



P.O. Box 525
401 Vineyard Street
Hardin, Illinois 62047
(618) 576-2514
Fax (618) 576-8074

2025–2026 Policy and Information Handbook

This handbook explains St. Norbert School policies and the general operation of St. Norbert School. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this booklet carefully and keep it for reference during the school year. In the absence of a court order, all policies in this handbook apply to any parent or legal guardian, whether or not the student lives with the parent.

St. Norbert School is a Catholic elementary school with grades Pre-K-8. The curriculum is arranged so as to contribute to the total development of the child; spiritually, academically, socially, and physically.

St. Norbert faculty is composed of Lay Teachers who are committed to Catholic Education. They endeavor not only to teach the Christian doctrine and values, but also to help the students live the Christian message in their daily lives.

The faculty spares no efforts in providing the best quality education for each child. A fundamental requisite for success in relation to the child's individual ability is that he/she has a good self image. A child must be totally convinced that because God made him/her to His own image and likeness, and he/she is of great value. If this self-image has been developed from infancy, his/her formal education will be built on a sturdy foundation, one which will not be easily shattered when academic or social obstacles are encountered.

Education belongs by right to the family, but it is left to the school to fulfill the need of a professional society and the families in helping each child develop to his/her greatest potential. So, we are here to help you in the God given task of educating your children. May we be partners in this awesome undertaking?

SNS Mission Statement

We believe that St. Norbert School is vital in providing our students with a deeper understanding of the Catholic Church. To develop the “whole”, our educators create a Christian environment where human knowledge is enlightened by Faith. By participating in worship and giving of themselves through Stewardship, our student’s Catholic education will result in the development of sound Christian values and provide a foundation for continued learning.

St. Norbert School Advisory Board Members

Madison Bailey
Brittany Peters

Jennifer Baltisberger
Chelsie Pluester

Kari Fraley
Josh Zipprich

Amy Hurley

The regular business meeting of the St. Norbert School Advisory Board is held on the first Tuesday of each month with the exception of June and July. Meetings begin at 7pm in the school and are open to the parents and parishioners.

The Advisory Board has reviewed and approved this handbook for the 2025-2026 school year.

Section 1: Admission Policies

1.1 Age of Admission

St. Norbert School follows the local public school regulations regarding age of admission. A child who is five years of age by September 1st may be admitted to Kindergarten or six years of age by September 1st may be admitted to First Grade.

1.2 Statement of Non-Discrimination

St. Norbert School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.

1.3 Admission Preference

Students will be admitted based on the following guidelines, with the highest priority listed first;

1. Catholic students based from St. Francis of Assisi Parish
2. Catholic students from outside parishes
3. Students from other religious denomination

Regardless of their religious denomination, all students attending St. Norbert School are expected to participate in the religious activities.

1.4 Family School Agreement

Included on the following pages of this handbook is a Family School Agreement Basic Plan or Alternate Plan for Churchgoing Families of Other Faiths which Bishop Paprocki has incorporated into St. Norbert School's registration process. By signing the Notice of Approval of this handbook, it will be understood by the parent/guardian and St. Norbert School that this document has been reviewed and agreed upon.

1.5 Registration

Pre-registration for students to be enrolled in St. Norbert School may begin in the previous school year. New families moving into the parish may register at any time at the school office. Family registration will be during the Summer. Reminders will be placed in the parish bulletin and social media.

1.6 Birth Certificates

Students enrolling in Kindergarten or St. Norbert School for the first time must submit an original birth certificate to certified school staff. Staff will make a copy of the birth certificate and return the document to the parent. Parents will have 30 days from the time of enrollment to produce this document. If this document is not surrendered to the school, the local law enforcement will be contacted in the matter to ensure the safety of the student.

Section 2: Financial Policies

2.1 Tuition for 2025-2026 School Year

St. Norbert School tuition is as follows:

\$2700 per student up to two students; no charge thereafter

\$175 curriculum fee for each child regardless of number and is non-refundable

In addition to tuition, parishioners are expected to contribute to the support of the parish through the use of Sunday envelopes, Sharing the Future envelopes, and church activities. Envelopes may be sent to school in the event that weekend mass is missed, and it will be delivered to the parish office. It is **IMPERATIVE** that each family does their financial part to assist the parish.

2.2 Payment of Tuition

Tuition payments must be made according to the terms of the signed tuition contract. Letters will be sent to parents concerning the balance of tuition due. The entire amount of tuition for the previous year must be paid in full before the end of the school year. Registration for the following year will not be allowed if there is an account balance due. Report cards and records may also be withheld if balances are due. If tuition presents a hardship, financial aid MAY be available by completing a Free/Reduced Lunch Form and meeting with Father Roberts. Forms are available from the principal or parish office and results are held in confidence.

In the event that a student leaves SNS before the completion of the school year, payment of tuition for that year is still the responsibility of the family. Unofficial transcripts will be forwarded at the parents request until all past tuition has been paid in full. At that time a child's official transcript will be released. Tuition should be seen as a responsibility just as any other financial obligation and failure to pay could result in penalties similar to those for failure to pay any other financial obligation.

2.3 Curriculum Fee

Curriculum fee of \$175 per student will be paid in full at registration for grades K-8. This fee is non-refundable.

2.4 Refund Policy

All requests for refunds of tuition/book fees/registration fees will be discussed and determined on an individual basis. It can be expected that due to planning and expenses, minimal refund, if any, can be expected.

2.5 Lunch Program

Our lunch program continues to be appetizing and economically successful. The price is \$2.85 per day for grades K-8. Students may purchase milk at the price of \$0.55. Reduced lunch price for those who qualify will follow guidelines set by the State Board of Education. No carry outs from restaurants in carry out containers. Any food, whether leftovers from a restaurant or from home, should be brought to school in a lunch box. Refrigeration cannot be guaranteed for these lunches. Arrangements for students wanting to bring their lunch should be made at home and NOT wait until school. Students will not be allowed to use the phone to call parents to bring their lunch because they decide not to eat that day or they forget their lunch-they will be required to eat at school. Hot Lunch bills must be paid each month.

2.6 Money Matters

Money sent to school with a student should be sealed in an envelope on which is written the child's name, grade, amount enclosed, and purpose for the money. Please do not allow students to bring unnecessary money to school. SNS faculty is not responsible for lost or stolen money which is brought to school unnecessarily.

2.7 Parent Support Club

All St. Norbert School parents belong to the Parent Support Club and are expected to help with various fundraisers to keep our school viable. Meetings are held on an as needed basis and are posted in letters and emails. Attendance and input are extremely helpful and important. It is critically important to remember that the support club contributes a large amount to the yearly budget. This contribution is directly deducted from your child's cost of education. If support club efforts fall short, tuition for the year will increase accordingly.

2.8 Transfer of Records

St. Norbert School will withhold official records until all fees and tuition are paid in full.

According to Illinois School Code, the UNOFFICIAL RECORD should be sent within ten (10) days of notice of the student's transfer to another school.

The UNOFFICIAL RECORD consists of the following: Written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records must include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records and the date of transfer. When outstanding fees are paid, the School Code requires that the OFFICIAL RECORD be sent within ten (10) days.

The OFFICIAL RECORD consists of the following: The formal record showing dates of enrollment, courses studied, grades, credits and awards, received, bearing the signature and title of the certifying official, the seal of the school, if any, and the date of issue.

Section 3: Attendance Policies

3.1 Daily Schedule

The normal daily schedule is as follows:

7:40am	First bus arrives
7:45am	Walkers/drop offs may begin to arrive
8:20am	Class begins
11:30am	SNS lunch
2:50pm	Bus riders dismissed
3:00pm	All dismissed

Classroom schedules may be requested after the fourth full week of school.

3.2 Emergency School Closing

We will close school when Unit #40 closes for extreme weather conditions. We value our students and do not want them on the roads when they may be dangerous. If SNS is able to be in session when Unit #40 isn't (example Unit #40 has no water, but SNS does), parents will be notified by administration by phone or email.

3.3 Attendance/Absences and Truancy

Daily attendance is required. Consistent attendance plays an integral part in the scholastic success of any child. Please try to schedule dental and doctor appointments late in the afternoon or after school. Wednesdays after the 2pm dismissal would be an optimal time for orthodontic and dental appointments. Students missing more than 30 minutes of a morning or afternoon session will be considered absent. Please refer to section 3.4 for further explanation of the tardiness policy. Planned absences, such as vacations, should be cleared through the principal prior to the absence with the student completing any assignments missed PRIOR to the absence. If your child is going to be absent, please validate the absence by notifying the school as soon as possible. If a call is not received by 9am, we will attempt to contact you so that no child is absent and unaccounted for. Please

make arrangements to collect any missed assignments. Students should be fever free without medication before returning to school.

Each student will be allowed 10 excused absences per school year on a parental excuse. These would include:

- Student illness
- Death in the immediate family or family emergency
- Situations beyond the control of the student
- Other circumstances that cause reasonable concern to parents for the health and safety of the student

Any absence after the 10 allotted excused absences will be considered unexcused unless a medical statement by a physician is submitted upon the student's return. Any student who has used the allotted 10 absences will be considered unexcused without a doctor's note and, therefore, truant for each day.

- When a student reached this point, a meeting will first be convened with parent(s) and administration to determine/understand the reason for excessive absences. Student may or may not be included in the meeting as deemed appropriate.
- The administrative team and/or parents may choose to include others to participate in the meeting to best ensure a successful plan to remediate the current course as it relates to attendance (school nurse, social worker, guidance counselor, teacher(s), coach, pastor, etc.)

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue:

- Parent-teacher/administration conferences (weekly, as needed)
- Teacher assistance during lunch/recess periods
- After school tutoring when available
- Information about other community agency services

The administrative team will meet monthly to review attendance records, specifically noting the reports for those students who are chronically absent, checking for progress and/or regression from the remediation process. If truancy continues after supportive services have been offered, the principal shall refer the matter to an outside agency.

3.4 Tardiness

Since tardiness interferes with a pupil's progress and is a disturbance to the other pupils and the teacher, it should be kept to an absolute minimum. A child is considered tardy in the a.m. if he/she is not in the classroom before 8:50am. An afternoon tardy would be deemed as leaving the classroom before 2:30pm. Three unexcused tardies can result in a recorded ½ day absence. Please note class begins at 8:20am. Students who arrive late disrupt the start of class and place themselves and the rest of their class at a huge disadvantage.

3.5 Appointments

A written note is to be presented to the principal through the teacher for the release from school for medical or other appointments. Appointments should be made after school if at all possible.

3.6 Uniforms

Uniforms are to be worn from the first day of school and throughout the school year. If for some reason it is not possible to do so, a note is sent to the classroom teacher who will forward it to the principal. It is understandable that emergencies happen, so please send a note. If a note is not received at school, the student will be reminded by the staff of the uniform code is not being followed and student may be sent home. Students may NEVER wear sandals to school (this includes Crocs). Please see Section 8 for complete policy.

3.7 Bus Transportation

If a student who regularly rides the bus elects not to do so on occasion, they must bring a note signed by a parent/guardian. The student should also know before they come to school what he/she is to do at the end of the day. **Students may not use the phone to ask parents to go home with friends, how they are getting to games, or what arrangements are for after school. It is IMPERATIVE to speak to your children BEFORE school.**

3.8 Dismissal

School will be dismissed at 3pm each day with the exceptions of Wednesdays, when school will be dismissed at 2pm in accordance with Unit#40 bus service. Students riding the bus will be dismissed at 2:50pm with a teacher serving bus duty. All other students will be dismissed at 3pm. Students will not be dismissed prior to this time unless a written note is sent.

Section 4: Medical/Health Policies

4.1 Health/Medical Records

State Law requires that all Kindergarten and sixth graders present a record of a physical examination. Students will not be allowed to enter the assigned grade without a record of a physical examination. All students must have current immunizations on record at St. Norbert School required by the Illinois Department of Public Health. All students in grades K, 2nd and 6th grades must have a record of dental exam on record by the end of April. All students participating in sports must have a physical on record which is no older than one year. New students to Illinois schools must have a vision test on record by October 1.

Students that do not meet requirements for health examinations and immunizations will be excluded from school by October 15th as determined by the Illinois State Board of Education.

4.2 Insurance

Insurance forms are presented at registration. All students must have some form of health and accident insurance. All students, even those refusing school insurance, must complete insurance forms to keep on file at SNS.

4.3 Sickness and Injury

If a child becomes ill in school, a parent or person authorized by the parent will be notified. The family emergency cards, which are kept on file in the office, lists the names of persons to contact in the event of an emergency and the parents are unavailable. We ask that you keep this information up to date. Please email or call the school with changes in contact information. A child who is sick, especially one who is running a fever or who is vomiting, may NOT remain at school or be sent to school. A child who has been injured at school will be given appropriate first aid and the parent/guardian will be notified. Once a parent has been called, the student MUST leave school. The parent/guardian must make proper arrangements for the ill/injured child. SNS does not want to be responsible for sending a child home unattended.

4.4 Administration of Medication

We discourage administration of medication in school unless absolutely necessary. However, if your child does require administration of medication by school personnel, the following guidelines are required:

1. Medication must be in a container marked with the medicine's name and the name of the child.
2. No more than a single dose of medicine should be brought to the school at a time.
3. All medication should be given to the teacher who will give it to the child to take at the proper time.

4.5 Communicable Disease

If your student has a communicable disease the principal shall notify the Health Department. In case of absence due to communicable disease, a release card from the Health Department or a letter from the family physician/pediatrician indicating that the necessary regulations have been fulfilled must be presented when the student returns.

4.6 AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and /or Religious Education Programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator, physician, and other professional personnel to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

The parish/school should respect the right to privacy of the individual. Knowledge that a student has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.

4.7 Child Abuse

St. Norbert School complies with Illinois State Law and is a mandated Department of Child Family Services reporter. If child abuse is suspected, St. Norbert School is mandated, by law, to report such abuse to DCFS authorities.

4.8 Emergency Drill

St. Norbert School participates in periodic random emergency drills such as fire drills, tornado drills, and bus evacuation drills. Teachers have been trained also for building crisis drills.

4.9 Eye Protection in School Act

Every student, teacher and visitor is required to wear an industrial quality eye protection device when participating in or observing in chemical-physical laboratories.

Section 5: Academic Policies

5.1 Grading/Expectations

The following scale is used for grading at St. Norbert School:

100-93 =A	85-92=B	84-75=C	74-65=D
64 and below =F			

All students are expected to participate and work to the best of their ability. St. Norbert School holds education to a high, rigorous standard that MUST be kept by all students.

5.2 Testing

Students in grades 3, 5, & 7 are mandated by the Diocese of Springfield to do MAP Testing.

Students in grades 5 & 8 will also take the religious standardized test in February each year as mandated by the Diocese of Springfield.

5.3 Homework

One of the chief means of communication between parents and the school is homework. It provides the parents with an opportunity to follow what and how their children are doing in school. Cooperation of the parents in supervising homework is a vital element in the learning process of the child. No teacher should be burdened with careless and inaccurate homework. If a child is finding it necessary to spend unreasonable amounts of time on homework, there is a problem and the teacher should be consulted. It will be well to observe how the time is being used. Do friends, television, telephone calls, internet, or outside activities interfere? Written work is not the only type of homework; study, oral, and projects may be given. Whatever the type is assigned the child should realize early that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy, and neatness. It is suggested that a study hour be set aside each evening for homework. Each student should use their student assignment books to record homework, and to be shown to parents on a nightly basis.

5.4 Promotion/Retention

Before action is taken regarding retention of a student, all parties will meet with the principal.

5.5 Release of School Records

The parent(s) or legal guardian has the right of access to the student's school records. Names and addresses of students and their parents or guardians and other information records are confidential data and will not be released to unauthorized persons. Parents/Guardians or student should submit a written request that identifies the record they wish to inspect. This right will be denied to any person against whom an order of protection has been entered concerning a student. Records to be forwarded to another school must have signed a letter of release by the parent/guardian. St. Norbert School will forward unofficial records of students transferring to other schools within 10 days of request.

5.6 Statement of Rights

St. Norbert School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

5.7 Graduation

A graduation ceremony will be held for students in 8th grade. The mass will take place in May at St. Norbert Church. 8th grade graduates are expected to rent graduation gowns supplied by St. Norbert School at their own minimal expense. Before graduation a student must take and pass the United States and Illinois Constitution tests as required.

5.8 Internet Usage/Image Release

In accordance with teacher curriculum, it may be necessary for students to use the Internet for a variety of assignments and learning opportunities. Students will not be allowed to access the internet without parental/guardian written approval. Students will also not be given access to the Internet without completing a brief course in appropriate usage. St. Norbert School is very fortunate to have internet access in every classroom and an effective filter is in place to prevent access to material which is deemed inappropriate. Photographs of students will be used in relation to school sponsored events and activities. These pictures may be published through local newspapers, quarterly newsletters or social media. If you prefer that your child's pictures not be published for educational/information purpose, a letter may be drafted and placed on file in the school office and your child's record.

5.9 Cheating

Cheating of any kind is not tolerated and is punishable by a failing grade, detention, or suspension. Punishment will be based upon each individual situation.

5.10 Photo Release

St. Norbert School has permission to take pictures of students during school sponsored activities and publish them as needed. This includes newspaper submissions, our Facebook Page, etc.

5.11 Honor Roll

The purpose of the honor roll program is to recognize and honor elementary students who have attained outstanding academic success. St. Norbert School's Honor Roll is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects. St. Norbert School will implement this honor roll system that recognizes students for high academic achievement at the end of each marking period during the school year. Students will be recognized at two levels: High Honor Roll and Honor Roll.

High Honor Roll: Students with an "A" average. In grades 1-2 this will include Spelling, English, Mathematics, Phonics, Religion and Reading. Grades 3-8 will include all core subjects of English, Mathematics, Social Studies, Science, Spelling, Health, Phonics (3), Religion and Writing. Physical Education or Handwriting will not be included at any grade level.

Honor Roll: Students with a "B" average with no grade in any area lower than a "C". In grades 1-2 this will include Spelling, English, Mathematics, Phonics, Religion and Reading. Grades 3-8 will include all core subjects of English, Mathematics, Social Studies, Science, Spelling, Health, Phonics (3), Religion and Writing. Physical Education and Handwriting will not be included at any grade level.

5.12 System for Flagging Records of Missing Persons

Upon notification by the Illinois State Police of a student's disappearance, St. Norbert School shall flag the record of that student by attaching a notification of the State Police to the front cover of the student's file. Thus, whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

5.13 Special Education

St. Norbert School works closely with Calhoun CUSD #40 who offers a wide variety of special education classes for eligible children and is a member of the Four Rivers Special Education Cooperative, which provides numerous services for participating schools. Referral for these classes must be made through the classroom teacher or building Principal before students are evaluated for special education programs. These services may include special education academic classes or speech and language services.

Referral Procedure: If a parent or teacher has a concern with a student's performance and progress, interventions through our RtI (Response to Intervention) program will be attempted first in the regular education setting. Data will be collected, and student progress monitored. If concerns persist, a pre-referral, RtI team becomes involved working with the student, parent and teacher providing suggestions and support.

During pre-referral evaluation process, if the parent or teacher believes that the student's deficits are special education related, a request for a special education case study evaluation may be requested. At the parents' request, a "domain determination meeting" will be convened. The purpose of this meeting will be to determine what evaluations are needed. This meeting will include, but is not limited to, the parent, the child's regular education teacher, a special education teacher, and the building Principal, along with those personnel who may be asked to conduct an evaluation.

It is during the pre-referral domain determination meeting that the parent signs consent for a special education evaluation if one is warranted. After the evaluations have been conducted, the same participants, who were involved in the pre-referral domain determination meeting, will again meet to discuss the evaluation results and determine if the student is eligible for special education services. This meeting is known as the "Eligibility Review Conference" (ERC). If the student is determined to be eligible, the participants will immediately conduct a "Service Plan" meeting to determine placement and services to be rendered. The Service Plan document will outline the goals and objectives to be met by the student and services to be provided by school personnel. Annual reviews are conducted to discuss progress and revise the Service Plan as warranted to meet the student's needs. The ERC team reconvenes every three years to determine if the child continues to qualify special education services.

Transportation to and from services may be provided by St. Norbert School if feasible. Parents should be aware that transportation is not necessarily guaranteed and may not be provided for specific services depending on staffing at St. Norbert School.

Section 6: Communication Policies

6.1 Student Phone Calls

Students will not be permitted to use the telephone during the school day except for emergencies. Permission is obtained from the principal. Phone calls for the student should only be in case of an emergency, otherwise a message should be left. Arrangements for rides home and for after school activities should be taken care of before the child leaves home in the morning. Phone calls should be kept brief. Phone calls deemed unnecessary by the principal will not be allowed.

6.2 Contacting the Faculty

The school phone number is 618-576-2514. In order to eliminate interruptions during class time, please do not call during class time to speak to the teacher. Please call faculty after school or before school or send a note with your child asking that the teacher phone you during free time. Faculty and staff may be contacted by email. Please allow one day for reply. Email addresses are as follows:

Sarah Sabol – ssabol@snsolves.com

Angie Goode - agoode@snsolves.com

Cindy Klocke – cklocke@snswwolves.com
Racheal Friedel - rfriedel@snswwolves.com
St. Norbert School - stnorbertschool@snswwolves.com

6.3 Cell Phones/Electronics

Cell phones and other electronics are brought to school at the risk of the individual. They are never to be brought into the classroom or taken from the book bag during the school day. If they are needed for a field trip, they are to be used only at the end of the trip to call for a ride home. Misuse of a cell phone or other electronic will result in its confiscation and its being banned from future use. Students may not use electronics before school while on the playground or in the gym.

6.4 Visits to Classrooms

Parents and guardians are invited to visit school frequently as observers provided their presence will not be disruptive. Appointments for classroom visits are a courtesy to the classroom teacher and will result in less disruption of the education program. For safety reasons all visitors, parents/guardian are not permitted to roam the building and must sign in at the front desk. Please ask school staff for permission to go beyond the front foyer.

Section 7: Discipline

7.1 Instilling Discipline

Helping the child grow in self-discipline should be the constant aim of both parents and teachers. This involves the training of the intellect as well as the training of the will. When it is necessary that disciplinary measures be resorted to by the principal or the teacher, they will be effective only to the extent that we have the cooperation of both parents. Your attitude of respect for authority and for good judgment on the part of the teacher as well as your appreciation of the efforts of the school, is reflected in the attitude of your child. Your child will be held to the above standards whether on or off campus and as a representative of St. Norbert School in the community.

The school rules and expectations will be discussed with your students at the beginning of each school year. Please discuss St. Norbert School rules and expectations with your child. Causing bodily harm to another student is not tolerated and will result in an immediate detention. Detentions will be served at the convenience of the principal or teacher. St. Norbert School promotes respect and responsibility and with parental cooperation, we will succeed in teaching these much needed character traits.

Persons shall neither employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

7.2 Fighting/Bullying/Violence

Fighting/Bullying and/or Violence of any type will not be tolerated. Suspected incidents of these behaviors will result in immediate meeting with the principal and possibly the pastor. As a Catholic school we promote safe, Christian-like environment and students should not enter in fear. Bullying is not limited to face-to-face confrontation. Bullying includes threats off school premises, including the internet. Engagement in online blogs such as, but not limited to, Instagram®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, faculty, other students, or the parish. Students should always display a Christian-like attitude despite their whereabouts. St. Norbert School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest-including online) face detention, suspension, and/or expulsion.

7.3 Gum Chewing

No gum chewing is allowed on school premises. Please do not allow your children to bring gum to school. Wads of gum become stuck in the carpet, on floors, and become a nuisance.

7.4 Weapons

Weapons are not allowed on school property. Weapons are items such as guns, knives (including pocketknives), or other items that could do bodily harm. Bringing such items to school will result in immediate disciplinary action such as detention, suspension, or expulsion.

7.5 Toys

Students are not to bring toys from home, including trading cards. Students are also not to bring or play football. If a student brings a bat or ball from home and they choose to take it to recess, they must allow all students to play. SNS is not responsible if the equipment is damaged, lost, or stolen.

7.6 Suspension

A student will not be suspended by the principal until there has been a conference with the parents or guardian. The time period of suspension may not exceed five school days. The date of suspension and summation of the parent conference will be kept on file.

7.7 Expulsion

The expulsion of a student from a Catholic school is so serious it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her.

7.8 Reporting Drug Violations to Authorities

St. Norbert School follows the provisions of the School Reporting of Drug Violations Act which provides that the Principal of the school reports all instances of "drug violations" to local law enforcement officials. A drug violation is defined when a person knowingly manufactures,

delivers or possess on a public way within 1000 feet of a school. Upon receiving any report from school personnel regarding a verified incident involving drugs, the Principal shall report to local law enforcement and to the Illinois State Police through the School Incident Reporting System.

7.9 Reporting Firearms on School Property to Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned property, the Principal or his or her designee shall report such firearm related incident to the local authorizes no later than 24 hours after the occurrence of the incident. The Principal will also report the incident to the Illinois State Police through the School Incident Reporting Systems, a web-based application used by schools to report incidents.

7.10 Reporting Attacks on School Personnel

Upon receiving a written complaint from any school personnel, the Principal shall report an incident of battery committed against a teacher, or schools' staff to the local law enforcement. This report will be made immediately after the offense. This offense will also be reported to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence.

7.11 Substance Abuse

Smoking Tobacco, using tobacco products and/or possessing tobacco materials and products are not permitted on school property or on Unit 40 busses at any time. This policy includes the use of e-cigs and other like substances. Students found abusing substances will have those products confiscated and are subject to disciplinary action. Disciplinary measures may include but are not limited to:

- personal counseling
- withholding of privileges, and/or
- suspension for a period of up to 10 days

In all cases, the parents or guardian shall be contacted, and their cooperation sought.

7.12 Right to Appeal

If at any time a parent/guardian or students feels that an unfair discipline practice has been instilled on the student, they have the right to appeal punishment. The appeal must be submitted in writing to the Principal. The Principal will take into account the incident and make a final judgment. The Principal in return will record the final judgment in writing to the legal guardian/parent of the student. It is the hope of St. Norbert School that parents be supportive of all reasonable disciplinary measures.

Section 8: Uniform/Dress Code

8.1 Uniform Policy

St. Norbert School has a dress code policy in order to encourage distinction of character and personality instead of appearance. This places more emphasis on learning and not

clothing. Uniforms also reduce peer pressure, social stigmas and equalizes economic diversity.

Clothing - Boys and girls should wear navy or khaki twill dress shorts, or pants. Girls may wear uniform skirts and jumpers in “white plaid” approved pattern only. A white, navy or hunter green polo should be worn by both boys and girls. Students may wear navy or hunter green cardigans. Students may also wear a navy or hunter-green sweatshirt with St. Norbert School logo. All shirts (except sweatshirts) must be tucked in at all times, except during recess times. Any student in grades 5-8 wearing shorts/pants which have belt loops must also have a belt. Shorts may be worn until November 1 and again after April 1. Skirts may be worn during the cold months but must be worn with heavy solid uniform colored tights. No low rise, cargo, stretch, or oversized pants or shorts. Shorts, skirts and jumpers must be longer than the length of a child’s fingertips extended to their sides. No holes in uniforms.

Hair/Makeup - Students should display a well-groomed appearance at all times. Hair should be neatly kept with boys’ hair no longer than bottom of the shirt collar. This includes no hair in the eyes (below eyebrows), for boys or girls, which would impede the education process. Hair should not be worn in an unusual manner – this includes hair color, hair beads or hair extensions for boys and girls. No makeup or earrings which hang below the ear lobe are to be worn at any times. No artificial nails. In compliance with SB 0817, St. Norbert Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

Shoes/Socks – Comfortable shoes, with backs, are to be worn which are also appropriate for recess and PE. For safety reasons, sandals, including Crocs®, are never to be worn. Shoes conducive to play should be worn during school hours. If a child wears boots to school, appropriate shoes should be brought to change into during school hours. Socks are to be worn at all times. Socks/Tights that show will be a solid uniform color (no stripes or patterns).

8.2 Dress Down

Students will have the opportunity approximately 2 times per month to “dress down”. These are no uniform days, but students should not wear apparel advertising tobacco or alcohol or anything that could be deemed offensive. Rules about no makeup, dangling earrings, and sandals still apply. Students should not wear short shorts, thin strapped/ tank tops, or strapless tops. The cost of dress down day is \$1.00 per time and should be paid on the day of dress down. Dress down days will generally be the first and third Friday of each month unless otherwise noted.

Section 9: Other Information

9.1 Parties

Room parties are permitted on special occasions (such as holidays or birthdays) in grades K-8. Times and dates of parties are at the discretion of the teacher. Please consult the teacher before sending in treats for birthdays.

9.2 Class Trips

All classes are encouraged to take educational trips each year. St. Norbert School believes that the learning process does not only take place in the classroom. Permission slips will be

sent home one week before the scheduled trip. Permission slips must be returned signed or the student will not be allowed to take part in the field trip. If a student does not go on the field trip, they are required to attend school. SNS believes that all field trips have educational value; therefore, any student who chooses not to participate will be responsible for schoolwork left by the teacher that day. Any student who does not participate in the field trip and does not attend school will still be counted as absent and must make up class work which was left. Parents who would like to attend the field trip must complete "Protecting God's Children" abuse seminar, as mandated by the Diocese of Springfield.

9.3 Co-op Sports

Girls and boys in grades 5-8 may participate in basketball through a coop with Calhoun Unit 40 Elementary School. Boys in grades 7-8 may participate in baseball through a coop with Calhoun Unit 40 Elementary School. Girls in grade 7-8 may participate in softball and volleyball through a coop with Calhoun Unit 40 Elementary School. Cheerleading is also a coop with Calhoun Unit 40 Elementary to girls in 7-8th grades.

Athletes must maintain a "C" average in each class to be deemed eligible to participate in sports. Coaches will contact teachers regularly and teachers will contact coaches when needed. Ineligibility will begin on Monday and end on Saturday.

All sports that are entered as a coop with Unit 40 are subject to Unit 40's extracurricular fees.

All students who participate in extracurricular sports must have a valid physical before they will be allowed to practice. Physicals should be on file with St. Norbert School and Calhoun Elementary.

Students in grades 5-8 are also eligible to participate in band offered through Unit #40.

9.4 Book Clubs

Throughout the school year students may be given flyers pertaining to book club purchases. Participation is completely optional; however, it is a wonderful way to add to a home library.

9.5 Missions

The Springfield Diocese sponsors the Holy Childhood Mission Society. The children are encouraged to participate throughout the year to support the missions, both by their prayers, and by their sacrifices. Students are asked to support the missions financially during advent and lent specifically, in Springfield celebrated by the bishop.

9.6 Volunteer Services

A child's education is facilitated and enriched by the use of a variety of resources-by people who can provide services beyond the usual scope of the textbook for which the school personnel are not available. Volunteers are an integral part of St. Norbert School. It is mandatory for every volunteer to attend the "Protecting God's Children" seminar.

9.7 School Asbestos Management Plan Notification

St. Norbert School has completed the Asbestos Management Plan in accordance with Federal Register 40 CFR 763 Asbestos Containing Materials in Schools. A copy is on file at the St. Norbert Office for public inspection. Regulations require that this notification be made annually to all parents and staff.

9.8 Search and Seizure

St. Norbert School has the right to search anything on school property if the principal deems necessary. Any item that is found inappropriate will be seized and kept until a conference with the parents and pastor is held.

9.9 Police Questioning and Apprehension

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged.

9.10 Student Photos/Information

Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian.

9.11 Video Cameras in Classrooms and Church Grounds

For the safety of students, staff, volunteers and visitors, St. Norbert School may employ camera surveillance equipment for security purposes. This equipment may be monitored at all times. Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy". Public areas include building entrances, hallways, parking lots, gymnasiums, and classrooms. Cameras are not installed in private offices, restrooms, and changing areas. Notices are posted at entrances of the school that surveillance is ongoing during a 24 hour period.

Section 10: Athletic Policies

10.1 Athletic Code

The primary purpose of the athletic program at St. Norbert School is to promote the physical, mental, social, emotional, and spiritual well being of the participants. It is hoped that athletics in our school will be a positive force for preparing youth for an enriching and vital role in American life and for eternal life.

The athletic program is an important part of the total school program and is open to participation by all students in grades 1-8. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. The athlete also accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume the obligations since the role demands that the individual make sacrifices not required of others.

Athletes are governed by the Calhoun Unit 40 Athletic Code in addition to the Student Handbook. Athletic codes will be signed by the athlete and legal guardian at the beginning of each season and kept on file in the school office.

Extra-Curricular Athletics and extra-curricular activities provide another means by which students may demonstrate their abilities. Students are reminded that they are representatives of the school when events take place either at the school or at another campus. Extra-curricular activities are not a property right.

All sports fees are the responsibility of the participants.

10.2 Participation When Absent

All sections of this policy apply to all participants regardless of grade level. A student must be in attendance for at least 2 1/2 hours during the school day in order to be eligible to attend, or participate, in any extra-curricular activity. This applies to regularly enrolled students and any part-time students enrolled for one-half day or more. Students who have not attended school for at least 2 1/2 hours, but attend a night activity, will be sent home.

10.3 Behavior Requirements and Behavioral Eligibility

The school expects students, who participate in sports and other school sponsored activities, to control their own behavior during school hours and be the best possible representative at home and away events. Students may become ineligible, due to their behavior, as determined by their teachers in consultation with the administration. The length of time that a student is ineligible shall be determined by the severity of the misbehavior or offense. Extracurricular activities are not a property right.

10.4 Academic Eligibility

Students who wish to participate in extracurricular activities must maintain passing grades in all subjects in order to be eligible to participate in any activity. Students maintaining a grade of a "D" or lower will be deemed ineligible to participate. Eligibility will be monitored weekly. Eligibility will be checked on Wednesdays and reported to the appropriate coaches and/or AD and/or principal on Fridays. Students found to be ineligible for three consecutive weeks, will be dropped from the team's roster. Students who do not have projects or academic requirements completed at the end of a quarter, will be deemed "failing" until his/her assignment commitment is fulfilled.

This Handbook also includes the Diocesan Student and Family Handbook Addendum, which can be reviewed upon request.