

St. Norbert Parish School



Accredited by the
Western Association of
Schools and Colleges

300 East Taft Avenue
Orange, California
92865

Phone: (714) 637-6822
Fax: (714) 637-1604

Mission Statement

Saint Norbert School is a community of families rooted in faith and committed to promote academic excellence, nurture faith, and inspire action based on the person and message of Jesus. In the context of a caring, worshipping parish community we endeavor to empower students to be educated, morally responsible citizens, dedicated to God's word, to worship, and to service.

Table of Contents

<u>Subject</u>	<u>Page</u>
DIOCESE OF ORANGE Code of Christian Conduct Covering Students and Parents/Guardians	4
PHILOSOPHY School Wide Learning Expectations	5
ADMISSIONS, ATTENDANCE, AND ABSENCE Racially Nondiscriminatory, Admission, Entrance Age, Priority of Acceptance, Transfer Students, Re-Entry, Attendance and Absence, Tardiness, Leaving School Premises, Procedure for Transfer Students, Recommended Transfer Resulting From Parental Attitude	6
GENERAL INFORMATION School Hours, School Office Hours, Drop-Off/Pick Up Policy, Bell Schedule, Faculty Meetings, Lunches, Hot Lunch, Milk, Telephone, School Pictures, Vandalism, School Parties, Lost and Found, Social Events, Birthdays, Flowers, Pick-Up, Limos	9
EXTENDED DAY CARE	10
SPIRITUAL GROWTH AND DEVELOPMENT Sunday Mass, Daily Prayer, Liturgy, Penance Services, First Penance and Holy Eucharist, Stations of the Cross, Altar Servers, Mission Awareness, Retreats, Christian Service	11
CURRICULUM AND ACADEMIC POLICIES Curriculum Design, Inclusion, Computer Lab, Library, Counseling, Homework, Grading, Interpretation of Grades, Progress Reports Report Cards, Conferences, Promotion, Retention, Standardized Testing, Field Trips, Washington D.C., Permission Slips, Transportation and Fees, Graduation Requirements, Awards and Incentives	12
STUDENT ACTIVITIES Student Government, Band Piano, Altar Servers, Lectors, Scouts, Dances, Science Fair, Field Day, Speech Club, Contests	19
COMMUNICATION Newsletter, Calendar, Parent Signature, Special Notices, Grievance Procedure	20

DISCIPLINARY POLICY	21
Discipline Philosophy, School-Wide Discipline Plan, Behavioral Expectations, Discipline Plan, Discipline Action, Conduct Slips, Detention, Suspension, Expulsion	
WEARING APPAREL AND GROOMING	25
Dress Code Philosophy, Dress Code. Hair, Make Up, Finger Nail Polish, Jewelry, Uniform Company, Mandatory Dress Code Regulations, Girls' Uniform, Boys' Uniform, First Friday Dress , Free Dress Regulations, First Eucharist Attire, Graduation Attire, Formal Attire, Dance Attire, Book bags	
HEALTH	30
Health Program, Health Records, Health Room, Medication, Emergency Information, Procedures for Illness & Injury, Medical Conditions, Child Abuse, Student Records, Doctor or Dental Appointments, Student Insurance	
SAFETY PROGRAM	32
Live Scan Fingerprinting, Bicycle Safety, Fire, Earthquake, Procedure for the Release of Students in the Event of a Major Catastrophe, Traffic	
AFTER SCHOOL SPORTS	34
Participation, Sports Fee, Requirements for Sports Eligibility, Parent Participation, Athletic Awards	
FINANCIAL RELIGIOUS EDUCATION FUND	35
Tuition, Fees, Graduation Fees, SCRIP, Parents' Service Program, Extended Day Care Charges	
PARENT GUILD	38
CONSULTATIVE COUNCIL	39

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals 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.

It shall be an express condition of enrollment that the 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 any student/parent 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 this student/parent handbook of the school.

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

1. Students and 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.
2. 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 normally will first result in 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.

I. PHILOSOPHY

Saint Norbert 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, 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. Saint Norbert School endeavors to be an effective model of sound scholarship, responsible citizenship, and true discipleship.

SCHOOL-WIDE LEARNING EXPECTATIONS:

1. STRONG CATHOLIC FAITH

Student will demonstrate by:

- Relating the Gospel message to daily life.
- Developing spiritual formation through sacrament participation and reception.
- Participating in liturgical celebrations and community service.
- Attaining knowledge of foundation, history, and teachings of our Catholic faith.

2. SOCIAL JUSTICE

Students will demonstrate by:

- Recognizing the fundamental rights of ALL people.
- Exhibiting universal acceptance for the dignity of ALL God's people.
- Developing social awareness and taking personal responsibility for the caring of others.
- Having the integrity to stand firm in his/her beliefs.
- Being globally aware citizens.

3. LIFE LONG LEARNING THROUGH ACADEMIC EXCELLENCE

Student will demonstrate by

- Responding to a curriculum that is challenging, varied and comprehensive.
- Achieving learning expectations that are students/grade level appropriate.
- Setting goals that are rooted in self-discipline and motivation.
- Utilizing critical thinking skills to solve problems.
- Appreciating creativity and fine arts.

4. TECHNOLOGICAL COMPETENCE

Student will demonstrate by:

- Exhibiting ability to use different media sources and research.
- Using computer technology as a tool to enhance their knowledge and understanding.

5. EFFECTIVE COMMUNICATION SKILLS

Student will demonstrate by:

- Expressing in writing: an idea, a fact, and opinion.
- Demonstrating comprehension and logical thinking process.
- Articulating thoughts clearly and precisely.
- Listening actively and openly.
- Presenting themselves to adults and other students in an appropriate and respectful manner.

6. STRONG SELF ESTEEM

Students will demonstrate by

- Identifying and developing their own gifts and talents.
- Recognizing the value of positive attitude.
- Experiencing opportunities to develop leadership, make decisions, and accept consequences.
- Engaging in a variety of formative experiences to better cope with contemporary demands.
- Developing a self-respect that fosters healthy physical well being.

II. ADMISSIONS, ATTENDANCE, ABSENCE

RACIALLY NONDISCRIMINATORY POLICY:

St. Norbert Parish 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, administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

ADMISSION:

Applications for new students for the upcoming school year are accepted in January. For students who already attend Saint Norbert School, re-registration forms are sent home in the spring and must be returned with the designated fee to insure a place in the school for the following year. Official registration takes place in March. All tuition and fees must be paid prior to registration. Students from the waiting list are accepted as vacancies occur within the current year.

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:

- a) Students who have siblings already enrolled in Saint Norbert School and whose families continue to meet the specified requirements.
- b) Catholic students whose families are registered in St. Norbert Parish and who support the church financially through contributions to the Church of at least \$300.00 per year. Catholic students transferring from another Catholic school, or belonging to a local parish that does not have a Catholic School.
- c) 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 transferring students. With regard to health, California immunization requirements must be met before admission. Parent Agreement and all forms received at registration must be completed and all required fees paid before students are officially accepted.

TRANSFER STUDENTS:

Transfer students will be admitted and placed on a probationary period of 10-12 weeks. If a student shows, during that period, that he/she cannot adjust in our school or meet the academic standards required for that particular grade, he/she will not be enrolled.

RE-ENTRY:

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

ATTENDANCE AND ABSENCE:

When a student is absent, one of the parents must call the school office before 8:30 A.M. on the date of absence. If no phone call is received, the school will call the parent to verify the absence. A dated written excuse is required after any absence.

- a) Taking students out of school for vacations/trips is strongly discouraged.
- b) 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.
- c) Excused Absence Make-Up Work:
 - It is the student's responsibility for making up missed work during an absence.
 - Time allowed for making up work is one day more than the number of days missed.

- If an assignment or test is assigned before an absence, the student must turn in the assignment or take the test the day they return to school.
- Work not made up or tests not taken within the allowed time will be recorded as a "Zero".
- In order for a student to participate in an after school event, he or she must attend school all day on the day of the event, unless pre-arranged with the administration. Administrative decisions will be final.

TARDINESS:

Students arriving after 8:00 PM will be considered tardy. A parent must accompany the student to the school office, sign their child into school and provide a reason for the tardiness. Tardiness will affect the students' perfect attendance status. Excessive tardiness merits a disciplinary action and will be noted on the students' records. Excessive tardiness is defined as 10 or more tardies within a trimester

LEAVING SCHOOL:

Students, who need to leave school, during the school day, must be officially signed out in the office by a parent or guardian. Releases must have the principal's or his/her designee's approval and advance notice must be given 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.

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 standards and/or if the school is unable to meet the student's needs are urged to transfer when the following criteria are met.

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE:

If a parent's attitude is 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. Failures to comply with school policies or to meet the financial obligations to the school are also grounds for transfer.

III. GENERAL INFORMATION

SCHOOL HOURS:

8:00 a.m. to 2:50 p.m. The school assumes no responsibility for students left unsupervised on the premises before 7:45 a.m. or after 3:05 p.m.

SCHOOL OFFICE HOURS:

7:30 a.m. to 4:00 p.m. Even though the Principal has an “Open Door” policy, please call the school office for an appointment whenever possible.

DROP OFF/PICK UP POLICY:

All students dropped off on the school grounds prior to 7:45 a.m. must be taken to Extended Day Care. All children not directly involved in after-school activities and not picked up after 3:05 p.m. will be brought to Extended Day Care where they will remain until they are picked up. Students are not allowed to remain on the grounds to attend an after-school game without a parent being present.

BELL SCHEDULE:

Morning bell:	8:00 a.m.
Morning recess:	10:17 a.m. – 10:31a.m.for K through 5 10:31a.m.-10:41 a.m. for grades 6-8
Lunch:	12:17 p.m.-1:07 p.m. for grades K through 8
Dismissal:	2:50 p.m.

FACULTY MEETINGS:

School is dismissed at 12:20 p.m. one day each month for a faculty meeting. Please check the school calendar for dates of meetings, in-services, holidays, etc.

LUNCHESES:

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:

Individual and group pictures are taken in the fall. A price list is sent home in advance. Purchase is optional.

VANDALISM:

Students and their parents shall be liable for all damage to equipment or school property. Repeated vandalism will, 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 school principal.

LOST AND FOUND:

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

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 that carry over to the classroom to the detriment of academics.

BIRTHDAYS:

Treats for the class by individual students are **not allowed, except for Kindergarten**. Invitations to birthday parties may **not** be distributed to students at 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.

IV. EXTENDED DAY CARE

St. Norbert Parish School offers extended day care for families whose child needs care. The program is open to students who are enrolled in K through 8 in Saint Norbert School. The program runs Monday through Friday and offers before-school care, from 7:00 a.m. to 7:45 a.m. as well as after-school care from dismissal until 6:00 p.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 6:00 p.m. There is a \$1.00 late fee for each minute after 6:00 p.m. Day care fees are separate from tuition. Checks for day care must be made payable to St. Norbert Parish School.

V. SPIRITUAL GROWTH AND DEVELOPMENT

SUNDAY MASS:

Sunday is a special day of worship. Families are encouraged to attend Mass regularly.

DAILY PRAYER:

Students pray in the morning, in the afternoon, and after recess. Great emphasis is put on devotion to Mary, the Mother of God. To further honor Mary, we have a special celebration each May.

LITURGY:

Students attend Mass on First Friday of each month, on designated days during Lent, Holy Days of Obligation, major feast days, etc. Parents are also urged to attend these Masses. Students in grades 4 through 8 attend Mass once a week.

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 PENANCE AND HOLY EUCHARIST:

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

STATIONS OF THE CROSS:

Students participate in this Lenten devotion.

ALTAR SERVERS:

Students learn to serve Mass at 4th grade level. Students will be notified when instructions begin. Being an altar server is a privilege, honor, and responsibility.

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 Holy Childhood, food and clothing drives, and various collections.

RETREATS:

Retreats are an important part of our spiritual growth and development. Each class will be provided the opportunity to participate in an “in-parish” class retreat. Out of parish retreats are allowed for 2nd grade students as part of the First Eucharist program, 6th grade for vocational development and 8th grade as part of their graduation program.

CHRISTIAN SERVICE HOURS:

As part of their spiritual growth and development, 7th and 8th 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, working at church/community festivals, altar serving or music ministry. Altar servers will receive a maximum of 15 hours of credit. Working for a parent, tutoring or baby-sitting 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.

VI. CURRICULUM AND ACADEMIC POLICIES

CURRICULUM DESIGN:

The following courses are taught to all students in grades 1 through 8: Religion, Mathematics, Language Arts (Reading, English, Spelling, and Writing), Social Studies, Science, Fine Arts, Christian Family Life Education, Spanish, Physical Education, and Computer Education. Kindergarten has a specific curriculum.

INCLUSION PROGRAM:

Inclusion is both the goal and the method by which the school creates classrooms that value the uniqueness of all children for who they are and what they can contribute. St. Norbert Parish School inclusion program:

1. Realizes that all children with in 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 the attitudinal development.

PHYSICAL EDUCATION:

State law requires P.E. classes. Each grade has P.E. two periods per week. P.E. classes are designed to foster a life long 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 note from a parent is needed. For period longer than two days a doctor's note must be submitted. All students must wear athletic shoes for this class. Students in Grades 6-8 are required to wear the standard P.E. uniform per the dress code.

COMPUTER LAB:

Designed for academic enrichment, programming, keyboarding, and word processing.

LIBRARY:

Library is open to all students throughout the school day. Grades K through 6 are scheduled for one library period per week. Seventh and eighth grade students will go as often as needed. A fine of \$.10 per day is charged for overdue books. Fines may also be assessed for damaged books. Report cards are withheld until all books are returned or paid for and all fines are paid.

COUNSELING:

Saint Norbert School provides 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.

HOMEWORK:

The ability to study is a skill that must be nurtured; it is not inborn. Therefore, homework is assigned to foster the habit of independent study and to provide opportunity for more challenging assignments. 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 research, reading, and memorization will be done with as much attention as written assignments. Homework is assigned daily, except on Fridays. 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

GRADING:

All academic grades, including Religion, are based on scholastic achievement, test scores, oral and written assignments, and participation in class.

Grades are awarded according to the following criteria:

Grades 4 - 8 Achievement Code:

A	95-100 (4.0)	B	83-86 (3.0)	C	73-76 (2.0)	D	63-66 (1.0)
A-	90-94 (3.7)	B-	80-82 (2.7)	C-	70-72 (1.7)	D-	60-62 (0.7)
B+	87-89 (3.5)	C+	77-79 (2.5)	D+	67-69 (1.5)	F	59 or below (0)
Level 2 Exceeds Grade Level Expectations							
Level 1 Adapted Curriculum (see supplement)							

Grades 4 - 8 Comment Code

- √ Needs Improvement
- + Area of Strength

Grades 1 - 3 Achievement Code

- O Outstanding
- S Satisfactory
- N Needs growth in this area
- Level 2 Exceeds Grade Level Expectations
- Level 1 Adapted Curriculum

Grades 1 - 3 Comment Code:

- √ Needs Improvement
- + Area of Strength

Kindergarten Achievement Code:

- S Successful
- N Needs growth in this area
- Level 2 Exceeds Grade Level Expectations
- Level 1 Adapted Curriculum

Kindergarten Comment Code:

- √ Needs Improvement
- + Area of Strength

INTERPRETATION OF GRADES /COMMENTS

A Student	The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of grade level content and expectations.
B Student	The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of grade level content and expectations.
C Student	The student produces work that demonstrates satisfactory knowledge, skills and understanding of grade level content and expectations.
D Student	The student produces work that demonstrates limited knowledge, skills and understanding of grade level content and expectations.
F Student	The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of grade level content and expectations.
+ Plus	Student consistently achieves above grade level expectations in this skill area.
√ Check	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	Student consistently meets and exceeds grade level expectations.
Level 1	Student meets expectations at curriculum level adapted to ability.
No Mark	The student is meeting the grade level expectations for this area.

PROGRESS REPORTS:

Progress reports are issued half way through each trimester. The purpose of the progress reports is to inform parents of the possibility of their child's lack of progress in a class or classes.

REPORT CARDS:

Report cards are issued three times a year to grades K through 8.

CONFERENCES:

Parent/teacher conferences are conducted with in the first trimester. The faculty is dedicated to the welfare of students and is anxious to establish friendly, cooperative relationships with parents. School-wide parent-teacher conferences are held within the first trimester. Teachers are available every day after 3:00 p.m. for conferences by appointment. Teachers **are not to be interrupted** when they are on recess duty or on yard supervision before or after school. 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 to do so at least one day in advance.

PROMOTION:

Students are required to complete satisfactorily the work of a particular grade and be correspondingly mature in order to be promoted to the next grade.

RETENTION:

Students who do not meet the promotion criteria will be recommended for retention. Parents will be notified at the end of the second (2nd) trimester of the impending failure.

STANDARDIZED TESTING:

The following tests are given each year:

Kindergarten	Readiness test (Spring)
Grades 2-8	Standardized Achievement tests (Fall)
Grade 4 & 7	Standardized Cognitive Ability test
Grade 5 & 8	Standardized Religion test
Grade 8	High School Entrance Exams to Connelly, Mater Dei, Rosary, Santa Margarita, J Serra and Servite (Winter)

FIELD TRIPS:

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.

WASHINGTON D.C.:

8th graders will be provided the opportunity to go to Washington, D.C. and observe our government in action.

PERMISSION SLIPS:

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 required form will not be permitted to participate in the field trip.

TRANSPORTATION AND FEES:

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.

FIELD TRIP DRIVING REQUIREMENTS:

When cars are used for transportation

- A **seat belt for each passenger** is mandatory.
- If the car has air bags, a child may not use that seat.
- All children 6 years old or younger **AND** weighing less than 60 pounds must be in a car seat or approved safety restraint device.

- All drivers must have proof of **automobile insurance** coverage on file in the school office.
- Drivers must have Fingerprint Clearance from the Diocese of Orange on file in the school office. Additionally, all drivers must show proof of completion of the Diocese of Orange Safe Environment Training.
- Drivers for assigned groups may not provide treats or stop for treats en route.
- **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.

GRADUATION REQUIREMENTS

- a) 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.
- b) 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.
- c) Tuition and all fees must be paid prior to graduation. All graduating students with outstanding account balances will not be allowed to participate in the graduation activities until all monies are paid in full.
- d) Graduation Fee: A fee is charged to each graduating student to cover the cost of cap and gown rental and an eighth grade outing, retreat, and other expenses. This fee is billed in January of the graduating year.
- e) Christian Service Hours: 7th & 8th grade students must complete a minimum of 30 hours by May 15th proceeding graduation.

AWARDS AND INCENTIVES

Philosophy of Awards and Incentives:

We believe 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.

ACADEMIC AWARDS:

Awarded annually to students in grades 4-8 for excellence in academics.

HONOR ROLL:

Awarded each trimester to seventh and eighth grade students who maintain a 3.5 GPA with no lower than a B in any subject, including PE and music, as well as conduct and effort. Those obtaining a GPA of 3.5 to 3.7 will receive honors and those obtaining a GPA 3.75 to 4.0 will receive highest honors. Core courses averaged into the GPA include: Math, Science, English, Literature, Vocabulary, History and Religion.

STUDENT COUNCIL AWARD: Awarded to members of the student council in recognition of service and leadership.

ALTAR SERVERS: Awarded to students in grades 4-8 in recognition of commitment and service to the Church.

SPEECH AWARDS: Awarded to fifth grade students in recognition of excellence in speech and communication arts.

SPORTS AWARDS: Awarded to students in grades 5-8 for participation in sports and for outstanding performance in the field of athletics.

SERVICE AWARDS: Awarded to an 8th grade student for outstanding Christian service in excess of the 30 hours required.

EIGHTH GRADE GRADUATION AWARDS AND SCHOLARSHIPS:

GOLD CORDS: Awarded to students who make highest honor roll a minimum of two trimesters in grade 8 and one trimester in grade 7.

PRESIDENT'S ACADEMIC FITNESS AWARD:

Awarded to students who have achieved a B+ average and place above the 85th percentile in achievement tests in grades 4 through 8.

MEDALLION AWARD: Awarded to students who achieve an A in every subject in junior high.

PASTOR'S AWARD: Awarded to an eighth grade student for outstanding leadership, service, citizenship, and effort.

PRINCIPAL'S AWARD: Awarded to an eighth grade student who has proven to be an outstanding example of what a St. Norbert student should be like through academic achievement, behavior, attitude, and special talents.

SCHOLARSHIPS: Awarded to eighth grade students for outstanding achievement in academics and citizenship and will be attending a Catholic High School

VII. STUDENT ACTIVITIES

STUDENT GOVERNMENT:

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 receiving excessive referrals will be disqualified. Student Council Officers are elected in May from grades 6 and 7. Classroom representatives are elected for grades 3 through 8.

In order to run from 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 4 through 8.

PIANO: Open to students in grades 3 through 8.

ALTAR SERVERS: Open to students in grades 4 through 8.

LECTORS: Open to students in grades 2 through 8.

SCOUTS: Each stage of the scouting program is recognized and available for interested students.

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.

VIII. COMMUNICATION

NEWSLETTER:

A newsletter is sent home every week in a family envelope with the oldest child. This letter keeps parents up-to-date on what has happened and alerts them to upcoming events. The envelope must be signed and returned to the school in order to receive the next communication.

CALENDAR:

A calendar for the year is published and distributed in June. Additionally, at the beginning of each month a calendar is sent home with revisions for that month as well as event list on the front the weekly newsletter.

PARENT/GUARDIAN SIGNATURE:

Signatures are needed on but not limited the following:

- Field trips
- Tests or homework (as the teachers may require)
- Student access to the internet
- Medication distribution
- Weekly folders (Monday & Friday)
- Notes excusing students from class or school.

SPECIAL NOTICES:

Fliers 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 at the lowest level.

- a) Request a conference and discuss the problem with the teacher.
- b) If that proves unsatisfactory, present the problem to the Principal.
- c) A parent/teacher/principal conference will be arranged if the problem is still unsolved.
- d) As a final effort to solve the problem, the Pastor may be contacted for a conference.

IX. DISCIPLINARY 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 character training, self-control, and responsibility. Students learn to accept the consequences for their actions and decision.

BEHAVIORAL EXPECTATIONS:

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

- Students will **not be** permitted to disrupt the teaching/learning process by inappropriate behavior. This includes smart remarks to make others laugh, name calling, passing notes, continuous attention seeking, "put-downs", etc.
- Students are required to follow 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.
- Students must have permission of teacher to leave class.
- No one is allowed in a classroom without adult supervision.
- All textbooks **must** be covered at all times.
- Classrooms and desks must always be clean and tidy. No writing on desks, walls, or any school property.
- All snacks and lunch must be eaten in the lunch area. Food is never to be taken into the bathrooms, field, play areas. Chewing gum and sunflower seeds are not allowed at any time.
- Each student is to clean his/her lunch area before leaving the table.
- Each class is responsible for neatness at the lunch tables and on the playground.
- Students must show respect to supervisors on yard duty.
- Students are not allowed to leave grounds during school hours unless signed out at the office and accompanied by an adult.
- During recess period, students are not allowed to follow a ball off the premises. They are to report the problem to the supervisor in that area.
- Students stay in assigned areas and play with equipment, which belongs to their own grade. Playing is not allowed in the luncheon area or in the restrooms.

- Students **may not use** the school office telephone without the permission of a faculty or staff member.
- Students must walk bicycles on and off campus. Bicycles parked on the school ground should be locked.
- All electronic devices, including cell phones, games of any kind, radios, cameras, tape recorders, as well as trading cards, hardballs, skateboards, squirt guns, water balloons, magazines, newspapers, are forbidden on school premises and will be confiscated.
- Cell phones brought to school must be turned into 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 phone may not be used between the hours of 7:45 a.m. and 4:00 p.m. or while the child is in Extended Daycare.
- Office area is out-of-bounds except for business.
- All lunch boxes, paper lunch sacks, textbooks; articles of clothing and personal items must be clearly marked.
- The respective teachers will state additional grade level expectations in the classrooms.

DISCIPLINE PLAN

SCHOOL-WIDE DISCIPLINE PROGRAM:

Our school wide discipline plan will be strictly enforced. Lower grades will have some modifications. Each faculty member may have additional expectations for acceptable classroom behavior. Procedures that students must follow are formulated. Homeroom teachers communicate expectations to the students at the beginning of the year. Disregard of the rules will necessitate disciplinary action. A “Strike System” is used in the seventh and eighth grades by all faculty and staff. Students are given strikes for reasons listed but not limited to those cited in the St. Norbert Parish School Handbook pages 23 and 24. The faculty will monitor student strikes given each week; students whose choices and behavior have warranted three or more strikes in a given week will be issued an after school detention. The school wide discipline plan is strictly enforced in the junior high.

DISCIPLINARY ACTION:

DETENTION:

Detention after school hours is an acceptable disciplinary measure. Students are required to stay an additional 45 minutes after school for disobedience, disrespect, vandalism, failure to complete required assignments, dress code, and for other reasons approved by the Principal and teacher. Parents will be notified if a student is being detained. Detentions are a serious matter and take precedent over all after school activities, i.e. sport practices and games, play practice, scouting, tutoring, etc.

The following detention steps will be used throughout each trimester:

1. 45-minute detention after school on the next detention day.
2. After the student serves 3 detentions within one trimester, a conference will be scheduled with the child, parents, teacher and principal and a contract will be written.
3. Fourth detention within a trimester will warrant an in-school suspension for one day.
4. A fifth detention within a trimester will warrant an out of school suspension
5. The sixth detention will result in the student not being asked to return to St. Norbert Parish School.

At the end of each trimester, individual discipline records will be reviewed and a determination will be made as to whether the student is to remain at the level the students is currently at or to move the student back to Level I.

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

SUSPENSION:

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.

SUSPENSION OFFENSES, BUT NOT LIMITED TO THESE, WITHOUT PRIOR WARNING:

- a) Insubordinate behavior or speech, profanity or vulgarity, at school or school sponsored events.
- b) Defacing of school property.
- c) Defiance of authority: Principal, Vice-Principal, teachers, or those to whom authority has been delegated, or disrespect to staff.
- d) Fighting that causes injury or hurt to another.
- e) Leaving school premises without permission.
- f) Truancy.
- g) Smoking or having tobacco or alcohol on the school premises at any time or at any school related activity.
- h) Possessing or distributing pornographic materials.

- i) 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, chains, handcuffs, etc.
- j) Engaging in a blatant unchristian behavior.

EXPULSION:

Expulsion is an extreme but sometimes necessary measure for the common good. The following offenses, but are not limited to these, committed by children while under the jurisdiction of the school are reasons for expulsion:

- a) Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- b) Continued willful disobedience.
- c) Open, persistent defiance of the authority of principal, teacher or other adults responsible for supervision.
- d) Habitual profanity or vulgarity.
- e) Use, sale, or possession of narcotics, alcohol, tobacco in or near school premises or at school functions.
- f) Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal.
- g) Stealing.
- h) Habitual truancy.
- i) Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- k) Sexual harassment.
- l) 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.

EXPULSION PROCEDURE

DISCIPLINARY PROBATION:

Students who repeatedly break school rules, show impertinence in school, receive cumulative disciplinary reports, have been suspended (in-school or out-of-school) throughout the current school year, and whose behavior is incompatible with the school behavior code will be placed on disciplinary probation for a designated period of time. If the student shows little or no improvement, he/she will be asked to leave the school at the end of the probationary period. A parent/student/principal conference will be held to stipulate this determination.

CASES OF CUMULATIVE OFFENSES

- The principal or his/her delegate shall arrange a conference with the parents who shall be informed that expulsion is contemplated if immediate and continued improvement is not made.
- If adequate improvement is not forthcoming within a reasonable time, the principal or his/her delegate shall arrange a second conference with the parents. After this conference, the principal in consultation with the pastor shall make a final decision.
- Written records of the various proceedings leading to expulsion must be filed.
- **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.

X. 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 assure that the students of Saint Norbert School are neat, clean, and well groomed for all school activities. **This code will be 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 detention.

HAIR:

Natural color hair only, for boys and girls. Any student who violates this regulation will receive disciplinary action until such time as the hair is restored to its natural color. Boys' hair may extend to mid-ear on sides, above the eyebrows in front, and above the collar in back. No extreme cuts or step-cuts are allowed. Girls' hairstyle must be neat and simple and fixed in a way that does not obstruct vision. Girls' may have no more than two braids. Hair styles for both boys and girls do not include faddish or trendy styles, wet look, tails, shaved, stripes, spiked, dreadlocks, and heavy application of mousse or hair stiffeners. Students who do not comply with the school regulations on hairstyles may be issued a detention.

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!!!!!!!**

JEWELRY:

Girls may wear a single pair of small button, **non-hanging** earrings. 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. Necklaces, bracelets, and rings are not allowed. Jewelry that is not in accordance with the school regulations will be taken from students and will be kept until the end of the trimester. **JEWELRY REGULATIONS ALSO APPLY TO FREE DRESS DAYS.**

SCHOOL UNIFORM SUPPLIER:

True Grit
S. Sunkist St. #A
Anaheim, CA 92806
Phone (714) 634-0411
Fax (714) 634-0721
www.truegrit.com

All school uniforms pants, shorts, skorts, jumpers, skirts, sweatshirts, sweaters, polo shirts, blouses, jackets, turtlenecks, and P.E. uniforms must be purchased from True Grits School Uniforms. All school uniform clothing listed above is embroidered with the school logo, initials, or name (except jumpers, skirts, skorts, and P.E. shirts which are silk screened.

ALL BOYS AND GIRLS

Shoes:

- Black, white or any black and white combination of flat-soled tennis, athletic, or oxford type shoe.
- Shoes with minimal amount of color may be worn. No board shoes (shoes with wide thick tongues).
- All shoes must be properly laced and tied above the tongue at all times. One pair of black or white laces.
- Absolutely no lights, bells, sandals, Birkenstocks, or any type of boot.

Socks:

- White socks only for both boys and girls
- Socks must reach the bottom of the ankle bone and must be visible at all times.
- Girls may wear white tights.

Belt:

- Solid black or solid navy blue belt must be worn with pants or shorts.
- Only Kindergarten students are excused from wearing a belt.

Outerwear:

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

GIRLS' UNIFORM - Grades K through 5

- **Uniform jumper.** Only a white blouse, white or red polo shirt may be worn with the uniform jumper. Grade 5 may wear either the jumper or skirt.
- **Pants and Shorts: (Optional)**
Navy blue twill uniform pants and shorts purchased at True Grit School 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.
- **Bike Shorts:**
It would be advisable for girls to wear black biker shorts, provided they are not visible.
- **P. E. Uniform:**
Navy knit gym shorts embroidered with school name. P.E. Shorts are optional for girls K-5.
School uniform pants, shorts, or skorts may be worn. No bike shorts for P.E.

GIRLS' UNIFORM - Grades 6 through 8:

- **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.
- **Blouse:**
White uniform blouse with rounded collar and SNS initials and/or a white or red polo shirt with an embroidered school logo.
- **Pants and Shorts:**
(Optional) Navy blue uniform pants and shorts purchased at True Grit School 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.
- **Bike Shorts:**
It would be advisable for girls to wear shorts under their skirts, provided they are not visible.
- **Sweater:**
Grades 7 and 8 only may wear red or navy blue V-neck long sleeve pullover uniform sweaters.
- **P. E. Uniform:**
Navy knit gym 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.

BOYS' UNIFORM - Grades K through 8

- **Pants and shorts**
Navy blue uniform pants and shorts purchased at True Grits School Uniform Company. Shorts may be worn all year.
- **Shirt:**
White or red polo shirt with collar and embroidered with school logo. Boys may wear an undershirt under their polo shirts provided that it must be plain white with no writing or logos and must not be visible at the sleeves.
- **Sweater:**
Grades 7 and 8 only may wear red or navy blue V-neck long sleeve pullover uniform sweaters with logo.
- **P. E. Uniform:**
Navy knit gym 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.

HIGH SCHOOL SWEATSHIRTS (8TH Grade only)

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 a white or red polo uniform shirts and long pants. Female students are required to wear jumpers, skirts, or long pants and white uniform blouses, white or red uniform polo shirts. **No shorts or skorts** allowed on First Friday Mass days.

FREE DRESS REGULATIONS:

Free 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 Free Dress days.**

Cords, cotton pants, jeans, jean shorts (no cut-offs) or Bermuda length shorts; knit or cotton shirts with collar. Plain colored tee shirts may be worn with no logos or slogans. Designs or pictures that relate to drug, alcohol, or rock groups are not allowed). Hats and undershirts are not allowed.

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). Plain colored tee shirts may be worn with no logos or slogans. The following apparel and accessories are ***not*** allowed: clothing with designs or pictures that relate to drug, alcohol, or rock groups, crop tops, tank tops, sleeveless tops, short shorts, leg warmers, hats and jewelry is not allowed on free dress days. Light make-up is permitted on Free Dress days for **EIGHTH grade girls only. The school reserves the right to determine the appropriateness of dress as determined by the dress code**

DANCE ATTIRE: (Regional & Local)

GIRLS: Dresses, skirts or gauchos no shorter than 2 inches above the knees. Sleeveless tops are acceptable but NO cleavage showing, spaghetti straps, tank tops, midriff tops. All tops must be of an appropriate length to cover the midriff at ALL times. 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 strongly recommended. 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 gown.

BOYS: Graduation cap and gown, white or light colored shirt, tie, and long pants, dress shoes.

FORMAL ATTIRE:

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

BOOK BAGS:

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.

XI. 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 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 834-3131.

The School Health Program arranges for screening for scoliosis, vision, hearing, and pediculosis during the course of the school year. Subsequently, reports and appropriate recommendations are made to parents and teachers.

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 have a responsible person on the premises to provide limited health care.

- a) The Health Room will give immediate care to students in case of injury or illness, which may occur during the school hours.
- b) 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.
- c) Students with communicable diseases, i.e. measles, chickenpox, rubella, etc. may not be in school and must get written clearance from 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:

- a) An official consent form must be obtained from the Health Room. **The doctor and the parent/guardian must sign it.**
- b) A labeled container including the child's name, dosage, direction for administering the medications with the necessary supply of medication for duration of time.
- c) 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.

EMERGENCY INFORMATION:

It is of **vital** importance that the school has on file 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.

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:

Parents in the case of a child with a particular medical condition or special needs must notify principal.

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 Parish School has adopted the Diocesan Policy regarding the maintenance of Student Records. This policy insures 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 should bring a note from the doctor's office so they can be legally excused for medical reasons.

STUDENT INSURANCE:

- a. **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.

- b. **Procedure** Materials including letters to parents, which give an outline of benefits, are furnished to the school from the insurance agent.

- c. **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.

- d. **Agent** Myers-Stevens & Toohy and Co., Inc.
Suite 26101 Marguerite,
Mission Viejo, CA 92692
Phone: (949) 348-0656

XII. SAFETY PROGRAM

FINGERPRINTING & SAFE ENVIRONMENT TRAINING:

St. Norbert Parish School will enforce the state and Diocese of Orange's requisitions regarding fingerprinting and Safe Environment Training of all school personnel and parent volunteers.

Form and information is 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 procedure to be followed during a fire drill. Fire drills are held at regular intervals.

EARTHQUAKE:

Students are instructed on the procedure to be followed in case of an earthquake. Drop drills are held regularly. The school provides each student with a disaster kit as part of the Earthquake Preparedness Program.

PROCEDURE FOR THE RELEASE OF STUDENTS IN THE EVENT OF A MAJOR CATASTROPHE:

1. The students will evacuate the school building and line up at their pre-determined stations.
2. When notified, the students will be led to the athletic field, which becomes the Emergency Operations and Release Center.
3. Students will be released to any person listed on the Catastrophe Preparedness form.
4. The Release Center entry point is located at the middle gate in the fence facing the basketball courts.
5. 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.

TRAFFIC SAFETY PLAN:

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

A.M. DROP OFF and P.M. PICKUP

- a) Enter Taft Avenue by the front entrance to church. Turn right into the parking lot; Turn left near the volleyball courts.
- b) Drop off or pick up from the **passenger** side.
- c) Exit back onto Taft using exit at rear of church.
- d) For your child's safety, **do not wait on Taft Avenue** for pickup and do not drop off on Taft Avenue.

ALTERNATE PICK UP PROCEDURE:

Parents are to wait for the students in the designated pick up lane. Those needing to come into the school office may park in the lot between the Ministry Center and school or behind the Ministry Center. If you wish to park and pick up your child, you must park in the above lot, walk to the classes designated waiting area, check with the teacher on duty and walk your child to your parked car. For the safety of the children, school personnel should not be distracted while on duty by engaging them in conversation. Drive carefully out of the parking lot. Enter and exit as above.

RAINY DAY DISMISSAL:

Please park and walk to classroom(s) for students in your carpool.

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.

XIII. AFTER-SCHOOL SPORTS

ATHLETICS – AFTER-SCHOOL SPORTS:

St. Norbert Parish School is a member of the Parochial Athletic League (PAL) and adheres to its policies, rule 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 not the primary aim but rather the formation of good athletes who can lose graciously and win honorably.

PARTICIPATION:

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

SPORTS:

Fall Sports	Girls: Volleyball	Boys: Flag Football
Winter Sports	Girls: Basketball	Boys: Basketball
Spring Sports-	Girls: Softball	Boys: 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 file a written note from parents granting permission for such participation. The forms are provided by the school and are filed in the office.
- Students must maintain a grade of "C" or better in behavior and in all subject areas, and have no fails. Failure to maintain such an average will result in a probationary period for the athlete of two weeks. Failure to meet the requirements of probation will result in ineligibility for that sport.
- Practice schedule and attendance is subject to the policies of the individual coach.
- Parents must sign a slip granting the student permission to participate in games at designated locations within the league.
- In order for a student to participate in an after-school event, he/she must attend school all day on the day of the event, unless pre-arranged with the administration. Administrative decisions will be final.

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.

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.

XIV. FINANCIAL RELIGIOUS EDUCATION FUND

TUITION:

Each family is expected to honor the signed tuition agreement on file at the school.

SUPPORTING TUITION RATE:

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

1. Must be a registered member of St. Norbert Parish
2. Regular attendance at Sunday Mass
3. Donate a minimum of \$300 per family per year 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.

Please contact the school office regarding tuition rates.

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.

1. All families with children attending the school must enroll in FACTS unless annual tuition is paid in full by July 1st.
2. Annual tuition payments may be discounted by \$150.00 per child if paid in full by July 1st. (These payments must be made directly to the school with check made out to St. Norbert Parish School). Discount does not apply to families receiving tuition assistance.
3. All families are expected to make tuition payments by choosing one of the following two payment plans.

1. 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. This payment is to be made directly to the school office.

2. 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.

4. In case of a missed payment, a \$25 FACTS Missed Payment Fee will be assessed to the payer. FACTS Missed Payment Fees are payable to FACTS for each payment attempt missed. If any FACTS fees are missed, they will be reattempted.
5. 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.

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 \$25.00 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 \$25.00 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 the students' enrollment with St. Norbert Parish School.

TUITION ASSISTANCE:

St. Norbert Parish 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 request an application from the school office. All application must be submitted to FACTS by May 1st to be considered.

FEES:

REGISTRATION FEE:

\$200.00 per child (not to exceed \$500.00 per family) payable upon acceptance for new families and for returning families, as indicated by the school.

EIGHTH GRADE GRADUATION FEE:

\$100.00 per 8th grade graduating student.

MANDATORY SCRIP OBLIGATION:

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 required for all families.

A \$300.00 annual profit to the school per family must be met, however. There are three (3) options available to meet this obligation:

1. Pay the one-time buy-out of \$300 by July 1st
2. Purchase scrip throughout the year, but agree that if you have not met your obligation by April 25th, the balance will be paid in May.
3. Billed monthly.

The Mandatory Scrip Option Form is available in the school office. This form must be filled out and signed to indicate which option you prefer and turned in to the school office.

A complete list of participating retailers may be obtained from the school office.

PARENT SERVICE PROGRAM:

St. Norbert Parish School has a well-established service program which provides many benefits to the educational environment and curriculum program. The Parent Service Program 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 **33-Hour Work Program** encompasses many areas of service both during the school day, as well as on weekends and evenings. The service hours have a significant monetary

value. They provide a 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.

Parents are responsible for recording the hours worked in a special book in the school office or on the school website.

For service hours, the school year is divided into three periods:

Fall Trimester	First Period	11 hours
Winter Trimester	Second Period	11 hours
Spring Trimester	Third Period	11 hours

Hours from previous periods may not be carried over into the next period.

Parents who have not completed their service hours or who have not recorded their hours will be billed at the end of each service period \$10.00 per hour for each non-served hour.

EXTENDED DAY CARE:

Extended care fees are billed monthly. All day care charges will be due on the 10th of the month. If fees are not received in the school office by the 10th of the month, your Tuition Express 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 Day Care.

XV. THE PARENT GUILD

The Parent Guild is an association of all the parents/guardians of the students who attend Saint Norbert Parish 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.

XVI. THE CONSULTATIVE COUNCIL

Saint Norbert Parish School has a Consultative Council. This council 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 Council.

Any matter or incident not mentioned or addressed in this St. Norbert Parish School Handbook will be adjudicated solely by the school administration.

The decision of the administration in any particular matter will be final.

SAINT NORBERT PARISH SCHOOL LOGO

Saint Norbert Parish School logo is deeply symbolic and is composed of a shield, symbols, and a motto.

Shield	God-"A shield before us is God who waves 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)
Acorn	Children
Leaves	Growth
Crown	Kingdom of God
Motto	Family, Service, Truth, and Peace

One interpretation of the logo is:

In the Saint Norbert Parish 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.

PRAYER OF ST. FRANCIS

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.

**ACKNOWLEDGEMENT OF RECEIPT OF
SAINT NORBERT PARISH SCHOOL HANDBOOK**

I, _____, have received a copy of the Saint Norbert Parish School Handbook. I agree to read the handbook and follow the policies described herein.

Signature

Date