



# **General Policy Handbook**

## **2024-25 School Year**

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# **CATHOLIC IDENTITY**

## **BELIEF STATEMENTS**

- Develop personal relationships with Christ
- Collaborate as partners between family, school, parish, and community to foster faith formation
- Build relationships and trust between staff and students
- Provide a structured environment which fosters respect for authority and encourages collaborative learning
- Challenge students with a curriculum that is dynamic and responsive to the changing needs in society

## **MISSION**

Building on the legacy of our parishes, families, and alumni, the mission of Norwalk Catholic is to guide students to cultivate a personal relationship with Christ rooted in the Catholic tradition and to educate students in a rigorous academic environment to serve and lead in the global community.

## **CULTURE**

Our culture is what drives our beliefs, expectations, and behaviors. As such, we are committed to:

- Communicate and teach our standards relentlessly
- Live our standards proudly
- Hold each other accountable to our standards consistently

Flyers are people who are respectful and respectable, people who are reliable and trustworthy. Being a Flyer means that you are someone who puts your best foot forward. Someone who is kind and helpful. Someone who holds the door, someone who uses manners, someone who does their best under every circumstance. Being a Flyer means that you put in effort to grow and learn as much as you can. You are dedicated to developing your God-given gifts to their fullest potential. You work on bettering yourself in your education and faith, so that you can support and communicate with the people around you. Flyers embrace the differences. Most importantly, Flyers are people who strive to reflect God's unconditional love towards others.

## **RELIGIOUS PARTICIPATION**

All Catholic and non-Catholic students of Norwalk Catholic must attend religion classes, retreats and all school religious activities. Liturgies, retreats and penance services are scheduled on a regular basis. Attendance at class retreats is a required experience for our students. Other functions such as prayer services are scheduled periodically.

Very rarely are exemptions given for students to forego a retreat opportunity. It is at the discretion of the principal if a student may or may not attend a class retreat. If a student misses a class retreat experience held during the school day, not requiring an overnight stay, they will be expected to make up for the experience with guidance from the campus minister and principal.

## **SACRAMENTS**

Students will participate in Mass and have the opportunity to receive the Eucharist regularly as part of the school day. The Sacrament of Reconciliation is offered throughout the school year. For specific

sacramental preparation information, contact your local parish.

## **LITURGY**

All-school liturgies are celebrated throughout the year. Opportunities to attend a liturgy during school hours occur weekly and on Holy Days of Obligation. Liturgies are school functions. All students are required to be in attendance. Students are to proceed to the worship area in a respectful and orderly fashion. During the liturgy, students are asked to participate in a manner appropriate to the particular worship experience. Participation includes times of responsive prayer, singing, reflective listening and quiet reflection. Reverence for Christ in the Eucharist is to be shown at all times.

## **SERVICE LEARNING**

Norwalk Catholic/St. Paul High School's mission is, in part, to cultivate a relationship with Jesus Christ. Through this relationship, students are strengthened as servant leaders and encouraged to carry out the Gospel through a "living, conscious and active" faith. It is essential for students to be of service to others and to be empowered to act as the voice and hands of Jesus. Through learning about the needs of those in the community and world, and being involved in direct service and/or advocacy to these needs, students will ultimately gain a better understanding of the suffering and injustice in our world. A servant leader learns that it is not just "what is given or done" in direct service to others, but more importantly about "who is encountered." These encounters with others, self and a loving God, helps to grow love and understanding for the dignity and needs of others, their own dignity and needs, and the God who journeys with them.

The best example of Christian Service and Servant Leadership is Jesus washing the feet of His disciples (John 13:1-17). This action is a shift in roles, Jesus as Lord and Master places Himself in the lowest position of the time by modeling how all are called to be a servant leader through service and friendship. Ultimately, emulating the example of the greatest servant leader, we know that one must be: Christ-centered in all aspects of life, be committed to serve the needs of others, have the courage to lead with both power and love, work to nurture others as servant leaders, and continually invite feedback from those they serve.

Therefore, to foster Christian Service Servant Leaders, the model of service and leadership must include age appropriate elements of process oriented intentional planning, direct hands on experiences, and reflection. Without these elements, the experiential opportunities to learn about and serve those in need will be diminished.

To better serve our community, students from all grade levels are involved in service to the community. For example, our young ones can learn about the needs of the community and then be involved in collection drives and money donations. As students learn and gain more understanding of the needs within the local community, they will have more opportunity to be paired with service based organizations and clubs for direct involvement, while also continuing to serve through collection drives and money donations. Ultimately, older students will dive deeper into community service based organizations, along with the direct needs of people in the community, culminating in an individual or group senior service community experience.

## **GENERAL INFORMATION**

### **ADMISSIONS**

Families interested in pursuing an education at Norwalk Catholic are encouraged to fill out an online application. Once the application is completed, families will meet with the building administrator and school counselor to review their academic credentials. A student's eligibility for admission to Norwalk Catholic is ultimately at the discretion of the building administrator with appropriate input from school counselors and faculty from both Norwalk Catholic and present school of choice.

### **WITHDRAWAL & TRANSFER**

Families wishing to withdraw or transfer from Norwalk Catholic need to have their new school of choice contact the appropriate Norwalk Catholic campus main office to request transcripts to be sent to the new school. These requests are fulfilled within 72 hours. Parents and legal guardians may request and be granted access to their student's records at any time.

### **REGISTRATION**

A student is considered to be enrolled after the registration form and fee have been received, the administrator confirms the availability of space and tuition payment plans are in place through the Tuition Manager.

All new students must meet with the building administrator before being accepted. The school reserves the right to refuse admission or readmission, to suspend or unenroll any student at the discretion of administration.

### **RECORDS**

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

### **CHANGE IN STUDENT INFORMATION**

Parents/Guardians are responsible for updating any change in student information throughout the year. Notification of changes must be shared with the building secretary within 1-2 school days after implementation.

### **CUSTODIAL DOCUMENTS**

It is state law (ORC 3313.672) that the school must have a certified copy of the court order concerning custody. This procedure is for the family's protection as well as the school's. If there is a change in the document, the school must have a certified copy of the changes on file or the school will abide by the copy which is presently on file at the school. If the school does not have these documents on file, the school will assume that both parents have equal rights.

### **BUS TRANSPORTATION**

Bus transportation is provided within State guidelines by the public school district in which the student resides. Contact the public district of residence for transportation requests. All school regulations are in

effect and are to be followed while the student is riding the bus.

## **ELEVATOR**

Only students who have a valid medical reason for not climbing stairs may use the elevator during the school day. Students requesting permission to use the elevator must obtain a pass from the school office.

## **SCHOOL COUNSELORS**

The School Counselors provide more specialized services for students who require an adjustment to the educational program. Counselors are available to discuss any situations in a student's life as requested by the student or parent. Students may come to the school counselor before and after school, during study halls and lunch periods.

## **LUNCHROOM**

Students may bring a complete lunch or purchase all or part of it from the school cafeteria. Students must remain in the cafeteria area during the lunch period. Students are expected to clean their table, remove all trash, and deposit it in the containers provided when leaving the cafeteria. Bathrooms in the cafeteria may be used during the lunch period. All students must spend the lunch period in the cafeteria unless attending an approved meeting.

## **POWERSCHOOL**

Passwords allow all parents to have access at any time to a student's current progress in any class. In the event that a student has outstanding fines, fees or other liabilities, PowerSchool access may be deactivated until all obligations have been satisfied.

## **LIBRARY**

Books and periodicals are loaned for a period of two weeks and renewed as needed. Reference materials, videos, and current periodicals are not loaned. Fines are \$ .10 per day, per item.

There is no fine for weekends, holidays, illness, or days the library is closed. Replacement of lost or damaged materials will be at current prices. The library has several databases for student and faculty use in addition to the Internet.

## **FUNDRAISING**

All fundraising for any group in the school must be approved by the president of the school.

## **LOST AND FOUND**

Lost and Found is in each school office. Articles may be turned in and claimed during the school day.

## **TEXTBOOKS**

Textbooks for all courses are provided to students free of charge. Students are responsible for proper care of these textbooks (including covering them) and must return all books at the end of the course. A student who loses a textbook or returns a damaged book will be charged accordingly.

## **NON-DISCRIMINATION POLICY**

The governing board of Norwalk Catholic located at 93. E. Main Street in Norwalk, Ohio 44857 has adopted the following racial nondiscriminatory policies.

Norwalk Catholic recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and other school administered programs.

Norwalk Catholic will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### **AMENDMENTS TO HANDBOOK**

The administrator is the final recourse and reserves the right to amend this handbook at any time. Parents will be given prompt notification. Policies in this handbook apply to after school hours as well.

## **STUDENT WELLNESS**

### **IMMUNIZATION REQUIREMENT**

Norwalk Catholic requires students to be properly vaccinated. Proper documentation of legal exceptions must be presented and kept on file.

### **COMMUNICABLE DISEASES**

Norwalk Catholic has a full-time nurse and multiple staff members trained and certified in first aid and in recognizing communicable diseases.

*Disease Prevention*—Hand washing is the most effective measure to prevent the spread of disease. All students and staff use thorough hand washing before handling or eating food, and after toileting or wiping noses. As much as possible, students are encouraged to manage their own handwashing with help like step stools, soap, accessible towels; adults instruct and observe students for proper handwashing procedures. Hand sanitizer is readily available to all students.

Upon arrival at school, your child will be observed for signs of illness. If your child has any type of skin infection or wound drainage, please inform the school office. Depending upon the skin infection, your child may be excluded from school (in accordance with the Ohio Department of Health guidelines). If your child displays any of the following signs or symptoms before coming to school, please do not send your child to school.

Signs and Symptoms of Communicable Disease:

(The following are cause for immediate dismissal from school)

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes, or yellowish discharge from the nose
- Conjunctivitis (“pink eye”)
- A temperature of 100 degrees or higher, especially in combination with any other signs of illness
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck

- Unusual spots or rash
- Sore throat or difficulty swallowing
- Vomiting in the previous 24-hour period
- Evidence of lice, scabies or other parasitic infestation

If a communicable disease is suspected, the child's parent, guardian or designated emergency contact will be contacted by telephone. A form may be sent home stating that it will be necessary for the child to see a doctor for diagnosis and treatment before returning to school. If your child may have been exposed to a contagious disease, you will be notified and informed of signs and symptoms to watch for. If a child has a communicable disease listed below, the return policy will be as follows:

Chicken Pox: Students may return to school after seven days if scabs are crusted over and dry.

Scarlet Fever and Streptococcal Sore Throat: Students may return after 24 hours if they are under the treatment of a physician and have no fever.

Eyes: Any child with a reddened or inflamed eye may be excluded until the eye has completely recovered or there is a doctor's statement allowing his/her return.

Skin: Any child with a skin rash or sores such as scabies or impetigo may be excluded until the skin is clear or there is a doctor's statement allowing his/her return.

Head Lice & Bed Bugs: Norwalk Catholic maintains a nit free policy in regards to lice; students with lice or nits will be excluded. Parents of a student with lice will be notified and will be expected to come to school to pick up their child. Students are excluded from school and may return only after disinfestations are complete and the school nurse has re-checked the child upon their return to school. Additionally, parents will be notified when lice are present in their child's classroom. For bed bugs, students will be checked by the school nurse prior to entering class, to ensure bed bugs are not brought into the building. Items such as coats and bookbags will be placed in separate bags to lower the risk of transmission to other student items.

## **MEDICATION**

Doctors and nurse practitioners are the only persons qualified to prescribe medications. The diagnosis and treatment of illness and the prescription of drugs, medications, preparations, or remedies is the responsibility of a family physician, not the responsibility of the school or any of its employees, including nurses. Both state and federal law restrict what medication may be administered by nurses or other authorized school personnel. The cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students is critical.

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

In those special cases where a student needs to take prescribed medication during the regular school day while at school, but a parent cannot personally administer it, a written parent permission slip must be submitted. The forms may be found in the main office of each building.

For all medication, the following rules shall apply:

- 1a. **PRESCRIPTION MEDICATION:** Whenever a student must take prescribed medication during school hours, the appropriate physician request and parent release forms must be on file in the student's health folder and available to the person designated by the school before the student will be allowed to begin taking the medication in school. The prescription medication must be in the original container and should be labeled with the following information: student's name, name of physician, date, name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.
- 1b. **OVER THE COUNTER MEDICATION:** Whenever a student must take over the counter medication during school hours, the appropriate parent release form must be on file in the student's health folder and available to the person designated by the school before the student will be allowed to begin taking the medication in school. The over the counter medication must be provided to the school in the original container with the student's name and parent/guardian's name and phone number.
2. Medication in the original container is to be brought by a responsible person to the nurse's office for safe keeping.
3. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students.
4. The parent/guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
5. Any unused medication not claimed by the last day of school each year will be properly disposed of in accordance with proper guidelines.
6. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members.
7. A log shall be kept for each medication in the student's health folder, on which the school personnel will note at that time each occurrence of overseeing the student taking his/her medication.
8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.
9. All the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/guardian will be notified and appropriate arrangements made for immediate medical attention.
10. Strict adherence to the above rules is necessary to protect the student, person(s) designated to administer the medication, and the school.

### **SICK DURING SCHOOL DAY**

If a student becomes ill during school hours he/she must report to the office. Students will not be sent home unless the school has been able to contact the parent/guardian. Students are not to call home themselves.



## **ATTENDANCE**

If a student is unable to attend school, parents must notify the appropriate school office:

**High School** office at 419-668-3005 by 8:15am

**Elementary School** office at 419-668-6091 by 9:20am

**Early Childhood** office at 419-668-8480 by 9:20am

Attendance laws apply to students ages 6-18. Required activities must be attended by all students, unless specifically excused by the building administrator. These include, but are not limited to:

1. All assigned classes and study halls
2. Mass and all special religious activities and services
3. Assemblies and pep rallies
4. Scheduled religious retreats

Attendance is taken at the beginning of every period in the JH/HS.

Attendance is taken at the beginning of the school day at the Early Childhood and Elementary.

Attendance for students arriving late or leaving early must be tracked and recorded.

Any student with parent/guardian permission to leave the building or campus during the school day must sign out in the office on the appropriate form and sign in when returning.

Any student missing more than half of any class will be considered absent for that period for grades 7-12.

Unless a student obtains prior approval from the office, a student who comes to school after 11:00 am or is sent home due to illness during the school day will not be eligible to take part in any type of after school activity.

If parents wish to have their son or daughter leave the school grounds during school hours for such things as doctor appointments, a written request is to be submitted to the principal or his/her designee at the beginning of the day to be dismissed.

The following factors to be legitimate excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness be required for illness greater than 2 school days)
- B. appointment with a health care provider (a written note confirming the appointment from the healthcare provider is required)
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. such good cause as may be acceptable to the building administrator
- G. college visitation

## **COLLEGE VISITATION AND JOB SHADOWING**

A student visitation to a college is encouraged to assist the student in making the best choice for future plans. To insure proper use of this day and for the safety of all students involved, the following guidelines need to be followed:

- Juniors and seniors will be granted two days per year to visit colleges. Additional day(s) may be granted at the discretion of the building principal.
- A visitation appointment must be made with a representative of the college/university and verified to the high school counselor or principal.
- One (1) job shadowing day per year per student. Verification will be required.

## **VACATION DAYS**

Student vacation days will count toward total absences from class. School work may be made up. Up to 5 days of vacation will be excused. However, be aware consecutive days of excused absences will count toward student excessive absence totals per House Bill 410 and families may receive written notice. Permission must be obtained from the principal by the parent/guardian at the office no later than three (3) school days prior to the start of the vacation. Homework is the student's responsibility.

## **FIELD TRIPS**

Students are encouraged to participate in the various school sponsored field trips throughout the school year. Written permission from the parent/guardian must be obtained at least one day prior to the field trip. Only students in "good standing" will be permitted to attend a field trip. The building administrator will determine a student's eligibility for a field trip as necessary. A student in "good standing" must have:

- passing grades in all his/her classes
- have met all school financial obligations (i.e. school fees, return of school equipment) or have made arrangements for a payment plan
- good discipline record
- good attendance record (if a student has been absent an unusually large number of days, it is not recommended that he/she participate in a field trip). A student, who has paid for a field trip and does not participate in the event, may forfeit the money paid for the trip.

## **MAKE-UP WORK**

It is the responsibility of the student to arrange for make-up work following an absence. Students shall have the number of days missed to make up missed work.

## **TARDINESS**

All tardies are unexcused unless accompanied by a doctor's note. Oversleeping, car trouble, and missing a ride are examples of unexcused tardiness. The building administrator or his/her designee shall make the final determination between excused and unexcused tardiness.

All students are expected to arrive at school and class on time. Tardiness is the late arrival to school at the beginning of the day, to subsequent classes, or to other required activities. The building administrator will determine whether a tardy is excused. Students are tardy:

St. Paul High Tardy 7:56 am-8:20 am

Elementary Tardy 8:46 am-9:15 am

Early Childhood Tardy

Morning Preschool & Kindergarten 8:46-9:50 am; Afternoon Preschool 12:36-1:35 pm

Anything beyond the tardy timeframe will be calculated as a half day or full day absence.

As the students accumulate tardies for their first period class for grades 7-12 or late to school for grades K-6, the following consequences may result:

- 4 tardies may result in a minimum of One (1) Detention
- 8 tardies may result in a minimum of Two (2) Detention
- 12 tardies may result in a minimum of a 2-hr Saturday School and notification
- 16 tardies may result in a minimum of a 4-hr Saturday School and notification

For grades 7-12, the tardies for the second period to the end of the school day will be managed by individual teachers following the tardy referral process. Late arrivals in the morning will be counted tardy prior to the end of the second period. After that time a one-half (1/2) day absence will be recorded. Late arrivals are to produce a written excuse from their parent/guardian or a doctor/dentist.

### **ABSENCE INTERVENTION PLAN AND TEAM**

Once a student has missed:

- 15 consecutive hours or 21 hours in one school month or 35 hours in one school year WITHOUT a LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year WITHOUT LEGITIMATE EXCUSE, they will be assigned to an Absence Intervention Team, where an Absence Intervention Plan will be created, and a complaint may be filed with the Huron County Prosecutor's Office.
- Students have 60 days to successfully implement their Absence Intervention Plan. If they do not make progress on the plan, as determined by the Absence Intervention Team, the school must file, by law, a complaint in juvenile court on the 61st day after the implementation of the Absence Intervention Plan. At any time during this plan, if the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year a complaint will be filed in juvenile court.
- 21 hours during a single school month or 42 or more hours this school year WITH OR WITHOUT A LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 38 or more hours in one school month, or 65 or more hours in a school year WITH OR WITHOUT A LEGITIMATE EXCUSE, they will be assigned to an Absence Intervention Team, where an Absence Intervention Plan may be created.
- Out-of-school suspension days may count towards the total number of days absent from school. In-school suspension days will not count as days absent from school.

In order to address the attendance practices of a student who is habitually truant, the Absence Intervention Team may, as part of an Absence Intervention Plan, take any of the following intervention actions:

- A. Provide counseling to the student
- B. Make up missed hours of instruction
- C. Interventions and consequences outlined in the Student Code of Conduct
- D. Other interventions or consequences as determined appropriate by the team

## **DISMISSAL**

Permission to leave the building may be granted through a parental or guardian phone call, written request, or email to the school office. Written excuses from parents or guardians for doctor or dental appointments should be presented to the administrative assistant on the day of the appointment. Verification from the doctor's office appointment is required to qualify as an excused absence. Students in the Early Childhood and Elementary will be dismissed at the main office and must be signed out by an adult.

## **TEMPORARY GUARDIANSHIP**

When parents are going to be out of town, the school office should be notified in advance as to the adult who will be responsible for the student in his/her parents' absence.

## **SAFETY**

### **FIRE DRILLS**

Students are to familiarize themselves with evacuation routes and procedures which are posted in all rooms of the building; exit the building in silence; maintain single file lines and remain with the class.

### **LOCK DOWN**

When a lock down is announced, all students and staff are to lock themselves in the classroom or other designated area, remain silent and out of sight until an all clear announcement is made.

### **RAPID DISMISSAL DRILL**

A Rapid Dismissal Drill is used when ordinary Fire Drill procedures cannot be used.

### **TORNADO DRILL**

Tornado Drill procedures are posted in each classroom. In the event of a drill or actual emergency, proceed in an orderly manner to the designated area. Personal protection is important. Remember to keep heads down, knees drawn up with the back of the head covered with hands. Keep away from glass doors and windows.

### **TRESPASSING**

Norwalk Catholic maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies. Students who are under suspension are not to be on school grounds at any time during suspension.

### **VISITORS**

Visitors are welcome to Norwalk Catholic while classes are in session. Visitors to the school are to first report to the main office of the school they are visiting. Visitors must sign in and are required to wear a visitor's badge. Admittance to the school during school hours is by the main entrance doors only. All visitors must be approved in advance by school administration.

### **GUESTS (STUDENT)**

Students will not be permitted to bring visitors into the school building during school hours unless previous arrangements have been made with the administrator or school counselor.

## **CELL PHONE POLICY**

Being a Flyer means that you put in effort to grow and learn as much as you can. You are dedicated to developing your God-given gifts to their fullest potential. You work on bettering yourself in your education and faith, so that you can support and communicate with the people around you. To best do this, our students must be present, mindful and free from distractions. Limiting the use of cell phones during the school day is not only important to learning but also further cultivating a stronger community by putting emphasis on interpersonal communication and interaction.

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

For all students in our school, cell phones, smartphones, and earbuds are not to be accessed from arrival on campus until the school day is over, including lunch and in areas such as restrooms, hallways, classrooms, etc. Cell phones should be stored in the students backpack and powered off. Additionally, some classrooms are equipped with a carrier and it is the expectation that all student phones will be placed in the carrier at the beginning of class. Students will have the opportunity to retrieve their cell phone at the end of each class period. Cell phones are not to be used in any manner during the school day.

Exception: Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's Service Plan or for medical needs. Students that receive an exemption must have approval from the building administrator and the building administrator will notify staff.

Devices used inappropriately during the school day may be confiscated by the teacher and/or administrator as well as receive disciplinary consequences for violation of this policy. Repeat offenders of this policy may be subject to further disciplinary consequences.



## **Student Code of Conduct**

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## Learning Compact

Norwalk Catholic and the parents of students participating in activities, services, and programs agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. This compact outlines the means by which the school and parents will build and develop a partnership that will help children achieve Ohio's high standards.

As a school, we will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Diocese of Toledo and Ohio's student academic achievement standards
- Hold parent-teacher conferences to discuss the individual child's achievement
- Provide parents with frequent reports on their children's progress
- Provide parents reasonable access to staff
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities
- Communication: Students can expect teachers to clearly describe expected behavior, course policies, criteria on which they will be graded, and any course changes.
- Preparation and Organization: Students can expect teachers to be well-prepared for class activities and maintain sufficient organization for the functionality of the course.
- Feedback: Students can expect teachers to provide feedback, either through reasonably prompt graded assignments, or written and oral comments.
- Expertise: Students can expect the teachers to be well qualified about the subject they teach and to provide real-world applications of the material.
- Respect: Students can expect teachers to be respectful of their privacy and to avoid denigrating the student when circumstances cause the student's performance to be less than optimal.

As a parent/guardian, I will support my child's learning in the following ways:

- Help my child attend regularly, arrive on time and ready to learn
- Provide a quiet area for my child to do homework and make sure it is completed
- Communicate with teachers and staff, attend all parent/teacher conferences, read reports from school, and discuss them with my child
- Encourage a positive attitude toward school and place a priority on school events
- Monitor and limit my child's use of electronic devices
- Help my child learn to resolve conflicts in positive ways
- Support and help the school in its efforts to maintain a safe and orderly environment
- Provide a healthy environment and ensure my child is rested, fed, and dressed according to Norwalk Catholic's guidelines
- Encourage my child to read by reading with and to my child
- Participate in decisions regarding my child's education
- Volunteer in my child's classroom and when possible, serve, to the extent possible, on policy/advisory groups for Norwalk Catholic

As a student, I will:

- Attend school regularly and on time
- Do my schoolwork and homework every day
- Give my parent/guardian all notices from my school every day
- Practice healthy habits such as eating properly, exercising, and getting enough rest
- Be willing to work hard and do my best
- Listen carefully
- Ask questions when I do not understand something
- Bring needed supplies to class
- Meet behavioral expectations in the school and classroom allowing all students to learn
- Respect and cooperate with other students and adults
- Read outside of school every day

## Expectation for Behavior

Behavioral expectations in all buildings are defined using three fruits of the Spirit: Joy, Kindness, and Self-Control. Students are taught these expectations and are expected to meet them.

Below is an example of the expectations in a classroom setting:

<b>Joy</b>	<b>Kindness</b>	<b>Self-Control</b>
<ul style="list-style-type: none"><li>● Active learners</li><li>● Engaged</li><li>● Prepared</li></ul>	<ul style="list-style-type: none"><li>● Raise hand to speak</li><li>● Listen to others</li><li>● Work cooperatively</li><li>● Volunteer to help others</li></ul>	<ul style="list-style-type: none"><li>● Appropriate tone, volume, and language</li><li>● Keep your eyes on your own work</li><li>● Keep hands and feet to yourself</li></ul>

The expectation for behavior is taught and reinforced throughout the school. When students make positive behavior choices, they will be acknowledged and experience success. When students make behavioral errors, they will receive instruction and interventions to help them make better choices.



## Levels of Interventions/Consequences

**The Student Code of Conduct shall apply to all students at all times.**

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of policy and/or regulation. The levels, shown on the following pages, guide administrators to use progressive interventions to change student behaviors.

Interventions are a continuum of proven activities, supports, and programs to promote students' social, emotional, and behavioral health. Interventions are employed by school staff or administrators and are intended to reduce continued and/or escalation of inappropriate behaviors or violations of the Code of Conduct.

Consequences are actions taken by school staff or administrators in response to a violation of the Code of Conduct. Interventions and Consequences may be used simultaneously.

The administrator always has the option to use an Intervention or Consequence from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities, and such offense is not identified in this Code of Conduct, the Consequence may be expulsion from Norwalk Catholic. Restitution for loss or damage may be required, in addition to any other prescribed Consequences.

Levels of Consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of Interventions/Consequences. For serious violations, Interventions/Consequences may begin at a higher level. For chronic/repetitive (3 or more) violations, Interventions/Consequences may be considered a higher level offense. The determination of raising the Consequence on the above criteria is at the discretion of the administrator.

A higher level offense may be assigned lower level Consequences depending on the developmental age of the student in conjunction with the intent of the act. The determination of lowering the Consequence on the above criteria is at the discretion of the administrator.

The list of violations is not exhaustive and the Code of Conduct is designed to be flexible as new situations arise. The school reserves the right to suspend or expel any student at the discretion of administration. Policies in this handbook apply to after school hours as well.

The list of Interventions is not exhaustive. Any combination of Interventions from a prior level may be used in a higher level offense as long as an Intervention from that level is also employed.

	Level 1	Level 2	Level 3
I N T E R V E N T I O N S	<p>Select appropriate Intervention(s) for the student/situation:</p> <ul style="list-style-type: none"> <li>• Call parent/guardian</li> <li>• Administrator conference with student</li> <li>• Re-teach expectation(s)</li> <li>• Review potential consequences for future violations</li> </ul>	<p>Select appropriate Intervention(s) for the student/situation:</p> <ul style="list-style-type: none"> <li>• Meet with school counselor</li> <li>• Convene a team with school staff and parents/guardians</li> <li>• Develop a behavior contract</li> </ul>	<p>Select appropriate Intervention(s) for the student/situation:</p> <ul style="list-style-type: none"> <li>• Make a referral to outside counseling agency</li> <li>• Make a referral for a Functional Behavioral Assessment</li> </ul>

The list of Consequences is not exhaustive. Any combination of Consequence from a prior level may be used in a higher level offense as long as a Consequence from that level is also employed. A higher level consequence may not be used in a lower level offense.

	Level 1	Level 2	Level 3
C O N S E Q U E N C E S	<ul style="list-style-type: none"> <li>• Warning from the Administrator</li> <li>• Detention</li> <li>• Temporary loss of privilege</li> <li>• Temporary removal from class</li> </ul>	<ul style="list-style-type: none"> <li>• Complete loss of privilege</li> <li>• In-School Suspension</li> <li>• Detentions (2+)</li> <li>• Emergency Removal</li> <li>• Saturday School</li> <li>• Out of School Suspension (1-3 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Out of School Suspension (1-10 days)</li> <li>• Expulsion</li> <li>• Notification to the local authorities</li> <li>• Convene a team with Parents/Guardians to explore supports and services</li> </ul>

### Consequence Definitions

**Detention** - Student attends school and time is spent in silence with an adult before school, after school, or during lunch for a period of less than one hour.

**Emergency Removal** - Student is sent home immediately for the remainder of the school day and potentially the next day. The student will receive full credit for completed work.

**Expulsion** - Student is excluded from school or school sponsored events for a period of time that exceeds 10 school days. May also lead to unenrolling in Norwalk Catholic. The student will receive full credit for completed work.

**In-School Suspension** - Student attends school but completes work in a separate location from the typical classroom. The student will receive full credit for completed work.

**Out of School Suspension** - Student does not attend school or school sponsored events for a period of one to ten school days. The student will receive full credit for completed work.

**Saturday School** - An extended detention of five hours, typically served on Saturday morning.

	Level of Interventions/Consequences		
<b>Definition of Offenses</b>	<b>1</b>	<b>2</b>	<b>3</b>
Abusive Language/Profanity	●	●	
Verbal interaction or gesture intended to intimidate another student(s) or adult(s)			
Alcohol/Drug/Tobacco/Vaping		●	●
Student is under the influence of, in possession of, selling, distributing, offering to sell, or is using alcohol/tobacco/electronic nicotine device/illegal drugs/substances or unauthorized prescribed or over-the-counter medications or imitations or paraphernalia			
Assault			●
Intentional and/or unprovoked physical contact intended to cause permanent or immediate harm			
Bus Violation	●	●	
Actions that jeopardize the safe operation of the bus or the safety of the occupants			
Combustibles/Bomb/Arson			●
Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (firecrackers, gasoline, lighter) with the intent to intimidate others and/or cause harm			
Defiance/Insubordination	●	●	
Refusal to follow directions, talking back and/or socially rude interactions			
Disrespect	●	●	
Student intentionally delivers socially rude or dismissive messages to student(s) or adult(s).			
Disruption	●	●	
Behavior causing an intentional interruption in a class or activity. Disruption may include sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior			

Definition of Offenses (Continued)	Level of Interventions/Consequences		
	1	2	3
Dress Code	●		
Violation of the Dress Code			
False Reporting	●	●	●
Student knowingly provides inaccurate information or purposely withholds known information needed as part of an investigation			
Fighting		●	●
Student is involved in mutual participation in an incident involving/mimicking physical violence.			
Forgery/Plagiarism/Academic Dishonesty	●	●	
Student has signed a person's name without that person's permission, or claims someone else's work as their own or any act in which a student obtains academic work dishonestly and uses it for one's own gain.			
Gambling	●	●	●
Betting or playing games of chance to gain property, favor, or money from others			
Harassment/Bullying	●	●	●
Any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both: A. causes mental or physical harm to the other student; and B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student (Please see Bullying Prevention Policy and Plan for more details)			
Inappropriate Display of Affection	●	●	
Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student			

	Level of Interventions/Consequences		
<b>Definition of Offenses (Continued)</b>	<b>1</b>	<b>2</b>	<b>3</b>
Inappropriate Physical Aggression/Contact	●	●	●
Physical posturing or contact intended to intimidate and/or taunt another student(s) or adult(s)			
Inappropriate Verbal Language	●		
Student engages in low intensity instance of inappropriate language or gesture			
Intimidation	●	●	●
Student intentionally uses verbal, physical or electronic methods that causes another person fear and/or concern			
Out of Assigned Area	●	●	
Student is intentionally not physically present at the assigned time to their prescribed area			
Sexual Harassment	●	●	●
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature			
Sexual Misconduct		●	●
Student engages in intentional inappropriate, consensual sexual acts			
Technology Violation	●	●	●
Using technology to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the confiscated technology may be turned over to law enforcement. Other violations include, but are not limited to, online activity deemed inappropriate.			
Theft		●	●
Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.			

	Level of Interventions/Consequences		
	1	2	3
<b>Definition of Offenses (Continued)</b>			
Threat Against School Community			●
Statement of intention to inflict harm, pain, injury, or other hostility towards the school community, school property and/or any of its members (staff/students)			
Unwelcome Physical Contact	●	●	●
Any physical contact that is unwanted by the other person (i.e. poking, hugging, petting, etc.)			
Vandalism/Property Damage		●	●
Student participates in an activity that results in destruction or disfigurement of personal or school property			
Violation of the Acceptable Use Policy		●	●
Any act that violates Norwalk Catholic's Acceptable Use Policy			
Weapons			●
A student is in possession of knives, guns (real or look alike), and/or other objects readily capable of causing bodily harm with the intent to intimidate others and/or cause harm.			



# NORWALK CATHOLIC EARLY CHILDHOOD

## Parent / Student Handbook

2024-25 School Year

77 State Street  
Norwalk, Ohio 44857  
419-668-8480

Mr. Martin Linder  
President

Mrs. Gail Reynolds  
Director

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Dear Students and Parents/Guardians,

Welcome to the 2024-25 school year. We extend a warm welcome to our new students and families as well as our returning students. We are embarking on this new academic year with a renewed sense of purpose and a desire to meet all challenges. Thank you, parents and guardians, for choosing Norwalk Catholic and for entrusting us with your child(ren). As the Tradition of Excellence continues, we will foster a culture of educational excellence as we embody the Catholic values for which Norwalk Catholic is known.

The material in this handbook defines our vision and goals. Our school policies are printed here in order that our families are aware of the expectations placed upon our student body. The Catholic Church recognizes parents as the primary educators of their children. To this end, Norwalk Catholic prides themselves on fostering a relationship with students and parents during your child's education.

Please understand that you are representing Norwalk Catholic at all times and are a reflection of this institution and the Catholic Church. I encourage you to make the most of your school experience. You will have numerous opportunities to make memories of a lifetime as you grow both spiritually and academically. Thank you for your commitment to Norwalk Catholic and I pray each of you has a wonderful school year.

God Bless,

*Gail Reynolds*

Early Childhood

Director

## **GENERAL INFORMATION**

### **ADMISSION FORMS**

These must be completed annually.

- “Registration/Tuition Form” (online only)
- “Information for Accident or Sickness” card
- “Emergency Transportation Authorization” form
- “Emergency Contact Information” form
- “Authorized Pick-up List” form
- “Permissions” form
- “Child’s Health Information” form
- “Child Medical Statement”
- “For Our Information” sheet
- “Acknowledgement of Receipt of Parent Handbook”
- Copy of Birth Certificate
- Copy of Immunization Record
- Copy of Child Custody Documents (if applicable)

### **AGE REQUIREMENTS**

For preschool, Pre-3 students must be 3 years old by September 30th; Pre-4 students must be 4 years old by September 30th. All children must be potty-trained before entering school. Pull-ups are considered a diaper and cannot be worn to school. All children entering kindergarten must be 5 years old by September 30th. We recognize that families may request early entrance into preschool. Early acceptance will only be allowed at the discretion of the director and team.

### **CHILD ABUSE**

In accordance with Section 2151.421 of the Ohio Revised Code all school staff are required to report any suspicions of child abuse or neglect to the local public children’s services agency. All staff has completed training on child abuse prevention and recognition. Preschool staff members have completed an additional six-hour course required by the Ohio Department of Job & Family Services in recognizing signs of child abuse and neglect.

### **CHILDCARE**

Childcare is offered in the Flyer Clubhouse from 6:30 am to 6:00 pm for Norwalk Catholic students in preschool through 6th grade. Children must be registered before he/she can attend the child care program.

### **CONFERENCES**

**Kindergarten:** Progress reports are sent home each quarter and parent-teacher conferences are scheduled in the fall and may be held as needed throughout the year. Parents/guardians may request a conference with the classroom teacher at any time. Parents/guardians have access to the classroom during school hours for the purpose of observing their child; however, an appointment is required to minimize disruption to the class routine. Questions and visits to our program are welcomed. All parents and visitors entering the school are required to sign in at the office.

**Preschool:** Progress reports are sent home at least twice per school year. Parent-teacher conferences are scheduled in the fall and spring and can be held as needed. Parents/guardians may request a conference with the classroom teacher at any time. Parents/guardians have access to the classroom during school hours for the purpose of observing their child, evaluating the services provided by staff, observing the program in operation, or to evaluate the premises; however, an appointment is required to minimize disruption to the class routine. Questions and visits to our program are welcomed. All parents and visitors entering the school are required to sign in at the office.

## **COMMUNICATION**

Communication between Parents and Staff is important. Parents are expected to send all official communication in writing, by note or email. Staff members must devote their full attention to the children while children are in the staff's care. Therefore, staff is not available for conferencing with parents when there are children present. If a parent needs to speak with a teacher, aide or childcare worker, they must make an appointment to do so before school, after school, or during their planning time. To communicate with parents on their children's progress, teachers will provide parents with samples of the students' work, progress reports (twice a year for preschool, quarterly for kindergarten), and notes/emails home to parents. The school newsletter (The Future Flyer), classroom newsletters, flyers, permission slips, and information sheets will be sent home to keep you informed of school happenings. The primary lines for routine communication between the EC and our parents will be: Google Calendar (to communicate events, projects and assignments), Bloomz (for reminders and texting and/or emailing with your child's teacher), the EC and teacher websites (for details, forms, lunches and basic information), and All Call notifications (for closings, cancellations, and other time-sensitive messages). Instructions to get connected to these information sources will be provided by the classroom teacher. To get connected to these information streams, visit [www.norwalkcatholicsschool.org](http://www.norwalkcatholicsschool.org) and select your child's teacher under Schools > Early Childhood > Explore > Staff.

## **FIELD TRIPS**

Classes will be taking periodic field trips. Before departure, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination. During the course of field trips, each staff member and a volunteer will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian. Volunteers must complete a background check and a short online course on keeping kids safe. Our ability to take field trips is dependent upon the availability of volunteers.

## **GROUP SIZE**

The maximum group size is defined as the number of children in one group that may be cared for at any time. The maximum group sizes are as follows:

Three year olds = 20 and Four year olds = 24

Because Norwalk Catholic desires to provide a higher level of quality care, Norwalk Catholic will strive to maintain the following adult to child ratios which are below the state minimum standards:

Three-year-old preschoolers = 1:9

Four year old preschoolers = 1:10

The preferred maximum group for kindergarten is 25.

## **HEALTH AND SAFETY**

Sound health, safety, and nutritional practices are emphasized. Good nutrition is discussed with children both during snack time and as a separate classroom unit. Snacks provided to students by the school meet Smart Snack guidelines. Families are encouraged to share favorite snacks reflecting their cultural heritage. Activities are developed to encourage awareness of safety at home, school, and the community. Teachers talk about good health practices such as washing hands, brushing teeth, getting regular exercise and enough rest. They discuss visits to the doctor and dentist. If you need help with medical assistance visit [Healthchek.ohio.gov](http://Healthchek.ohio.gov) Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program.

## **PARENT TEACHER ORGANIZATION (PTO)**

All parents and teachers at Norwalk Catholic Early Childhood and Elementary School are members of the PTO. The purpose of the organization is to support Norwalk Catholic by assisting with the various programs and projects in the school. The group meets 4-8 times a year. Parents will be receiving more information about ways to help in the fall.

## **RECORDS**

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

## **RELEASE OF A CHILD**

Staff members will release children only to persons on the Authorized Pick-up List provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check I.D.'s of anyone they do not recognize. Please let people know about this ahead of time so they bring a photo I.D. and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. The emergency contact will be called to transport the child home. Police will be notified if necessary.

## **ROSTER**

A roster of preschool parents' names and numbers are available upon request. Preschool rule 5101:2-12-54 reads: "The center shall secure from each parent, custodian, or guardian a signed statement indicating whether or not the parent, custodian or guardian wants his/her name included in rosters." You will need to complete the roster permission section on the Registration Form if you wish to be included in the roster.

## **SHOP PROGRAM**

The SHOP Program (Schools Have Our Priority) is a Parent Investment credit program. Using this program earns tuition credit for the family for the following school year. Registration forms for the program are available in the Early Childhood office or on the Norwalk Catholic website. Other family members and friends can also designate their purchases for specific family tuition credit by signing up

for the program. Many local and national retailers participate in this program. This program will offset parent investment increases; reduce the total amount of tuition paid, without any additional cost to the family. Further information and a list of retailers are available in the school office and on the school website.

## **SNACKS**

Children may be directly involved in the preparation of their daily snacks. Snacks are selected in consideration of the child's nutritional needs and dental health. Norwalk Catholic Early Childhood follows USDA Smart Snack guidelines in selecting your child's snacks, providing a variety of nutritious snack foods. Snack menus are posted in your child's classroom. At no time is a child forced to prepare or consume a snack. Since the school provides adequate portions for each child, children should not bring food, gum, or candy to school. Please let us know in writing if a child has special dietary needs, or allergies such as no milk, eggs, or other foods. Parents or guardians of students with specific dietary needs such as diabetes, blended foods, etc. may be required to provide an alternative snack. Preschool parents are asked to provide a large bottle of fruit juice fortified with 100% Vitamin C. A schedule will be provided by your child's teacher.

## **ACADEMICS**

### **ASSESSMENTS**

**Kindergarten** students' academic progress is assessed during class through 1) formative assessments (to gauge students' understanding during lessons and activities), 2) summative assessments (to gauge understanding and mastery upon completion of units of instruction), 3) benchmark assessments (formal written and oral assessment with individual students to track progress in reading/language arts, writing, math, science, social studies, and social-emotional skills completed quarterly as those standards are covered in the curriculum), and 4) diagnostic assessments (Norwalk Catholic uses the nationally normed MAP math and language arts assessments in the fall, winter and spring.) Think of assessments as check-ups—how are they doing and what do they need? The school may find that your child needs some additional assistance, or that your child needs a challenge. To follow your child's weekly progress, please watch the assessment checklist in the back of your child's red folder. Your child's progress will be presented to you in the fall and in the spring at scheduled parent-teacher conferences and on quarterly grade cards. A portfolio of their work, as well as their assessment card and ELA, is available to you throughout the year upon request. You may schedule with your child's teacher to see their portfolio/ELA at a time outside of conferences, but that meeting must be scheduled outside of class time so teachers are free to focus on the students' education and supervision during class.

**Preschool** assessments are conducted to let your child's teachers and you, your child's primary educator, know where they are. These are not tests to be passed or failed. In fact, your child's teacher usually monitors their progress without asking anything extra from your child.

Using the state's Early Learning Assessment (or ELA), preschool students are assessed on their progress with Ohio's Early Learning Standards and their acquisition of foundational skills. The ELA tracks individual student progress in the areas of 1) social and emotional development, 2) language and literacy, 3) mathematics, 4) science, 5) social studies, 5) physical well-being and motor development,

and 6) fine arts. The staff will be gathering intentional observations for the ELA for each child. In addition to using Ohio's ELA, teachers assess students' progress through formative assessments (to gauge students' understanding during lessons and activities), and through benchmark assessments (formal assessment with individual students to track progress on foundational skills like reading, writing, math, social-emotional skills completed in the fall, winter and spring). Think of assessments as check-ups—how are they doing and what do they need? The school may find that your child needs some additional assistance, or that your child needs a challenge. Your child's progress will be presented to you in the fall and in the spring at parent-teacher conferences and on progress reports. A portfolio of their work, as well as their assessment card and ELA, is available to you throughout the year upon request. You may schedule with your child's teacher to see their portfolio/ELA at a time outside of conferences, but that meeting must be scheduled outside of class time so teachers are free to focus on the students' education and supervision during class.

## **CURRICULUM**

Each teacher writes a detailed lesson plan that includes age-appropriate activities and materials, learning goals and objectives and evaluation tools. Each classroom is designed to foster a love of learning, discovery, and community. This is accomplished by providing a variety of learning experiences and activities that support children's learning.

Kindergarten curriculum is aligned to the Kindergarten Content Standards adopted by the State Board of Education and the Diocese of Toledo. The details of this curriculum can be found on the ODE website: <http://www.ode.state.oh.us>. These standards are addressed in the teacher's lesson plans.

Preschool curriculum is aligned to the Early Learning Content Standards adopted by the State Board of Education and the Diocese of Toledo. The details of this curriculum can be found on the ODE website <http://www.ode.state.oh.us>. The EC Preschool Program uses the Diocese of Cleveland Preschool Curriculum (aligned to the Ohio Early Learning Standards) and Handwriting without Tears®. The Early Learning Content Standards are addressed on the teachers' lesson plans. The preschool classrooms use the following learning centers as part of the curriculum:

- **Art Center**: this is an outlet for children to express their creative ideas about life through various media. Whether they are painting, drawing, cutting, molding or sculpting, children are able to express creativity while they develop motor and problem-solving skills.
- **Dramatic Play Center**: this center allows children to develop social skills as they role play and communicate with one another. As children pretend together, great opportunities for identification of adult-child roles and interpretations of various experiences take place.
- **Block/Building Center**: offers great opportunities for children to work in a group or individually to create structures. Problem-solving skills, fine and gross motor skills, visual memory skills, negotiating skills and social skills are developed during block play.
- **Manipulative Center**: encourages the development of fine motor skills and eye-hand coordination. Children are given opportunities to identify, classify and sequence various materials.

- **Science/Math and Sensory Center:** is the place for exploration and experimentation with a variety of materials, objects, and tools. As children observe, predict and make their own conclusions, they develop skills in predicting and problem-solving.
- **Language Arts Center:** helps develop written and oral language development through hands-on activities. Tracing letters or words helps to transition children from letterforms to invented spelling. Children begin to understand that letters relate to sounds. Journaling is also a tool that is used in language development. As students dictate sentences and stories, they begin to hear and articulate. They are acquiring the rules of grammar for sophisticated words heard in adult conversations.

## **DAILY SCHEDULE**

**Kindergarten:** A typical daily schedule would include morning routine, religion, math, language arts, centers, lunch and recess, and reading. Gym, music, art, library, Spanish and Atrium classes are offered weekly. At the beginning of the school year, there is quiet rest time after lunch and recess. As the children become more accustomed to the full-day schedule, this quiet time is replaced with storytime or another quiet activity. Each teacher will inform you of the specific class schedule.

**Preschool:** The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. Norwalk Catholic wants all students to view school as a safe and comforting place, where they know what to expect and when to expect it.

### **Three-Year-Old Program (Morning/Afternoon)**

8:30am-12:25pm - Arrival/Free play: The students are able to choose from puzzles and games on the circle carpet to play with until all the children arrive at school.

9am-12:35pm - Opening Circle: The students sit together on the circle carpet and the teacher leads the students through attendance, Morning Prayer, Pledge of Allegiance, calendar, weather, jobs, how to create the craft activity and what centers will be open. The teacher tells a story or reads from a book. They look at the illustrations and discuss them. The teacher asks questions about the story, helping children to learn to predict what will happen next. She encourages them to think about the characters and plot and to use new vocabulary from the story.

9:30am-1:05pm - Centers: The students are able to choose from a variety of different activities available in the classroom: block building, workbench, play dough, sand and water table, drawing, painting, reading, etc. The students will learn how to work independently, take turns, share and play cooperatively with others.

10:20am-1:50pm - Clean up time: All students are encouraged to work together to help clean up.

10:30am-2pm - Closing Circle: End of the Day Prayer and Recall - The students will gather together on the circle carpet and will begin by singing a phonics song to bring the class back as a large group after centers. The students will also get a chance to share what is on their minds for the day and what was learned that day. Before the end of the day the students will listen to a short story out of the “Blessing Book” and will repeat a prayer.

11am-2:30pm - Playground/Gym Time: Depending on the weather, the children will be able to play on the playground or in the gym. Climbing, running, jumping, bouncing balls, and crawling through tunnels help children develop large muscle control, motor coordination and balance.

11:10am - 2:45pm - Time to get ready to go home: The students will take turns packing up all of their belongings to go home for the day. The students are encouraged to do as much of this on their own as they are able to promote independence.

11:25pm - 3:15pm - Dismissal

### **Four-Year-old Program**

8:30am-12:25pm - Children Arrive: Self-selected activities in Learning Centers

9am-12:25pm - Large Group Time: Praise and worship, calendar, an overview of the day, music and movement activities

9:25am/1pm - Learning Centers: Art, blocks, manipulatives/puzzles, writing, dramatic play, math/literacy, sensory table, woodworking, listening center/books, and a light table. Teachers will work with children individually and in small groups to teach skills and provide daily art activities. Snack is provided as a center choice. Center will have age-appropriate and engaging activities and materials, which are changed frequently

10:25am/2pm - Clean-up

10:30am/2:05pm - Story and Sharing Time

10:50am/2:25pm - Large Motor Play (in the gym or outdoors)

11:20am/2:50pm - Closing Prayer and prepare for dismissal

11:25am/3:15pm - Dismissal

### **GOOD SHEPHERD PROGRAM**

The primary purpose of the Good Shepherd experience is to help children know and enjoy God.

It is not head knowledge but “heart” knowledge. It is not to teach a lot of things about God,

but rather, to teach them to develop a relationship with God. A special room called the Atrium is a place for religious life, community, worship, and work which becomes a conversation with God. This religious experience announces God’s love in the person of the Good Shepherd, who died and is risen!

All preschoolers and kindergartners will attend the Good Shepherd program.

- We believe that God and the child have a unique relationship with one another
- We believe that children need their own place to foster the growth of that relationship
- We believe that the growth of this relationship should be assisted by the adult, but is directed by the Spirit of God within the child
- We believe that the child’s spiritual growth is best served through tangible but indirect means

### **LICENSE**

The preschool and childcare are licensed by the Ohio Department of Education. The most recent written compliance reports are posted in a conspicuous place near the program license in each classroom and in the office. Norwalk Catholic holds the same charter from the Ohio State Department of Education as other non-public and public schools. The curriculum meets all standards of the State of



Ohio. Any concerns regarding the program that have not already been answered should be directed to Norwalk Catholic Early Childhood Director at 419/668-8480. All complaints and reports concerning the operation of program regulations by this chapter of the Administrative Code and sections 3301.52 and 301.58 of the Revised Code may be reported to the department ombudsman or the Office of Early Childhood Education 614-466-0224 or toll-free at 877-644-6338.

**TEACHER REQUESTS**

Teacher requests are *highly* discouraged. There are a multitude of factors involved in the classroom composition. When teachers are requested by parents, this makes the process extremely difficult.

**UNLIMITED ACCESS**

Preschool parents have unlimited access to their children. To minimize the disruption to the classroom, parents are encouraged to make an appointment to visit the classroom. All parents and visitors entering the school are required to sign in at the office.

**STUDENT UNIFORM**

Purpose of Uniform-Dress Code:

As Faithful Flyers we strive each day to show respect for self and others. A student should dress in a manner which respects learning and their own human dignity and humility. The elementary principal’s decisions in all matters of dress are considered school policy, equal to the following written guidelines:

	Girls	Boys
<b>Shirt</b>	<ul style="list-style-type: none"> <li>● Solid color, collared, button down dress shirt, polo shirt, or full turtlenecks in red, white, or black</li> <li>● These should not have artwork, slogans, pictures or advertising.</li> <li>● Shirts/blouses must be long enough to be tucked in and stay tucked in at all times, including lunch time. Shirts should not be low cut or sheer (see through).</li> <li>● Shirts must be buttoned to the 2nd highest button or other reasonable spot.</li> <li>● Small pocket logos are acceptable of the school logos.</li> <li>● Undershirts must be white or gray with no visible writing/designs.</li> </ul>	<ul style="list-style-type: none"> <li>● Solid color, collared, button down dress shirt, polo shirt, or full turtlenecks in red, white, or black</li> <li>● These should not have artwork, slogans, pictures or advertising.</li> <li>● Shirts/blouses must be long enough to be tucked in and stay tucked in at all times, including lunch time. Shirts should not be low cut or sheer (see through).</li> <li>● Shirts must be buttoned to the 2nd highest button or other reasonable spot.</li> <li>● Small pocket logos are acceptable of the school logos.</li> <li>● Undershirts must be white or gray with no visible writing/designs.</li> </ul>

<p><b>Sweaters/ Outerwear</b></p>	<ul style="list-style-type: none"> <li>● Students may wear solid colored (red, black, white or gray) sweaters, cardigans or vests</li> <li>● Solid color crewneck sweatshirts with no hood (red, black, white or gray) with no logos other than the school logo</li> <li>● Outerwear includes, but is not limited to, coats/jackets, hoodies, sweatshirts, windbreakers, wind pants, gloves, hats, and scarves. These items should only be worn at the teacher’s discretion.</li> </ul>	<ul style="list-style-type: none"> <li>● Students may wear solid colored (red, black, white or gray) sweaters, cardigans or vests</li> <li>● Solid color crewneck sweatshirts with no hood (red, black, white or gray) with no logos other than the school logo</li> <li>● Outerwear includes, but is not limited to, coats/jackets, hoodies, sweatshirts, windbreakers, wind pants, gloves, hats, and scarves. These items should only be worn at the teacher’s discretion.</li> </ul>
<p><b>Pants</b></p>	<ul style="list-style-type: none"> <li>● Solid color dress pants with front pockets in khaki or black. <b>No jeggings/knit pants</b></li> <li>● Slacks or pants should be of a full-length dress style. They should not be faded or stonewashed.</li> <li>● Pants should be neatly hemmed with no holes or tears</li> <li>● Clothing should not be too tight or form fitting</li> </ul>	<ul style="list-style-type: none"> <li>● Solid color dress pants with front pockets in khaki or black. <b>No jeggings/knit pants</b></li> <li>● Slacks or pants should be of a full-length dress style. They should not be faded or stonewashed.</li> <li>● Pants should be neatly hemmed with no holes or tears</li> <li>● Clothing should not be too tight or form fitting</li> </ul>
<p><b>Shorts</b> (months of August-October, April-June) *Please consider the weather when selecting shorts. The school recommends a temperature of 70°F or higher</p>	<ul style="list-style-type: none"> <li>● Solid color dress shorts with front pockets in khaki or black with socks. No jeggings/knit shorts</li> <li>● Should be of appropriate length; no more than 4 inches above the knee and no longer than to the knee</li> <li>● Shorts should not be faded or stonewashed.</li> <li>● Shorts should be neatly hemmed with no holes or tears</li> <li>● Clothing should not be too tight or form fitting</li> <li>● Capris not permitted</li> </ul>	<ul style="list-style-type: none"> <li>● Solid color dress shorts with front pockets in khaki or black with socks. No jeggings/knit shorts</li> <li>● Should be of appropriate length; no more than 4 inches above the knee and no longer than to the knee</li> <li>● Shorts should not be faded or stonewashed.</li> <li>● Shorts should be neatly hemmed with no holes or tears</li> <li>● Clothing should not be too tight or form fitting</li> <li>● Capris not permitted</li> </ul>
<p><b>Skirts/Dresses/ Skorts/Jumpers/ Leggings/Tights</b></p>	<ul style="list-style-type: none"> <li>● These items must reach the knee.</li> <li>● If these items have a slit, it should</li> </ul>	<ul style="list-style-type: none"> <li>● Not Permitted</li> </ul>

	<p>measure no more than 6".</p> <ul style="list-style-type: none"> <li>● These items should not be form fitting</li> <li>● These items may be a red black and white plaid, khaki, or black.</li> <li>● These items may not have holes, or tears and should be neatly hemmed.</li> <li>● The requirement for a collar remains when wearing these items</li> <li>● Leggings/tights are permitted under skirts/dresses as long as they are of a solid color red, white, or black with no embellishments or patterns</li> </ul>	
<b>Belts</b>	<ul style="list-style-type: none"> <li>● Belts must be worn when wearing pants with belt loops, grades 2-6.</li> <li>● Belts must be a solid color (brown or black) with no embellishments (studs, jewels, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>● Belts must be worn when wearing pants with belt loops, grades 2-6.</li> <li>● Belts must be a solid color (brown or black) with no embellishments (studs, jewels, etc.).</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Shoes must be a solid color (brown, black, gray, white or red) and have backs, with no designs or print.</li> <li>● Athletic shoes and dress shoes are permitted within the same guidelines listed above</li> <li>● Sandals, slippers, flip-flops, over the knee boots, short boots (booties), cowboy boots and backless shoes are not permitted</li> <li>● Shoes with a heel should be low and not above 1 inch.</li> <li>● Winter boots may worn to school, but must be changed into school appropriate shoes upon arrival</li> <li>● Light up shoes are not permitted</li> </ul>	<ul style="list-style-type: none"> <li>● Shoes must be a solid color (brown, black, gray, white or red) and have backs, with no designs or print.</li> <li>● Athletic shoes and dress shoes are permitted within the same guidelines listed above</li> <li>● Sandals, slippers, flip-flops, over the knee boots, short boots (booties), cowboy boots and backless shoes are not permitted</li> <li>● Shoes with a heel should be low and not above 1 inch.</li> <li>● Winter boots may worn to school, but must be changed into school appropriate shoes upon arrival</li> <li>● Light up shoes are not permitted</li> </ul>
<b>Jewelry/ Headwear/ Accessories/ Socks</b>	<ul style="list-style-type: none"> <li>● Only stud and small hooped earrings are permitted in young lady's ear lobes</li> </ul>	<ul style="list-style-type: none"> <li>● No excessive jewelry or body piercing are permitted in school</li> </ul>

	<ul style="list-style-type: none"> <li>• Hats, caps, sweat bands, and bandanas may not be worn during the school day.</li> <li>• Red, black or white bows and headbands may be worn but should be discreet</li> <li>• Body art (fake or real tattoos) is not permitted</li> <li>• Socks are required</li> </ul>	<p>or when representing the school at extra-curricular activities.</p> <ul style="list-style-type: none"> <li>• No body piercings are permitted</li> <li>• All jewelry must be conservative in choice.</li> <li>• Hats, caps, sweat bands, bandanas may not be worn during the school day.</li> <li>• Body art (fake or real tattoos) is not permitted</li> <li>• Socks are required</li> </ul>
<b>Hair Styles</b>	<ul style="list-style-type: none"> <li>• Hair must be kept clean and well-groomed</li> <li>• Unnatural colors, two-toned hair color, or exaggerated styles (i.e. mohawks, mullets or undercuts) are NOT permitted</li> <li>• Excessive lines/carvings are NOT permitted</li> <li>• Modest natural coloring or highlighting is allowed</li> <li>• The hair should not be worn in a manner that covers the eyes</li> <li>• Discreet natural coloring or highlighting is permitted.</li> <li>• Non-natural hair color is not permitted.</li> <li>• Hair accessories must be red, white, or black and should not be distracting.</li> </ul>	<ul style="list-style-type: none"> <li>• Hair must be kept clean and well-groomed</li> <li>• Unnatural colors, two-toned hair color, or exaggerated styles (i.e. mohawks, mullets or undercuts) are NOT permitted</li> <li>• Excessive lines/carvings are NOT permitted</li> <li>• Modest natural coloring or highlighting is allowed</li> <li>• The hair should not be worn in a manner that covers the eyes</li> <li>• Discreet natural coloring or highlighting is permitted.</li> <li>• Non-natural hair color is not permitted.</li> <li>• Young men must be clean shaven.</li> </ul>
<b>Make-up</b>	<ul style="list-style-type: none"> <li>• Heavy makeup is not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Make-up is not permitted</li> </ul>

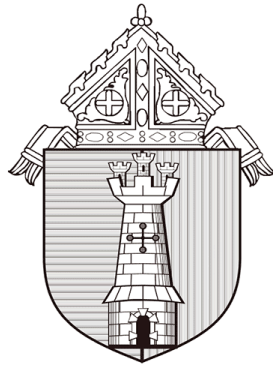
## **PRESCHOOL**

Preschool children will be involved in exploration that may be messy activities such as painting and sand and water play. It is suggested that children are dressed appropriately for these activities at school. All preschool students are required to have a complete change of clothes in the event that their clothes become wet. All clothing should be appropriate to the season. All students are requested to have their names marked on their coats, sweaters, mittens, etc.

- All clothing and accessories must be sized to fit neatly, clean, modest, without holes, and not frayed or cut.
- All midriffs and bottoms need to be covered, especially when moving.

- Face paint or tattoos (rub-on or permanent) are not to be worn to school.
- Socks or tights must be worn at all times.
- Only a fully enclosed dress or athletic shoes are to be worn. No sandals, open toe or open back shoes, clogs, hiking boots, or high platform shoes are allowed.
- Boots for wet or snowy weather should be worn to school with a change of shoes provided.

\*Handbook is approved by NCS Governing Board\*



# Diocese of Toledo

## **DIOCESE OF TOLEDO POLICIES**

### **TECHNOLOGY ACCEPTABLE USE POLICY**

#### **I. Diocesan Statement on Technology**

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; Rome, 1992). In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

#### **II. Introduction**

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Norwalk Catholic, students are allowed to have personal electronic devices in their possession during the school day. Cellphones are to be stored in a backpack or locker from the beginning of the school day, until the end of the school day and cannot be used unless given permission by a teacher and/or office personnel. The presiding teacher may have an alternative method of controlling the use of said devices and their method shall be followed. Should a student violate this policy, the device(s) will be collected and turned into the designated administrator. The student will be allowed to retrieve the device(s) at the end of the school day from said administrator. The administrator shall determine, and be free to impose any further or future restrictions on the use of said device(s) by the student while on school property.

The following policy applies to school computers, technological devices, and networks and is in effect

whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Norwalk Catholic, Norwalk, Ohio must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

### **III. Acceptable Uses**

An acceptable use is one that is for educational purposes.

The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

#### **A. Safe Communication**

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

#### **B. Netiquette**

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

#### **C. Copyrights**

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated

### **IV. Unacceptable Uses**

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Norwalk Catholic, Norwalk in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

#### A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

#### B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

#### C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of SSH, VPN’s, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, PowerSchool, Edmodo, or Moodle.
- 3) *WiFi hotspot*. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school’s specified provider. Accessing the internet via a 3G, 4G, 5G+ connections or other is strictly prohibited.

#### D. Other Actions

- 1) *Employees*: Students should not email or post to web pages or blogs images, photos, or videos of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.



- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks may result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

## **V. Content of Policy**

### **A. Review and Revisions**

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at Norwalk Catholic, Norwalk.
- 2) *Updating the Policy*: Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

## **INTERNET SAFETY POLICY**

### **I. Introduction**

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how Norwalk Catholic, Norwalk, Ohio will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). Norwalk Catholic, Norwalk, Ohio recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Norwalk Catholic, Norwalk, Ohio.

It is the policy of Norwalk Catholic, Norwalk, Ohio to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Norwalk Catholic, Norwalk, Ohio must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Norwalk Catholic, Norwalk, Ohio reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and

regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

## II. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at Norwalk Catholic, Norwalk, Ohio.
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## III. Internet Terms and Conditions

### A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the Norwalk Catholic, Norwalk, Ohio online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) *Personal Information*: Norwalk Catholic, Norwalk, Ohio encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

### B. System Security

- 1) *System Bypasses*: Norwalk Catholic, Norwalk, Ohio treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Norwalk Catholic, Norwalk, Ohio strictly forbids students from accessing another individual’s account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking*: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online.

### C. Inappropriate Material

- 1) *Final Say*: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility.

Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.

- 2) *Material*: Norwalk Catholic, Norwalk, Ohio prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability*: Norwalk Catholic, Norwalk, Ohio makes no warranties of any kind, whether expressed or implied, for the service it is providing. Norwalk Catholic, Norwalk, Ohio assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Norwalk Catholic, Norwalk, Ohio specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### D. Copyrights

- 1) *Plagiarism*: Norwalk Catholic, Norwalk, Ohio's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

#### E. Technology Protection Measures

- 1) *Filters*: To the extent practical, Norwalk Catholic, Norwalk, Ohio shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures on the school Chromebooks with Internet access while on or off the school premises.
- 2) *Research*: Subject to staff supervision, Norwalk Catholic, Norwalk, Ohio will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purposes.

#### F. Privacy

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information ensuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the Norwalk Catholic, Norwalk, Ohio staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

## G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of Norwalk Catholic, Norwalk, Ohio. The training provided will be designed to promote the school's commitment to:
  - a. The standards and acceptable use of Internet services as set forth in this policy
  - b. Student safety with regard to:
    - i. Safety on the Internet
    - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
    - iii. Cyberbullying awareness response
  - c. Compliance with the E-rate requirement of the CIPA

## H. Content of Policy

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at Norwalk Catholic, Norwalk, Ohio.
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

## IV. Loss of Privileges

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

## GOOGLE APPS FOR EDUCATION ACCEPTABLE USE POLICY

### Use of Google Apps for Education Account

While attending Norwalk Catholic, each student has access to Google Apps for Education (GAFE). The Google Apps "suite" includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student's Google Apps login allows them to access our classroom mobile devices, in the form of Chromebooks and Android tablets.

In order to create a safe, effective way for students and staff to communicate with one another, Norwalk Catholic issues to each student a GAFE account under the domain @NCSmail.org. Students access their account using Gmail. Norwalk Catholic is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials.

### As such, Norwalk Catholic takes the following steps with student email usage:

Students in grades P3-6 cannot send or receive emails to addresses that do NOT end in @NCSmail.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of Norwalk Catholic. The student email service will be turned on for Grades 7 through 12 only. Grades 7-12 will have the ability to send and receive emails with external sources. Student Gmail is ad free, and is filtered for spam and inappropriate content. All ncsmail.org account emails are archived automatically, and are searchable by administrators at any time, should the district deem it necessary.

Norwalk Catholic also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from students under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

Norwalk Catholic will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s Google Apps for Education files. School staff are responsible for monitoring a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain.
- Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Norwalk Catholic staff should they receive any message that is inappropriate or makes them feel uncomfortable

Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our district. Norwalk Catholic maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred. Under normal circumstances, the district will follow the consequences process outlined in this document.

## **BULLYING PREVENTION POLICY AND PLAN**

### **INTRODUCTION**

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

Pastors, administrators, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students behave appropriately and treat others with civility and respect. Bullying, harassment or intimidation will not be tolerated in any of the Diocese of Toledo Catholic Schools.

### A. BULLYING BY DEFINITION:

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

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

### B. BULLYING IS PROHIBITED:

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

### C. PREVENTION AND INTERVENTION PLAN:

Procedures for reporting:

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

Individuals who feel that they have been harassed should:

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

Norwalk Catholic encourages the use of the ANTI-HARASSMENT/BULLYING COMPLAINT FORM for reporting. Copies of this form are available in the school office.

#### Investigation Procedure

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

#### Resolution of the Complaint

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

#### Points to Remember in the Investigation

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

In cases where the aggressor or target is not a student at this school, information shall be disclosed to

the administrator of the public, private or charter school in which the student is enrolled. The custodial parent(s) or guardian(s) of any student involved in a prohibited incident will be notified.

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

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

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

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

#### D. TRAINING:

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

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

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment
- Information on cyberbullying emphasizing Internet safety



#### E. PUBLICATION AND NOTICE:

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

#### F. MINIMUM REQUIRED ACTIONS:

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

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

#### G. POLICY QUESTIONS AND/OR CONCERNS:

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

### **POLICY STATEMENT ON GENDER-RELATED MATTERS**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>[1]</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
  2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
    - i. What is the specific request of the adult, student and/or parent(s)/guardian?
    - ii. Is the request in keeping with the teaching of the Catholic Church?
    - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
  3. Require that names and pronouns be in accordance with the person's biological sex.
  4. Maintain names in records according to the person's biological sex.
  5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
  6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
  7. Consult the Office of Marriage and Family Life with extenuating circumstances.
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[1] Pope Francis. *Amoris Laetitia* 56.