 1-6 work in self-contained classrooms. Teachers may exchange classes for a particular subject or project. The students have special teachers for music, art, physical education, technology, library and foreign language during the week.

Student Assistance Team: The mission of the Norwalk Catholic Schools Student Assistance Team is to identify at risk students, intervene and provide assistance for these students in the areas of Academics, Behavior, Health and Attendance. The Student Assistance Core Team Process includes the following:

- Initial Referral
- Assign Case Manager (Case Manager assigned on a case-by-case basis.)
- Gather Information (Academic, Behavior, Health, and Attendance.)
- Interview Referring Staff Member, Parent(s) or Guardian, and Student. (Interview conducted by person with best chance of being successful.)
- Compile Information (Case Manager.)
- Present Information (Case Manager and Referring Staff.)
- Develop Action Plan: 1-2 weeks. (Action plan developed by core team, and appropriate adhoc member(s). It may have several components. Parent(s) may be re-contacted at this time to discuss school-based action plan.)
- Implement and Evaluate. (Case Manager serves as technical assistance to the school staff member(s) implementing the plan.)
- Student Placed Back on the Agenda at Appropriate Time.

Library: Our library is under the direction of a certified librarian and an aide. Each class visits the library once a week to select books and other materials. Students are encouraged to return books on time. If a book is damaged, please inform the librarian. Books 30 days overdue must be paid for; payment is non-refundable.

Music and Art: We consider these to be important to the aesthetic growth of every student. Grade 5-6 students may take up instrumental music. There is a complete music and art program for students in grades 1-6.

Physical Education: Each student is required to be present and participate actively in the program. An excuse from this class must be in writing from the parent. Repeated absences will be accepted only upon recommendation of a doctor.

Remedial Programs: Through auxiliary, state, and federal funds, some of our students receive assistance in the academic skills through remedial teachers. Enrollment in these classes is based on testing, teacher recommendation, and parental approval.

Speech: Children who display definite speech, language and/or hearing deficiencies will receive corrective instruction through our speech and hearing therapist. Progress is monitored regularly to establish new goals.

GRADES, PROGRESS REPORTS

All students can learn.

Diocesan Testing: Students in grades 3, 4 and 5 will be administered the Measures of Academic Progress Test as required by the Diocese of Toledo. Grades K-2 students participate in the AIMS WEB assessment for reading.

Failures / Retention / Placement: The principal and homeroom teacher will mail a notice to the parent or guardian if their student has 2 or more "F's" at the end of the semester. If a student has 2 or more "F's" or overall low grades they may be retained. A student who has more than 2 "F's" does not have the option of attending summer school.

Placement of a student in lieu of a retention or failure may be considered after consultation with the principal.

Fees, Fines and Obligations: Any student who is negligent in returning their athletic uniform, band uniform, paying cafeteria fees, or has failed to return library books may have their report card held at the end of a grading period or at the end of the school year.

Grading Scale:

A+ (98-100)	
A (93-97)	D (65-69)
A- (90-92)	
B+ (87-89)	F (64 and below)
B (83-86)	
B- (80-82)	
C+ (77-79)	+ commendable
C (73-76)	√ acceptable
C- (70-72)	N needs improvement



Parent-Teacher Conferences: Parent-teacher conference days will be held in November. Additional conferences may be scheduled by the teacher or parent.

Records and Reports: Record keeping is a mandatory part of school administration. This insures a continuous monitoring of the student's status and needs. Personal records are confidential and released only with written permission of the parents or upon the request by a court order.

Report Cards: The report card is sent home quarterly for all students. Parents are asked to sign and return the envelope. Parents are encouraged to chart their child's academic progress using the powerschool on line grade card. Passwords are provided for each student to protect privacy.



GENERAL POLICIES

God is in all things.

Accelerated Reader Code of Conduct: The purpose of the Accelerated Reader Program is to encourage reading and improve reading skills. With this in mind, students are expected to follow the rules described below:

1. Students may only take tests on books they have read or that someone has read to them.
2. Students may not take a test on a book, which has been made into a movie unless they have read the book.
3. Students may not use Cliff notes, classic comic books, videos, or abridged versions of the book to try to pass a test.
4. Students may not take tests for other students.
5. Students may not discuss AR questions or answers with other students.
6. Students must not reveal their password to anyone other than a parent or teacher.

Consequences: Students who break the rules will face the following:

1. The test or tests involved in the cheating incident will receive a score of 0 and students will lose all their points and passwords. They are still allowed to participate in AR, but must be logged on by an adult.
2. The student will not be allowed to earn any bonuses in the AR program or the remainder of the school year.
3. Teachers and/or the principal may impose additional consequences.

Arrival / Dismissal: When dropping off students in the morning or picking up in the afternoon, please use Wooster Street or the playground. Due to heavy traffic on Milan Ave., we cannot have cars in front of the school building before or after school. This causes problems with busses and creates safety issues with children walking to and from cars between busses. Do not park along Wooster Street when waiting to pick up your child at the end of the school day. PLEASE, walk across the street, pick up your children and escort them to your vehicle at the end of the school day. Students in grades 1-3 must be picked up from the classroom at the end of the day.

Bus Transportation: Students attending NCS Elementary are eligible for bus transportation through the public school district in which they live. The same standards for distance followed by the public schools apply to our students. Contact the school district in which you reside to find out the particulars about your child's bussing. If there is any change in bus transportation, a written notice must be given to the teacher and the bus driver, the day of the change.

Bicycles: All students will park their bicycles in the racks provided by the school, in designated areas. Bicycles must be locked. NCS cannot be responsible for lost or stolen bicycles.

Violations of bike safety, after a first warning, will result in the student being deprived of the right to ride a bicycle to school.

Lunch Hour: Students in grades 1-6 will be dismissed by grade level after a 15-minute period to go to recess by the lunchroom supervisor. This will provide more time for students to eat in a more relaxed manner and also will keep the cafeteria cleaner as students will not be dismissed until their tables are cleaned. Students who are not finished eating are welcome to take more time if needed.

Lunch Prices: A hot lunch including milk for grades pre school- gr. 3 is \$2.40, grades 4-6 is \$2.90. Milk for those packing their lunch is 50 cents per carton. Lactose free milk is 75 cents per carton.

Change of Address and Telephone: To facilitate keeping our school office records complete and up to date, we ask that in the event of a change of address, telephone number, or marital status, you inform the school office.

Contact with Principal and Teacher: The principal and teachers are eager to assist the parents in any way possible. If you would like an appointment please call the office during normal school hours (8am-4pm) at 668-6091.

Telephone: Students do not use the telephone in the office unless there is an emergency. Forgotten materials are not considered an emergency. Student cell phones are not to be turned on during the school day. Please, refer to policies regarding internet use in school beginning on page 33.

Visiting the School: Visitors are welcome to visit the classes and the school. However, we ask that you inform us the day before, if possible. All visitors, for any reason, should report first to the office. Lunches, books, etc., should be taken to the office and not to the child in the classroom.

D.A.R.E.: (Drug Abuse Resistance Education) Students will take a course in Drug Awareness provided for us by the Norwalk Police Department.

Bullying: All members of the Norwalk Catholic School Community have a right to live and work in an environment that is Christian, safe and satisfying. Harassment and bullying will not be tolerated because such behavior is inconsistent with this important, basic right and because our school recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with our efforts to implement our school mission statement.

The NCS Elementary School strives to be a bully-free school. The following bullying behaviors will not be tolerated:

1. Physical bullying, which involves harm to another's body or property.
2. Emotional bullying, which involves harm to another's self-esteem.
3. Social bullying, which includes harm to another's group acceptance.

Harassment: Because it is the belief of the Norwalk Catholic School that every individual has the right to participate and function in school without fear of demeaning remarks or actions, the harassment of students, members of staff or any other person is not permitted. This includes any verbal, nonverbal or physical action that creates a hostile, intimidating, or offensive environment. A violation of this policy will result in suspension and possible dismissal.

Please, refer to the new anti bullying/harassment policy on pages 38-42.

Internet Access Policy: Successful operation of the building network facilities requires use of Internet resources be consistent with the Norwalk Catholic School stated mission, goals, and objectives. All of the rules that apply to student conduct in school also apply when the students are off campus on field trips. The Internet offers many opportunities for virtual field trips to distant locations. It is important that students realize they act as ambassadors for their school in such encounters, and our policy states this explicitly.

It is the policy of Norwalk Catholic School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254(h)].

The following guidelines are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. Key terms are as defined in the Children’s Internet Protection Act.

To gain access to the Internet, all students of Norwalk Catholic School must obtain parental permission and attend a series of required Internet training sessions. During training all users will be issued a user login ID and password. Unrestricted access to the Internet will occur after training. The signature(s) on the Internet Acceptable Use Policy Agreement document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions

1. A USER is defined as any student, faculty, or staff member use the technology resources at Norwalk Catholic School.
2. The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators, after consultation with the Pastor/president and/or Principal will deem what is inappropriate use, and their decision is final.

3. The system administrators will make every attempt to honor privacy. There is an acknowledged trade-off between privacy and the need to gather information insuring system integrity and responsible use of the system. A log may be kept of all Internet use by students, faculty, staff and administration.
4. The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
5. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
6. Users are not permitted to use the computing resources for commercial purposes, product advertising, or political campaigning.
7. Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyber-bullying or illegal materials.
8. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
9. Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
10. To the extent practical, steps shall be taken to promote the safety and security of users of the Norwalk Catholic School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
11. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
12. Security on any computer system is a high priority, especially when the system involved many users.
 - a. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should demonstrate the problem to others.
 - b. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
 - c. Attempts to logon to the Internet as some else may result in cancellation of user privileges.
13. Norwalk Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Norwalk Catholic School assumes no responsibility or liability for any phone charges, line costs nor usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. Norwalk Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

14. Exemplary behavior is expected on 'virtual' field trips. When 'visiting' locations on the Internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they 'visit'. Conduct that is in conflict with responsibilities outlined in this document will lose network privileges.
15. Network systems administration may update technology use policies when new or changing technology warrants.
16. Students will not download large files unless absolutely necessary. If necessary, the file(s) will be downloaded at a time when the system is not being heavily used before or after school hours.
17. Internet users are not permitted to display, download, or save: executable (.exe) files incl. Media players, MP3 files, Internet e-mail, instant messengers, games or music videos.
18. It shall be the responsibility of all members of the Norwalk Catholic School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.
19. Signed acceptable use forms will be kept on file. Please refer to the Technology Policy in the Family/Staff Handbooks.

Any violation(s) may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state and federal laws.

Plagiarism / Copying: Consists of the following:

1. Plagiarism: The use of language, ideas or thoughts of another as if it were your own original work.
2. Copying another student's answer in class examinations, take home tests, laboratory work, or class assignments.
3. Discussing answers during class examinations.
4. The use of crib notes, prepared tests, or other types of unauthorized materials.
5. Attempting to secure a future examination or information regarding the contents of future examinations.
6. Being in possession of a teacher copy of a test or testing materials of any kind.
7. Resubmission of old work, even though the student's own, for a new course, and submission of the same paper in the same course.
8. Knowingly supplying another student with responses to an assignment, quiz or test.

In the event that any of the above guidelines are violated, the following steps will be taken:

1. The involved faculty, Mr. Baker and Mrs. French will meet to evaluate the situation.
2. A conference with the student and his/her parents will be held.
3. If the dishonesty involves class work, the student can be given a zero or the original assignment must be completed for half credit.
4. The student will receive a detention.
5. A repeated offense can result in suspension or possible dismissal.

Search: A teacher or principal has the right to search for and seize weapons or other dangerous or illegal objects, or look-alike objects when there are reasonable grounds of their existence. Such searches may cover lockers, desks, books, and other belongings.

Sexual Harassment: Sexual harassment is improper, immoral and illegal. It will not be tolerated within the school structure or at any school function or activity. The Ohio Revised Code defines sexual harassment as any unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to: unwanted sexual advances or propositions, repeatedly asking someone for a date after they have made it clear they are not interested and making threatening reprisals after a negative response to sexual advances.

***Non-verbal conduct:** leering, making sexual gestures, displaying sexually suggestive messages, objects, pictures, cartoons or posters.

***Verbal conduct:** touching, assault, impeding or blocking movements.

SPORTS

Athletic Program: Various programs are offered for both boys and girls. Students are expected to maintain their academic work in school in order to continue to be eligible for any extra-curricular activity. Cooperation and good sportsmanship are essential to any sports program.

Anytime athletes participate in a school event, they represent our school and church communities and need to act and dress according to the FLYER spirit. Fans also represent the school and should always display a Christian attitude and good sportsmanship.

General Regulations: While students are on either in-school or out-of-school suspension, the student may be required to attend a practice or a game, but may not participate in contests.

Team advisors and coaches are permitted to add their own training rules. The athletic office and all team members must receive written copies of such rules.

Study Table: is mandatory for any athlete who is on academic probation or who is ineligible. Mr. Baker monitors these sessions from 8-8:30am.

School Attendance: Students, who arrive to school later than 12pm because of illness, may not participate in practice or in contests held that night.

CO-CURRICULAR ACTIVITIES

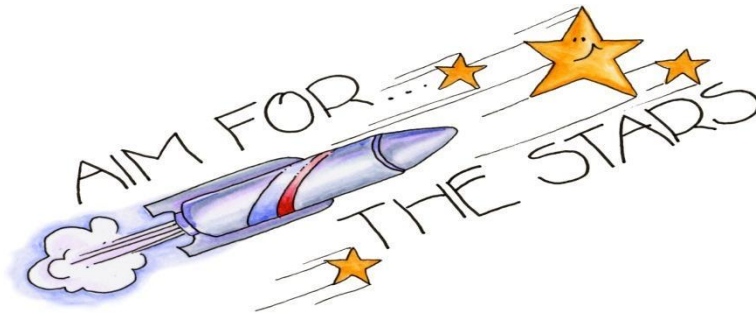
Clubs and Activity Groups: At various times, certain clubs or groups are begun. We encourage and support these if they have as their function to develop strong, community-minded Christians. Groups wishing to use the premises should contact the principal.

Servers: Fifth and Sixth grade students serve Mass. They must maintain good conduct, attendance, promptness, and an acceptable appearance.

STUDENT RECOGNITION

Breakfast of Champions: At the end of the year, those students with no more than one violation are invited to the breakfast. If a student's only violation is a detention or suspension, they would not be eligible for the breakfast.

Recognition Assembly: Students are recognized at an end of year assembly for their academic achievements and their participation in extra academic clubs and activities.



DISCIPLINE



All children are entitled to a loving, safe and challenging environment.

Philosophy: Discipline is the responsibility of the total school community. Being a Catholic School, the highest standard of behavior is expected of each student. Because we believe that students are still learning and developing, we realize that they will sometimes need some type of correction. Usually this is carried out by the teacher in an informal disciplinary action.

Students attend Norwalk Catholic School under the direction of Diocese of Toledo and with the full benefits of constitutional protection of their rights as citizens. This Ohio code specifies the school's expectations. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from the students.

The Administration reserves the right to handle serious student problems in another way, other than stated here.

Code of Conduct: At NCS all elementary students will:

1. Show respect, obedience and courtesy to all school authority.
2. Show respect and friendliness by their words and actions for their fellow students and all visitors to the school.
3. Show respect for all school property, other students' property and their own property.
4. Cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
5. Obey all classroom and school rules.
6. Be on time and present every day, except when prevented by illness or other excusable reasons.
7. Be prepared for classes by having learning materials needed and all assignments neatly completed.
8. Be properly attired and groomed according to the regulations of the Norwalk Catholic School.
9. Use acceptable language.
10. Be accountable for their actions when riding the bus, when on field trips, when in Church, & on all occasions when representing NCS.

Serious Misconduct Code: Violations of the following rules will result in disciplinary action, which may include suspension or expulsion:

1. Disruption of School: A student may not use violence, force, coercion, threat or intimidation of teachers, guests, other students, or any other employees of the school district to cause a disruption or obstruction to the education process or activity. Jokes will be taken seriously!
2. Assault (fighting): A student may not physically attack or behave in such a way as could cause physical injury to any person on the school premises while in the custody and control of the school or in the course of a school-related activity.
3. Damage to School or Private Property: A student may not attempt to damage school property, nor remove it from the premises without written permission from the principal. A student may not attempt to damage or remove the private property of others without their knowledge and permission. No student may receive or purchase from another student any property, which was stolen or appears to be stolen.
4. Dangerous Weapons: A student may not possess, handle, transmit, or conceal any object which could be dangerous to self or which could inflict physical harm if used against others.
5. Alcoholic Beverages, Narcotics, Drugs, and Counterfeit controlled substances (look-a-like drugs): A student may not possess, use, transmit, conceal or show evidence of having consumed any of the above while on school premises, or in attendance at any school sponsored function either at the home school or at a school where the home school is participating.
6. Tobacco Products: A student may not possess, transmit, conceal or use tobacco on the school premises while in attendance at any school sponsored function either at the home school or at a school where the home school is participating.
7. Fires, Fire Alarms, and Fireworks: A student may not interfere with the educational process or endanger other students by setting fires, pulling fire alarms, or setting off fireworks on the school premises.

8. Disrespect to School Personnel: A student may not act in defiance of directions, be disrespectful toward, or fail to comply with lesser forms of disciplinary actions issued by school personnel. This includes playground monitors and volunteers.
9. Profanity: A student may not be profane or abusive in speech, gestures, or writing; or possess such signs, pictures, or publications.
10. Behavior not covered by other rules: The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the written rules.

Discipline Violations: Discipline Violations will be given for behavioral problems only. All discipline violations must be signed by the teacher, the student, and the parent. The discipline violation form must be returned the day after it is given; if not, the student will receive another discipline violation.

Discipline violations are given for:

1. Disrespect of fellow students or adults
2. Classroom disruptions
3. Non-compliance with teacher directives
4. Out of Dress Code
5. Gum chewing
6. Dishonesty
7. Swearing
8. Cell Phone or electronics used during school hours.



- *Any violation of the serious misconduct code would be considered an automatic in-school suspension.
- *After the first discipline violation, each additional discipline violation results in a detention. Each student will start each semester with a clean slate.

Homework Violations/ Mentoring: Homework violations will be given for schoolwork violations only. Missing homework, tests not signed by parents, unprepared for class, etc. These must be signed by the teacher, the student, and the parent.

***These must be returned on the day after they are given** with the completed assignment.

***After the first Homework Violation,** additional Homework Violations will result in the student having to report to a mentor, who will be one of our teachers. Students will be told by their homeroom teacher who is on the mentoring list. Students will meet with their mentor after dismissal to go over their assignments for homework that night. The next morning students will meet again with their mentor by 8:30am to check their homework. Failure to report to mentors will result in a visit to Mrs. French or Mr. Baker. Students who do not have their homework completed will have their parents called by the mentor. Each student would start the second semester with a clean slate.

***Five Homework violations** are equal to an after school detention.

Detentions: Two Discipline Violations are equal to one detention. Each additional Discipline Violation also equals one detention. Five Homework Violations will result in a detention. Detentions are forty (40) minutes after school on a designated day. The student will sit in complete silence, doing work. Accumulated detentions roll over into the second semester.

- 5 detentions = 1 day suspension
- 10 detentions = 3 days suspension
- 11 detentions = recommended expulsion from school

Absence from Detention: Absence from detention will result in a half-day in-school suspension the NEXT day. After four (4) detentions, a letter will be sent home informing the parents of their child's status.

Due Process: Any student suspended or expelled will be given:

1. Written notice of the action and the reasons.
2. The opportunity to appear at an informal hearing before the principal or president, where the students have the right to present their explanations, views, or alternative courses of action.

Suspension: Students will receive:

- ***In-school suspensions** following their 5th and 10th detentions. These will be served in the Mr. Baker's work area. Students will complete assignments satisfactorily while in suspension before being readmitted to class. Suspension prohibits attending any classes or co-curricular activities.
- ***Out-of-School suspension** can be imposed for more serious matters by the principal or president for up to 10 days. All work must be completed before a student is readmitted to class and no credit will be given for the work. Out-of-school suspensions will be given to students if all other disciplinary actions have been ineffective. Parents will have to provide supervised accommodations for their child.

Expulsion: This involves removal from the grade school on a permanent basis. Expulsion is used when all other avenues have been exhausted. Students who accumulate eleven detentions during the school year will be expelled from school. However, in an incident of a serious nature, expulsion may be used at the discretion of the president or principal.

***Possession or distribution of drugs is an automatic expulsion offense.**

LUNCH HOUR

Cafeteria Rules: All students are expected to have a packed lunch, or purchase a lunch in the cafeteria.

1. Students are expected to show respect and obedience to cafeteria personnel at all times.
2. Students are to enter the cafeteria in an orderly manner.
3. Hats and coats are not to be worn in the cafeteria.
4. Students are to sit in designated areas.
5. Students are expected to show appropriate table manners.
6. Students are to refrain from loud talking, yelling, loud noises and rowdy behavior.
7. Students are expected to leave their table area clean.
8. Students are expected to throw trash in the trash containers provided.

9. Students may leave the cafeteria when dismissed and are to exit in an orderly manner.
10. Students are not to take food or drinks out of the cafeteria.
11. Textbooks and trading cards are not permitted in the cafeteria.
12. Students may not share food (due to a number of food allergies).

Playground Rules: Playground supervision is handled by parent volunteer and teachers. Supervisors are asked to place themselves throughout the area of child play. **Please, refrain from standing in adult groups.** Attention needs to be given to the students in your charge. This focused attention prevents accidents and incorrect behaviors. Students are expected to follow all rules of safety. Students are also expected to show a Christian attitude on the playground through fair play, courtesy, and respect for the rights and feelings of others.

1. Students are expected to show respect and obedience to playground supervisors at all times
2. No food or drink on either playground
3. Students may bring out coloring books or journals.
4. Students may not leave the playground areas for any reason and are to play only in the areas designated for their grade.
5. Students may not return to the school buildings without the permission of a teacher or playground supervisor.
6. Activities, which include pushing, pulling, tackling, tripping, wrestling or hitting are prohibited. The throwing of objects such as stones, leaves, snow, etc. is also prohibited.
7. Only playground approved balls may be used on the playground. Balls brought from home must be approved by the administration.
8. Textbooks and trading cards are not permitted on the playground.
9. At the end of the recess period, all students will stop their activity and line-up. Students are to line up in silence in the area designated by school authorities.
10. No electronics are allowed during outside or inside recess.

Procedures for Problems: For the playground problems, the following procedures are in effect:

First Offense: A Warning

Second Offense: Time Out (student stands along fence)

Third Offense: Teacher Notified

Repeated Offenses: Principal Notified

ANY PHYSICAL FIGHTING on the playground equals an in school suspension.

Use extreme caution crossing the street



CATHOLIC DIOCESE OF TOLEDO
BULLYING PREVENTION POLICY AND PLAN FOR NCS/SPHS

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not to be tolerated in any of the Diocese of Toledo Catholic Schools.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student has exhibited toward another particular student more than once which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property
- (2.) Places another student in reasonable fear of harm or of damage to property
- (3.) Creates a hostile environment at school for another student
- (4.) Infringes on the rights of another student at school
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetics, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying

B. Bullying is Prohibited:

- (1.) On school grounds owned, leased or used by a school or on property immediately adjacent to school grounds
- (2.) At a location, activity, function or program that is not school-related
- (3.) At any school-sponsored or related activity, function or program whether on or off school grounds
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school
- (5.) Through the use of technology or electronic device owned, leased or used by a school
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target
 - b. Infringe on the rights of the target at school
 - c. Materially and substantially disrupt the education process or the orderly operation of a school

C. Prevention and Intervention Plan:**Procedures for reporting**

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - o what, when and where it happened;
 - o who was involved;
 - o exactly what was said or what the harasser did;
 - o witnesses to the harassment;
 - o what the student said or did, either at the time or later;
 - o how the student felt; and
 - o how the harasser responded.

Norwalk Catholic School encourages the use of the ANTI-HARRASSMENT/

BULLYING COMPLAINT FORM for reporting.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator may make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator may provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal may file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive a written or verbal notice as to the conclusion of the investigation.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

In cases where the aggressor or target is not a student at this school, information shall be disclosed to the Principal or appropriate administrator of the public, private or charter school in which the student is enrolled.

The custodial parent(s) or guardian(s) of any student involved in a prohibited incident will be notified.



ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct:

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date _____

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the governing board's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The Norwalk Catholic/St. Paul High School Governing Board **prohibits reprisal or retaliation** against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Norwalk Catholic/ St. Paul High School Governing Board **prohibits any person from falsely accusing** another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

D. Training:

Bi-annual training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying

- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment
- Information on cyber-bullying emphasizing Internet safety

E. Publication and Notice:

The plan shall be posted on the school’s website and included in student and employee handbooks.

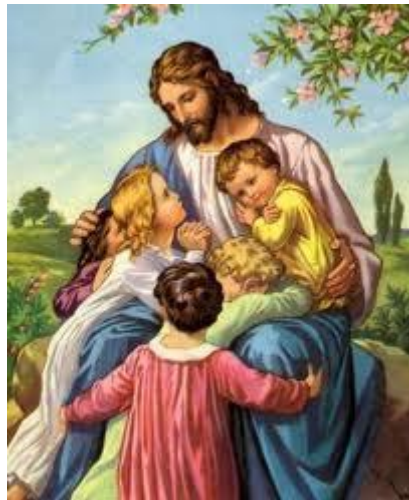
F. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- Take appropriate disciplinary action as stated in the plan
- Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts

G. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic school office for the Toledo Diocese.



Note...try loyolapress.com for daily 3 minute retreats.