



ST. NORBERT

CATHOLIC SCHOOL

Truth ✦ *Service* ✦ *Family* ✦ *Peace*

2024-2025 Parent/Student Handbook

Accredited by the

Western Catholic Educational Association

And Co-accredited by the

Western Association of Schools and Colleges

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(Changes for 2024-25 in RED)

Revised 2024-07-09





PRINCIPAL'S MESSAGE

Dear Families of St. Norbert Catholic School,

Welcome to the 2024-25 school year! With many new faces around our campus this year, we realize that we can see God in each and every person we meet. Let's make this year an amazing one where each student, staff member, parent, and visitor at St. Norbert Catholic School feels the love of Jesus Christ in our words and our actions!

Our pastor, Fr. John Money penny, says that it is his mission to help all of us "fall more in love with Jesus every day." What a wonderful way to look at each day of our lives! When we triumph, we thank Jesus. When we overcome a difficulty, we thank Jesus. When we experience a loved one's illness, we thank Jesus for being there to care for that person, and for us. *All things* can help us grow in our love for Jesus! That's why St. Paul says, "All things work for good for those who love God." (Rom. 8:28). Let's help our children know the love of Christ in the good times and bad this year.

Once again this year, my staff and I are dedicated to raising your kids up and helping them to meet the highest standards of academics and behavior. Our school's pillars of Truth, Service, Family, and Peace translate into the formation of students who practice their faith, are polite to each other, are respectful towards adults; students who work hard to achieve academically, who perform at high levels on the sports field, and who are unafraid to stand before an audience and use the talents that God gave them.

As I indicated last year, this also means that we, as their parents and teachers, ***must model the behavior we want to see from our children.*** If we want our children to be welcomed, then we must be welcoming. If we want our children to persevere, we must never give up. If we want our children to step out of their comfort zones academically, artistically, or socially, then we must do so, too! I encourage you, now more than ever, to reach out to the families in your child's class and make sure that no one is left out. As a Catholic community, love should be the sign that shows everyone who we are!

Our theme for this school year is "Faith Can Move Mountains." What mountains need to be moved in your life? Is it the mountain of fear? The mountain of doubt? Perhaps it is the mountain of illness? Or the mountain of financial strain? Whatever the mountain, God wants to move it. Have faith in Him!

I can't wait to see how your children will surprise us in this new year with their growth and their talents. I am honored to work side by side with you this year, and I commit to working with you and the students of our school. May God bless St. Norbert Catholic School!

Mr. Joseph A. Ciccoianni
Principal

MISSION STATEMENT

St. Norbert Catholic School, founded by the Sisters of the Presentation of the Blessed Virgin Mary, is a faith-filled family that seeks truth, serves others, and contributes to building a peaceful world. With a high standard of academics, we are true to our tradition, fostering a strong work ethic applied to all aspects of our lives. As one family, we embrace all of God's people and share the message of God's love. We develop our God-given gifts to achieve our personal best in body, mind, and soul.

PHILOSOPHY

St. Norbert Catholic School facilitates optimum learning and the growth of the whole person through education permeated with Gospel values. The school assists and complements parents, the primary educators, in the education and spiritual formation of their children. In the context of a caring worshipping community, we promote academic excellence, and nurture Catholic values and attitudes, which inspire service to others. We strive to enable students to realize their unique potential. Our academic program focuses on the basic skills students need to pursue their own goals as independent life-long learners. We are committed to fostering in the students a deep appreciation for the gift of life and responsibility for living morally and ethically as informed citizens in a culturally diverse, technological, global world. The thrust of our philosophy is to challenge the students to use their God-given gifts and talents in their search for academic excellence and to empower them to live their baptismal call to holiness, wholeness, and service to the human family. St. Norbert Catholic School endeavors to be an effective model of sound scholarship, responsible citizenship, and true discipleship.

Table of Contents

PRINCIPAL'S MESSAGE	1
MISSION STATEMENT	2
PHILOSOPHY	2
SCHOOLWIDE LEARNING EXPECTATIONS	8
CODE OF CHRISTIAN CONDUCT FOR PARENTS/STUDENTS	9
GOVERNANCE	10
Parent Guild	10
Consultative School Board (CSB)	10
ADMISSIONS, ATTENDANCE, ABSENCE	10
Non-Discriminatory Policy	10
Admission	10
Entrance Age	11
Priority of Acceptance	11
Probationary Period for New Students	11
Re-Entry	11
Attendance and Absence	11
Tardiness	12
Respect for Instructional Time	12
Procedure for Recommended Transfer of Students	13
Recommended Transfer Resulting from Parental Attitude	13
GENERAL INFORMATION	13
School Hours	13
School Office Hours	13
Drop Off/Pick Up Policy	13
Schedule	14
Faculty Meetings and Staff Development Days	14
Lunches	14
Telephone	14
School Pictures	14
Vandalism	14
School Parties	15
Lost and Found	15
Social Events	15
Birthdays	15
Flowers/Balloons/Gifts/Decorations	15
Limos	15
Extended Day Care	15

SPIRITUAL GROWTH AND DEVELOPMENT	17
Sunday Mass	17
Daily Prayer	17
Liturgy	17
Penance Services	17
First Reconciliation and Holy Eucharist	17
Stations of the Cross	17
Altar Servers	17
Mission Awareness	17
Retreats	18
Student Christian Service Hours	18
CURRICULUM AND ACADEMIC POLICIES	19
Curriculum Design	19
Learning Support Program	19
Physical Education	19
Technology/Chromebooks/"Bring Your Own Device" Program	19
Library	20
Counseling	20
Homework	20
A Culture of Reading at St. Norbert Catholic School	21
Grading	21
Grades 3-8 Achievement Code	21
Grades 1-2 Achievement Code	22
Interpretation of Grades/Comments	22
Attribute Grades	22
Progress Reports	23
Student Learning Assessments (Report Cards)	23
Conferences	23
Promotion	23
Retention	23
Standardized Testing	23
Field Trips, Permission Slips, and Fees	24
Eighth Grade East Coast Expedition	24
Sixth Grade Science School	24
Graduation Requirements	24
Awards and Incentives	25
Eighth Grade Graduation Awards and Scholarships	26
STUDENT ACTIVITIES	27
Student Council	27

COMMUNICATION	28
Newsletter & Friday Folder	28
Calendar	28
Parent/Guardian Signature	28
Special Notices	28
Grievance Procedure	28
DISCIPLINE POLICY	29
Philosophy of Discipline	29
Code of Conduct	29
Right to Search	31
Academic Integrity	31
Plagiarism	31
Cheating on Tests, Quizzes, etc.	32
School-wide Discipline Program	32
Disciplinary Action	32
Detention	32
Suspension	33
Expulsion	33
Harassment	34
WEARING APPAREL AND GROOMING	35
Philosophy of the Dress Code	35
Dress Code	35
Hair	35
Grooming	35
Make Up	35
Nail Polish	36
Jewelry	36
School Uniform Supplier	36
First Friday Mass Dress	38
Non-Uniform Dress Regulations	38
Dance Attire (Regional & Local)	39
Graduation Attire	39
Bookbags	39
HEALTH	40
School Entry Health Requirements	40
Health Records	40
Health Room	40
Medication	40
Medication Distribution	41

Emergency Information	41
Procedure for Illness/Injuries	41
Medical Conditions	41
Head Lice	41
Child Abuse	42
Student Records	42
Doctor or Dental Appointments	42
Student Insurance	42
SAFETY PROGRAM	43
Fingerprinting	43
Bicycle Safety	43
Fire	43
Earthquake or Lockdown	43
Procedure for the Release of Students in the Event of a Major Catastrophe	43
Traffic Safety Plan	43
A.M. Drop Off	44
AFTER-SCHOOL SPORTS	45
Athletics—After-School Sports	45
Sports Participation	45
Requirements for Participation in Sports	45
Sports Fee	46
Parent Participation	46
Athletic Awards	47
PARENT FINANCIAL OBLIGATION	48
Tuition	48
Supporting Tuition Rate	48
Non-supporting Tuition Rate	48
Payment of Tuition	48
Incoming Eighth Grade Families	49
Admission During the School Year	49
Delinquent Tuition Policy	49
Policy Regarding Refund of Tuition	49
Tuition Assistance	50
Fees	50
Field Trip Fees	50
Mandatory COLOR RUN Fundraising	51
Optional SCRIP Fundraising	51
Diocese of Orange Fundraising Policy	51
Parents' Service Program	51

Extended Day Care Fees	53
Appendix 1	54
ST. NORBERT CATHOLIC SCHOOL LOGO	59



SCHOOLWIDE LEARNING EXPECTATIONS

At St. Norbert Catholic School, our students and graduates...

- 1. Seek God in All Things by . . .**
 - a. Developing a personal relationship with Christ
 - b. Demonstrating knowledge of the Catholic faith
 - c. Practicing the virtues
 - d. Participating in liturgy, worship, and prayer

- 2. Nurture Life-Long Learning by . . .**
 - a. Achieving competency in academic skills
 - b. Developing critical and creative thinking skills
 - c. Demonstrating a positive work ethic
 - d. Working independently and collaboratively

- 3. Contribute to Building a Peaceful World by . . .**
 - a. Treating all God's people with dignity and respect
 - b. Utilizing technology responsibly and effectively
 - c. Serving others

- 4. Strengthen Our Abilities by . . .**
 - a. Identifying and demonstrating our strengths and talents
 - b. Engaging in a variety of physical and artistic opportunities
 - c. Working diligently to share our talents with others
 - d. Respecting and celebrating the gifts and talents of others

CODE OF CHRISTIAN CONDUCT FOR PARENTS/STUDENTS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. It shall be an express condition of enrollment that students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the *Parent/Student Handbook* of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the *Parent/Student Handbook* of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to model the faith for their children and continue to support their child's faith formation by believing in God, attending Mass, praying as a family, and supporting faith experiences at the school.
2. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
3. Parents/guardians should impart to their students a spirit of loving and responsible obedience. Observance of the school's rules will help prepare students for a life in which love and respect are the ways in which people interact with each other.
4. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, threatening, hostile, or divisive.
5. These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian, and/or a disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Normally, differences between students, parents, and school officials can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw the child.

Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

GOVERNANCE

Parent Guild

The Parent Guild is an association of all the parents/guardians of the students who attend St. Norbert Catholic School. Every school parent/guardian is a member of the Guild. The purpose of the Parent Guild is to provide support for the administration, the staff, and the students in the immediate needs of the school. Activities of the Parent Guild are coordinated by its board, which is comprised of the Pastor, the Principal, and selected officers. The Parent Guild meets the second Tuesday of every month. Parents may earn service hours for attending the monthly meetings.

Consultative School Board (CSB)

St. Norbert Catholic School has a Consultative School Board (CSB). This board serves as an advisory body to the school administration in matters pertaining to finances, policies, and long-range planning. The Pastor and the Principal appoint the members of the Consultative School Board. Interested parties may request further information by contacting the principal.

ADMISSIONS, ATTENDANCE, ABSENCE

Non-Discriminatory Policy

St. Norbert Catholic School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin regarding the administration of its educational policies, admission policies, scholarship and loan programs, athletics, fine arts, and other school administered programs.

Admission

Registration for preschool and Kindergarten students for the upcoming school year begins in January. Students from the waiting list are accepted as vacancies occur within the current year. After the application is received, the school secretary will set up the appropriate assessments (if necessary) and an interview with the principal. Once approved for admission, a non-refundable registration fee is required to hold a place for a student.

Entrance Age

Children are eligible for admission into Kindergarten if they have reached the age of five years on or before September 1 and demonstrate academic, social, and emotional readiness. Children are eligible for admission into first grade if they have reached the age of six years on or before September 1 or have successfully completed an accredited Kindergarten program.

Priority of Acceptance

- 1) Applicants who have siblings already enrolled in St. Norbert Catholic School (or who are currently enrolled in St. Norbert Catholic School Children's Center) and whose families continue to meet the specified requirements.
- 2) Catholic students whose families are registered in St. Norbert Parish and who support the church financially through contributions to the church per year.
- 3) Catholic students transferring from another Catholic school, or belonging to a local parish that does not have a Catholic School.
- 4) Others who do not fall within the above priority of acceptance.

All new students are evaluated and/or interviewed before acceptance. Copies of their most recent report card and achievement testing are required for incoming students. With regard to health, California immunization requirements must be met before admission. The Parent Financial Agreement and all forms received at registration must be completed, and all required fees must be paid before students are officially accepted.

Probationary Period for New Students

New students will be admitted and placed on a probationary period of 10-12 weeks. If a student shows, during that period, that he/she has not adjusted to the school, demonstrated an ability to conform to the Code of Conduct, or has not met the academic standards required for that particular grade, he/she may be asked to leave the school.

Re-Entry

Students who have been dismissed from St. Norbert Catholic School will not be readmitted.

Attendance and Absence

When a student is absent, a parent/guardian must call the school office before 8:30a.m. on the date of absence. A dated written excuse is required after any absence.

1. Students who have a fever or have vomited **must** be symptom-free for 24 hours **before** returning to school.
2. Taking students out of school for vacations/trips is strongly discouraged. If you choose to take your child out of school for a vacation, teachers will not provide assignments in advance.
 - a) Students who have unexcused absences due to vacations must complete all missing assignments and tests before the end of five school days upon returning.

3. Students who leave campus during school hours for medical, dental, or other appointments must submit an excuse slip from the appointment upon returning to school.
4. Excused Absence Make-Up Work:
 - a) It is the student's responsibility for making up work missed during an absence.
 - b) Missed work due to absences for one day will be made up *when the student returns*. *Do not request homework to be sent home on the same day*. However, if a student is absent for two or more days and/or recuperating, a parent may request homework be sent home.
 - c) Time allowed for making up work is one day more than the number of days missed.
 - d) If an assignment or test is assigned before an absence, the student must turn in the assignment or take the test on the day they return to school.
 - e) Work not made up or tests not taken within the allowed time will be recorded as an "Incomplete" until the student completes them, possibly for diminished credit.
 - f) Students who are absent, absent for a portion of the day without a valid medical note, or leave early on the day of an after school event may not participate in that event. This includes sports games and school dances. (See also "Sports Participation.")
5. Students who have more than 10 unexcused absences in a trimester may not receive academic credit for that trimester, and makeup time may be required in a summer academic program.

Tardiness

School starts at 8:00a.m. Students are expected to arrive by 8:00a.m. to unpack so that class may begin immediately after morning prayers. **Students arriving in the classroom after 8:05a.m. will be considered tardy.** *A parent must accompany* the student to the school office, sign the child into school and provide a reason for the tardiness. Parents must **not** accompany the child to the classroom, as instruction has already begun. Excessive tardiness is defined as 10 or more tardies within a trimester. After each 10 tardies, a student may earn a detention, which will be noted on the student's records.

Leaving School

Students who need to leave school during the school day must be officially signed out in the office by a parent, guardian, or authorized pick-up as indicated in FACTS SIS. Advance notice must be provided to the teacher. Parents are required to pick up the students in the office for medical/dental appointments or for early release. *Parents are not to go to the individual classrooms for the students.* Students must be signed back in again if they return to school on that same day.

Respect for Instructional Time

Parents must utilize the school office to send for their child, relay messages, etc. While on campus, please refrain from interrupting class to speak with a teacher or your student.

Procedure for Recommended Transfer of Students

Students who are clearly unable to benefit from the school's educational program because of an inability to meet St. Norbert Catholic School's standards and/or if the school is unable to meet the student's needs are urged to transfer when the following criteria are met.

- The student is no longer benefiting from attendance at school.
- It has been determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents concerning the situation.

Recommended Transfer Resulting from Parental Attitude

If the administration determines a parent's attitude to be so uncooperative or destructive that it diminishes the effectiveness of the school in the child's development and education, a recommendation for a transfer of the child out of the school is inevitable. Failure to comply with school policies or to meet the financial obligations to the school are also grounds for transfer.

GENERAL INFORMATION

School Hours

8:00a.m. to 3:00p.m. The school assumes no responsibility for students left unsupervised on the premises before 7:45a.m. or after 3:15p.m.

At 8:05a.m. the school gates will be closed. Students not in the classroom by 8:05a.m. must be accompanied to the office by a parent/guardian to be signed in and receive a tardy slip.

School Office Hours

7:30a.m. to 4:00p.m. The administration has an "Open Door" policy. However, to ensure your concerns are properly addressed with adequate time, please call the school office for an appointment.

Drop Off/Pick Up Policy

All students arriving on the school grounds prior to 7:45a.m. must be taken to Extended Day Care. All students not directly involved in after-school/extracurricular activities and not picked up after 3:15p.m. are taken to Extended Day Care where they will remain at an additional fee until they are picked up. Students are not allowed to remain on the grounds to attend an after-school game without parent supervision.

After school, students may not roam the campus unsupervised, visit classrooms, etc. as this may make it difficult for parents and teachers to locate them.

Schedule

Adjustments may be made due to health and safety requirements.

	Grades K-5	Grades 6-8
Morning Bell:	8:00a.m. <i>(Students should be in the classroom unpacking & preparing for the day.)</i>	
Morning Recess:	10:15a.m.-10:30a.m.	10:30a.m.-10:45a.m.
Lunch:	12:20p.m.-1:05 p.m.	
Dismissal:	3:00p.m.	

Faculty Meetings and Staff Development Days

School is dismissed at 12:20p.m. one day each month for a faculty meeting. Staff Development days are scheduled throughout the school year, typically once a month, and school is dismissed at 12:20p.m. Additional minimum-days may be added at the discretion of the administration and with the approval of the diocesan Office of Faith Formation. Parents may subscribe to our Google Calendar on our school website: www.saintnorbertschool.org. Students not picked up by 12:35p.m. will be sent to Extended Care.

Lunches

Students are to bring their lunches, marked with name and grade. Should it be necessary to deliver a student's lunch, please leave the lunch (clearly marked) in the school office for the child to pick up. It is the responsibility of the student to pick up their lunch at lunchtime.

Telephone

When classes are in session, neither the teachers nor the students will be called to the phone unless it is an emergency. Office telephones are for school business only, and students will not be allowed to use the office phones without written permission from the teacher. *Forgotten items do not constitute an emergency.*

School Pictures

Pictures are taken in the fall. Parents are provided purchase information. Purchase is optional.

Vandalism

Students and their parents shall be liable for all damage to equipment or school property. Repeated vandalism, in addition, result in the student being asked to leave the school.

School Parties

Class parties and treats are planned with the approval of the teacher and the administration. Parties should be limited to the final hour of the school day at Halloween, Christmas, Valentine's Day, and at the end of the school year (if desired).

Lost and Found

All uniform items, book bags, books, and lunch boxes should be clearly marked with the student's name and grade. Lost and found articles may be claimed by the Uniform Exchange.

Social Events

Responsibility for parties outside school hours belongs to the parents. The school strongly disapproves of parties that do not have adequate parental supervision and/or that carry over to the classroom to the detriment of academics. Parties not sponsored by St. Norbert Catholic School may not be publicized using school communication such as newsletters, FACTS SIS, **Class Dojo**, etc.

Birthdays

Snacks for the class to celebrate individual students' birthdays may only be distributed at Recess. Class time will not be taken to distribute birthday snacks. If you choose to bring snacks for the class, please bring them to the office, and please be aware that students in your child's class may have food allergies. Birthday celebrations are limited to bringing a RECESS SNACK. While grateful for families' generosity, it is a disruption to the school day to provide additional celebrations, such as lunch, gift bags, etc. Invitations to birthday parties may **not** be distributed by students during school. Gifts for friends must be delivered from home to home not via the school. Pickup **of groups** of children from the school at dismissal time and taking them to parties is **strongly discouraged**. Children who are not invited feel rejected. Parties should be arranged for weekends.

Flowers/Balloons/Gifts/Decorations

Bouquets of flowers, balloons, or gifts may not be sent to students for any occasion. Additionally, decorating another student's locker and/or desk is not allowed.

Limos

The school disapproves of limo services for any and all school sponsored dances and activities. Students are not to be dropped off or picked up from school-sponsored activities in a limousine or other rented party vehicle.

Extended Day Care

St. Norbert Catholic School offers Extended Day Care for students in need of before or after school care. The program is open to students who are enrolled in K through 8 in St. Norbert Catholic School. The program runs Monday through Friday and offers before-school care, from 7:00a.m. to

7:45a.m. as well as after-school care from dismissal until 6:00p.m. After-school care is also provided on minimum days. Students attending day care are required to observe the school policies, rules, and regulations.

Fees for the program are available in the school office. Extended Day Care ends at 6:00p.m. There is a \$6.00 late fee for each minute after 6:00p.m. Day care fees are separate from tuition. Checks for day care must be made payable to St. Norbert Catholic School.

SPIRITUAL GROWTH AND DEVELOPMENT

Sunday Mass

Sunday is a special day of worship and lays the foundation of a spiritual life upon which the school can assist in building. Families are expected and encouraged to attend Mass weekly and on Holy Days of Obligation.

Daily Prayer

Students pray in the morning, before/after recess, and in the afternoon. Families are encouraged to lay a foundation of prayerfulness in the home, through daily/nightly prayer time, upon which the school can build.

Liturgy

Students attend Mass on the First Friday of each month, on designated days during Lent, Holy Days of Obligation, major feast days, etc. Parents are also encouraged to attend these Masses. Students in grades 3 through 8 attend Mass once a week. Students in grade 2 begin attending weekly Mass in January.

Penance Services

Children are expected to receive the Sacrament of Reconciliation with the family frequently. Once or twice a year, opportunities are provided for students in grades 3 through 8 to go to Confession during the school day.

First Reconciliation and Holy Eucharist

Students in second grade will prepare for the Sacraments of Reconciliation and Holy Eucharist. Parents are required to attend a designated number of meetings.

Stations of the Cross

Students participate in this Lenten devotion. Students in grade 8 participate in the *Living Stations of the Cross*.

Altar Servers

Being an altar server is a privilege, honor, and responsibility. Students may learn to serve Mass beginning in grade 4. Students will be notified when instruction begins.

Mission Awareness

All students in grades K-8 belong to the Holy Childhood Association, a pontifical organization to help the world's poor, underprivileged, and deprived children. Students are encouraged to respond

to their Christian call to service by supporting Missionary Childhood Association food and clothing drives, and other important service efforts during the school year.

Retreats

Retreats are an important part of our spiritual growth and development. Second grade participates in a First Eucharist Retreat, fourth grade for vocational development, and eighth grade as part of their graduation program. All-school retreats occur occasionally during the year with students participating in their "School Families."

Student Christian Service Hours

As part of their spiritual growth and development and in alignment with the Schoolwide Learning Expectations, seventh and eighth grade students will need to complete a minimum of 30 hours of community work over a two year period. Completion of the hours is required in order to graduate. It is recommended that students benefit from the experience of volunteering in a community based program, such as the Christian Service office of the parish, hospitals, soup kitchens, nursing homes, volunteer tutoring in after-school programs, church/community festivals, altar serving or music ministry. Working for a parent, tutoring or babysitting of siblings or friends or caring for someone with a personal hardship will not count. Someone other than a family member must sign the form. In order for hours to be recorded, the form **must be** completed and submitted to the school office within thirty (30) days of completion of service.

CURRICULUM AND ACADEMIC POLICIES

Curriculum Design

The following courses are taught to all students in grades K through 8: Religion, Mathematics, Language Arts (Reading, English, Spelling, and Writing), Social Studies, Science, Fine Arts, Christian Family Life Education, Physical Education. STREAM is taught to grades K-6 and Spanish is taught to grades 6, 7, and 8. Preschool has a specific curriculum.

Learning Support Program

The Learning Support Program is both the goal and the method by which the school creates classrooms that value the uniqueness of all children. St. Norbert Catholic School's Learning Support program:

1. Realizes that all children within a classroom have special God-given strengths and needs.
2. Creates a learning environment that is safe, accepting and caring, where differences are seen as challenges and opportunities for growth.
3. Utilizes strategies for teaching and learning that maximize each child's participation, development, and interaction.
4. Manages the classroom and school environment to best provide for the widest variety of learners within the parameters of the school's resources.
5. Demonstrates awareness of the wider issues, such as parent involvement, networks, support personnel (both within and outside the school) and attitudinal development.

Physical Education

Each grade has P.E. two periods per week. P.E. classes are designed to foster a lifelong desire for physical fitness, health and proper nutrition. Attendance is mandatory as in any other class. If there is a medical reason for a student to abstain from physical activity, a **physical, hand-written** note from a parent is needed. Email is **not** an acceptable form of communication for PE. For a period longer than two days, a doctor's note must be submitted. **Additionally, if a student requires exemption from physical activity at PE, that student must also sit out of playtime at Recess and Lunch, and will not be allowed to participate in after-school sports games or practice.**

All students must wear athletic shoes for P.E. class. Students in grades 6-8 are required to wear the standard P.E. uniform per the dress code.

Technology/Chromebooks/"Bring Your Own Device" Program

In order to prepare students for the world in which they will someday work, St. Norbert Catholic School offers a comprehensive technology program. Students in grades K-4 make use of the Chromebook cart a minimum of once a week. A separate technology *Acceptable Use Policy* must be on file for each student.

5th through 8th graders are responsible for bringing a Chromebook for use in the classroom and at home to access the curriculum and produce their work. Device management will be applied to

these Chromebooks for the duration of a student's time at St. Norbert. Device management will not be taken off during summertime. Each student will be provided one additional license during their 5th-8th grade years in the event the Chromebook must be replaced. If additional licenses are required, the family will be charged \$50 per license.

5th-8th Grade students whose Chromebook breaks or requires repair may borrow a classroom Chromebook for a maximum of two weeks. Upon completion of the two weeks, a weekly fee of \$100 will be charged for students who continue to require the use of a school Chromebook.

Library

The Library is open to all students throughout the school day on Tuesday through Thursday. All students are scheduled for one library period per week. A fine of \$0.10 per day is charged for overdue books. Fines may also be assessed for damaged books.

Counseling

St. Norbert Catholic School seeks to provide counseling services for students to help facilitate supplementary opportunities for growth. The counseling program is student and parent oriented with the purpose of attaining the optimum results in mature student's behavior, which enhances academic and social growth.

Services through New Hope Counseling of Catholic Charities of Orange County are available to all students and their families. Detailed information about these services may be obtained from the school office, the assigned counselor, or any faculty member. Counseling services are meant to assess a child's emotional well-being and determine how counseling can improve their academic success. Students can be referred to school counseling by the parent, principal, teacher, or themselves, if 12 years and above*. Legally the counselor can see the student for a one-time visit, without the parent's consent, as it falls within the regular education service of the school, and especially if the child is in a crisis. The counselor, upon the first session, will discuss the limits of confidentiality with the student and obtain their verbal or written consent and explore the reason for the referral. After the first session, the counselor will reach out to the parents to share the reason(s) for the referral and obtain verbal and/or written consent to continue seeing the child. The school counselor will collaborate with parents, teachers, the principal, and others (psychologists, psychiatrists, pediatricians, if applicable) to offer ongoing support to the minor.

**California Health & Safety Code states, "[A] minor who is 12 years of age or older may consent to [outpatient] mental health treatment or counseling services if, in the opinion of the attending professional person, the minor is mature enough to participate intelligently in the mental health treatment or counseling services." (Cal. Health & Saf. Code § 124260.)*

Homework

The ability to study is a skill that must be nurtured; it is not innate. Therefore, homework is assigned to provide practice and reinforcement of the daily lessons and to foster the habit of independent study. It is the student's responsibility to take home the necessary materials to complete assignments, and to turn in assignments on time. Parents should provide their children

with suitable study conditions, encourage (not pressure) the children, and show interest in their work without actually doing the work for them.

Homework is not always written, and it is expected that study, research, reading, and memorization will be done with as much attention as written assignments. Homework is assigned daily, except on Fridays in grades K-6. On occasion, students may have long-term projects or assignments due on a Monday. It is recommended that parents check their children's work consistently.

Suggested time to be given to homework:

Kindergarten	15 minutes
Grades 1 and 2	45 minutes
Grades 3 and 4	1 hour
Grades 5 and 6	1.5 hours
Grades 7 and 8	2 hours

If assigned homework doesn't meet the minimum number of minutes, students are expected to study up to the expected minimum number of homework minutes, thus preparing them better for upcoming assessments and improving overall study habits. Reading Log minutes are separate from Homework minutes, and parents are strongly encouraged to monitor this practice closely with their child.

A Culture of Reading at St. Norbert Catholic School

Frequent, challenging reading is a key ingredient in our students' academic success. St. Norbert Catholic School strives to develop students into confident readers. Students in grades two through eight complete a variety of reading activities to reinforce their comprehension. The administration and faculty strongly recommend that families ensure their children engage in nightly reading of books in the upper range of their Zone of Proximal Development (ZPD), which is determined on the STAR Reading test at the beginning of each trimester.

At the beginning of the school year, teachers will inform students of expectations regarding reading, as well as requirements for Accelerated Reader (AR). Students' performance on AR will impact their English-Language Arts grade.

Grading

Grades are based on scholastic achievement, test scores, oral and written assignments, and participation in class. Grades are awarded according to the following criteria:

Grades 3-8 Achievement Code

A (4.0) 95-100%	A- (3.7) 90-94.99%	B+ (3.5) 87-89.99%	B (3.0) 83-86.99%	B- (2.7) 80-82.99%	C+ (2.5) 77-79.99%
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Highly Proficient			Proficient		
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C (2.0) 73-76.99% Emerging	C- (1.7) 70-72.99%	D+ (1.5) 67-69.99%	D (1.0) 63-66.99% Deficient	D- (0.7) 60-62.99%	F (0) 50-59.99% Does Not Meet Standard
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- NOTE: This is the full grading scale. An abbreviated version is reflected on the Student Learning Assessments due to space considerations.

Grades 1-2 Achievement Code

- O** Outstanding
- S** Satisfactory
- E** Emerging

Grade K Achievement Code

- S** Satisfactory
- E** Emerging

Interpretation of Grades/Comments

- A** The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of grade level content and expectations.
- B** The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of grade level content and expectations.
- C** The student produces work that demonstrates satisfactory knowledge, skills and understanding of grade level content and expectations.
- D** The student produces work that demonstrates limited knowledge, skills and understanding of grade level content and expectations.
- F** The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of grade level content and expectations.

Attribute Grades

- +** The student consistently achieves above grade level expectations in this skill area.
- n** The student needs to demonstrate improvement in this skill area.
- No Mark** The student is meeting the grade level expectation for this area.
- Level 2** The student consistently meets and exceeds grade level expectations.

Level 1 Adapted Curriculum

Progress Reports

The *FACTS* Student Information System provides parents who are current on all financial obligations access to students' grades and attendance, as well as school news. Though parents should frequently check *FACTS* to be aware of their child's progress, at the midpoint of each trimester, parents will be reminded to check *FACTS* SIS in lieu of a paper "Progress Report." These dates are in October, January, and May, and will be announced via email.

Student Learning Assessments (Report Cards)

Student Learning Assessments (SLAs) are issued three times a year to grades K through 8. All SLAs are made available digitally via the *FACTS* Student Information System.

Conferences

The faculty is dedicated to the welfare of students and is anxious to establish friendly, cooperative relationships with parents. School-wide parent-teacher conferences take place before the completion of the first trimester. Teachers are available after 3:15p.m. on regular school days for conferences by appointment. Teachers **are not to be interrupted** when they are on duty. If you wish to have a conference, please notify the teacher in advance either by calling for an appointment or by sending a note. If a parent wishes to observe the classroom, they must make an appointment with the teacher to do so at least one day in advance.

Promotion

Students are required to satisfactorily complete the work of a particular grade and be correspondingly mature in order to be promoted to the next grade. A student who receives a grade of "F" for one subject for all three trimesters has not satisfactorily completed the coursework and may be asked to leave the school.

Retention

Students who do not meet the promotion criteria will be recommended for retention. St. Norbert Catholic School will make every effort to notify parents at the end of the second (2nd) trimester of the impending retention.

Standardized Testing

The following tests are administered each year:

- Kindergarten** STAR Early Literacy (3 Trimesters)
- Grades 1-8** STAR Assessments (3 Trimesters)

Field Trips, Permission Slips, and Fees

Field trips serve the educational program by taking students to those resources in the community, which cannot be brought into the classroom. We encourage field trips as part of our instructional program, as long as they are related to our curriculum and have educational objectives and/or cultural value. Buses will be utilized as transportation to field trips per diocesan policy. Students are required to ride the bus to the field trip and back to school. Students may not be dropped off to or picked up from field trip locations.

All students participating in field trips must return a completed official field trip permission form signed by a parent/guardian prior to the day of the field trip. Any student who does not turn in the permission slip and fee will not be permitted to participate in the field trip.

Fees for bus transportation will not be refunded. Entrance fees for specific outings may or may not be refunded depending on the requirements at the time of reservation. **Siblings** (except those in the same class) **are not allowed on class field trips**. Only children who are enrolled in the class taking the field trip may go on scheduled outings.

Eighth Grade East Coast Expedition

Eighth graders will be provided the opportunity to go on an East Coast Expedition and observe our government in action. Families are required to be current on all balances to date or the eighth grade student may not be allowed to attend the trip.

The East Coast Expedition at St. Norbert Catholic School is an important part of the 8th grade experience. The trip is the result of the students' and parents' hard work, dedication, and time. Despite all of this, the trip is not a right-- it is a privilege. This privilege is earned by the students' behavior and work ethic. Students who do not meet the minimum standards of behavior outlined below will not be allowed to attend the trip, regardless of fundraising that has occurred:

- Minimum Cumulative Responsible Behavior Grade of C-.
- Maximum of 2 Suspensions.

Sixth Grade Science School

Sixth graders are provided the opportunity to go to Science School. Families are required to be current on all balances to date or the student will not be allowed to attend the trip.

Graduation Requirements

1. Academics: It is required that 8th grade students maintain a passing grade in Reading, English, and Mathematics. A Certificate of Attendance rather than a Diocesan Academic Diploma will be issued to the student who fails to meet the academic requirements.
2. Behavior & Discipline: In cases involving grave offenses prior to graduation, the student is immediately suspended and is not allowed to participate in the graduation exercises or

graduation dance. The diploma will be picked up in the school office or mailed to the student.

3. Financial Obligation: All outstanding tuition and invoices must be paid prior to distribution of Cap and Gown. Service Hours will be billed on May 15th. Minimum fundraising requirements must be met. Graduating students with outstanding family account balances will not be allowed to participate in the graduation activities until all outstanding balances are paid in full.
4. Graduation/Retreat Fee: A fee is charged to each graduating student to cover the cost of the cap and gown rental, a retreat, and other graduation expenses. These fees are billed in or around January of the graduating year.
5. Christian Service Hours: 8th grade students must complete a minimum of 30 hours by May 15th preceding graduation. Hours may be from 7th or 8th grade.

Awards and Incentives

St. Norbert Catholic School believes that awards and incentives motivate students to achieve their goals and have a positive effect on their achievements and citizenship.

Incentives: Incentives are used extensively in grades K-5 in recognition of appropriate behavior, social skills, and effort.

Honor Roll: Awarded each trimester to 7th and 8th grade students who maintain a 3.5 GPA with no lower than a B- in any core subject, *not* including PE, Music, Responsible Behavior, Spanish, Art, or Personal Success Skills. Those obtaining a GPA of 3.5 to 3.69 earn "Honors" and those obtaining a GPA 3.70 to 4.0 earn "Highest Honors." Core courses averaged into the GPA include: Math, Science, English Language Arts, History and Religion. 7th and 8th grade Honor Roll is distributed at Monday Assembly. 6th grade may distribute Honor Roll in class.

Monthly Awards: Awarded to recognize students each month in grades K-8 in the categories of Virtues in Practice, Hawk Hero, and Norbert Award.

Student Council Award: Awarded to members of the student council in recognition of service and leadership who served during their 6th, 7th, or 8th grade year.

Speech Awards: Awarded in Speech Club to 5th grade students in recognition of excellence in speech and communication arts.

Sports Awards: Awarded at the Sports Banquet to students in grades 5-8 for participation in sports and for outstanding performance in the field of athletics.

Eighth Grade Graduation Awards and Scholarships

Gold Cords:	Awarded to students who earn Highest Honor roll a minimum of two trimesters in grade 8 (<i>one must be the last trimester of eighth grade</i>) and one trimester in grade 7.
President's Award for Academic Excellence:	Awarded to students who have achieved a 3.5 or higher GPA and place above the 85 th percentile in achievement tests in grades 7 and 8.
President's Award for Academic Achievement	Awarded to students who show outstanding educational growth and improvement in their academics and STAR testing.
Medallion Award:	Awarded to students who achieve an A- in every subject in junior high.
Pastor's Award:	Awarded to an 8 th grade student for outstanding leadership, service, citizenship, and effort.
Principal's Award:	Awarded to an 8 th grade student who has proven to be an outstanding example of what a St. Norbert student should be through academic achievement, behavior, attitude, and special talents.
Scholarships:	Awarded to 8 th grade students for outstanding achievement in academics and citizenship.
Service Awards:	Awarded to an 8 th grade student for outstanding Christian service in excess of the 30 hours required in which the hours had a significant impact on the community.
Outstanding Graduate	The 8th grade student who achieves the highest average cumulative GPA of designated subjects of all three trimesters of 8th grade is named Outstanding Graduate. If there is a tie, those students' average cumulative GPAs from 7th grade are considered. If a tie remains, multiple Outstanding Graduates are designated.

St. Norbert Catholic School has been blessed by the generosity of its donors and families, and may at any time have other scholarships and awards to bestow at graduation, such as the *St. Norbert Catholic School Academic Decathlon Scholarship*, the *Verkuylen Family Trust Scholarship in Honor of the Sisters of the Presentation of the Blessed Virgin Mary*, *The Deanna O'Keefe Scholarship for Exemplary Student Citizens*.

STUDENT ACTIVITIES

Student Council

Membership on the Student Council gives the students the opportunity to develop leadership skills, to put into practice the principles of democracy, and to develop an attitude of service to their school. Students must maintain a B average with no grade lower than a C and no conduct grade lower than B. Students may be disqualified from participation in Student Council for poor behavior, detentions, or suspensions at the discretion of the school administration and faculty. Student Council Officers are elected in May from grades 5 and 7. Classroom representatives are elected for grades 3 through 8.

In order to run for Student Council students must meet the following requirements:

- Permission from parents/guardians.
- Approval of homeroom teacher and administration.
- Academic grades no lower than C in any subject on the second trimester report card and in the marking period up to the date of the election.
- Conduct and effort grades of B or higher for the designated grading periods.
- Participation in school/church related service programs.

Band: Open to students in grades 3 through 8.

Choir: Open to students in grades 3 through 8.

Altar Servers: Open to students in grades 4 through 8.

Dances: Scheduled for students in grades 7 and 8.

Field Day: Open to students in K through 7. Graduates may not attend.

Speech Club: Open to students in Grade 5.

Contests: Students are encouraged to participate in any academic contests that would further their development.

Decathlon: Open to students in grades 6 through 8 by invitation only.

COMMUNICATION

Newsletter & Friday Folder

Newsletters are emailed occasionally via *FACTS SIS*. To ensure proper delivery, please verify your email address in *FACTS*. These newsletters keep parents up-to-date on what has happened and alerts them to upcoming events. Additionally, the Friday Folder will be sent home with students on the last day of school each week. It contains a variety of forms and information to be filled out and returned, and completed work. It should be emptied, reviewed, signed and returned every Monday. The oldest child in the family will receive forms, etc. for the entire family.

Calendar

A calendar for the year is published and distributed prior to the start of school. Additionally, the school calendar is available online via *Google Calendar*, and may be subscribed to on the homepage of the school website.

Parent/Guardian Signature

Signatures are needed on but not limited to the following:

Field trip permission slips, tests or homework (as the teachers may require), technology *Acceptable Use Policy*, weekly folders, notes excusing students from class or school, dress code violations, and detention notices.

Special Notices

Flyers are sent home with the students as the need arises.

Grievance Procedure

In cases where problems concerning students arise, parents should use the following procedure in order to resolve the concern.

- a) Request a conference and discuss the problem with the teacher.
- b) If this does not resolve the problem, the parents may present the problem to the Assistant Principal.
- c) A conference will be scheduled in an effort to resolve the issue.
- d) If this does not resolve the problem, it may be presented to the Principal, who will determine a course of action.
- e) As a final effort to solve the problem, the Pastor may be contacted for a conference.

DISCIPLINE POLICY

Philosophy of Discipline

We believe that positive acknowledgment of good behavior should be emphasized at all times. We strive to build in each child a positive self-image and to develop an attitude of respect for oneself, others, and the environment. Discipline is an essential aspect of Christian development. It promotes virtue, character, self-control, and responsibility. Students learn to accept the consequences for their actions and decisions. Students are expected to act in a way that reflects positively on themselves and on St. Norbert Catholic School.

Code of Conduct

The following are expectations, which apply to students at every level:

1. Students will live the Gospel message by demonstrating Catholic Christian behavior at all times.
2. Students will demonstrate respect and acceptance of all God's people, particularly each other.
3. Students will show respect to all adults and cooperate with all authority figures.
4. Students will respectfully participate in class sessions and school activities.
 - a. Students are not permitted to disrupt the teaching/learning process by inappropriate behavior. This includes but is not limited to smart remarks to make others laugh, name calling, passing notes, continuous attention seeking, "put-downs," etc.
5. Students will use appropriate language-- written, oral, etc. **Profanity is not acceptable. Use of God's name in vain, or informally (i.e., not in worship, religion discussion, etc.) is not acceptable.**
6. Students will demonstrate Academic Integrity at all times (see "Academic Integrity" details below), and will complete all assignments to the best of their ability in the allotted time frame.
7. Students will follow Uniform and Non-Uniform regulations at all times. Uniform and grooming regulations apply during the entire school day. Students come to school in uniform and leave in uniform except when involved in sports. Every three uniform violations (Dress Code Slips) will result in a detention. Staff will indicate on the violation how long the student has to address the violation.
8. Students must remain in their assigned or designated areas. This includes but is not limited to:
 - a. Students must obtain teacher permission to leave class.
 - b. Students may not enter or remain in any room without adult supervision.
 - c. Students may not leave school grounds unless signed out at the office and accompanied by an adult.

- d. Students may not follow a ball into the parking lot or off the premises. Students must report the problem to the adult supervising them.
 - e. Students must play with equipment that belongs to their own grade. Playing is not allowed in the restroom or lunch area.
9. Students will respect and care for school property, their own property, and the property of others, keeping the campus, classrooms, desks, and materials clean and tidy at all times. This includes but is not limited to:
- a. Students may not vandalize, write on desks, walls, or any school property.
 - b. Students must ensure textbooks are covered at all times.
 - c. Students are to ensure their lunch area is clean before leaving the tables, and that the playground, and courtyard areas are free of litter.
 - d. Students must eat recess snacks while seated according to the direction of the classroom aides, not in the school courtyard before play.
 - e. Students must eat lunch in the lunch area. Food may not be taken into the bathrooms, playground, or field.
 - f. Students may not chew gum or eat sunflower seeds at any time.
 - g. Damage to school property that results from negligence or inappropriate behavior on the part of the student is the family's financial responsibility.
10. Students may not use the school office telephone without a written note from their teacher.
11. Students will use technology for educational purposes as outlined in the Acceptable Use Policy and Technology Agreement, and students will care for all technology to avoid causing damage.
- a. Students may not use any technology device to record in or outside of the classroom without the express permission of the teacher.
12. Students may not bring onto the premises any toys, electronic devices, trading cards, hardballs, skateboards, squirt guns, water balloons, magazines, newspapers, or other items deemed inappropriate by the administration or faculty.
- a. Smartphones/cellular phones must be turned in to the homeroom teacher at the beginning of each day and picked up at the end of the school day. If a student is found with a cell phone in their possession during the school day, it will be confiscated. Cell phones and smartwatches may not be used between the hours of 7:45a.m. and 3:15p.m. or while the child is in Extended Day Care or at after-school activities.
 - b. Smartwatches that make and receive calls and/or texts independent of a smartphone or cellular phone are not acceptable accessories at St. Norbert. Setting smartwatches to Airplane Mode is not acceptable.
 - c. Students must walk bicycles on and off campus. Bicycles parked on school grounds should be locked. Students **MUST** have a completed Bicycle Riding permission form on file in the school office prior to riding a bicycle to or from campus.
 - d. All lunch boxes, paper lunch sacks, textbooks, articles of clothing and personal items must be clearly marked. Please check the Lost and Found in the courtyard for lost items.

13. Particular expectations apply to Recess and Lunch times:
 - a. Students are not to bring technology, markers, crayons, or scissors out of the classroom during P.E. or any of the recesses.
 - b. Students are to get drinks or use restrooms **before** the bell rings. Students should go immediately to line when the bell rings.
 - c. No throwing or passing of balls in line.
 - d. Students are to walk quietly to their classrooms. Absolutely no rough play is permitted at any time.
 - e. Students are expected to respect the environment by not littering, and to pick up trash they see on the playground.
14. Should substantiated conduct outside the school environment, especially online or via cellular communication, come to the attention of the school, this may also serve as grounds for discipline, as students of St. Norbert Catholic School are expected to demonstrate Catholic Christian behavior at all times.
15. The respective teachers will state additional grade level expectations in the classrooms.

Violations of the Behavioral Expectations may result in Disciplinary Action as listed below.

Right to Search

St. Norbert Catholic School reserves the right to search any items brought on campus by students. **This includes but is not limited to requiring a student to empty the contents of his or her pockets, or to show any information contained on a personal smartphone or Chromebook should that information be relevant to a disciplinary issue.**

Academic Integrity

Students will demonstrate academic integrity in all aspects of their work and behavior at St. Norbert Catholic School. The following policies apply to all students:

Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Students found to have plagiarized any portion of their schoolwork will face the following consequences:

- Students will receive a 0% for the assignment.
- Students will receive a detention.
- Student's behavior grade for the week will drop to a D.
- Students will have a designated area (Library or other location) to complete/redo/finish the assignment in question.
- Students will write a one page personal statement as to why plagiarism is not acceptable.
- Repeat (2nd or more) offenses will result in suspension, etc.

Cheating on Tests, Quizzes, etc.

Students who the administration and/or faculty determine to have cheated on schoolwork of any kind will face the following consequences:

- Students will receive a 0% on the test, quiz, etc.
- Students will receive a detention.
- Student's behavior grade for the week will drop to a D.
- Students will write a one-page personal statement as to why cheating is not acceptable.
- Repeat (2nd or more) offenses will result in suspension, etc.

School-wide Discipline Program

Our school-wide discipline plan (with some modifications in the lower grades) will be strictly enforced. Each faculty member may have additional expectations for acceptable classroom behavior. Teachers formulate procedures that students must follow. Homeroom teachers communicate expectations to the students at the beginning of the year. Disregarding the rules will necessitate disciplinary action.

Parent/Guardian Behavior

Catholic Christian behavior is also expected of St. Norbert Catholic School parents and guardians. Parents and guardians are expected to conform themselves to the standards of conduct that are consistent with the school's expectations. A student's interest in receiving a quality, morally-based education can only be served if students, parents, and school personnel work together.

Disciplinary Action

Final decisions regarding conduct and discipline rest with the Pastor and administration of St. Norbert Catholic School. Consequences for violations of the Code of Conduct are administered in the form of, but not limited to, Behavior Contracts, Systematic Exclusion, Detention, Suspension (in and out of school), and Expulsion.

Detention

Detention after school hours is an acceptable disciplinary measure. Students are required to stay an additional 45 minutes after school for violations of the Code of Conduct, and for other reasons approved by the Principal and/or teachers. Detentions are a serious matter and take precedence over all after school activities, i.e. sports practices and games, play practice, scouting, tutoring, etc. Detentions typically take place on Tuesday from 3:15p.m.-4:00p.m. Students who fail to report to detention will receive an additional detention.

When actions of a serious nature result directly in a detention, the student's Responsible Behavior grade will be lowered to a D for the week in which the detention was earned.

The following detention steps will be used throughout each trimester:

1. 45-minute detention after school on the next scheduled detention day.

2. Upon receiving a fourth detention, a conference may be scheduled with the child, parents, teacher and principal, a contract will be written, and the student may serve an in-school suspension.
3. A fifth detention may warrant an out of school suspension.
4. A sixth detention may result in the student being dismissed from St. Norbert Catholic School or being asked not to return to St. Norbert Catholic School the following school year.

** The Kindergarten teachers use a variation of these rules.

Suspension

This disciplinary action is taken when dealing with a student who is chronically guilty of offenses against the Code of Conduct, or is guilty of a serious offense against the Code of Conduct (at the discretion of the administration). Suspension is exclusion from school or class for a definite period of time. Out-of-school or in-school suspension is an acceptable disciplinary measure. If suspension is necessary, parents will be informed of the reasons for the decision. Parents are obliged to make an appointment with the teacher prior to the student's reinstatement to class. In the case of a school suspension, a conference must be set with the Principal.

Expulsion

Expulsion is an extreme but sometimes necessary measure for the common good. Offenses committed by students while under the jurisdiction of the school that merit expulsion include but are not limited to:

1. Actions determined by the school to be gravely detrimental to the moral and spiritual welfare of other pupils or the school community.
2. Willful disobedience. Open, persistent defiance of the authority of principal, teacher or other adults responsible for supervision.
3. Habitual profanity or vulgarity.
4. Use, sale, or possession of narcotics, alcohol, tobacco in or near school premises or at school functions.
5. Willfully defacing or otherwise injuring in any way any property, real or personal.
6. Stealing.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Bringing to school or having in one's possession at school or at school related activities any kind of dangerous weapons, e.g., guns, knives, etc.
9. Any other actions on or off campus which, in the professional judgment of the local administrator, are deemed gravely detrimental to the moral or spiritual welfare or the physical safety of the school community, or that harm the good name and reputation of St. Norbert Catholic School.

Harassment

St. Norbert Catholic School affirms the Christian dignity of every student. It is the policy of St. Norbert Catholic School to provide a safe educational environment in which all students are treated with respect and dignity.

Harassment includes but is not limited to:

- Verbal:** Demeaning or threatening comments, statements, questions, slurs, jokes, drawings, or invitations.
- Written:** Demeaning, suggestive, or obscene letters, notes, drawings, or invitations.
- Physical:** Unkind, aggressive, immoral, and/or unlawful physical touching, contact, or assault; deliberate impeding or blocking movements, or any intimidating interference with normal study, movement, or activity.
- Visual:** Leering, gestures, display or possession of sexually suggestive objects, pictures, cartoons, posters, or magazines.

Any student who engages in harassment of another student or teacher is subject to disciplinary action according to the guidelines laid out in this handbook, and at the discretion of the administration.

This policy also pertains to adult-to-student harassment and/or adult-to-adult harassment at the discretion of the administration. All members of the school community are responsible for conducting themselves in a manner that contributes to a positive school environment.

St. Norbert Catholic School needs your help in keeping our school safe for everyone. All members of the school community are asked to remember the phrase: *If you **see** something, **say** something.*

Cases Involving Grave Offenses

In cases involving grave offenses, the student is immediately expelled. (See causes for expulsion.)

Please note: The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

WEARING APPAREL AND GROOMING

Philosophy of the Dress Code

We believe that a student's appearance has an impact on his/her attitude and behavior. Respect for the school community, for the students themselves, and for the school is manifested by an attitude of "dressing up" rather than "dressing down" for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress for the proper time and place.

Dress Code

The primary purpose of our school uniform code is to ensure that the students of St. Norbert Catholic School are neat, clean, and well groomed for all school activities. **This code is strictly enforced.** Students are expected to be in full uniform at all times, except on designated non-uniform days. Parents are responsible to see that their children are dressed in accordance with this code. Disregard for the uniform policy may result in the issuance of a dress code slip. Students may earn a detention after receiving three dress code slips.

Hair

All Students: Hair should be its natural color only. **Any student who violates this regulation will earn a dress code violation weekly until such time as the hair is restored to its natural color.** Hair styles for both boys and girls may not include faddish or trendy styles (as determined by the administration and faculty), wet look, tails, shaved, stripes, spiked, dreadlocks, and heavy application of mousse or hair stiffeners.

Boys: Boys' hair may not extend over the ear on the sides, below the eyebrows in front, and below the collar in back. Also, it may not be more than 3 inches in length, even if it meets the above requirements. Step haircuts and bald shaved heads are not permitted. Hair must be neat and **evenly tapered** (blended) to short on the side. Drastic differences in length (shaved sides to combed top) are not allowed. Shaved lines or designs are never permitted in hair. Extreme or faddish hairstyles are never permitted. Hair should be neatly groomed at all times. Boys are not permitted to wear headbands or hair accessories.

Girls: Girls' hairstyles must be neat and simple and fixed in a way that does not obstruct vision. Girls' hair accessories should be simple, and may not be shaped like animal ears or protrude more than one inch from the head, etc.

Students who do not comply with the school regulations on hairstyles may be issued a detention.

Grooming

Boys must be clean-shaven at all times.

Make Up

No make-up of any kind. Body piercing or tattoos are not allowed.

Nail Polish

Only clear nail polish may be worn. NO ACRYLIC NAILS, FRENCH TIPS OR ADORNMENT OF ANY KIND. NO EXCEPTIONS.

Body Markings

Students may not draw on themselves or others. **Only circular, flesh-toned pimple patches may be worn when necessary.**

Jewelry

Girls may wear a single pair of small button earrings. No hoop or dangling earrings are allowed. Only one earring on each ear may be worn. Boys may not wear earrings to school. Students may wear a wristwatch and a religious medal on an appropriate chain around their neck. Other necklaces, or any kind of bracelets and rings are not allowed. Jewelry that is not in accordance with the school regulations will be confiscated and returned at the end of the trimester. *JEWELRY REGULATIONS ALSO APPLY TO FREE DRESS DAYS.*

School Uniform Supplier

Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA 92649
(714) 895-6371
contact@vickimarsha.com
www.vickimarsha.com

All school uniforms pants, shorts, skorts, jumpers, skirts, sweatshirts, sweaters, polo shirts, blouses, jackets, turtlenecks, and P.E. uniforms must be purchased from Vicki Marsha Uniforms.

All Boys and Girls

Shoes:

- Black, white, red and or any combination of black, white or red flat-soled tennis, athletic, or oxford type shoe may be worn. No Board shoes (shoes with wide, thick tongues), boots, or slip-ons.
- All shoes must be properly laced and tied above the tongue at all times. Only black, red, or white laces.
- No lights, bells, sandals, Birkenstocks, or any type of boot.

Socks:

- Plain white or black socks only. No logos, brand names, or emblems.
- Socks must reach the bottom of the anklebone and must be visible at all times.
- Girls may wear white or black tights. Leggings are not allowed.

Belt:

- Solid black belt must be worn with pants or shorts.
- Only Kindergarten and First Grade students are excused from wearing a belt.

Shirts:

- All school uniform shirts (i.e., uniform, sports jerseys, spirit shirts, etc.) must be tucked in at all times on regular uniform days.

Outerwear:

- Outerwear includes black or red uniform sweaters or sweater vests, red uniform sweatshirts, gray or black polar fleece or red uniform jackets with embroidered school logo.
- All outerwear must fit properly and may not be excessively large, baggy, or torn.
- Students may not wear non-uniform jackets, sweaters, etc.

Grades K-5 Girls Uniform

Jumper:

- Uniform jumper. Only a white blouse with rounded collar and SNS/SNCS initials embroidered on the collar, white or red polo shirt may be worn with the uniform jumper.
- Grade 5 may wear either the jumper or skirt.
- Undergarments should not be visible.

Pants and Shorts(Optional):

- Black twill uniform pants and shorts purchased at Vicki Marsha Uniform Company. Pants, shorts and skorts are optional for girls. Shorts may be worn all school year. Shorts and skorts must be no more than 5 inches above the knee.
- White blouses may *not* be worn with pants or shorts. Only polo shirts may be worn with pants or shorts.

Modesty Shorts:

- Girls should wear black modesty shorts, provided they are not visible.
- Leggings are not allowed.

P. E. Uniform:

- School uniform pants, shorts, or skorts may be worn. No bike shorts for P.E.
- Leggings are not allowed.

Grades 6-8 Girls Uniform

Skirt:

- Uniform skirts must be no shorter than 2 inches above the knee and must be buttoned and zipped at all times. Rolling of the skirt waistband is not allowed.

Shirt/Blouse:

- White uniform blouse with rounded collar and SNS/SNCS initials and/or a white or red polo shirt with an embroidered school logo.

Pants and Shorts(Optional):

- Black uniform pants, shorts, and skorts purchased at Vicki Marsha Uniform Company. Pants, shorts, and skorts are optional for girls and may be worn all year long. Shorts and skorts must be no more than 5 inches above the knee.

Modesty Shorts:

- It is advisable for girls to wear black shorts under their skirts, provided they are not visible.

P. E. Uniform:

- Black mesh gym shorts embroidered with the school name. No bike shorts for P.E.
- Shorts must be no more than 5 inches above the knee and may not be rolled at the waist.
- Red P.E. t-shirt with pocket logo. P.E. uniforms are mandatory for grades 6-8.

Grades K-8 Boys

Pants and Shorts:

- Black uniform pants and shorts purchased at Vicki Marsha Uniform Company. Shorts may be worn all year and should fit properly (i.e., not baggy, long, etc.).
- **Underwear/undergarments should never be visible below the length of the uniform shorts or P.E. shorts.**

Shirt:

- White or red polo shirt with collar and embroidered with school logo. Boys may wear an undershirt under their polo shirts provided it is plain white with no writing or logos, and must not be visible at the sleeves.

P. E. Uniform (Grades 6-8):

- Black meshed shorts embroidered with the school name. No bike shorts for P.E.
- Red P.E. t-shirt with pocket logo. P.E. uniforms are mandatory for grades 6-8.

During the *third trimester*, once they have been officially accepted, eighth grade students may wear a sweatshirt *of the high school they will be attending*.

First Friday Mass Dress

Male students are required to wear white or red polo uniform shirts, long pants, and/or a logoed sweater, sweatshirt, or sweater vest.

Female students are required to wear jumpers with a white uniform blouse, skirts with a white uniform blouse, or skirts or long pants with a white or red uniform polo shirt and/or logoed sweater, sweatshirt, or sweater vest.

No shorts or skorts allowed on First Friday Mass days.

Non-Uniform Dress Regulations

The school reserves the right to determine the appropriateness of dress as determined by the dress code.

Non-uniform dress is allowed on certain occasions. Students are required to wear neat, simple attire appropriate for school (**no beach, biking or exercise attire**). **School shoes and socks must be worn on Non-Uniform Dress days. Distressed, ripped, or torn jeans are not allowed.**

Boys Cords, cotton pants, jeans, jean shorts (no cut-offs) or Bermuda length shorts; knit or cotton shirts with collar. Tee shirts may be worn. Any logos or slogans present on clothing must be appropriate as determined by school staff. For instance, designs or pictures that relate to drugs, alcohol, or inappropriate images are not allowed. Hats, sunglasses, and undershirts are not allowed. Basketball shorts and sweatpants are not allowed.

Girls Dresses, skirts, cords, cotton slacks, jeans, jean shorts (no cut-offs), Bermuda shorts. Short length must be no more than 5 inches above the knee. Skirt/dress length must not be more than 2 inches above the knee. Cotton or knit shirts with a modest neckline (no cleavage showing, no camisoles). Tee shirts may be worn. Any logos or slogans present on clothing must be appropriate as determined by school staff. The following apparel and accessories are **not** allowed: clothing with designs or pictures that relate to drugs, alcohol, or inappropriate images, crop tops, tank tops, sleeveless or shoulderless tops, short shorts, and hats. Shoulders must be covered. Jewelry guidelines apply to free dress days as well. Leggings may **not** be worn as pants, and may only be worn as tights (i.e., under a dress, etc.).

Dance Attire (Regional & Local)

Girls: Dresses, skirts or gauchos no shorter than two inches above the knees. Sleeveless tops are acceptable but NO cleavage showing, strapless, spaghetti straps, tank tops, midriff tops, or backless/cut-out dresses. All tops must be of an appropriate length to cover the midriff at ALL times. Bodycon style skirts or dresses are not allowed. Light make-up may be worn. Evening or heavy make-up is not allowed. Open-toe shoes are acceptable.

Boys: Boys must wear appropriately fitted long pants or slacks. No Jeans. Belts must be worn if the pants have belt loops. "Saggy" pants/slacks are not allowed. Shirts must have collars, be buttoned and be tucked in unless the bottom of the shirt is completely straight. Appropriate haircuts are required. Light gel may be used to groom hair but sculpted hairstyles are not allowed.

Failure to follow these guidelines will result in being denied entrance to the dance.

Graduation Attire

Girls: Graduation cap and gown, dress shoes. Dress or skirt and blouse must be worn underneath the gown. Follow dance attire guidelines.

Boys: Graduation cap and gown, white or light colored shirt, tie, and long pants, dress shoes. Follow dance attire guidelines.

Formal Attire

Tuxedos, formal dresses, spaghetti straps, strapless, plunging necklines, halters, low cut with cleavage showing or off-the shoulder styles are not allowed for school-sponsored student functions including graduation.

Bookbags

Students are to use backpacks only for carrying school books and other school supplies. Because of limited storage space, the size and type of bag must be restricted. Sports equipment may be carried to school in a sports bag.

HEALTH

School Entry Health Requirements

The present State Law requires adequate immunization protection against diphtheria, whooping cough, and tetanus for school entry. Children must also be immunized against poliomyelitis and measles (Rubeola and Rubella). EC.11704.

It is a California law that no child may enter a California school without completing immunization requirements and the TB Skin test (Mantoux). These requirements must be met or a waiver signed by a parent or guardian stating the reason for the waiver. This is mandatory for completion of registration.

The required evidence of immunization is a written record indicating the name of the person immunized, date of birth, date of each immunization procedure, the type of antigen used and the name of the administering physician or agency. For information, call the Public Health Department at 714-834-3131.

Health Records

An accurate account of shots and immunizations and health records is kept for each student.

Health Room

The purpose of the health room is to provide limited health care to students.

- The Health Room will give immediate care to students in case of injury or illness, which may occur during the school hours.
- The school will notify parents or guardians of any serious injury, head injury, or illness that occurs during school hours. Treatments will be restricted to minor conditions, such as small cuts, bruises, or abrasions. **The school cannot take care of children who are convalescing from an illness. Students are to be kept home until they are fully recovered.**
- Students having elevated temperatures, nausea, or the flu may not return to school until 24 hours after symptoms are gone.
- Students with communicable diseases, i.e. measles, chickenpox, rubella, etc. may not be in school and must get written clearance from a personal physician before being readmitted to school.

Medication

Any medications whether over the counter or prescribed shall not be administered by any school personnel without appropriate consent forms signed by the doctor and parent/guardian. If a consent form is signed to administer a medication at school, the medication must be in its original container. **Medication of any kind is not to be kept in the classroom.**

Medication Distribution

If a child must receive medication during the school day the following procedure must be observed:

- An official consent form must be obtained from the Health Room. **The doctor and the parent/guardian must sign it.**
- The medication must be sent in a labeled container including the child's name, dosage, direction for administering the medications with the necessary supply of medication for the duration of time.
- The child is to come to the health room at the prescribed time for any medication. When reasonable and feasible, medication is to be self-administered under the supervision of school personnel.
- According to Diocesan policy, students may be able to keep an inhaler with them in the classroom under certain circumstances. Please get approval via the school office if needed.

Emergency Information

It is of **vital** importance that the school has on file in FACTS SIS at least two emergency phone numbers for each student. When listing these numbers, please ensure that the people responsible for emergencies are living within a reasonable distance of the school. These people will be contacted only in the event that the parents or guardians cannot be reached. St. Norbert Catholic School encourages parents to list as many emergency contacts as possible.

Procedure for Illness/Injuries

Parents are called to pick up children who become ill or injured at school. They are **expected** to do so within a **reasonable** time (maximum of one hour). If unable to pick up the student, the person or persons on the Emergency Card are expected to do so. Working parents **must** have arrangements made to have their children picked up in the event of illness or accident. The ill or injured students may rest in the health room **only for a short period of time.**

If a contagious disease is diagnosed, parents are urged to telephone the school office immediately so classes may be notified. Any child who has been suffering from a communicable disease must conform with County Health Regulations before returning to school.

Medical Conditions

In the case of a child with a particular medical condition or special needs, parents must notify the principal.

Head Lice

Parents are asked to notify the school office if they find that their child has head lice. When the school is notified of a case of head lice, a letter will be sent home to that child's class urging parents to check their child closely. Upon being notified of two or more cases within the same class and within a short period of time, the school may conduct a check of the entire class (or utilize a service to do so).

Child Abuse

In accord with Diocesan policy and California law, school staff is obligated to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

Student Records

St. Norbert Catholic School has adopted the Diocesan policy regarding the maintenance of student records. This policy ensures the parents', students', and school's rights of confidentiality, inspection, and release of records.

Doctor or Dental Appointments

Doctor and dental appointments should be scheduled after school, if at all possible. If these appointments are made during school time, students must bring a note from the doctor's office in order to be legally excused for medical reasons.

Student Insurance

Coverage	The Student Accident Insurance Program is provided for all students while attending school or school-sponsored activities or while being transported to and from the school or any school-sponsored activity.
Procedure	Materials including letters to parents, which give an outline of benefits, are furnished to the school from the insurance agent.
Claims	The parent or guardian must file all claims. The school's only responsibility is to give the Claim Form to a parent/guardian in the event of an injury.
Agent	Myers-Stevens and Toohey, Inc. Suite 26101 Marguerite Mission Viejo, CA 92692 Phone: (949) 348-0656

SAFETY PROGRAM

Fingerprinting

St. Norbert Catholic School will enforce state and Diocese of Orange requisitions regarding fingerprinting and Safe Environment training of all school personnel and parent volunteers. Forms and information are available in the school office.

Bicycle Safety

- Always ride with the traffic while on the street.
- Observe the traffic rules.
- Walk, never ride, the bicycle in the crosswalk.
- Walk, never ride, the bicycle across the school campus.

Kindergarten and first grade students may not ride bicycles to school.

Fire

At the beginning of each school year, children are instructed in the proper procedures to be followed during a fire drill. Fire drills are held at regular intervals.

Earthquake or Lockdown

Students are instructed on the procedure to be followed in case of an earthquake or lockdown. Drop drills are held regularly. The school provides disaster provisions as part of the Earthquake Preparedness Program.

Procedure for the Release of Students in the Event of a Major Catastrophe

- The students will evacuate the school building and line up at their predetermined stations.
- When notified, the students will be led to the athletic field, which becomes the Emergency Operations and Release Center.
- Students will be released to any person listed on the Sign-Out/Pick-Up Authorization form.
- The Release Center entry point is located at the north-west corner of the Family and Youth Center, near the basketball courts.
- Students will remain in the Emergency Operations Center until signed out or until directed by emergency personnel to move to an evacuation center provided by the city, Red Cross, etc.
- In the event an off-site reunification is necessary, St. Norbert Catholic School will utilize all communication channels available at the time (telephone, text, email, social media) to inform parents of the reunification site.
- Our off-campus reunification site will be determined by law enforcement in the event of an emergency.

Traffic Safety Plan

For the safety of your children, please observe the following:

- At no time should anyone driving through the parish/school parking lot be using a smartphone or cellular phone. Please drive safely.

St. Norbert Catholic School reserves the right to change these procedures and require parent cooperation with the adjusted procedures in the case of necessary health and safety requirements, such as those that result from a pandemic.

A.M. Drop Off

- Enter Taft Avenue by the front entrance to church. Turn right into the parking lot; Turn left near the volleyball courts.
- **Pull all the way forward. DO NOT STOP NEAR THE CENTER GATE.** Drop off from the **passenger** side.
- Exit back onto Taft using exit at rear of church. **NO LEFT TURN.**
- For your child's safety, **do not** drop off on Taft Avenue.
- Students should never cross through the parking lot alone. Adult supervision is required at all times.
- All students arriving on the school grounds prior to 7:45a.m. must be taken to Extended Day Care.
- The school gates will be closed at 8:05a.m. each day. Please plan ahead to allow yourself the time necessary to ensure your children are able to arrive at their classroom by 8:05a.m.
- Students arriving after 8:05a.m. must be accompanied to the office by their parent/guardian to pick up a tardy slip.

P.M. Pick Up

- Students are picked up between 3:00p.m.-3:15p.m. from the classrooms.
- Parent/guardians park their vehicles and wait at the gates to enter campus.
- Parents/guardians line up at the classroom doors to pick up their student from the teacher.
- Parents/guardians must remain with the child and exit the campus after pickup, walking with them through the parking lot, and observing safety precautions.

Notes: Parking on school premises during school hours is at the owner's risk. The school and church assume no responsibility for damages to vehicles.

AFTER-SCHOOL SPORTS

Athletics—After-School Sports

St. Norbert Catholic School is a member of the Parochial Athletic League (PAL) and adheres to its policies, rules and regulations. The aim of the PAL athletic program is to promote the physical and moral development of its athletes, within the framework of Christian competition. Students who wish to participate in this program must be willing to put forth their best efforts to acquire the skills necessary for the particular sport. Winning is one aim of the program, though emphasis is also placed on learning the skills of the sports, teamwork, and fair play. Instead, St. Norbert Catholic School strives to form good athletes who can lose graciously and win honorably.

Sports Participation

Sports are open to boys and girls in grades 5 through 8. Generally, fifth and sixth grade will play at the “B” level, 7th and 8th grade at the “A” level.

	Girls	Boys
Fall Sports	Volleyball	Flag Football
Winter Sports	Basketball	Basketball
Spring Sports	Flag Football	Volleyball

There is also an opportunity for both boys and girls at all levels to participate in track through Orange County Track Meet and the Parochial Athletic League spring track meet.

Requirements for Participation in Sports

- Students participating in sports are required to complete the *St. Norbert Catholic School Sports Sign-up Sheet and Eligibility Form* granting permission from both parents and for such participation at the beginning of each sports season. The forms are provided by the school and are filed with the Athletic Director. The athletic director will keep a signed copy of the eligibility and probation policy for each participating student/athlete on file.
- Students must maintain a grade of "C" or better in behavior and in all subject areas. Failure to maintain such grades will result in a probationary period for the athlete.
- In order to participate in a sports game, the student must have been present at school on that day. Students arriving after 12:00p.m. without a valid excuse (i.e., medical appointment with doctor/dentist's note) may not be allowed to play that afternoon.

In order to promote the correlation between good grades and participation in sports, the following procedures will be taken if the students fail to meet the grade policy above.

- At the start of each new sports season, the parents of any student who does not meet the eligibility requirement based on the current grades or previous trimester Student Learning

Assessment will be contacted and required to meet with the principal, athletic director, and the student's teacher. If all parties agree that the student has the ability and drive to be successful both in the classroom and the athletic program, the student will be placed on a team in a probationary capacity.

- Grades will be reviewed by the principal and/or athletic director on Monday afternoons. All grades are final at that time. Any changes after that time will not affect the student's eligibility until the following week's review.
 - **First Week:** If a student receives a grade of D+ or below in any subject area, the student will be placed on probation for one week as a warning to bring up the grade. The student will be allowed to practice and play in any games for that week.
 - **Second Week:** If a student receives a grade of D+ or below in any subject area, the student will not be allowed to practice or play in any games for that week.
- Once a student-athlete becomes ineligible to participate due to grades, the student-athlete and his/her parents must contact the school to schedule a meeting with the principal, teacher, and athletic director to determine if the player will be able to be reinstated on the team if grades improve to meet the eligibility requirements.
- Please note that we are available to meet with you and your child at any time to help ensure your child's success both in the classroom and in our sports program.
- Student spectators may *not* attend sporting events on campus without the supervision of a parent or guardian, or another adult (non-staff member) who is identified as an authorized pick-up on the family's Sign-out/Pick-up Authorization form.

When cars are used for transportation, drivers must have completed the Safe Driving Course from Catholic Mutual first. A **seat belt for each passenger** is mandatory. If the car has airbags a child may not use that seat. Children **MUST** be secured in an appropriate child passenger restraint (safety seat or booster seat) **IN THE BACK SEAT OF A VEHICLE** until they are at least 8 years old and 4'9" tall. In order to drive and/or chaperone the parent must be fingerprinted, cleared and be on file with the Diocese of Orange, successfully complete the safe environment course, sign that they have read and understand the Diocesan Policy on Sexual Misconduct as well as submit a copy of a valid driver's license and proof of insurance. Drivers for assigned groups may not provide treats or stop for treats en route to or from the destination.

Sports Fee

A fee is charged to each student participating in after-school sports. Fees are not optional, but if there is a hardship involved, please contact the Athletic Director.

Parent Participation

Parents are welcome and are encouraged to attend games. Parents are responsible for providing transportation to and from games. They are asked to remain as polite spectators, be enthusiastic during the games, and demonstrate a Christian attitude at all times without interfering with the coaches, referees or school officials. Parent behavior during sports games reflects on St. Norbert Catholic School and may harm the school's reputation if not respectful.

Athletic Awards

Students who participate in sports are recognized at a special Sports Awards Night held in late spring. Special trophies are given to male and female athletes who have shown outstanding athletic ability, who have demonstrated good sportsmanship in all facets of the athletic program, who maintain good citizenship, and meet the academic requirements.

PARENT FINANCIAL OBLIGATION

Tuition

Each family is expected to honor the signed *Parent/Financial Responsibility Agreement* on file at the school.

Supporting Tuition Rate

To be eligible for supporting tuition rates, a family must meet the following criteria:

- Must be a registered member of St. Norbert Parish.
- Regular attendance at Sunday Mass.
- Contribute to the church via Sunday envelopes and/or PSA for the period beginning April and ending in March.
- Those families not meeting this criterion will be placed on non-supporting Status for the following year.

Non-supporting Tuition Rate

This rate will be applicable to any family not registered in the parish and/or does not meet the requirements for supporting rates. Please contact the school office regarding tuition rates.

Payment of Tuition

Tuition payments are made on a 12 month basis (July through June) through FACTS Tuition Management, Inc. You may enroll in FACTS by going to the following website: <https://online.factsmgt.com/signin/3FGN9>. If you have any problems or questions, you may call: 866-441-4637.

- All families with children attending the school must enroll in FACTS regardless of whether annual tuition is paid in full.
- All families shall be expected to make tuition payments by choosing one of the following two payment plans:

A. FULL PAYMENT:

Under this plan the entire amount of tuition is paid on or before July 1st. A tuition reduction of \$150.00 per child would be applied to the tuition cost of a family. Discount does not apply to families receiving tuition assistance, paying by credit card, or enrolling preschool students less than full time. This payment is to be made directly to the school office by check made out to *St. Norbert Catholic School*. Regardless of whether a family pays in full, all families must be registered on FACTS for incidental billing.

B. MONTHLY PAYMENTS:

Under this plan the entire amount of the tuition is paid monthly over a twelve (12) month period beginning in July through the FACTS Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing

this plan will authorize their bank to make automatic monthly payments on either the 5th or 20th of each month.

Please Note:

- FACTS charges a convenience fee for ANY payments made by credit card.
- Tuition and any applicable fees for graduating students must be paid prior to graduation or the student will not be allowed to participate in any of the graduation functions or ceremonies.

Incoming Eighth Grade Families

Incoming Eighth Grade families may elect to pay tuition over 11 months (July - May). Please contact the school bookkeeper prior to June 25th before the 8th grade year to set up this payment plan in FACTS.

Admission During the School Year

Tuition will be prorated according to the date of admission and to include dates in attendance at the discretion of the administration.

Delinquent Tuition Policy

In the event a regularly scheduled payment is returned unpaid, the family will receive notification in the mail from FACTS, stating the missed payment will be reattempted, the specific date of the reattempt, and a reminder that the FACTS Missed Payment Fee will be assessed. The payment will be reattempted on the next available payment date (5th or 20th). The FACTS Missed Payment Fee will be attempted on the business day following the tuition reattempt.

If the missed payment is again returned unpaid, the payer will receive another notification explaining that the missed payment will be reattempted on their next regularly scheduled payment and a reminder that a FACTS Missed Payment Fee will be assessed. The payment reattempts and regularly scheduled payment will attempt on the next payment date (5th or 20th). The FACTS Missed Payment Fee will be attempted on the business day following the tuition reattempt.

If two consecutive payments are missed, the school will notify the family and payment arrangements will need to be made immediately. Continued missed payments will jeopardize students' enrollment with St. Norbert Catholic School.

Access to the *FACTS* Student Information System is granted to families who are current on all financial obligations.

Policy Regarding Refund of Tuition

St. Norbert Catholic School's Tuition Payment policy stipulates that parents pay for 10 months of schooling over a 12-month period. The nature of this payment plan dictates the following:

1. Tuition will not be refunded for the month within which the student is unenrolled from St. Norbert Catholic School.

2. Depending upon the withdrawal date, families may owe tuition at the time of withdrawal due to the difference between months enrolled and payments made. The school bookkeeper will make these calculations and inform the parent.
3. Paid-in-Full tuition may be refunded at the rate of the monthly payment plan amount multiplied by the number of full months remaining in the school year.

Tuition Assistance

St. Norbert Catholic School uses the *FACTS Grant and Aid Assessment* Program to assist us in the determination of need and assistance given. If your family is experiencing financial difficulties and is in need of financial assistance, please apply online at your FACTS account's dashboard (click the "Grant and Aid" tab). All applications should be submitted to FACTS by May 1st to be considered. For distribution of tuition assistance to your FACTS account or payment in full, all outstanding tuition and invoices must be paid in full. Tuition assistance will be prorated if a family withdraws from St. Norbert Catholic School prior to the end of the school year.

Fees

Enrollment Fee

\$275.00 for one child, \$550 for two children, and not to exceed \$650 per family **prior to the Early Bird Deadline**, payable upon acceptance for new families and for returning families, as indicated by the school. For students who already attend St. Norbert School, re-enrollment occurs via FACTS after the mandatory parent meeting held in early spring. In mid-June, the enrollment fee increases for families late to enroll their students.

All tuition and fees must be paid prior to enrollment, which is not considered complete unless all outstanding tuition and invoices are paid in full. Students may not be allowed to begin a new school year until all tuition and invoices are resolved.

Class Fees

The \$25 Class Fee provides seed money for the Room Parent(s) to hold class parties, purchase gifts for the teacher(s), and create the auction class project. This fee is mandatory and will be billed on FACTS on or around September 20th, and will be due 10 days thereafter. Families with more than one child may request to divide the fees and have it billed on FACTS over several months.

Miscellaneous Fees

St. Norbert Catholic School will not accept credit cards in house for payment of miscellaneous fees. Parents wishing to use credit cards must do so through FACTS. **NOTE: FACTS charges a 2.75% convenience fee on all credit card transactions.** 7th and 8th graders have a \$25 Science Lab fee billed at the beginning of the year.

Field Trip Fees

Field trip fees will be billed via FACTS as directed by classroom teachers and/or aides. If a student is not attending a particular field trip, please notify the teacher immediately. Refunds will not apply.

Mandatory COLOR RUN Fundraising

Each family is required to pledge a minimum of \$400 for the school Color Run. Families are encouraged to seek pledges from friends, relatives, and co-workers in order to meet and exceed this minimum. Students whose families exceed this minimum may be eligible for prizes and incentives provided by the school.

Optional SCRIP Fundraising

Scrip is gift certificates from grocery and retail stores, restaurants, etc. purchased by the school at a discount and sold at face value. The income generated from this program is used to defray operating costs of the school. Participation in the scrip program is optional for all families. Families are encouraged to investigate the SCRIP program as it provides additional funds for our school programs and activities.

Diocese of Orange Fundraising Policy

Funds raised through any School fundraising campaign for a particular School function, (i.e. activity, school trip, group, athletics program, etc.) will be subject to the following provision:

- All donations of this sort (including in-kind) will be applied to the intended function of the fundraising campaign unless said function is no longer viable for any reason – including a *force majeure or act of God* incident – or should any funds remain after the function has been paid for in full, then the balance of the fundraised money shall be transferred to the School's general operating fund to be used at the discretion of the School to further its mission.

Parents' Service Program

A well-established service program provides many benefits to the educational environment and curriculum program. It builds community by directly involving the parents, in an active manner, in the programs of the school. It also provides opportunities for parents to interact with each other and with the school staff. Services rendered must be **school related** and must benefit the **school directly**. The service hours have a significant monetary value. They provide savings to the **school**, which would ordinarily be very costly. The service hour program is obligatory. Parents are urged not to opt for paying instead of working, if at all possible, as the time and interest are more valuable than the money derived from the surcharge on work hours.

Requirement

33 hours per school year. 11 completed in each trimester.

FACTS SIS

Parents are responsible for recording the hours worked on FACTS SIS:

- Login to ParentsWeb (*Facts Family Online- FFO*)
- On the left side of the screen, click on Family
- On the right side of the screen in the "Service Hours" box, click the "Add +" link.

- Enter the service hours information. The activity's coordinator is required for verification purposes.
- Click "Save."

Billing of Service Hours

- Parents who have not completed their 1st or 2nd trimester service hours or who have not recorded their hours will be billed at the end of each trimester at the rate of \$20 per hour. Uncompleted 3rd trimester hours will be billed on June 1st.
- The deadline for entering hours on FACTS SIS will be strictly adhered to and, if not entered by the deadline, will apply to the following trimester.
- Any hours served after June 1st will be credited to the next school year.

Rules and Regulations

1. LiveScan Fingerprinting and Safe Environment Training are mandatory for **all** volunteers. Forms are available in the school office. 5 service hours per fingerprinting clearance is granted.
2. Carryover from previous trimester: A maximum of five hours over the minimum 11 may be carried over into the next trimester. The bookkeeper will record the carryover.
3. Gifting of hours to another family: A maximum of five hours per trimester may be gifted to another family. The family **receiving** the hours must record them in FACTS SIS and indicate in the "Note" section of the Service Hour Log who completed the hours and for what activity.
4. Summer VBS: Hours served at either activity may be applied to any trimester of your choice. A maximum of 15 hours from VBS may be applied each year.
5. Church Ministry- maximum of 5 hours per trimester
6. For every \$20 worth of goods donated to the classroom or school event (with the exception of the auction, 6th grade and 7th/8th grade fundraisers, etc.), families will receive (1) service hour.
7. Due to the financial benefit to families, donations of goods and time for 6th Grade's Science School fundraisers and 7th/8th Grade's East Coast Expedition, do not count for Service Hours.
8. For reimbursements of purchases made for school events or parties, receipts must be submitted no later than 14 days after the event, or the reimbursement will be denied.
9. 8th Grade Families' Service Hours obligation is due May 15th. Families with an Eighth Grade student and younger siblings in the school who complete service hours after May 15th may credit these hours to the following school year.

Service Hours Suggestions:

The 33-Hour Work Program encompasses many areas of service both during the school day as well as on weekends and evenings. In addition to the suggestions listed here, please contact the following for more opportunities: School Office, Advancement Director, Room Parents,

Teachers/Instructional Aides, Librarian, Athletic Director, Ministry Center (Church), Color Run Coordinator, Auction Chairperson.

- Volunteer Positions receiving full credit for the year:
 - Consultative School Board members and secretary
 - Parent Guild Chairpersons
 - Used Uniform Coordinator
 - Yearbook Chairs
 - Auction Chair-- Successful completion of the role of Auction Chair earns the parent full credit for the year in which the auction is chaired AND for one of his or her children's 8th grade year.
- St. Norbertfest volunteers receive the following credit:
 - Core Team/Directors/Chairpersons- Full Year
 - Booth Captains- First Trimester
 - Volunteers- Maximum 6 hours in First Trimester (5 additional hours may be completed in another church ministry)
- Attendance at the following meetings constitutes service hours:
 - New Parent Meeting
 - Back-to-School Night
 - Auction Meetings
 - Parent Guild Meetings
 - Spring Registration Meeting
- Room Parents:
 - 1 Room Parent Per Class= 33 hours per year. Credit given at the beginning of the year.
 - 2 Room Parents Per Class= 33 hours split between the two room parents.
 - Room Parents may also be named for Sports and Student Council.
- Athletics: Sport Coaches may opt to accept remuneration for their services by logging up to 25 service hours.
 - Team Mom for sports teams may also log their service hours completed.
- Additional suggestions for service hours: Auction Committee, Book Fair, Envelope Stuffing, Hospitality, Library Assistant, Outside Supervision, Masters of Art, Morning Car Line, Public Relations, Marketing, School Day Helpers, Sports Events, Field Trip Chaperones, Special Committees, Golf Tournament.

Extended Day Care Fees

Extended care fees will be billed monthly. All day care charges will be due 10 days after the billing date. If fees are not received in the school office at the time of billing, your FACTS account will be charged.

Delinquent Extended Day Care fees will result in your child not being allowed to participate in the Extended Daycare program.

Parents are responsible for notifying the school office of any changes in a child's attendance at Extended Daycare.

Appendix 1

The Diocese of Orange, Office of Faith Formation ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS All Network Users

Purpose

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- support the Mission of the Catholic Church
- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in this century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet as well as local and wide area networks. Use of these devices during and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Norbert Catholic School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to St. Norbert Catholic School technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.

The Diocese of Orange, Office of Faith Formation ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS Student Acceptable Use Policy

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the St. Norbert Catholic School network system. Any student who fails to comply with the terms of this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems and firewalls.

B. System Security and Personal Safety

1. Network accounts may be used only by the assigned authorized users.
2. Passwords are to be kept private and not shared.
3. Users will immediately notify the teacher in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents St. Norbert Catholic School while using any technology device and the Internet.
2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, and acronyms and abbreviations is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teachings of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.

D. Inappropriate Use of System

1. Use of programs or resources for non educational purposes is prohibited.
2. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
3. Users will not engage in spamming or other illicit computer activities.

E. Social Media and Other Technologies

1. The Diocese of Orange does not support or approve of the use of social media under the age required limits set by the social media terms of service.
2. Facebook and other social media sites are not a school function. As the primary educators of their children, it is the parents' responsibility to monitor social media and its correct use. Social media should be aligned with and reflect Catholic values in content created and posted by the individual user.

3. Should an issue regarding posts, comments, or other social media interactions be brought to the “school name’s” attention, the school may exercise its right to administer disciplinary action for those involved.

Limitation of Liability

The Diocese of Orange and St. Norbert Catholic School make no warranties of any kind, whether express or implied, for the service provided. The Diocese and School will not be responsible for any damages suffered while on the network and the Internet. These damages may include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. The Diocese of Orange and St. Norbert Catholic School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and St. Norbert Catholic School are not responsible for any unauthorized charge or fee resulting from use of the school’s technology system.

Rights of Privacy

Students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in the St. Norbert Catholic School network, web-based subscriptions and/or technology devices used by the students.

Violations/ Due Process

The Diocese of Orange and St. Norbert Catholic School will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the school’s network or any other school technology device. In the event that there is an allegation that a student has violated the Acceptable Use Policy, the student will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the St. Norbert Catholic School handbook and may include the following:

- Removal from the network
- Suspension/Expulsion
- Law enforcement involvement

Search and Seizure

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, or broken school handbook policies. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

The Diocese of Orange and St. Norbert Catholic School reserves the right to update and change the Acceptable Use Policy at any time.

Your continued use of technology at St. Norbert Catholic School implies your consent to such changes.

Glossary

Harassment – Persistently acting in a manner that distresses or annoys another person.

Plagiarize – To take the ideas or writings of others and presenting them as if they were original to the student.

Spamming – Sending an annoying or unnecessary message to a large number of people.

Vandalism – Any attempt to harm or destroy data of another user, agency or network including uploading, downloading or creating computer viruses.

All students and parents must AGREE to abide by the Acceptable Use Policy by completing the online form in FACTS at the beginning of the school year.

Any matter or incident not mentioned or addressed in this school Handbook will be adjudicated solely by the school administration. The decision of the administration in any particular matter is final. The administration reserves the right to amend this handbook as necessary. Notification of amendment will be sent to school families.



ST. NORBERT
CATHOLIC SCHOOL

Truth ♦ Service ♦ Family ♦ Peace

The “St. Norbert Hawk,” “St. Norbert Header,” and “St. Norbert Crest” (next page) may not be used for any reason without the express, written permission of the school administration.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Please ensure you have acknowledged your receipt of the Parent/Student Handbook and your agreement to abide by the policies described herein *by logging into your FACTS Family Portal and clicking “Web Forms” under “School” in the left side navigation menu. Then click “2024-25 Parent-Student Handbook Acknowledgement,” and complete the form.*



ST. NORBERT CATHOLIC SCHOOL LOGO

Our school logo is deeply symbolic and is composed of a shield, symbols, and a motto.

Shield	God-"God is a shield above me saving the upright of heart." (Psalm 7:11)
Cross	Jesus, our Savior and Redeemer (Faith)
Anchor	Hope
Heart	Love
Star	The incarnation - Jesus the Light of the World.
Lantern	St. Norbert and Nano Nagle (foundress of the Presentation Congregation)
Acorns	Children
Leaves	Growth
Crown	Kingdom of God
Motto	Truth, Service, Family, and Peace

One interpretation of the logo is:

In the St. Norbert Catholic School community, children are nourished with Catholic values and helped to grow in their relationship with God, who is our shield and our refuge. Jesus, our model of love, is the star whom we follow in faith and in hope. Modeling our lives on Jesus and on holy men and women who have preceded us (e.g., St. Norbert and Nano Nagle), we are called as a family to seek the truth, to serve others, and to contribute to building a peaceful world. Finally, when our mission on earth is accomplished, we will wear a crown of glory in the kingdom of Heaven.

Lord, help me bring your peace to all I meet.
 Where there is hatred, let me bring love.
 Where there is sadness, let me bring joy.
 Where there is darkness, let me bring light.
 Where there is doubt, let me bring faith.
 Lord, help me not so much to seek

To be consoled, as to console.
 To be understood as to understand.
 To be loved as to love.
 For it is in giving, that we receive.
 It is in forgiving, that we are forgiven.
 It is in dying that we are born again.