

# **Saint Norbert**

## **Catholic Elementary School**

**6 Greenlawn Road Paoli, PA 19301 (610) 644-1670**

**<http://School.StNorbert.org>**

### **STUDENT-PARENT HANDBOOK**

**The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.**

**STUDENTS AND PARENTS AGREE TO ACCEPT AND ABIDE BY THE  
SCHOOL'S POLICIES AND PROCEDURES BY SIGNING  
ACKNOWLEDGEMENT PAGE  
(version 2017)**

**School Hours 8:05 - 3:00**

**School Code for Emergency Communication through Radio or TV - # 874**

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SCHOOL SCHEDULES

|           | Regular  | 8:50 AM<br>Assembly/Mass |          | 8:30 AM<br>Double |          | 9:00 AM<br>Double |          |
|-----------|----------|--------------------------|----------|-------------------|----------|-------------------|----------|
| Pd        | Schedule | Pd                       | Schedule | Pd                | Assembly | Pd                | Assembly |
| 1         | 8:10     | 1                        | 8:10     | 1                 | 8:10     | 1                 | 8:10     |
| 2         | 8:45     | Assembly                 | 8:50     | Assembly          | 8:30     | 2                 | 8:30     |
| 3         | 9:35     | 2                        | 10:00    | 2                 | 10:30    | Assembly          | 9:00     |
| 4         | 10:25    | 3                        | 10:40    | 3                 | 11:05    | 3                 | 11:00    |
| 5         | 11:15    | 4                        | 11:20    | 4                 | 11:40    | 4                 | 11:35    |
| 6*        | 12:05    | 6*                       | 12:00    | 6*                | 12:15    | 6*                | 12:10    |
| 7         | 12:55    | 5                        | 12:50    | 5                 | 1:05     | 5                 | 1:00     |
| 8         | 1:45     | 7                        | 1:30     | 7                 | 1:40     | 7                 | 1:35     |
| REAC<br>H | 2:35     | 8                        | 2:10     | 8                 | 2:15     | 8                 | 2:10     |
| end       | 2:55     | end                      | 2:50     | end               | 2:50     | end               | 2:50     |

|          | PM Assembly |          | PM<br>Assembly |          | Double PM |
|----------|-------------|----------|----------------|----------|-----------|
| Pd       | Schedule 1  | Pd       | Schedule 2     | Pd       | Assembly  |
| 1        | 8:10        | 1        | 8:10           | 1        | 8:10      |
| 2        | 8:55        | 2        | 8:55           | 2        | 8:35      |
| 3        | 9:35        | 3        | 9:35           | 3        | 9:10      |
| 4        | 10:15       | 4        | 10:15          | 4        | 9:45      |
| 5        | 10:55       | 5        | 10:55          | 5        | 10:20     |
| 7        | 11:35       | 7        | 11:35          | 7        | 10:55     |
| 6*       | 12:15       | 6*       | 12:15          | 8        | 11:30     |
| Assembly | 1:05        | 8        | 1:05           | 6*       | 12:05     |
| 8        | 2:05        | Assembly | 1:45           | Assembly | 12:55     |
| end      | 2:50        | end      | 2:50           | end      | 2:50      |

| 2 Hour Delay |          | 1/2 Day |          | May         |            |
|--------------|----------|---------|----------|-------------|------------|
| Pd           | Schedule | Pd      | Schedule | Pd          | Procession |
| 1            | 10:10    | 1       | 8:10     | 1           | 8:10       |
| 2            | 10:30    | 2       | 8:30     | Proc & Mass | 8:45       |
| 3            | 11:05    | 3       | 9:00     | 2           | 10:30      |
| 4            | 11:40    | 4       | 9:30     | 3           | 11:05      |
| 6*           | 12:15    | 5       | 10:00    | 4           | 11:40      |
| 5            | 1:05     | 7       | 10:30    | 6*          | 12:15      |
| 7            | 1:40     | 8       | 11:00    | 5           | 1:05       |
| 8            | 2:15     | end     | 11:20    | 7           | 1:40       |
| end          | 2:50     | x       |          | 8           | 2:15       |
|              |          |         |          | end         | 2:50       |

| Grand VIP |          | 2018 Terra Nova Testing |          | Last day of the Year |          |
|-----------|----------|-------------------------|----------|----------------------|----------|
| Day       | Schedule | Pd                      | Schedule | Start                | Schedule |
|           | 8:10     | 1                       | 8:10     | Start                | 8:10     |
| 2 bells   | 8:30     | Tests                   | 8:30     | Finish               | 10:15    |
| 2 bells   | 10:45    | 2                       | 11:00    |                      |          |
| 2 bells   | 12:00    | 3                       | 11:30    |                      |          |
|           |          | 6*                      | 12:00    |                      |          |
|           |          | 4                       | 12:50    |                      |          |
|           |          | 5                       | 1:20     |                      |          |
|           |          | 7                       | 1:50     |                      |          |
|           |          | 8                       | 2:20     |                      |          |
|           |          | end                     | 2:50     |                      |          |

SCHOOL WEBSITE: <http://School.StNorbert.org>

**IMPORTANT TELEPHONE NUMBERS**

**Saint Norbert Education Center: (610) 644-1670      FAX: (610) 644-0201**

**Parish Office: (610) 644-1655**

**ADMINISTRATION, FACULTY AND STAFF**

| <b>Position</b>                       | <b>Name</b>                    | <b>Telephone</b>   | <b>E-mail</b>  |
|---------------------------------------|--------------------------------|--------------------|--|
| Pastor                                | Rev. Michael Lee               | 610-644-1655 x 113 | <a href="mailto:mlee@parish.stnorbert.org">mlee@parish.stnorbert.org</a>   |
| Parochial Vicar                       | Rev. Steve Albero<br>Rev. Arul |                    | <a href="mailto:salbero@parish.stnorbert.org">salbero@parish.stnorbert.org</a><br><a href="mailto:AAmalraj@parish.stnorbert.org">AAmalraj@parish.stnorbert.org</a> |
| Principal                             | Mrs. Mary Kay Hennessy         | 610-644-1670 x 101 | <a href="mailto:mkhennessy@stnorbert.org">mkhennessy@stnorbert.org</a>   |
| Admin. Assistant                      | Mrs. Katherine Ezickson        | 610-644-1670 x 100 | <a href="mailto:kezickson@stnorbert.org">kezickson@stnorbert.org</a>   |
| Office Assistant                      | Mrs. Kathleen Rice             |                    | <a href="mailto:krice@stnorbert.org">krice@stnorbert.org</a>   |
| Grade 8/Honors Math<br>Grades 5-8     | Mrs. Rose Greskoff             | 610-644-1670 x 116 | <a href="mailto:rgreskoff@stnorbert.org">rgreskoff@stnorbert.org</a>   |
| Grade 7 /ELA 7th and<br>8th Grades    | Mrs. Mary Riisen               | 610-644-1670 x 118 | <a href="mailto:mriisen@stnorbert.org">mriisen@stnorbert.org</a>   |
| Grade 6 /Social Studies<br>Grades 5-8 | Mrs. Megan Klunk               | 610-644-1670 x 120 | <a href="mailto:mklunk@stnorbert.org">mklunk@stnorbert.org</a>   |
| Grade 5A/Academic<br>Math Grades 5-8  | Mrs. Kristina Harlan           | 610-644-1670 x 115 | <a href="mailto:kharlan@stnorbert.org">kharlan@stnorbert.org</a>   |
| ELA 5th and 6th Grades                | Mr. Robert Weinrich            | 610-644-1670 x 114 | <a href="mailto:rweinrich@stnorbert.org">rweinrich@stnorbert.org</a>   |
| Science Grades 5-8                    | Mrs. Sandy Dilks               | 610-644-1670 x 117 | <a href="mailto:sdilks@stnorbert.org">sdilks@stnorbert.org</a>   |
| Grade 4                               | Mrs. Diane Brown               | 610-644-1670 x 124 | <a href="mailto:dbrown@stnorbert.org">dbrown@stnorbert.org</a>   |
| Grade 3                               | Miss Mary Belle Laroque        | 610-644-1670 x 125 | <a href="mailto:mblaroque@stnorbert.org">mblaroque@stnorbert.org</a>   |
| Grade 2                               | Mrs. Elana Scelzo              | 610-644-1670 x 112 | <a href="mailto:escelzo@stnorbert.org">escelzo@stnorbert.org</a>   |
| Grade 1                               | Mrs. Donna McDonough           | 610-644-1670 x 113 | <a href="mailto:dmcdonough@stnorbert.org">dmcdonough@stnorbert.org</a>   |
| Kindergarten                          | Mrs. Christina Dunkerley       | 610-644-1670 x 110 | <a href="mailto:cdunkerley@stnorbert.org">cdunkerley@stnorbert.org</a>   |
| Kindergarten Aide                     | Ms. Cara Nunn                  | 610-644-1670 x 110 | <a href="mailto:cnunn@stnorbert.org">cnunn@stnorbert.org</a>   |

|  |   |                                    |  |
|--|---|------------------------------------|--|
|  |   |                                    |  |
| Pre-Kindergarten 4 Year Olds                 | Mrs. Gerri Donaher                          | 610-644-1670 x 107                 | <a href="mailto:gdonaher@stnorbert.org">gdonaher@stnorbert.org</a>   |
| Pre-K Aides                                  | Mrs. Julie Wright<br>Mrs. Tricia D'Antonio  | 610-644-1670 x100                  | <a href="mailto:jwright@stnorbert.org">jwright@stnorbert.org</a><br><a href="mailto:tdantonio@stnorbert.org">tdantonio@stnorbert.org</a> |
| Library                                      | Mrs. Terri Cardile                          | 610-644-1670 x 108                 | <a href="mailto:tcardile@stnorbert.org">tcardile@stnorbert.org</a>   |
| Technology                                   | Mr. Todd DeSimone                           | 610-644-1670 x109<br>Tech Rm. x123 | <a href="mailto:tdesimone@stnorbert.org">tdesimone@stnorbert.org</a>   |
| Spanish                                      | Mrs. Mary Cris Guerin                       | 610-644-1670 x 121                 | <a href="mailto:mcguerin@stnorbert.org">mcguerin@stnorbert.org</a>   |
| Art  | Mrs. Kathleen Palma                         | 610-644-1670 x 106                 | <a href="mailto:kpalma@stnorbert.org">kpalma@stnorbert.org</a>   |
| Music  | Mrs. Ceil Frack                             | 610-644-1670 x 102                 | <a href="mailto:cfrack@stnorbert.org">cfrack@stnorbert.org</a>   |
| Physical Education                           | Mrs. Brooke Keith                           | 610-644-1670 x 100                 | <a href="mailto:bkeith@stnorbert.org">bkeith@stnorbert.org</a>   |
| Learning Support                             | Mrs. Mary Devereaux                         | 610-644-1670 x128                  | <a href="mailto:mdevereaux@stnorbert.org">mdevereaux@stnorbert.org</a>   |
| Nurse  | Mrs. Nicole Esposito<br>Mrs. Catherine Nunn | 610-644-1670 x 149                 | <a href="mailto:nesposito@stnorbert.org">nesposito@stnorbert.org</a><br><a href="mailto:cunn@stnorbert.org">cunn@stnorbert.org</a>       |
| Family Life Ministry                         | Mr. Mark Griswold                           | 610-644-1670 x 114                 | <a href="mailto:mgriswold@parish.stnorbert.org">mgriswold@parish.stnorbert.org</a>   |
| Youth Ministry                               | Mrs. Clare Field                            | 610-644-1670 x 122                 | <a href="mailto:ckane@parish.stnorbert.org">ckane@parish.stnorbert.org</a>   |
| Religious Education Administrative Assistant | Mrs. Lea Gorham                             | 610-644-1670 x 122                 | <a href="mailto:lgorham@parish.stnorbert.org">lgorham@parish.stnorbert.org</a>   |
|  |   |                                    |  |
| CARES Director                               | Mrs. Gerri Donaher                          | 610-644-1670 x 107                 | <a href="mailto:gdonaher@stnorbert.org">gdonaher@stnorbert.org</a>   |
|  |   |                                    |  |
| Kitchen Manager                              | Mrs. Lori Myers                             | 610-644-1670 x 105                 | <a href="mailto:lmyers@stnorbert.org">lmyers@stnorbert.org</a>   |
| Custodian                                    | Mr. Bob Brink                               | 610-644-1670 x 100                 | <a href="mailto:rbrink@stnorbert.org">rbrink@stnorbert.org</a>   |
| Custodian                                    | Mr. John Patterson                          | 610-644-1670 x 100                 | <a href="mailto:jpatterson@stnorbert.org">jpatterson@stnorbert.org</a>   |

## **SAINT NORBERT PARISH VISION STATEMENT**

*St. Norbert Parish aspires to become one in Christ as a community of fervent disciples who listen attentively for the guidance of the Holy Spirit, and who lovingly embrace Jesus present in the poor, the alienated, and the spiritually hungry. Amen.*

*Saint Norbert, Minister of Peace and Concord, pray for us.*

## **SAINT NORBERT SCHOOL MISSION STATEMENT**

*With Jesus as our model, Saint Norbert School provides an educational journey to excellence, by nurturing each child spiritually, academically, physically and socially in a caring environment that embraces diversity. In partnership with parents, we encourage students to become active citizens, future leaders in their church and responsible stewards of our world.*

## **SAINT NORBERT SCHOOL BELIEF STATEMENTS**

*We believe Jesus is our model and the center of our teaching. Students will come to know Him through prayer, the sacraments, service and the example of clergy, teachers, staff and peers.*

*We believe self-respect, personal dignity and a safe, positive learning environment are requisites for all students to reach their full potential.*

*We believe differentiated instruction, collaborative learning strategies and 1:1 learning with technology are essential in educating and preparing our students for future success.*

*We believe a rigorous curriculum fosters the acquisition of critical thinking skills and formulates independent thinkers.*

*We believe successful learning is achieved by the relationships formed and the responsibilities shared among parents, teachers and students.*

## **Saint Norbert School Philosophy**

Saint Norbert School integrates Christian values throughout the curriculum. In this school, the students experience Jesus in every aspect of their daily lives: spiritually, academically, physically and socially. The teachers, as purveyors of Christ's message, model the love of God and one another to the children they encounter every day. Opportunities for prayer, celebration of the liturgy, and service to parish and community infuse the school year. Spiritual and academic achievements are valued priorities in an orderly learning environment.

At Saint Norbert School, the teachers realize that each child is unique. Educators differentiate instruction, increasing the potential for each child's success. Teaching for learning occurs when the students are immersed in the topics of study, and learning is related to everyday life. Through the use of various instructional techniques, the teachers individualize the learning process, incorporating available resources and technology. Each teacher strives to provide innovative lesson plans to meet the needs of his/her students for each unit of

study. The principal evaluates the teacher by formal observation and informal periodic visits to the classroom, reviewing lesson plans and attending class presentations. The curriculum of Saint Norbert School is based on guidelines provided by the department of Curriculum and Instruction from the Office of Catholic Education of the Archdiocese of Philadelphia.

As a cohesive and cooperative body, the pastor, principal, and faculty develop and implement the policies and procedures of Saint Norbert School. The Parent and Student Handbook incorporates the rules and values of the school. These policies are posted on the St. Norbert School website, with changes made when relevant ([school.StNorbert.org](http://school.StNorbert.org)).

Students at Saint Norbert School are encouraged to establish meaningful relationships and to interact with others on many levels. The teachers at Saint Norbert School respect and support each other professionally and socially with ideas, encouragement, and friendship. The school fosters a cooperative support network that bridges the home and school environments. Our teachers provide parent/teacher consultations, arrange phone conferences, and provide strategies and techniques for a child's improvement. Collegiality among the members at all levels of the school community occurs and reinforces the mission.

## **HISTORY OF THE SCHOOL**

Saint Norbert Parish operates under the auspices of the Norbertine Fathers, who founded our school in 1956. The original school building and rectory were both constructed in 1957, and the Grey Nuns of the Sacred Heart came to begin instruction. Although they are no longer present in the school, the spirit and philosophy of the Grey Nun community continues to live on. The children continue devotion to St. Marguerite d'Youville, as well to our patron St. Norbert. During the period 1957 through 1985 the school flourished. The Chapel, originally located in the school, gave way to a new Church, built in 1985. The first floor of the school building was converted into four classrooms, a computer lab, a library, a music room and an art room. In 1992, a Parish Activity Center was constructed, featuring a gymnasium that continues to serve the physical education and athletic needs of our children. A magnificent Bell Tower adorned the grounds in 1996. The school dining hall was modernized in 2000, and extensive renovations were made to the building in the succeeding years. Building on faith, a new addition was erected in 2005 to add classroom space, a reception area, a suite of offices and a faculty lounge. The library, science lab, technology center, art studio, music room and Kindergarten were expanded at this time. The building was named the Saint Norbert Education Center, home to all the educational ministries of the parish.

Saint Norbert School received accreditation from the Middle States Association of Colleges & Schools, Commission on Elementary Schools in October 1996. All standards for re-accreditation were met in the Fall of 2014 following an extensive self-study, with special focus in the areas of social studies, writing, community service and facilities. The school was also awarded the 2015 National Blue Ribbon School of Excellence by the Department of Education.



## ACADEMIC POLICIES

### 1. Preparation for Class

All students must come to class with required materials; they are required to care for materials properly.

### 2. Class Participation - Respect - Attention

### 3. Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. Parents are encouraged to review homework assignments. The assignments should not require undue parental assistance or supervision. Ample time should be allotted for the completion of out-of-class research assignments or projects.

The school realizes that teachers, students, and subjects vary. The following time per night is suggested for homework; this includes both written and study assignments:

Kindergarten - 30 minutes per week

Grades 1 and 2 - 30 minutes

Grades 3 and 4 - 60 minutes

Grades 5 and 6 - 90 minutes

Grades 7 and 8 - 120 minutes

In the event of absence or suspension, all homework and missed assignments are to be made up within five (5) school days. If a student is absent, parents should call the main office for homework before 11:00 PM. If homework is requested, it may be picked up outside the main office after 2:45 PM or sent home with another student.

### 4. Academic Assessments

Students' performance is assessed on a daily basis. Individual and cooperative projects, student writing, class participation, observation of student performance, and a variety of formative and summative assessments are part of the overall report card grade.

### 5. Standardized Testing

The Terra Nova Test is administered each year to students in Grades Kindergarten through 8 in March. Grades 1 through 8 results are communicated to parents and are utilized by the school for curriculum planning.

### 6. Progress Reports

Progress reports can be viewed electronically on My Students Progress mid-way through the trimester for all students in Grades 1 – 8. Parents will be notified when the reports are ready. Parents may view grades through the online My Students Progress program. Individual grades as well as averages for each core discipline and special subject areas can be viewed. Teachers update electronic grade books twice monthly. Parents may use this system as a monitoring tool; it does not replace communication with your child's teacher. Individual concerns or requests may be addressed in collaboration with the teacher. It is the student and parent responsibility to check My Student Progress.

## 7. Report Cards

Report cards are issued three times a year to students in Grades K through 8. Report cards will be held for any student whose financial obligations are not current. If this is to occur, you will be notified by the principal.

Each student in Grades 1 through 8 is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- tests in each major subject
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- cooperative and individual projects

## 8. Promotion or Retention

Promotion or retention is at the discretion of the Principal in consultation with the teacher and parent.

## 9. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a satisfactory discipline record are eligible for graduation. All financial obligations to Saint Norbert School must be met to participate in graduation. Procedures for graduation are determined by the Principal and the Upper School teachers. A graduation fee is assessed to all 8th graders. This fee covers the cost of the graduation ceremony, including diplomas, gowns and awards, and all transcripts sent to two high schools.

Participation in closing graduation exercises is a privilege. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct/academic/disciplinary records indicate that the privilege should be revoked.

## 10. Student Recognition

### St. Marguerite d'Youville Award

St. Marguerite d'Youville was the foundress of the Grey Nuns of the Sacred Heart, the founding religious community of St Norbert School. The award recognizes the qualities of generosity, kindness, faith and a concern for the needs of others. St. Marguerite worked among the poor and unfortunate. She would have expected to see these qualities in the children where her religious community functioned. The Grey Nuns of the Sacred Heart no longer teach at St. Norbert School, but the spirit of St. Marguerite is kept alive at this school. Continuing the tradition begun years ago by the Sisters, the award is considered to be one of the most cherished given at St. Norbert School.

The Marguerite d'Youville Award is awarded twice a year to a child in each grade who exhibits kindness, a spirit of generosity and a willingness to help and serve wherever and whenever needed. These characteristics are demonstrated in all areas of the school community and in the child's relationships with others.

**First Honors:**

- **93 or above in all major subject areas**
- **No 1s or 2s on the report card including all special subjects, effort and study skills, and personal and social growth**

**Second Honors:**

- **88 or above in all major subject areas**
- **No 1s or 2s on the report card including all special subjects, effort and study skills, and personal and social growth**

1. Student Council Officers Eligibility for Grade 8

In the spring the students in Grades 5 through 7 will vote for the following 8th grade positions for following school year:

**President, Vice President, Secretary, Historian and Commissioner of School Spirit.** Each nominee will give an oral speech before elections. The following are qualifications to run for an officer's position:

- **No failing grades in any subject**
- **No 1s or 2s on the report card including all special subjects, effort and study skills, and personal and social growth**
- **3 teacher recommendations**
- **A written speech approved by the Principal and Student Council Moderator**
- **Exhibits positive and appropriate behavior at all times**
- **Good role model for fellow students**

Class Representatives for Grades 5-8

Each homeroom will elect one boy and one girl in the fall to be class representatives. Each nominee will give a speech in their homeroom before elections.

12. Assemblies The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

**CODE OF CONDUCT**

**Discipline Code**

Discipline is a necessary reflection of the philosophy of a Catholic school. The school and the individual classrooms should nurture a positive sense of self-discipline in order to provide an environment conducive to learning. It is the intent of St. Norbert School to develop an inner discipline in each student. The administration and faculty aim to motivate the students to develop proper attitudes toward discipline and responsibility. Permissiveness and severity are two extremes to be avoided.

Students are expected to comply with school directives and school policies. Students must be respectful,

courteous, and attentive to teachers, staff, and classmates.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

### **Play Area Rules**

The following rules are in place to insure the safety and emotional well being of all of our students.

1. Students will follow instructions as given by adult supervisors.
2. Students may not leave the play area without the permission of an adult supervisor.
3. No tackle sports or excessive rough behavior is permitted.
4. No hanging from basketball hoops, nets or backboards.
5. No tree climbing is permitted.
6. Fighting is forbidden.
7. Bullying is never tolerated; this includes taunting and teasing (refer to Bullying Section of Handbook)

### **Consequences**

If a student fails to cooperate regarding the school rules, parents/guardians will be informed by the teacher and/or principal. Continuous disregard for school regulations and policies will result in further disciplinary action by the teacher/principal. If the situation so warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities for serious violations of discipline, following appropriate written notice.

**1. Demerits** may be given for minor infractions. The issuance of demerits is at the discretion of the individual classroom teachers and/or principal. When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the principal. A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. **The teacher issuing the demerit and the principal already have made that decision.**

The following list is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/ principal. Detention will be assigned after the accrual of three (3) demerits per trimester.

The following infractions may warrant at least one (1) demerit per infraction:

- a. **Not prepared for class.**
- b. **Improper behavior.**
- c. **Disrespect.**
- d. **Abusive/offensive language.**
- e. **Invading the privacy of another's desk.**
- f. **Gum chewing/eating in class.**
- g. **Dress code violation.**
- h. **Failure to return a signed demerit slip.**
- i. **Unsigned test papers/mark sheets.**
- j. **Devices** -Any hand-held electronic devices **from arrival through dismissal on school/church property.**
- k. **Lack of academic integrity.**
- L. **Other.**

2. **Detention** will be held from 3:15 - 4:15 PM as the teacher or principal assigns, or with day and time at the teacher's discretion.

3. **Suspensions** may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

#### **Procedures for student suspensions:**

- a. Infractions of a serious nature, as determined by the School.
- b. Parents/Guardians of the student will be informed in writing of the suspension.
- c. Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for readmission have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents.

#### **Harassment**

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

#### **Violent/Threatening/Harassing and Unacceptable Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- 1. **Truancy**
- 2. **Violent behavior**
- 3. **Threats** - bullying, cyberbullying, bomb threats, triggering false alarms

4. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages** on campus or on bus
5. **Vandalism**
6. **Profane/obscene language or gestures or engaging in immoral conduct**
7. **Possession of any item which may present a danger to others in school or out.**
8. **Cutting class**
9. **Leaving campus without permission from a school authority**
10. **Insubordination** - Disrespectful behavior of any kind toward staff, student, volunteer or parent
11. **Stealing**
12. **Harassment** including sexual harassment

*These categories do not cover every possible situation. The school will determine which behavior is inappropriate.*

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

The Pastor, Principal and Faculty will decide upon penalties for infractions.

#### 4. **Dismissal**

In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings.

The Pastor and the Principal are the final recourse in all-disciplinary situations, and may waive any disciplinary rule for just cause at his or her discretion.

### **Saint Norbert School Bullying Prevention and Intervention Policies**

Saint Norbert School is committed to providing a safe, caring learning environment for all students that is free from harassment, intimidation or bullying. Every person is recognized as having inherent dignity and worth; therefore, everyone deserves to be treated with respect.

Bullying behaviors are not acceptable at Saint Norbert School, as these behaviors are contrary to the teachings of Jesus Christ.

**Bullying** means any intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student or students that is repeated or pervasive and does any of the following:

1. Causes fear or humiliation or emotional distress
2. Causes social isolation
3. Creates a power imbalance
4. Substantially interferes with a student's education
5. Creates a threatening environment
6. Substantially disrupts the orderly operation of the school

Electronic or cyber bullying is the use of modern technologies.

Bullying and cyberbullying can take on many forms including:

Physical (i.e.: gestures, punching, stealing, etc.)

Verbal (i.e.: slurs, rumors/lies, threats, insults)

Psychological/Social (i.e.: trickery, false accusations, exclusion, isolation, etc.)

### **Staff Responsibilities and Interventions**

Teachers and all professional staff who observe or become aware of suspected bullying behaviors are expected to take immediate, appropriate steps to intervene, and to address the situation with the students involved.

### **Reporting and Investigating Procedures**

All members of the St. Norbert School community including parents, students, faculty and staff, should promptly report suspected incidences of bullying to teachers and the principal. Reports may be made verbally or documented in writing, and the principal reserves the right to request written reports from any involved parties to document the incident. The principal will investigate and will provide an initial report to the parties involved within 10 school days of receiving the initial report. False accusations of bullying behaviors and retaliation against those making reports of alleged behaviors are a violation of this policy.

### **Consequences for Violators**

Once the investigation is complete, the principal, in consultation with the pastor, and if necessary other school officials, shall determine the consequences for the individual(s) on a case-by-case basis, taking into consideration age, development, the degree of harm, and other contextual factors. The focus on disciplinary action with regard to bullying scenarios focuses on stopping the bullying behaviors, ensuring emotional and physical safety for all students, and decreasing the likelihood that the bullying behaviors will re-occur.

Appropriate disciplinary interventions may include, but is not limited to:

- Parental conference
- Making amends
- Loss of school privileges
- Counseling with the school counselor
- Referral to psychological counseling for student/family
- Community service
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Notification of law enforcement

### **ADMISSIONS**

Our School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. Children of active St. Norbert parishioners will be admitted first to the school.

The School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The School follows the local public school district's age requirements for admission. A student who is 5 years old by September 1st is eligible for Kindergarten. A student who is 4 years old by September 1st is eligible for the 4 year old Pre-K. The necessary forms and certificates for admission are:

|    |                    |
|----|--------------------|
| a. | Birth Certificate. |
|----|--------------------|

|    |   |
|----|---|
| b. | Baptismal Certificate (regardless of home parish).  |
| c. | A current certificate of immunization is required at the time of registration. A complete physical report is due before the first day of classes.   |
| d. | In addition to the above, students applying for grades kindergarten to 8th grade must have a copy of their official transcript and any other pertinent academic information forwarded from the previous school. Appropriate grade level testing may be required for students seeking admission. |
| e. | Archdiocesan Memorandum of Understanding must be signed   |
| f. | \$100 Non Refundable Registration Fee. (Must be paid at registration)   |
| g. | \$350 Non Refundable Deposit in which \$300 is a tuition deposit.   |

### **ADMISSION OF NON-CATHOLICS**

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree to assume responsibility for all financial obligations.

### **REGISTRATION GUIDELINES**

Families are accepted into the School in the following preferential order:

- a. Parish families with currently enrolled children in our school.
- b. Other families (non-parishioner) with children currently registered in our school.
- c. Families new to our school
  - (1) Students transferring from other Catholic schools
  - (2) Families new to our school residing in our parish
- d. Families residing out of our parish
  - (1) Catholic students coming from a parish without a school
  - (2) Catholic students coming from a parish that has closed its school enrollment
  - (3) Catholic students coming from another parish school for other reasons
  - (4) Non-Catholic students

### **Registration for New Students**

Registration for siblings of current students takes place the first two weeks of January. Registration for Pre-K, Kindergarten students and other students new to our school takes place during Catholic Schools Week. Registration information is communicated through the school web site and the parish bulletin. There is a non-refundable \$100 fee due at the time of registration.

### **Re-Registration for Current Students**



Families registered in our school are required to re-register annually in January. Re-registration information for the following year is forwarded to each family through My Student Progress and the weekly Bulldog Constant Contact that is posted to the school website, [school.stnorbert.org](http://school.stnorbert.org). A \$350 re-registration fee is due by March 1st each year which includes \$300 tuition deposit. Tuition fees for the upcoming year are determined in the Spring. All financial obligations must be current before re-registration can be processed.

**ATTENDANCE**

Regular school attendance impacts positively on the child’s academic development. Please make sure that children are well rested, so they do not lose valuable instructional time. Students should not arrive before 7:45 AM. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

a. **Absences** - The policies regarding this area are as follows:

- i. A student who has been absent from school, even for one day, is required to present a written note or e-mail to his homeroom teacher.
- ii. A doctor’s certificate is required for absence of 3 days or more when sick.
- iii. If your child is going to be absent or arrive late at school, you are required to call or e-mail the administrative assistant. Please leave a message on voicemail. The number to call to report absences or lateness is listed at the front of the handbook. Please call by 9:00 AM.

Arrival after 10:00 AM, or dismissal prior to 1:00 PM, will be credited a half-day attendance.

- iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- v. Any child who stays home without his/her parent’s knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- vi. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 11:00. This work may be sent home with a sibling or picked up by the parent at the school office no earlier than 2:30 PM. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- vii. Visits to high schools will be limited to 2 days. It is the student’s responsibility to get the make up work and tests.
- viii. Extended vacations are strongly discouraged during the school year. Students will receive missed work when they return from vacation. All missed work and tests must be completed within 5 school days of the child’s return to the classroom.

|    |   |  |  |  |
|----|---|--|--|--|
| b. | <b>General Supervision of School Grounds</b>  |  |  |  |
|    | The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during |  |  |  |

|           |  |  |                      |  |
|-----------|--|--|----------------------|--|
|           | other times. The School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.   |  |                      |  |
| <b>c.</b> | <b>Arrivals</b>  |  |                      |  |
|           | Students in Grades K-4 must go directly to the Parish Activity Center (PAC) between 7:45 and 8:00AM. Upper School students may report to their homeroom. Parents cannot leave a child at school before 7:45 AM. St. Norbert School is not legally responsible prior to that time (Exceptions must be cleared with the Principal.). There will be supervision of the children in the PAC and classrooms between 7:45 - 8:00 AM. The school day starts promptly at 8:05 a.m. with a morning assembly of announcements and prayers. Five occasions of lateness will result in a demerit.      |  |                      |  |
| <b>d.</b> | <b>Daily Schedule</b>  |  |                      |  |
|           |  | Lower  |                      | Upper  |
|           | Morning Session<br>Lunch<br>Afternoon Session  | 8:00 – 12:05<br>12:05– 12:55<br>12:55 – 3:00 |                      | 8:00 – 12:05<br>12:05– 12:55<br>12:55 – 3:00 |
|           | School Office  |  | 7:30 AM –<br>3:30 PM |  |
| <b>e.</b> | <b>Dismissals</b>  |  |                      |  |
|           | Children are dismissed from their classroom by their teachers at 3:05 pm. No child may leave the building prior to dismissal without the Principal’s permission. Students that ride the bus will report to the dining hall. There will be supervision of the children until the last bus arrives (approximately 3:15 p.m.). Students in car-line will be dismissed from the dining hall. Parents who pick up their children in car-line are asked to do so by 3:15 p.m. Children who are not picked up by the time car line ends will be placed in CARES and charged the appropriate fees. |  |                      |  |
| <b>f.</b> | <b>Doctor and Dental Appointments</b>  |  |                      |  |
|           | Please make dental and doctor appointments after school hours, if possible. A written request from a parent/guardian is required for an early dismissal. No student will be permitted to leave school without written permission. Please come to the main office to pick up your child and sign them out with the School Check in system.  |  |                      |  |

**g. Early Dismissal - Individual Students**

If a student needs to be dismissed early for a serious reason, s/he must have written notification from the parent/guardian. The homeroom teacher will forward the note to the office. Provisions must be made by the parent/guardian to have an authorized person call for the student at the school office and sign in with the School Check In system. If there is a change in the dismissal plan about which your child has no knowledge, please call the office no later than 2:15 PM. No parent or unauthorized person

*is to go to the student's classroom.*

## **h. Emergency Closings**

1. Delayed opening: St. Norbert School building will be opened and supervised by 9:45 AM. There will be no supervision available for your child before 9:45. Do not drop your child off before this time. Several school districts serve St. Norbert School. Children should come at whatever time their district buses are transporting and go directly to the PAC Center. Parents will receive a phone call from My Student Progress containing a message from the principal if there is a delayed opening. Please do not call the office. Please check your local radio or TV stations (#874) or the T/E information hotline, 610-240-1970, before sending your child to the bus stop to be sure the status of the opening has not changed.
2. Closing: If the weather requires closing of school, either in the morning or during the school day, St. Norbert School will follow the decision of the Tredyffrin/Easttown (T/E) School District. If school is cancelled during the day parents should have an emergency plan in place so their child knows what to do when the bus drops them off. Please do not call the school in the case of an early dismissal; your child should know what to do before they leave home. You will be notified by My Student Progress if there is a closing or early dismissal. When the weather is inclement please listen to the radio or television for school updates during the day. Our school number is 874 and will be announced on KYW Radio as well as the 4 major Philadelphia TV stations (ABC, NBC, CBS, and FOX), as early as possible. Following is a list of district closing numbers for your convenience: 874 – St. Norbert 854 – Tredyffrin/Easttown 876 – Downingtown 851 – West Chester 454 – Marple Newtown 457 – Radnor 855 – Great Valley 856 – Phoenixville
3. Non-Weather Related Emergency Early Dismissals: You will be notified via My Student Progress.. This plan is only for an emergency situation, not a weather closing. Each family should have an emergency plan for this kind of situation to insure the safety of each child. A written request must be sent into school stating that your child is not to be sent home on the bus in the case of an early closing. The safest and most expedient form of transportation for your child is the bus. St. Norbert School staff will not leave until all children have been safely transported home.

## **i. Emergency Contact Forms**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

## **j. Lateness**

A student who arrives late for school must:

- report to school office with a parent and check in with the School Check In system for an admission slip
- present a note from his/her parent explaining the reason for the lateness
- present the admission slip to the teacher in the class

Students will be marked late if they are not in the PAC by 8:05. Lateness will not be tolerated except for a legitimate reason. Traffic, oversleeping, and/ or not feeling well are not legitimate reasons for lateness. Students must report to the Main Office and obtain a late slip before proceeding to homeroom. Unexcused late slips will be issued even if the student brings a note. If lateness becomes excessive, parents/guardians will be contacted.

An excused late arrival (i.e. doctor's appointment, funeral) requires a note in advance. A late arrival will be excused for illness or doctor appointment only when a doctor's signature is obtained and submitted on arrival.

Consistent unexcused late arrivals will be considered parental neglect, which may be reported to the

local school district for further investigation. Late arrivals impact learning for the student, as well as for classmates who can become distracted. This constitutes a serious infraction.

#### **k. Vacation Policy**

Vacations are discouraged while school is in session, because they are disruptive to the learning process. Parents should discuss the matter with the Principal and teacher well in advance. A written note must be sent to the main office and to the child's teachers at least two weeks prior to the planned vacation. Teachers will not provide homework for children taking vacations during the school year. All work must be made up when the child returns to school. Students will be required to makeup missed assignments, tests and quizzes within 5 school days. It is encouraged that vacation not be scheduled during the week of standardized testing.

### **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. Upper school classes are required to purchase and use a St. Norbert School tote bag to carry books from class to class. This will insure organization and neatness for the students. All books must be covered. All covers must be neat, clean and free from inappropriate material. *No contact paper is to be used on textbooks.* Consumable workbooks, copybooks, and folders must be covered with clear contact paper. Books, copybooks, and materials are to be properly identified with a child's name, school, and room number.

All lost or damaged books or instructional CDs must be paid for in full by the student and parents/guardians. The charge will be made at the rate at which the books/CDs were purchased by the School.

**Please make sure that all student articles are tagged with name, grade, etc.** Please have the children check the lost and found for lost items whenever items cannot be located. After a reasonable period of time, unclaimed "lost and found" items will be donated to the Uniform Exchange or to a charitable organization. Parents are welcome to visit the lost and found located in lobby storage closet.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

### **CARES - CHILDREN ARE RECEIVING EXTENDED SERVICES**

CARES is a program designed to help parents by providing care for children who attend St. Norbert's School. St Norbert offers after school CARES from 3:15 to 5:30. Before school CARES is offered for Pre K students from 7:45 to 8:15. Please refer to the CARES link on the school website for hours and cost.

Students are expected to be respectful toward each other and the CARES staff. The CARES Director will notify parents if a problem arises. Students will not be able to participate in the CARES program after three repeated offenses.

The CARES program is closed on all snow days, early dismissal days, in-service days, holidays, and on days when the school closes early for emergencies.

### **COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS**

**a. Legal Custody Issues**

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. **The school must be provided with a current copy of the custody decree.** St. Norbert School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the **responsibility of the custodial parent to provide the school with an official copy of the court order.** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

*We are the parents/guardians who have legal custody over [\_\_\_\_\_]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [\_\_\_\_\_]. We agree that no other person is entitled to participate in the issues surrounding [\_\_\_\_\_]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.*

*Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.*

*We also notify the school that, as indicated below on the dates listed, [\_\_\_\_\_] may be released to me(us) at dismissal. [\_\_\_\_\_] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [\_\_\_\_\_] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [\_\_\_\_\_] as reflected in the custody order and/or custody agreement we have provided to the school.*

*We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the School's refund policy, if applicable. We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.*

*Signature*

*List all days of school week, and times, when you may pick listed child(ren) Signature*

*List all days of school week, and times, when you may pick listed child(ren) Name of Parent/Guardian To*

*Receive School Materials*

## b. Release of a Child

**A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian.** To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

## c. Conferences

Parent-teacher Conferences are scheduled during the first trimester report period for Grades PreK to 8. Parent-teacher conferences are scheduled on-line.

## d. Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, the weekly electronic Bulldog Constant Contact, HASA Weekly Happenings through Constant Contact, My Student Progress automated contact system, family envelopes (which go home as needed with the youngest student in each family), parent-teacher conferences, Home and School meetings, electronic Grade Book and Report Cards. ***Please note: No individual or organization is to use the school mail for circulation of any kind without the permission of the Principal.***

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, et cetera that are brought to school are forwarded to the school office through the homeroom teacher. All items should be clearly marked with the student's name and grade. Students should not be instructed to deliver items directly to the office.

### **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

Effective learning thrives when there is continuous dynamic interaction between students, teachers, and parents. 21<sup>st</sup> Century technology has exciting ways to strengthen this dynamic interaction. Saint Norbert School (SNS) is committed to providing our students with the best technology learning tools and resources available, and require that these tools and resources be used in a safe and responsible manner.

The **Technology Acceptable Use Policy of the Archdiocese of Philadelphia** and [SNS's Addendum](#) contain rules and information designed to insure the safe and effective use of school technology resources. [SNS's iPad Acceptable Use Policy](#) contains rules and information designed to insure the safe and effective use of school iPads.

### **DRESS CODE**

When purchasing clothing items for the school year, please be advised that no exceptions to any part of the dress code will be acceptable. Students are to be in uniform on the first day of school. Students are expected to remain in complete school uniform at all times while in the school building, on school property, in the school yard, dismissing to buses, etc. Parents are to send in a note of explanation if for some reason a student must be out of uniform.

**Any student not in compliance with the dress code will be sent to the Principal's Office for disciplinary**

**action, such as contacting parent(s) and issuing demerit(s).**

On gym days the students wear their gym uniforms to school. Kindergarten students are required to wear the gym uniform two days a week (determined by the teacher) and the regular uniform the other three days. Prek students wear gym suits every day to school.

Uniform sweatshirts are permitted on gym day. On other days, a uniform sweater may be worn if the student is cold; sweatshirts will not be permitted. Parents will be notified in writing when a student does not meet the following requirements.

*All apparel items described here are to be consistent with attire supplied by our uniform vendor, Flynn & O'Hara Uniforms and Flocco's Shoes. St. Norbert School honors the non-compete contract agreement, in consideration of the vendor's commitment to carry adequate stock to meet the needs of our school's families. \*

### **Pre-Kindergarten - Gym Uniform (sweatpants, sweatshirt, tee shirt, shorts and sneakers)**

#### **Kindergarten**

Tuesday and Thursday - Gym uniform

Monday, Wednesday and Friday - Standard school uniforms listed below

#### **Boys – Grades K-8 (Fall/Spring)**

- \* **Optional** - Khaki shorts, worn at the waist, and belt
- \* Khaki pants
- \* Maroon golf shirt with school logo
- \* Shirts must be tucked in at all times
- \* Beige socks. Ankles must be covered
- \* Uniform school shoes. (Flocco's)
- \* Jewelry is not permitted. Watches, religious crosses and medals are permitted.

#### **Boys – Grades K-4 (Winter)**

- \* Khaki pants, worn at the waist, and belt
- \* White Oxford cloth shirt - long or short sleeved
- \* Plaid uniform tie
- \* Uniform V-neck maroon long sleeve sweater or vest
- \* Uniform shoes (Flocco's)
- \* Beige socks. Ankles must be covered



\* Jewelry is not permitted - Religious crosses and medals are allowed

\* Watches are permitted

### **Boys - Grades 5-8 (Winter)**

\* White Oxford cloth shirt, long or short sleeved

\* Khaki pants, worn at the waist, and belt

\* V-neck maroon vest or long sleeved sweater

\* Striped maroon tie

\* Uniform School Shoes (Flocco's)

\* Beige crew socks. Ankles must be covered

\* Jewelry is not permitted. Watches, religious crosses and medals are allowed

Boys' hair should be neatly styled and short and may not be colored. Hair must be above the ears and the collar and should not cover the eyes.

### **Girls – Grades K-4**

\* Maroon plaid jumper - length must be no more than 1" above knee

\* White Peter Pan collar blouse short or long sleeve

\* **Optional** - Cardigan Uniform sweater

\* Maroon knee socks or tights

\* Uniform shoes (Flocco's)

\* Jewelry permitted - post earrings only, one per ear, a cross/religious medal necklace, watch

### **Girls – Grades 5-8 (Fall/Spring)**

\* Maroon golf shirt with school logo

\* Maroon plaid kilt/skirt - length must be no more than 3" above knee - rolling or folding of the skirt waist is not permitted

\* Uniform shoes (Flocco's)

\* Maroon knee socks or tights for Grades 5 & 6

\* Maroon or grey knee socks or maroon or grey tights for Grades 7 & 8

\* Jewelry permitted - post earrings only, one per ear, a cross/religious medal necklace, watch

### **Girls – Grades 5-8 (Winter)**

\* Maroon plaid kilt/skirt - length must be no more than 1" above knee - rolling or folding of the skirt waist is not permitted

\* White oxford cloth shirt short or long sleeve

\* Maroon V-neck vest or long sleeve sweater

\* Maroon knee socks or tights for Grades 5 & 6

\* Maroon or grey knee socks or maroon or grey tights for Grades 7 & 8

\* Uniform School Shoes (Flocco's)

\* Jewelry permitted - post earrings only, one per ear, a cross/religious medal necklace, watch

**If girls choose to wear shorts under their uniforms, the shorts must be spandex (maroon, black or grey) and may not hang below the skirt or jumper. Boxer shorts are not acceptable.**

**Girls are not permitted to wear makeup of any kind.**

**Girls in K-6th grade are not permitted to wear nail polish of any kind.** Girls in grades 7 and 8 may wear a light color nail polish. Any girl with unacceptable colors will be asked to remove the polish. Hair should be neatly styled and should not cover the eyes. Hair may not be colored.

### **Gym Uniform – Grades K-8**

\* Fall/Spring - Maroon gym shorts with gray T-shirt with school logo or Spirit Wear T-shirt.

\* Winter - Maroon sweatpants and sweatshirt with gray T-shirt with school logo or Spirit Wear T-shirt

\* Any non-scuffing sneakers with white crew socks, ankles must be covered.

**Demerits will be given when a student does not meet the above requirements. CYO wear is not allowed on gym days.**

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities, some before and some after school, are sponsored for the enrichment and enjoyment of our students. The following programs are available:

- Math Counts Competitive Mathematics Team - Grades 6-8
- Select Choir - Grade 4-8
- Drama - Spring Play
- Reading Olympics
- Yearbook
- Student Council- Grades 5-8
- Instrumental Music - Grades 4-8
- Piano Lessons - PreK-8
- CYO Sports - Grades 5-8 (Cross Country and Track - Grades K-8)
- Myers Cooking for a Cause
- Irish Dance
- Science Explorers
- SNS- Broadcast Club, Grades 5-8
- Karate - Grades 1-8

## **ATHLETICS**

St. Norbert School participates in the CYO interscholastic athletic program. The CYO is a self-supporting organization that is independent from the school. All students of the parish are invited to participate in seasonal sports programs at varsity (Grades 8th, 7th) and junior varsity (Grades 6th, 5th, 4th – as needed) levels:

Fall: Cross Country (K-8), Field Hockey, Soccer, Football (Trinity Football)

Winter: Basketball (Grades 5-8), Grades 1-4 can participate in St. Monica's basketball program

Spring: Baseball, Track and Field (K-8)

### **BIRTHDAYS AND PARTIES**

Birthdays are important occasions for children, and the school helps to make their day special during morning announcements. **Food treats are not permitted.** Invitations may not be distributed in school unless all students in the class (or all of the same gender) are invited.

### **FIELD TRIPS/CLASS TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. A class trip is a privilege, which can be taken away if a teacher deems it appropriate. There will be no overnight field trips or activities that St. Norbert School deems to be high risk. Parent(s)/guardian(s) must provide written permission in order for their child to participate. A field trip parent consent form will be provided for each occasion, to be signed by the parent(s)/guardian(s) and submitted by the student. A student may be denied participation in the event if the required school permission form is not returned or properly executed. Telephone calls will not be accepted in lieu of the required school permission form. A signed fax will be accepted.

Student behavior on field trips should be appropriate. Chaperones are required to follow guidelines set up by the teacher so as to insure uniformity. St. Norbert School does not afford insurance protection to any individual who would provide transportation on a field trip. A one million dollar rider on the driver's insurance policy is a minimum requirement of the Archdiocese of Philadelphia. Furthermore, an individual providing transportation on a field trip may be held legally responsible in the event of injury. Therefore, St. Norbert School has determined that bus transportation is required for all trips. Competitive bids are sought to keep the costs reasonable. No child will be excluded from a field trip for inability to pay. Parent(s)/guardian(s) are asked to convey needs to the teacher or principal in such cases.

All chaperones must agree to refrain from purchasing and /or drinking alcoholic beverages while chaperoning any students at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity will not be allowed to chaperone.

Medication on Field Trips - Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization. In the event the time of the trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

### **CHAPERONES**

#### **Clearances**

**Chaperones must have all the proper security clearances including : PA Criminal, Child Abuse, Mandated Reporter and the Safe Environment Class “Protecting God’s Children” to be able to participate on a field trip.** The teacher will determine the number of chaperones needed for the trip. The teacher will check with the school office before the trip to make sure each chaperone has the proper clearances.

## **Responsibilities**

- The chaperone must accompany his/her group at all times.
- No child should be left alone at any time on the trip.
- Children should go to the bathroom, etc. in a group of at least two students with an adult.
- Any change in plans or destinations should be reported to the teacher in charge.
- Children should be reminded not to talk to strangers.
- When your group leaves a facility, please make sure that everything is left in the order in which it was found.
- Children may not change their assigned chaperone without the consent of the teacher in charge.
- If a chaperone is in doubt about the health or safety of a student in his/her care, it is the responsibility of the chaperone to check with the teacher in charge.
- Chaperones may not deviate from the specific destination of the field trip. You are there to assist the teacher.
- Alcoholic beverages are not permitted to be consumed while on the trip.

## **HEALTH**

### **a. Medical Records**

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof of immunizations according to the Department of Health in the State of Pennsylvania.

Physical Examination: Students must have a complete physical examination upon original entry into school and upon entering grade six. Students coming from out of state must have an examination if the student’s record does not meet Pennsylvania requirements.

Parents are urged to take their children to their own physician for examinations to provide continuity of care. Your family physician is familiar with your child and is best able to detect any physical changes. He/She is able to begin immediate treatment if indicated, and to follow through with needed care and immunization boosters. The appropriate forms are posted on the school website for your convenience, to download when examinations are required.

### Routine screenings:

- Scoliosis Screening: Scoliosis screening is done in grades six and seven.
- Vision Screening: Vision screening is done in all grades each year.
- Hearing Screening: Hearing screening is done in grades kindergarten, 1, 2, 3, & 7
- Height and Weight: Height and weight measurements are done each year in all grades.

Emergency Cards: Each student must have a completed emergency card on file in the main office. This card designates parent/guardian or a substitute parent/guardian to be notified in the event of a serious illness or injury at school. The substitute parent should be someone who can assume responsibility in the parent’s absence. This is a serious undertaking and should be arranged by mutual consent. Please be sure this alternate person is a local resident.

Parents/guardians who plan to be away from home for an extended period of time are encouraged to notify the school in writing of alternate emergency phone numbers and persons.

Allergic Reaction to Foods, Insects, and other Allergens: Parents/guardians of children with known food allergies, bee or insect sting allergies, and like reactions must alert the school and provide medication with written instructions for emergency treatment.

When to Keep Your Child at Home: There are times when you are not sure it is necessary to keep your child home from school. Here are some symptoms that are indicators:

- Excessive coughing, chills, lice, abdominal pain, vomiting, diarrhea, enlarged glands, fever, running or inflamed eyes - **A child should remain at home at least 24 hours symptom free after they have had any illness accompanied by fever, diarrhea, or vomiting.** Notify the school that your child will be absent. When your child returns to school, he/she is expected to bring written excuse stating the date(s) and reason for absence. A parent or guardian must sign this excuse. For students absent in excess of three (3) days, a physician's certificate must be provided upon child's return to school. This is a regulation of both the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania.
- Communicable Diseases Any student suspected of having any of the following communicable diseases must remain out of school for the indicated time, and must return to school with a parent's/guardian's or physician's note indicating the type of treatment.

By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates and school staff.

**Disease: Exclusion from School**

Any undiagnosed rash: Until diagnosis is established or symptoms are gone for 24 hours

Chicken Pox: 6 days from the last crop of vesicles. All scabs must be dry

Contagious Conjunctivitis: 24 hours after start of physician prescribed treatment or until eyes are free of discharge

Scabies: 24 hours after start of treatment

Scarlet Fever / Strep Throat: 24 hours after start of treatment

Skin Staph or Strep: Until skin is clear or under treatment for 24 hours

Impetigo: 24 hours after start of physician prescribed treatment

Pediculosis (Lice): Until treated and free of live lice.

Pinworm: Until first dose of treatment is given

Ringworm: Until skin is clear of all scabs and crusts or under treatment for 24 hours

Cleanliness: Students are reminded of the importance of the frequent washing of hands as a deterrent to the passing of germs and as a matter of personal cleanliness. They are also reminded of the importance of neatness and cleanliness as regards their whole body and the condition of their clothing.

## **b. Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, may be given to the student without specific parental permission. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

## **c. Nurse**

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district. The other days St. Norbert School provides nursing coverage.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

## **d. Medication Policy**

Medications required by students shall be given by parent(s) or guardian(s) whenever possible. The school recognizes that there are occasions when it is necessary for a student to take medication during school hours. In such instances, it must be taken by the student in the presence of school office personnel or administrator.

Parents/guardians are required to sign a medication authorization form, which is available from the school office, if the student must take medication at school. Students are not permitted to carry prescription or over-the-counter medications to school. No medications should be placed in lunch boxes or school bags for students to self-administer. The parent or guardian must deliver the medication and any necessary refills to the office. Epipens and inhalers are considered emergency medications and may be carried by the student if a physician's request form is on file in the nurse's office.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. All such medication will be clearly marked with student's name, doctor's name, contents, and dosage in the

original labeled pharmacy container.

The school will keep a record of all medications dispensed to students.

Students requiring medical attention must report to the school office. The school nurse will be consulted when present.

The following is the TE School District policy which we follow:

**Medication Administration Policy**

**IMPORTANT INFORMATION TO ALL PARENTS OF CHILDREN RECEIVING MEDICATION IN SCHOOL**

|    |   |
|----|---|
| 1. | Students are not permitted to carry prescription or over-the-counter medications to school. A parent or guardian must deliver the medication and any necessary refills to the nurse's office.   |
| 2. | Medications may be given in school if failure to take the medication would jeopardize the student's health or prevent a child from attending school. The initial dose of a medication can not be given at school except in a life threatening situation.  |
| 3. | Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), and Benadryl for allergic reactions may be dispensed by the nurse under the direction of the school physician at the discretion of the school nurse, and with the permission of a parent or guardian. A check off area for permission to give these medications is included on the emergency card.  |
| 4. | Prescription medications, over-the-counter medications, research or investigational medications, or any product that could be considered a drug, including natural remedies', herbs, vitamins, dietary supplements, homeopathic medicines or medications from other countries, may be dispensed by the school nurse with a written order from a physician indicating the student's name, the name of the medication, the dosage, the route of administration, the time, any special circumstances under which the medication should be administered, and the length of the period for which the medication is prescribed. A note from the parents or guardians requesting the school nurse to administer the medication is also required. |
| 5. | Epipens and inhalers are considered emergency medications and may be carried by the student only under certain circumstances. The student must have the permission of the principal and a physician's and parent's request form must be on file in the nurse's office. Students must sign a medication form in the nurse's office each time a dose is self-administered   |
| 6. | Parents of students who have life-threatening allergies should provide to the nurse each year a completed <b><i>Emergency Allergy Plan</i></b> and any needed emergency.  |
| 7. | A medication will not be given if the prescription date is over a year old, or if the medication has expired. All requests for medication administration by parents and physicians must be renewed each school year.  |

|    |  |
|----|--|
| 8. | All medications must be picked up from the nurse's office during the last week of school by a parent or guardian. Medications remaining after the last day will be destroyed.  |
| 9. | Students are not permitted to carry medications on <b>School Field Trips</b> except as stipulated in item 5. The physician's order must include the student's name, the name of the medication, the dose, the route of administration and the time or special circumstances under which the medication should be given. All prescription and over-the-counter medications must be given to the nurse or staff member accompanying the students on the trip. The medication must be in the original pharmacy container. A parent's request to administer the medication and a physician's order must be provided. |

### LIBRARY

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. The usual circulation period for books is two weeks. Please encourage your student to be responsible and return their books in a timely fashion. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

### LUNCH AND SNACKS

All students stay for lunch during the school year. The 50 minute lunch period is divided into 20 minutes for recess and 25 minutes for lunch. After recess students will wash their hands with hand sanitizer before eating lunch. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to their classroom when dismissed. Respect and courtesy are to be shown to the teachers and parents who supervise and assist during this time. Snacks (cookies, ice cream, chips) are sold for 50 cents on Mondays, Wednesdays and Fridays. Mini pretzels are sold on Tuesdays and Thursdays for 50 cents. A pretzel pass may be purchased for the year in September.

#### Dining Hall Procedures

All students are expected to follow the rules of the Dining Hall:

- Remain seated while eating lunch.
- Lunch must be eaten before snacks may be purchased. Snacks are sold on Mondays, Wednesdays and Fridays.
- Speak in a conversational tone.
- Do not throw any objects.
- Do not run in the Dining Hall.
- After eating, the tables are to be cleared, the chairs pushed in, and debris placed in the trash can.
- No food may be carried out of the Dining Hall..
- No food or drink may be purchased for after-school use, unless specific permission is given.

### INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians should strive to educate their children in an atmosphere of love and respect for God and



others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Nurturing their child's unique interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Excessive tardiness is unacceptable and will be addressed.
- Taking an active role in the Home and School Association.

The failure of a parent/guardian to take seriously his/her responsibilities in the above areas may result in disciplinary action by the School, including dismissal of the student. The school property is a smoke-free environment.

### **DRESS-DOWN DAYS**

These are days sponsored periodically by the school or the Student Council. Sometimes a monetary donation is requested. The money collected is used for educational materials or for charity.

**N.U.T. (No Uniform Today) Passes** - These passes can be earned for parents attending HASA meetings and the Book Fairs at Barnes and Noble. There is an expiration date on each pass and are not allowed to be used on First Friday mass or any other school mass.

**Birthday Dress Down Days** - Students may celebrate their birthday by dressing down. If a student's birthday falls on a Saturday, Sunday or a First Friday Mass day, he/she may dress down on Monday. If a child is absent on their birthday they may not dress down on another day. Summer birthday may be celebrated on their half birthday.

## SAFETY

### **a. Fire Drills**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter and will have consequences.

### **b. Crisis Plan**

A plan has been developed for use in the event of a crisis. Because of the sensitive nature of the plan, it is not available in its entirety for publication in the handbook. However, please note that in the event of an emergency KYW radio and local CBS, ABC, NBC and FOX TV stations will be notified. Our school's "safe place" in the event a crisis requires the evacuation of the school building and other parish buildings are also deemed unsafe. You would be specifically instructed by My Student's Progress (MSP) of the student pickup location.

### **c. Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office**, check in with the electronic School Check in to receive a visitor's badge. St. Norbert School takes seriously the charge to protect the physical and emotional well-being of every child. **Volunteers must have the following clearances on record:** PA Criminal Record Check, PA Child Abuse History Clearance, Mandated Reporter Certificate and Verification of Safe Environment Training: *Protecting God's Children*. Fingerprinting is required if a volunteer has lived out of state within the last 10 years. Checklists are issued to each parent in August, so that they may review their current eligibility status as a volunteer. Applications for clearances may be picked up in the school office, downloaded from [school.stnorbert.org](http://school.stnorbert.org), or copied from the appendix in this handbook.

## TELEPHONE -SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission from the office. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

### **Protocol for Cell Phone possession and use of Cell Phones in School**

The administration of St. Norbert School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

1. Cell phones are collected during homeroom and returned at the school day.
2. Cell phones are NOT to be used during the school day.
3. Failure to comply with cell phone rules may result in the confiscation of cell phone until the end of the day.

## TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal and must sign a permission form for release of records. A \$25 transcript fee for each school request is required for release of records for students in Kindergarten through Eighth Grades. An additional \$25 fee is required for final transcripts to be sent. **Letters of Recommendation will only be completed as part of the high school search process or anyone transferring to a school outside the Philadelphia area.** The \$100 graduation fee for eighth graders covers two transcript requests. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. Records must be mailed directly from school to school.

## SCHOOL VISITATION

Visitors may be guided through the school after notifying the main office, but may not interrupt or visit classes.

## TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

### **Bus**

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not

permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. The telephone numbers for the various transportation offices are:

| <b>District</b>     | <b>Telephone</b> | <b>Extension</b> |
|---------------------|------------------|------------------|
| Downingtown         | 610-269-8460     | 9                |
| Great Valley        | 610-889-2133     |                  |
| Bus Garage          | 610-917-8660     |                  |
| Phoenixville        | 484-927-5026     |                  |
| Bus Garage          | 610-983-0556     |                  |
| Radnor              | 610-293-1947     |                  |
| Rose Tree Media     | 610-627-6475     |                  |
| Tredyffrin/Easttown | 610-240-1680     |                  |
| West Chester        | 484-266-1040     |                  |
| Bus Garage          | 610-431-1500     |                  |
| Marple Newtown      | 610-359-4299     |                  |
| Upper Merion        | 610-205-6484     |                  |

| <b>Car Pick-up</b>  |
|---|
| <i>Speed limit for cars is 5 MPH at all times on school property. Car drivers are asked to observe established traffic patterns and use extreme caution. Parking is restricted in certain areas during school hours. Parents and visitors should not use the faculty/staff parking area. Children who are driven to school are not expected to remain in cars until the bell rings.</i> |
| <b>Walkers</b>  |
| Students walking to and from school should do so along the safest routes, observing proper safety rules for pedestrians. Students will be dismissed after car line is completed for safety purposes.  |

### **TUITION**

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in March for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, books, and registration.

A \$300 deposit on family tuition is due by March 1st to confirm re-registration of student(s). Thirty percent of tuition is due by August 15, with subsequent payments of ten percent of tuition due by the 15th of each month through March. Tuition may be paid in full at any time. Billings originate in the Parish Office. Payment may be made directly to the Parish Office or to the School Office. Questions regarding tuition and fees are to be addressed to the Parish Business Office (610-644-1655). No student will be denied a Catholic school education for inability to pay. In cases of financial hardship, parent(s)/guardian must meet with the pastor to determine

arrangements.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School. The Pastor and Administration review the tuition records on a regular basis. The trimester student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the School. In addition, the School reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

**If tuition is not paid up to date, students are not permitted to attend field trips or graduation.**

## VISITORS

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8:00 A.M. and 3:15 P.M., unless the Principal gives permission for such a visit.

All visitors must report to the school office, sign in with the electronic system School Check In, and obtain a visitor's badge when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

## VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. Volunteers play an important role in the quality of life in our school. The assistance and support they offer to staff and students is invaluable, and their contributions are part of what makes St. Norbert School special. Volunteers help in building a strong learning community in some of the following ways:

Library Aides, Recess Mothers, Homeroom Mothers, Extracurricular Activities

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form is sent home in the family envelope each year for those parents or family members who would like to share their time and talents with us. It is important for parents/guardians to "lend a hand" in whatever way possible. The following guidelines have been developed to assist in serving in this unique capacity.

Offering to volunteer assumes your understanding and agreement with these guidelines.

1. **Confidentiality:** Information you may see or hear can affect the lives and futures of individual students. Volunteers must respect the privacy of this information and maintain the same in strict confidence. This same standard of confidentiality applies to policy statements and school procedures.
2. **Relations with students:** Volunteers are viewed by students and parents as representatives of the School Administration, and are perceived by students as authority figures. When students raise issues of a personal or controversial nature, volunteers are placed in a difficult position. If there is any suggestion that a student has suffered any form of abuse, the volunteer is mandated by law to report the claim or suspicion to the school administrator. S/he will investigate the matter and forward the concern to appropriate agencies, as indicated.
3. **Attendance:** Teachers depend upon and plan on the assistance of volunteers on a regular basis. Volunteers are encouraged to notify the school in advance as soon as possible if they are unable to help at their regular time.

Volunteers must have the following clearances on record: PA Criminal Record Check (within one calendar

year), PA Child Abuse History Clearance (within one calendar year), Mandated Reporter Certificate and verification of Safe Environment Training: Protecting God's Children. The Criminal Record Check and Child Abuse History must be renewed every five years; the Safe Environment Training need not be renewed. Checklists are issued to each parent in August, so that they may review their current eligibility status as a volunteer. Applications for clearances may be picked up in the school office, downloaded from [school.stnorbert.org](http://school.stnorbert.org), or copied from the appendix in this handbook. The school staff will gladly assist prospective volunteers with the process, so that everyone may enjoy the opportunity to serve the children of St. Norbert School and Parish. Honoring our commitment to protect the safety of all our children, adults who are not in compliance with the above protocols will not be permitted participation as a volunteer.

Every student is expected to show courtesy and respect to all volunteers.

## AUXILIARY SERVICES

### CHESTER COUNTY INTERMEDIATE UNIT - NON-PUBLIC SCHOOL SERVICES DIVISION

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to non-public school students in Chester County. These services are provided to all students who have a need in any of these areas. Additional support is offered through teacher training and valuable professional development opportunities.

### HOME AND SCHOOL ASSOCIATION (HASA)

The Home and School Association (HASA) strives to enhance the parents' and teachers' roles in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school directory. Each family is asked to pay the \$25 yearly dues in September. The dues helps to pay for : assemblies, the Back to School Picnic, the faculty and staff Christmas dinner, birthday gifts for the priests, faculty and staff, Catholic Schools Week events, activities and treats throughout the year, Field Day and the 8th grade graduation reception.

APPENDIX OF FORMS

HEALTH HISTORY

PHYSICAL CUSTODY

LEGAL CUSTODY

TECHNOLOGY: ACCEPTABLE USE

CLEARANCES

REGISTRATION

ARCHDIOCESAN MEMORANDUM OF UNDERSTANDING

PBIS OFFICE REFERRAL FORM

Tredyffrin / Easttown School District Student Health History

Name of Child \_\_\_\_\_ Birthdate

\_\_\_\_\_ Grade

Name of Child's Physician \_\_\_\_\_ Telephone #

Is your child allergic to any drug, insect bite, food, or other substance? Does your child have any condition requiring special attention such as cardiac problems,

asthma, diabetes, or epilepsy? Does your child have any problem with coordination or mobility? Does your child have any problem with vision or hearing?

Does your child have any problem with speech or communication? Does your child have any socialization or emotional problems? Has your child had any serious accident, illness, or operation? Does your child take any medication? If so, what and why?

Has your child had any of the following illnesses? Chicken Pox \_\_\_\_\_ Mumps \_\_\_\_\_ Whooping  
Cough \_\_\_\_\_ German Measles \_\_\_\_\_ Measles \_\_\_\_\_ Polio \_\_\_\_\_

Signature or Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

H.S. 1/02



TREDYFFRIN/EASTTOWN SCHOOL DISTRICT Physical Examination Report Name

\_\_\_\_\_ Sex \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_ Immunizations \_\_\_\_\_ Dates \_\_\_\_\_

Given

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Diphtheria, Pertussis, Tetanus          |  |  |  |  |  |
| Polio                                   |  |  |  |  |  |
| Hepatitis B (indicate if 2 dose series) |  |  |  |  |  |
| Measles Mumps Rubella (MMR)             |  |  |  |  |  |
| Other                                   |  |  |  |  |  |

Chicken Pox disease \_\_\_\_\_ Varicella immunization dates \_\_\_\_\_ TB Test Date \_\_\_\_\_

\_\_\_\_\_ Results \_\_\_\_\_ Allergies: Significant Past Medical

History: Current Medications: Current Physical Findings: Date of Current Exam: \_\_\_\_\_

.Height: \_\_\_\_\_ Weight: \_\_\_\_\_ BMI: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Pulse: \_\_\_\_\_

Recommendation if abnormal \_\_\_\_\_

.Scoliosis: Normal \_\_\_\_\_ Abnormal \_\_\_\_\_ Degree of Curve if abnormal \_\_\_\_\_

Recommendation if abnormal \_\_\_\_\_

.Explain any problem of vision, hearing, or speech which requires special seating or follow-up with therapist or school nurse:

..Explain any condition which limits mobility, endurance, or physical education:

P.I.A.A. Sport Participation - Available in Grades 7 through 12

The examination for fall sports may not be given earlier than June 1. The examination, reexamination, or certification for all other sports may not be given earlier than six weeks prior to the beginning of practice for each applicable sport. Reexamination for a second and/or third sport is available at school through the athletic office.

This student may participate in ANY P.I.A.A. sport for the current school year: Yes \_\_\_\_\_ No \_\_\_\_\_

Physicians Name: \_\_\_\_\_ Physicians Signature: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_ Exam HS4/05

Phone: \_\_\_\_\_

**LEGAL CUSTODY**

*We are the parents/guardians who have legal custody over [\_\_\_\_\_]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [\_\_\_\_\_]. We agree that no other person is entitled to participate in the issues surrounding [\_\_\_\_\_]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.*

*Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.*

*We also notify the school that, as indicated below on the dates listed, [\_\_\_\_\_] may be released to me(us) at dismissal. [\_\_\_\_\_] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [\_\_\_\_\_] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [\_\_\_\_\_] as reflected in the custody order and/or custody agreement we have provided to the school.*

*We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the School's refund policy, if applicable. We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.*

*Signature*

*List all days of school week, and times, when you may pick listed child(ren) Signature*

*List all days of school week, and times, when you may pick listed child(ren) Name of Parent/Guardian To*

*Receive School Materials*

**NOTE: Every field below must be completed.**

**PBIS OFFICE REFERRAL FORM - SAINT NORBERT SCHOOL**

**STUDENT** \_\_\_\_\_ **GRADE:** PreK K 1 2 3 4 5 6 7 8 (circle one)

**REFERRING STAFF** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**DATE OF INCIDENT** \_\_\_\_\_ **TIME OF INCIDENT** \_\_\_\_\_

**HOME ROOM TEACHER** \_\_\_\_\_

**LOCATION**

- |   |                                      |   |  |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> Classroom        | <input type="checkbox"/> Dining Hall | <input type="checkbox"/> Music / Spanish Room   | <input type="checkbox"/> Office (Administrative) |
| <input type="checkbox"/> Playground       | <input type="checkbox"/> Bathroom    | <input type="checkbox"/> Bus / Car Loading Zone | <input type="checkbox"/> Special Event, e.g.,    |
| <input type="checkbox"/> Art Room         | <input type="checkbox"/> Gym / PAC   | <input type="checkbox"/> Parking Lot            | Assembly, Field Trip                             |
| <input type="checkbox"/> Hallway/Stairway | <input type="checkbox"/> Media Room  | <input type="checkbox"/> Bus (on the bus)       |  |
|   |                                      | <input type="checkbox"/> Other:                 |  |

**PROBLEM BEHAVIORS (Check the most intrusive)**

- |  |   |   |  |
|--|---|---|--|
| <b><u>MINOR</u></b>  | <b><u>MAJOR</u></b>                                     |   |  |
| <input type="checkbox"/> Dress Code                            | <input type="checkbox"/> Abusive/Inappropriate language | <input type="checkbox"/> Disruption           | <input type="checkbox"/> Inappropriate Affection |
| <input type="checkbox"/> Physical contact                      | <input type="checkbox"/> Fighting/Physical aggression   | <input type="checkbox"/> Property Damage      | <input type="checkbox"/> Location Violation      |
| <input type="checkbox"/> Defiant/ Disrespectful/ Non-compliant | <input type="checkbox"/> Defiant/Disrespectful/         | <input type="checkbox"/> Forgery/Theft        | <input type="checkbox"/> Vandalism               |
| <input type="checkbox"/> Disruption                            | Insubordinate/Non-Compliant                             | <input type="checkbox"/> Harassment/Bullying  | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Property misuse                       | <input type="checkbox"/> Lying/Cheating                 | <input type="checkbox"/> Technology Violation |  |
| <input type="checkbox"/> Gum chewing                           |   |   |  |
| <input type="checkbox"/> Other:                                |   |   |  |

**POSSIBLE MOTIVATION**

- |   |  |                                       |                                  |
|---|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Obtain peer attention  | <input type="checkbox"/> Obtain items/activities | <input type="checkbox"/> Avoid peers  | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid tasks/activities  | <input type="checkbox"/> Avoid adults | <input type="checkbox"/> Other:  |

**OTHERS INVOLVED**

- |                                |                                  |                                     |                                       |
|--------------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> None  | <input type="checkbox"/> Staff   | <input type="checkbox"/> Substitute | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Peers | <input type="checkbox"/> Teacher | <input type="checkbox"/> Unknown    |                                       |

**ADMINISTRATIVE DECISION**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Time in Office       | <input type="checkbox"/> Parent contact              | <input type="checkbox"/> Refer Guidance Counselor | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> Loss of privilege    | <input type="checkbox"/> Detention/Time out of class | <input type="checkbox"/> Bus Suspension           | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Conference w/student | <input type="checkbox"/> Restitution                 | <input type="checkbox"/> In-School Suspension     |   |

**EXPLANATIONS, ACTIONS PENDING, OTHER ACTIONS TAKEN**

*Parent/Guardian Signature:* \_\_\_\_\_

*Data Entered into SWIS on* \_\_\_\_\_ *by* \_\_\_\_\_  
*(date)* *(name)*