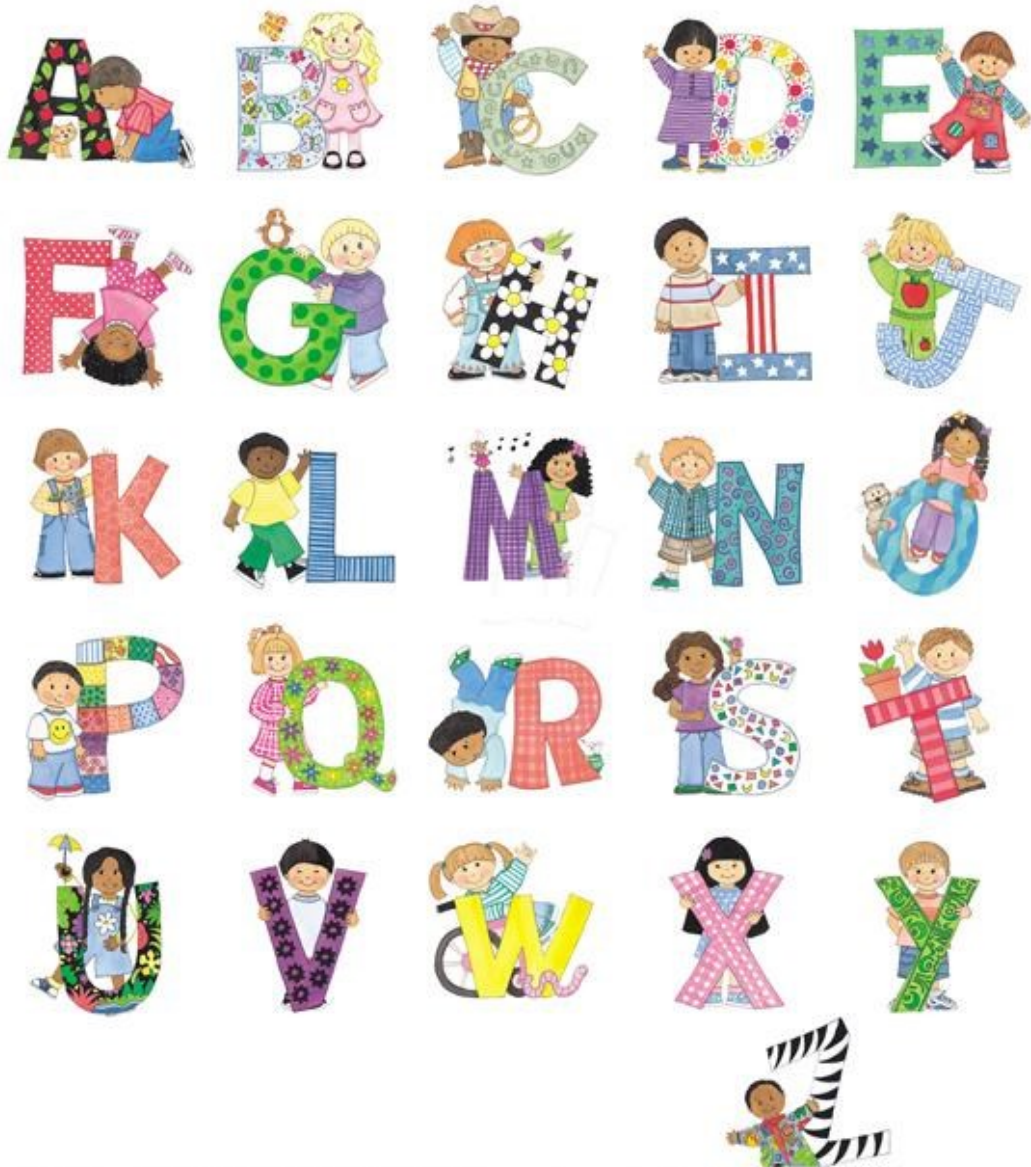


Norwalk Catholic School Early Childhood Center Handbook

The A B C's of Your Child's School

2018-2019



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Staff Roster

ECC Director – Angie Smith

Administrative Assistant – Maria Livengood

Kindergarten Teachers – Jen Nardecchia, Gail Reynolds

Kindergarten Aides – Marina Abel, Shannon Griffin, Bonnie Shelley

4 year-old Preschool Teachers – Marina Abel, Keri Zendejas

4 year-old Preschool Aides – Shannon Griffin, Kristen Stoll

3 year-old Preschool Teacher – Jessica Bleile

3 year-old Preschool Aide – Bonnie Shelley

Flyer Clubhouse Preschool Staff – Mindy Denman, Rachel Kashian, Dawn Scavuzzo-Kirby, Lara Seljak

Flyer Clubhouse Gr. K-1 Staff – Heather Roth, Trisha Chepote

Flyer Clubhouse Gr. 2-6 – Judy Hazelwood

The Good Shepherd Program (Atrium) Teachers – Jessi Bleile, Cindy McLaughlin, Jen Rizzo, Keri Zendejas

Librarians – Tiina Ruffing, Melody Swiger

Phys Ed – Dustin Beal

Spanish – Lisa Abel

Art – Leslie Kline

Music – Tammy Clark

Computer – Jessica Bleile

Cafeteria – Julie Amato

This book is arranged alphabetically by subject for your convenience.

Norwalk Catholic School Early Childhood Center Handbook



Absence The Missing Child Act became law in Ohio in April, 1985. **Parents are required to notify school when a child is absent.** Please call the school before 9:15 am (or 12:45 pm for afternoon preschool) each day of your child's absence. If we do not hear from you, we will be calling you to inquire about your child's absence.

Admission A child is considered to be enrolled after the registration form and fee have been received, the administrator confirms the availability of space, tuition payment plans have been made, and the forms listed below have been completed and returned before their first day of school. You will be notified of your child's enrollment in writing.

All new kindergarten students must meet with the director before being accepted. Students who are not members of the Parish are accepted on the basis of the policy set by the Governing Board (see "Registration"). Non-Catholic students will be accepted if there is room, if they are able to benefit from our program, and with the condition that they participate in the religion program. All students must be registered prior to attending school.

Admission Forms These must be completed annually.

- ___ "Registration/Tuition Form"
- ___ "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” (preschool only; completed annually by healthcare provider and is good for 12 months)
- ___ “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.

Arrival Preschool parents are required to drop their child(ren) off in the building at their classroom. Any special messages to the teacher or office are to be placed in the area designated by the teachers. For their safety, children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs, so the staff can provide for his/her safety and supervision. The back doors of the ECC will be locked a few minutes after the start of school; please use the front doors and *sign-in if you arrive after the doors are locked.*

Kindergarten parents are to drop off their child at the front doors of the school; the children should walk into school by themselves. As we encourage more independence for our kindergarten students, they should be able to arrive and start the morning routine on their own with guidance and supervision from staff. Any child arriving before 8:50 am must be enrolled in the Flyer Clubhouse, our child care program. Students arriving by school bus will be supervised while they wait for the start of school.

Attendance Regular attendance is necessary for learning. Kindergarten attendance is required by Ohio law. Any kindergarten student that misses 10 or more days of school may be required to receive tutoring at the parents' expense. Parents will need to attend a conference with the administration if their child misses more than 5 days of school per quarter. Regular preschool attendance is also required by the ECC Preschool Program. Parents will need to attend a conference with the administration if their child misses more than 5 days of school per quarter. See the following sections for more information: *Communicable Disease* (for guidance on school exclusions for illness), *Tardy* (for information on tardies), and *Vacation* (for guidance on how to request an excused extended absence). *Please see also the Flyer Clubhouse Handbook for information about daycare attendance.*



Birthday Celebrations We celebrate parties for holidays and birthdays. If you would rather that your child did not participate in these activities, please inform your child's teacher. Parents may provide a treat for birthdays. Please arrange this with the teacher in advance as some require take home treats only. Specific information about celebrations will be sent home by the teacher.

Bullying All members of the Norwalk Catholic School Community have a right to live and work in an environment that is Christian, safe and satisfying. Harassment and bullying will not be tolerated because such behavior is inconsistent with this important, basic right and because our school recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with our efforts to realize our school mission.

The NCS Elementary School strives to be a bully-free school. The following bullying behaviors will not be tolerated:

1. Physical bullying, which involves harm to another's body or property.
2. Emotional bullying, which involves harm to another's self-esteem.
3. Social bullying, which includes harm to another's group acceptance.

Please see the complete anti-bullying policy located at the end of this handbook.

Bus Service Norwalk City Schools and many other area school districts provide transportation for kindergarten students residing in their school district. ECC kindergarten students residing in the Norwalk City School District must complete and return a bus transportation form. For all other districts, please contact your home school to make transportation arrangements. If you have questions or experience problems arranging bus transportation, you may contact the Admissions and Advancement Office at 419/668-7223 for guidance. Bus service is also available to/from NCS Elementary school for Flyer Clubhouse students. Busing is not available for preschool students.



Care of Ill Children At the Early Childhood Center, the policy regarding the care of a *mildly* ill child (one who does not feel well enough to participate in activities) is to isolate the child, comfortably care for him/her in an area of the school not being used for other children, provide the supervision of an adult and call the parent for consultation. For *more seriously* ill children, parents or guardians will be contacted immediately and expected to pick up the child. If the parents or guardians cannot be reached, one of the persons listed in the child's record as emergency contacts will be notified and asked to come to pick up the child.

A child who has been sent home will not be readmitted to school until the observed symptoms are no longer present. **The child should be fever free without medication for**

24 hours before returning to school. In some cases, a doctor's note may be required for your child to return to school. Please see "Illness" and "Communicable Disease" for more information.

Change of Information Whenever there is a change in your contact information, it is important to immediately send us new addresses and telephone numbers, as well as any change in custodial parents, guardians, emergency contacts and/or those authorized to pick up your child. You may add names to the authorized pick-up list, change your child's arrival/dismissal plan, or make changes to your emergency contact list at any time. This information helps us protect your child by telling us who may and may not take your child, who can make emergency decisions for your child, and when we should anticipate your child. Finally, if you go out of town, please notify the school. Your babysitter's name should be provided, as well as information about who should be called in case of emergency. Please inform the ECC of the dates you will depart and return.

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 have 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.

Child Care We offer child care in the Flyer Clubhouse from 6:30 am to 6:00 pm for Norwalk Catholic School students in preschool through 6th grade. **Your child must be registered before he/she can attend the child care program.** Registration forms and handbooks are available at the ECC and Elementary offices and online at <http://norwalkcatholicschools.org/index.php?page=student-handbook>. Please see the *Flyer Clubhouse handbook* for more information.

Christian Formation The strengthening of Christian values is vital to the total development of the child. All classes pray in the morning, before lunch and before they leave for school. The staff members are committed to Catholic beliefs and values, and serve as strong role models for students. Religious instruction is included in all classes every day, and is supported by the Catechesis of the Good Shepherd. (Please see "Good Shepherd Program" for more information.)

Further, Kindergarten students are active participants in Masses and prayer services. Parents are encouraged to attend our weekly Mass at St. Mary Church at 9:15AM on Thursdays starting September 20th.

Clothing for Preschool Since your child may be involved in "messy" activities such as painting and sand and water play, it is suggested that you dress your child appropriately for these activities at school. Please send in a complete change of clothes in the event that your child's clothes become wet. All clothing should be appropriate to the season. Also please mark your child's coats, sweaters, mittens, etc. with his/her name.

- ❖ All clothing and accessories must be sized to fit neatly, clean, modest, without holes, and not frayed or cut.
- ❖ All midribs 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 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.

Clothing for Kindergarten Please see the “Uniform” section of this handbook.

Communicable Diseases The Norwalk Catholic School Early Childhood Center staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases.

Disease Prevention—Hand washing is the most effective measure to prevent the spread of disease. All children and staff use thorough hand washing before handling or eating food, and after toileting or wiping noses. As much as possible, children are encouraged to manage their own hand washing with helps like step stools, soap, accessible towels; adults instruct and observe students for good hand washing procedures. We ask parents to reinforce these practices at home.

Upon arrival at school, your child will be observed for signs of illness. If your child shows any of the symptoms listed below, you will be asked to take the child home. If your child has any type of skin infection or wound drainage, please inform the ECC office. Depending upon the skin infection, your child may be excluded from school (in accordance with 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”);
- Temperature of 100 degrees or higher, especially in combination with any other signs or 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:** children may return to school after 7 days if scabs are crusted over and dry.
- **Scarlet Fever and Streptococci Sore Throat:** children 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 has 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 skin is clear or has a doctor's statement allowing his/her return.
- **Head Lice:** Norwalk Catholic School maintains a nit free policy in regards to lice; children with lice or nits will be excluded. Parents of children with lice will be notified and will be expected to come to school to pick up their child. Children are excluded from school and may return only after disinfestations are complete and with a note from the Huron County Health Department or a family doctor assuring that the child has been under treatment and it is clear to return. Additionally, parents will be notified when lice are present in their child's classroom.

The Ohio Department of Health Communicable Disease chart is posted in all preschool and child care rooms and may be used as a reference for communicable disease recognition.

Communication between Parents and Staff Parents are expected to send all official communication in writing, by note or e-mail. Staff members must devote their full attention to the children while children are in the staff's care. Therefore, staff are not available for conferencing with parents when there are children present. If a parent needs to speak with a teacher, aide or child care worker, they must make an appointment to do so before school, after school, or during the teacher's 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. Additionally, parent-teacher conferences are scheduled twice a year and as requested by parents or teachers to monitor a student's progress or improve behavior. 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 ECC and our parents will be: Google Calendar (to communicate events, projects and assignments), Remind.com or Class Dojo (for reminders and texting and/or emailing with your child's teacher), the ECC and teacher

websites (for details, forms, lunches and basic information), and One Call (for closings, cancellations, and other time sensitive messages). Instructions to get connected to these information sources will be provided at the Parent Orientation. To get connected to these information streams, visit www.norwalkcatholicschools.org and select your child's teacher under Schools > Early Childhood Center > Staff.

Conferences for 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. You may request a conference with the classroom teacher at any time. Parents or guardians have access to the classroom during school hours for the purpose of observing their child; however, we recommend making an appointment to minimize disruption to the class routine. We welcome your questions and visits to our program. We require that all visitors to the school must sign in at the ECC Office.

Conferences for Preschool Progress reports are sent home at least twice per school year. Parent-teacher conferences are scheduled in the fall and spring and are held as needed. You may request a conference with the classroom teacher at any time. Parents or 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. We welcome your questions and visits to our program. We require that all visitors to the school must sign in at the ECC Office.

Contact Information

NCS Early Childhood Center
Ms. Angie Smith, Director
77 State Street Norwalk, Ohio 44857
419/668-8480
asmith@ncsmail.org

Your child's teacher can be reached at 419/668-8480, at their email (first initial + last name + @ncsmail.org), through their website linked on the ECC Staff webpage at <http://www.norwalkcatholicschools.org/index.php?page=classroom-staff>

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.

The 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 on 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 ECC 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 letter forms 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.

Custody Agreements If there is a custody arrangement for your child, you must provide the ECC with court papers indicating who has permission to be in contact with the child. The ECC may not deny a parent access to their child without proper documentation. Please notify the office if custody agreements change at any time.



Daily Schedule for Kindergarten A typical daily schedule would include: morning routine, religion, math, language arts, centers, lunch and recess, and reading. Gym, music, art, library, computer, 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 story time or another quiet activity. Each teacher will inform you of the specific class schedule.

Daily Schedule for Preschool The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view school as a safe and comforting place, where they know what to expect and when to expect it.

Three Year-old Program

8:50/12:25 - 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.

9:00/12:35 - 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.

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

10:20/1:50 - Clean up time: We encourage all of the students to work together to help clean up.

10:30/2:00 - Closing Circle: End of the Day Prayer and Recall- The students will gather together on the circle carpet and we 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 we learned today. Before we end for the day the students will listen to a short story out of the "Blessing Book" and will repeat a prayer.

11:00/2:30 - 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 helps children develop large muscle control, motor coordination and balance.

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

11:25/3:00- Dismissal

Four Year-old Program

8:50/12:25 - Children Arrive: Self-selected activities in Learning Centers

9:00/12:35 - Large Group Time: Praise and worship, calendar, overview of the day, music and movement activities

9:25/1:00 - Learning Centers:

- Centers include: 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

10:25/2:00 - Clean-up

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

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

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

11:25/2:55 - Dismissal

Discipline Rules are established to enable children to know what is expected. Children are not allowed to hurt other children, put themselves in danger or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed, and when they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, and language use are carefully chosen to assist children with difficulties in coping in a social setting. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden. *Please see the Flyer Clubhouse Handbook for more details about the discipline policy for school age child care. **The same rules that apply to the school day also apply to attendance at the Flyer Clubhouse.***

The following Behavior Management Discipline 3301-37-10 is from the State of Ohio Guidelines and is practiced by the Norwalk Catholic School Early Childhood Center.

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. *There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.*
 2. *No discipline shall be delegated to any other child.*
 3. *No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.*
 4. *No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle*
 5. *No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse*

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 7. Techniques or discipline shall not humiliate, shame or frighten a child.
 8. Discipline shall not include withholding food, rest or toilet use.
 9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
 - E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Dismissal The kindergarten children who will be picked up by a parent or guardian will be dismissed from the front north doors (close to McGuan Park). The teachers will have the children inside the school waiting in line by the door. When the teacher sees you arrive at the door, your child will be called and dismissed to you. Please wait outside the doors until your child is called to meet you. Children who ride the bus are dismissed to the buses from the main front door.

The preschool children will be dismissed from the Baker Street doors, located in the back of the school **or** from the front doors. Your child's teacher will inform you of the door from which they will dismiss your child. The teachers will have the children inside the school waiting in line by the door. When the preschool teacher sees you arrive at the door, your child will be called and dismissed to you. Please wait outside the doors until your child is called to meet you.

If your child has not been picked-up promptly, he/she will be taken to our child care facility, the Flyer Clubhouse, where a fee of \$4.00/hour will be charged.



Emergencies and Accidents During the course of everyday play, **minor** accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately as needed. Members of the NCS Early Childhood Center staff are certified to administer first aid and periodically attend classes to keep this certification current. Should a minor injury occur or an emergency arise, parents will be notified immediately. Each child's records must contain the home, cell and work numbers of both parents and guardian so that they may be contacted in the event of an emergency. If neither parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact person is available and within a reasonable driving distance to pick-up your**

child if necessary. When minor accidents occur, parents/guardians are required to provide emergency transportation.

A **serious** incident, injury, or illness is defined as any situation occurring which requires emergency medical treatment, professional consultation or transportation for emergency treatment. If permission is granted to transport the child, NCS has the authority to contact emergency transportation for a child in the event of a serious accident. Parents are required to complete an Emergency Transportation Authorization form for every child in attendance. If permission is granted to transport the child, NCS ECC has the authority to contact emergency transportation for a child in the event of a serious accident. Under no circumstances will a Norwalk Catholic School Early Childhood Center staff member transport a child. An Emergency Operation Plan is available in the office. It outlines the procedure to be followed in the event of any situation that would pose a threat to our students.

Expectations

What Parents Can Expect of Teachers: It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences. In addition, the teacher must see that students make progress and that their parents are informed of such progress or lack of it. The major method of communication between the teacher and parent is in the form of the mid-term report and a report card. Parents can expect their child's teacher to formulate fair classroom policies (approved by the director) and to support and enforce all school policies. Parents can expect that teachers will protect their child's reputation and practice professional integrity by discussing their child's needs only with the proper staff members.

What Teachers Can Expect of Parents: Teachers can expect that parents will be supportive of them at all times. In the event of a question, a concern or a disagreement, a parent must contact the teacher for clarification. Each teacher is entitled to respect as an educator as well as to his/her good name and reputation in the community. Teachers can expect parents to assist them in their dealings with students and to volunteer their services when classroom/school needs arise. It is fair for the teachers to ask parents to be realistic in their demands, remembering that teachers spend several hours a day in planning and grading.

What Teachers and Parents Can Expect of Students: Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.



Faculty Roster A list of faculty and staff members can be found on the Early Childhood Center page of our school website www.norwalkcatholicschools.org.

Family Role You are most **important!** Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher to share any concerns or to have questions answered. You may also contact the program director at 419.668.8480. Parental involvement may include your participation in one or more of these:

- ❖ special activities or events;
- ❖ involvement in the development of a Service Plan (if needed);
- ❖ involvement in conferences.

Please read our "Future Flyer" newsletter, notes home, classroom newsletters, bulletin boards and any program notices that may affect you or your child.

Field Trips We 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 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.

Fees and Fines Any student who is negligent in returning their library books or paying cafeteria fees, may have their report card held at the end of a grading period or at the end of the school year.

Fire Drills Once a month, a fire drill, tornado drill, evacuation or a lock down drill will be practiced for the safety of the children. There is a plan posted in each classroom describing the action to be taken and the staff responsibilities in case of a fire or weather alerts.

Flyer Clubhouse The Flyer Clubhouse, our child care program, is in operation from 6:30 am to 6:00 pm. A Flyer Clubhouse handbook is available at the ECC and elementary school offices or online at www.norwalkcatholicschools.org. Registration for Clubhouse is separate from school registration.

Friday Enrichment New this year we are offering **optional Pre4 enrichment on the first 3 Fridays of the month** (unless conflicting with the school calendar).

Participation in Friday Enrichment is optional. We added the enrichment days to continue all those Pre4 traditions and experiences (like our field trips and our parties) while we make more time for classroom learning and student observation. The enrichment hours also help us to meet the required number of educational hours to draw down state preschool grants. There is no additional cost for the enrichment unless it is a field trip with a fee. Your child is not required to attend the student enrichment, but we hope they will. Please save these dates for Pre4 Enrichment Days: September 7, 14 & 21; October 5, 12 & 19; November

2, 9 & 16; December 7, 14 & 21; January 4, 11 & 18; February 1 & 8; March 1, 8 & 15; April 5; May 10 & 17.

Fund Raising Every year the school budget includes a considerable sum to be raised through extra fund raisers toward defraying operational expenses. Attempts to raise this amount are made throughout the school year, especially by the Advancement Office and the PTO. Families who oppose fundraising may directly donate the money to the school.

Future Flyer The Future Flyer is the newsletter of the Early Childhood Center. Copies of the Flyer are sent home on Mondays and Tuesdays. The Friday Flyer, a publication of the NCS Elementary School can also be accessed on our school website and is distributed on Fridays to the children.



Guidance Parents and/or students may request to see the guidance counselor or they may be recommended by the teacher or principal for assistance.

Goals The primary goals for Preschool children will emphasize socialization and language development as well as pre-reading and early math skills. Children will be involved in a variety of free-choice, center-based, and group learning opportunities throughout the day. Children learn through actual hands-on experiences so a variety of age appropriate materials are easily accessible and available for the children's use. Time is set aside each day for group activities devoted to story-telling, music, finger plays, games, etc. Play is the natural way for children to learn. The ultimate goal of the preschool program is to prepare students for kindergarten.

Kindergarten students will build upon the goals and skills developed in preschool as well as using hands-on and everyday experiences to help them master beginning reading, writing and math skills. We will work to prepare students for first grade.

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 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.

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

Four year olds = 24

Because we desire to provide a higher level of quality care, we 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.



Handbook This handbook is provided to all ECC parents to inform them of school policies, operations and structure, in order to respect the school-parent-student partnership necessary to educate a child. A handbook acknowledgment needs to be signed and returned to the ECC office on the first day of school. This acknowledgement form will be available at the parent orientation sessions.

Holidays We have special parties for holidays. If you would rather that your child did not participate in these activities, please inform your child's teacher. We would like our program to reflect the heritage of all the children attending.

Hours of Operation The kindergarten is in operation Monday through Friday from 9:00 am to 3:00 pm.

Preschool parents/guardians may choose from the following times for their child:

- Three year-old class: Monday, Wednesday and Friday <OR> Tuesday and Thursday
- Four year-old class: Monday – Thursday

The hours of operation for preschool are:

- AM Class: 9:00 – 11:25
- PM Class: 12:35 – 3:00

For the morning session, the main and back doors will open at 8:50. For the afternoon session, the rear doors open at 12:25. Please use the door at the back of the school to drop off your preschooler. Please use the main entrance to drop off your kindergartner. Your child's teacher will provide specific instructions on the procedure for pick-up specific to your child's class. The main entrance is accessible from State Street; the back door is accessible from Baker Street. **All children must be picked up on time. If your child has not been picked up promptly, he/she will be taken to our child care facility, the Flyer Clubhouse. You will be billed for this service.**

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.



Illness, Incident or Injury A serious incident, injury, or illness is defined as any situation occurring while a child is in attendance at Norwalk Catholic School, which requires emergency medical treatment, professional consultation or transportation for emergency treatment.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident if the following occur:

- ❖ The child has an accident, injury or illness which requires first aid;
- ❖ The child receives a bump or blow to the head;
- ❖ The child has to be transported by emergency squad or
- ❖ An unusual or unexpected event occurs which jeopardizes the safety of the child.

Please sign the incident form and return it to school. A copy of the signed report will be given to you.

Norwalk Catholic School staff will not transport children under any circumstances; however, children will be transported to the hospital in an emergency by appropriate medical or public safety personnel, a student's parent, or an emergency contact person. Children will also be accompanied by a Norwalk Catholic School staff member.

Parents are required by law to complete emergency medical forms/health records and authorization for emergency transport for each child, at the beginning of each school year (or when registering). It is especially important to identify an adult who will assume responsibility for the student in case of illness or emergency and to keep the teacher informed of changes. If a parent cannot be reached in case of a child's illness, the emergency contact person named on the form will be contacted. This form should be on file for all registered students no later than September 22, 2017 (or 30 days after enrollment).

Immunizations To try to prevent the spread of communicable diseases, immunization schedules are recommended for young children. The preschool program requires that each child remains up-to-date with his or her schedule or that an exemption is on file with special consideration by the child's physician. Check with your child's doctor for completion of your child's medical exam form, including immunization record, required

in Ohio for preschool attendance. Kindergarten students must be up-to-date with their immunizations. Parents must provide a copy of their child's vaccine record for review by the school nurse at kindergarten screening. The immunization requirements for school attendance are determined by the Ohio Department of Health.



Jesus We believe that Jesus is the Christ, the Savior who came to earth in the flesh to reveal God to all people. We believe Jesus was conceived of the Holy Spirit and born of the Virgin Mary. He willingly died on the cross to show God's love for humanity and he rose from the dead, ascended into heaven and will come again. The reason for our school is to help the children know Jesus, the Good Shepherd.



Keep Us Informed Parents are asked to advise the ECC staff of any happenings that may affect your child's behavior (death in the family, moving, divorce, etc.). This will enable us to understand and help your child with his/her adjustment. Please let us know right away about any change in address, phone number, email, those picking up your child(ren), emergency contacts, or medical history.



Leaving the Premise At no time and under no condition, does the school permit a student to leave the school or playground without written permission from the parents.

Library The library is under the direction of a certified librarian. The kindergarten classes visit the library once a week to select books. Students are encouraged to return books on time. If a book is damaged, please inform the librarian. Books that are 30 days overdue must be paid for; payment is non-refundable.

License Our preschool and child care 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. Our school 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 be directed to the NCS Early Childhood Center 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.

Lines of Communication The following guidelines are set forth in order to ensure good communication between the home and school. Parents and/or students experiencing a problem should always go to the person involved first in order to attempt a solution.

Student to Teacher: Children are encouraged to attempt solutions to their problems. Teachers, counselor and the administrator are always available to lend a helping hand.

Parent to Teacher: Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.

Parent to Teacher and Administrator: If parents have sought a solution with the teacher and still remain unsatisfied, the administrator is available to lend a helping hand.

Parents should call the school office (668-8480) to arrange an appointment with the teacher and the administrator. Only in very rare cases will the administrator meet parents without the teacher present.

Parent to Administrator: The administrator is always available to speak with students and parents. However, in order to facilitate handling phone calls and meetings, parents are asked to observe a few courtesies. All the administrator calls are handled through the office during office hours.

President: The president remains available to speak with anyone who has attempted to resolve concerns through the proper channels. The president and Norwalk Catholic School Governing Board are available to parents after all other channels have been exhausted.

Governing Board: The Governing Board is the final contact to address parental concerns.

Life Skill Guidelines Students at the Early Childhood Center follow the example of Jesus and live by a set of five life skill guidelines. These are:

- ❖ Be trustworthy
- ❖ Be truthful
- ❖ Be an active listener
- ❖ Never use put downs
- ❖ Do your personal best

Life Skills There are 17 life skills that are taught through example and encouragement.

The skills are:

- ❖ Caring
- ❖ Common sense
- ❖ Cooperation
- ❖ Courage
- ❖ Curiosity
- ❖ Effort
- ❖ Flexibility
- ❖ Friendship
- ❖ Initiative
- ❖ Integrity
- ❖ Organization
- ❖ Patience
- ❖ Perseverance
- ❖ Pride
- ❖ Problem solving
- ❖ Responsibility
- ❖ Sense of humor

Lunch All kindergarten students and preschool students who are staying for childcare are expected to have a packed lunch or purchase a lunch in the cafeteria. Students cannot charge their lunches. The lunch price includes milk or milk can be purchased separately. A lactose free milk is available for purchase at an extra charge. In addition to a hot lunch, a second option is available for purchase in the cafeteria at the same price. The Option B lunch also meets the nutritional requirements; it consists of a peanut butter and jelly sandwich, string cheese, goldfish crackers, the daily fruit/vegetable, and milk. Please follow the lunch menu and pack or buy accordingly. **The lunch menu is sent home monthly, and is available in the weekly Friday Flyer, on the school website and in the Norwalk Reflector newspaper.** If your child does not have a lunch a simple alternative will be provided on a temporary basis. Students will be able to use the Meal Magic on-line payment method to purchase a lunch. *For details, please see Meal Magic below.*

Please let us know in writing if a child has special dietary needs or allergies such as an allergy to milk, eggs, or other foods. We believe in helping the children make wise choices so to nourish their bodies in a healthy way. **Therefore, we will not allow the children to drink soda pop at any time during the school day.**



MAP This kindergarten reading and math assessment is designed to check your child's progress with foundational math and literacy skills beginning in kindergarten. It is administered in the fall, winter and spring. This test is to help us know what skills your child has already developed, which ones the teachers will need to focus on to ready him/her for academic success in first grade, and where students need to be pushed. Children cannot fail this test!

Meal Magic Lunch Program This lunch program allows parents to deposit money directly into a student's account so they may purchase a school lunch. Students will be able to use the Meal Magic on-line payment system to purchase a lunch. You can add money and check your child's Meal Magic balance online at **<https://www.sendmoneytoschool.com>**. When sending money to school for your child's Meal Magic account, please place the money in an envelope marked with your child's name. A student account number is needed and can be obtained by contacting the NCS Business office.

Norwalk Catholic School Cafeteria has adopted a policy to govern situations when students do not have lunch money or when Meal Magic lunch accounts have insufficient funds. It is strongly encouraged that parents/guardians make Meal Magic Lunch account payments in advance. Account balance information is readily available to parents/guardians utilizing the Send Money to School website.

Funding can be made through multiple methods:

1. Electronic Payment using the Send Money to School website.

2. Cash or Check in designated locations at the Early Childhood Center, Elementary Library (Grades 1-3), Main Cafeteria or the Business Office.
3. **Norwalk Catholic School** uses a “No Cash Back” policy when deposits are made in the serving line. All funds received will be deposited into the student account.

The following policy will apply regarding lunch charges:

Early Childhood Center and Elementary School (Pre-School-Grade 6)

- Up to Seven (7) lunches may be charged. If no payment is received to remedy the 7 charged lunches, students will be offered complimentary milk, cheese stick and vegetable/fruit offerings.
- Students will not be able to purchase ala carte items with a negative balance.

** No charged lunches will be allowed the last two weeks of every school year to make certain all outstanding charges are funded. All negative balances, if not collected, will carry over to the next school year.

Methods of notifying parents/guardians of negative Meal Magic balances:

- Parents/guardians can monitor Meal Magic balances and transaction detail using the Send Money to School website.
- Low/negative balance e-mail reminders are sent 3 times a week (MWF) using the Meal Magic System.
- Parents/guardians can call the Business Office 419.668.3005 x223 for student balance details.
- If negative balances persist, phone calls will be made to coordinate payment arrangements.

If a financial hardship occurs, please contact the Business Manager 419.668.3005 x223. Assistance may be available and eligible recipients may qualify for a reimbursable school lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. On line application can be made at <https://lunchapp.com> or by manually completing an application available in the NCS Business Office.

Medical Appointments If special appointments during the school day are unavoidable for kindergarten students, we ask that a signed note precede the dismissal. Before the student leaves the premises, he/she must be signed out by the parent in the office and sign in when he/she returns.

Medical information Preschool program regulations by this chapter of the Administrative Code and sections 3301-37-05 of the Revised Code states that “the parent shall provide, prior to the date of admission or not later than 30 days after the date of admission, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program.” Both preschool and kindergarten students must have a completed health information form on file; it is provided to parents in the student information packet and is titled Child Medical Statement.

Medications Parents/guardians are responsible for the administration of prescription and non-prescription (over the counter) medication. If at all possible, please give medications to your child at home. It is diocesan policy to discourage the taking of any

medication during the school day. However, if it is not possible and it is needed at school, written and signed instructions must be provided by a licensed physician or licensed dentist for the school to administer any medication. It is preferred that parents personally administer medication to their children before or after school, at recess, or over the lunch hour. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. 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 (for is available in the ECC office). Only under unique circumstances can school personnel administer medications.

The school shall not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration on non-prescribed medication rests solely with the parent or legal guardian and the student.

For self-medication using an inhaler, a specific form is required (available in the ECC office). For all medication, the following rules shall apply:

1. Medication in the same container in which the prescribing physician or pharmacist dispensed the drug is to be brought by a responsible person to the administrator's office for safe keeping.
2. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, and name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.
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 or legal 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 destroyed by school personnel.
6. In the absence of a full-time nurse, responsibility rests with (in this order): the administrator, the assistant principal, the teacher-in-charge, and any other person specified by the principal-minister in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement.
7. 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.
8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.
9. Parents of the children requiring food supplements or modified diets should discuss the child's needs with the Director/Administrator.

Mission The Mission of Norwalk Catholic School is to:

- ❖ Develop Disciples of Christ

- ❖ Promote Academic Excellence
- ❖ Foster a Respectful Community



Nap Procedures The preschool schedule does not include nap time for the children during the school day because they are only in attendance for half of the day. The preschool children who attend the child care program, Flyer Clubhouse, have an opportunity to nap when they are not in school. Details on nap time for Clubhouse are provided in the Flyer Clubhouse Handbook.

Need Information? Please check the school website, www.ncsweb.org when you want to contact staff members online, read newsletters, or check the ECC calendar. And do not hesitate to call or email your child's teacher or the school office with questions. You can reach us by phone at 419/668-8480 or by email at ecc@ncsmailorg.

Non-discriminatory Policy The Norwalk Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students in the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational and admission policies, scholarships and loan programs and athletic and other school administered programs.



Office Hours The office is open from 7:30 am to 3:30 pm. During the months of June and August, the office hours may vary. The office is closed during the month of July.

One Call The One Call system allows the school to quickly notify each staff member and school family of important information, especially when school has been delayed or cancelled. We urge you to register for One Call to get all notification. You can register online or by calling 419/668-3005 and providing the phone number and e-mail address you would like the school to use. To opt out of this service, please follow the instructions that will be given at the end of the One Call message. You can register for One Call online at <http://www.norwalkcatholicschools.org/index.php?page=one-call-update>.

Outdoor Play Research has shown that children stay healthier when they have daily outdoor play. Based on this information, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 22 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time

for indoor gross motor activities. **Please send your child with the proper clothing for the weather** so they may be comfortable and safe whenever they are outside.

Orientation & Open House The week before school starts, a Parent Orientation will be held for kindergarten and preschool parents (no children please). During the Orientation, we will provide parents with enrollment paperwork, as well as an overview of the program, routine, curriculum and details that will become the foundation of the parent-teacher relationship necessary for a successful year. Attendance at the Orientation is required. An Open House will be held for preschool on the first or second day of the district's school year. The Preschool Open House is designed to help students get comfortable in their new environment by spending time in their classroom with their teachers while their parents/guardians or another trusted adult friend is present. Attendance at the Open House is optional. Details and dates will be sent home in the summer communication, will be posted to the ECC Google Calendar and will be included in the start of school letter from your child's teacher.



Parking For preschool, you may park your car in the lot located next to the playground or on the side of the school, using Baker Street to access the lot. If you wish to park by the playground, please use caution because the children may be walking to/from the playground equipment. For kindergarten, you may park your car at the McGuan parking lot when picking up your child from school. **Do not park in the front of the school. This area is reserved for the buses.** The only exception to parking in the front of the school is during preschool dismissed at 11:25.

Philosophy The Norwalk Catholic School Early Childhood Center programs are designed to foster personal, social, emotional, spiritual and intellectual growth in a developmentally appropriate, play-based learning environment. The curriculum, together with the observations and assessments of our licensed professional teachers and knowledge of our students' special interests and developmental progress, emphasizes learning as a process of interacting with materials and people. In addition, the curriculum is aligned to the Early Learning Content Standards (preschool) and Learning and Development Standards (kindergarten) adopted by the State Board of Education and the Diocese of Toledo. These standards are addressed on the teacher's lesson plans. Children's learning activities in the classroom will most often be characterized as play, real and relevant to their lives because children learn through actual hands-on experiences; play is the natural way for children to learn. Time is set aside each day for small and large group activities.

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



Questions If you have any questions, please feel free to contact the Early Childhood Center at 419/668-8480 or email ecc@ncsmail.org.



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.

Registration The process for registration for the ECC (preschool and kindergarten) begins in mid-January. Because of the demand for morning sessions, we recommend that you return your registration early in the registration process if you have a strong preference. Morning and afternoon preferences are accommodated on a first come first served basis. There are a limited number of spots in the ECC preschool and kindergarten classes. Available spots are filled according to the priority list established by the Norwalk Catholic School Governing Board. Children are placed in classes in the following order:

- ❖ Current school families,
- ❖ NCS staff members,
- ❖ Parishioners of St. Mary, St. Anthony and St. Paul Parishes,
- ❖ Other Catholic families, and
- ❖ Other families.

Registration Fee A registration fee must be paid when completing the registration form before a child will be considered admitted to the school.

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. Emergency contact will be called to transport the child home. Police will be notified if necessary.

Related Services The Norwalk Catholic School Preschool program provides a variety of professionals to enhance the education of young children. In cooperation with Norwalk City Schools, available for qualifying students are a reading tutor, school

psychologist, speech therapist, occupational therapist and physical therapist. When support services are a part of your child's educational plan,

- ❖ collaboration with the teacher occurs to set and achieve Service Plan goals;
- ❖ classroom activities are suggested;
- ❖ necessary adaptations are made; and
- ❖ a written procedure for transitioning a child to the next age group is developed.

A Norwalk City School professionally staffed, play-based diagnostic assessment team is also available for evaluating potential developmental delays in preschool-aged children. An evaluation can be requested through your home school district.

Request of a Teacher It is highly discouraged for parents to submit a request for a specific teacher for the upcoming school year. All teachers are highly qualified. Class rosters are developed to allow for the optimum balance of ability, personality types and gender. Parents should make an appointment with the administrator if they have special needs. Only teacher requests that are submitted to the Director in writing that includes a parent's reasons for the request will be considered.

Resolution of Problems or Concerns

The following guidelines are set forth in order to ensure good communication between the home and school. Parents and/or students experiencing a problem should always go to the person involved first in order to attempt a solution.

- Student to Teacher: Children are encouraged to seek solutions to their problems. Teachers, counselors and the administrator are always available to lend a helping hand.
- Parent to Teacher: Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.
- Parent to Teacher and Administrator: If parents have sought a solution with the teacher and still remain unsatisfied, the administrator is available to lend a helping hand. Parents should call the school office 419.668.8480 to arrange an appointment with the teacher and the administrator. Only in very rare cases will the administrator meet parents without the teacher present.
- Parent to Administrator: The administrator is always available to speak with students and parents. However, to assist the administrator in responding to all phone calls and meetings, parents are asked to observe a few courtesies. All administrator calls are handled through the office during office hours.
- President: The president remains available to speak with anyone who has attempted to resolve concerns through the proper channels. The president and Norwalk Catholic School Governing Board are available to parents after all other channels have been exhausted.
- Governing Board: The Governing Board is the final contact to address parental concerns.

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 Permissions Form if you wish to be included in the roster.



School Spirit We cannot see or touch our SCHOOL SPIRIT; we hardly know how to define it, and yet it is one of the most powerful forces in our school. It is in our stands as we urge our teams on with cheers. It is in our classrooms as we advance the standing of our school through good work. It is in our students in the halls, around the grounds and in town -- proud of their school, backing our collective mission, protecting its good name, and doing nothing of which it need ever be ashamed. It is the affection we have for our school. It is the determination to put honest effort into our school years and to get honest results from them. It is the courtesy and consideration always shown to classmates and teachers and visitors to our school. It is the faith that we have in our school. School spirit is precious to us; please add your enthusiasm to it!

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 Center office or on the NCS website. Other family members and friends can also designate their purchases for your 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.

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. The ECC 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. As we provide 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 children 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.

Special Classes Each week the kindergarten children will attend classes in art, music, library, computer, Spanish and gym. Each teacher will inform you of the day and times your child will attend the classes.

Speech Services Qualifying children who display definite speech, language and/or hearing deficiencies will receive corrective instruction through our speech and hearing

therapist provided by the school district in which you live. Progress is monitored regularly to establish new goals.

Staggered Start A staggered start may be used during the first week of school. Small groups of children attend on a different first day of school in order for the teacher to get to know the children better and to help the children become adjusted to their classroom and routine in a small group setting. Preschool parents will be notified of the day your child will attend school for their first day for small group attendance. Preschool parents will also be notified of the first day of attendance for all students. Kindergarten children whose last names begin A to L will attend on the first day; those starting M to Z will attend on the second day of the staggered start (unless adjusted by the teacher to even out the groups). Kindergarten parents will be notified of the first day for small group attendance. All kindergarten students will attend school beginning the third day of school for Norwalk Catholic Schools.

Standards The Norwalk Catholic School Early Childhood Center programs are licensed by the Ohio Department of Education. The preschool licensing component requires compliance on inspections conducted by the health, building, and fire departments as well as licensing evaluators from the Ohio Department of Education. Our license is posted in each preschool classroom. We were found to be in full compliance on all of last year's inspections.

The preschool course of study is aligned to the Early Learning Content Standards. The kindergarten course of study is aligned to the Ohio Learning and Development Standards adopted by the State Board of Education and the Diocese of Toledo. These standards are addressed on the teacher's lesson plans.

Supervision At no time will a preschool child be left unattended. Staff will supervise children at all times. Kindergarten students are under supervision at all times; however, they may use the restroom alone. If a child becomes ill, they may be isolated in the office or in a section of the room, but within the sight of a staff member.

Supplies Needed for School A list of items needed for school is listed on the website. We ask that preschool parents provide a complete change of clothing, including socks. Please label all items with your child's name and place in a zip lock bag. We will keep the items at school until the end of the school year.



Tardy All children arriving after 9:00 (12:35 for afternoon preschool) will be considered tardy.

Toilet Training Policy All children should be toilet trained before entering school. We are not licensed to change diapers. We realize that a child may at times have an occasional accident; mastery of toilet training is an ongoing process. If an accident should occur, parents will be contacted to come to school and take care of the child. Pull-ups are considered a diaper and should not be used.

Toys from Home Bringing a toy to school from home is not permitted. Items from home often are lost or broken, and your child may find it very difficult to share a favorite toy with others. Show and Tell may be a part of your child's class; on special occasions, toys or items from home will be requested to help promote a unit theme. Your child's teacher will let you know when this will occur and a note will be sent home.

Transitions When your child transitions to another grade, or comes to the Early Childhood Center from another program, staff will communicate with you if any problems or concerns arise. We want your child to experience smooth and uneventful daily transitions. In the spring of the year, a transition day is held. The kindergarten children participate in "Leap Frog Day" to help them become acquainted with first grade at the NCS Elementary school campus. The 4 year-old preschool children have a "Move up Day" when they can visit the next year's classroom. The 3 year-olds will "Inch-up" by visiting the 4 year-old preschool classrooms. Additionally, common preschool and whole school events are held throughout the year to familiarize students with all staff and grade levels. If needed, meetings can be arranged between parents or guardians, school staff, and the receiving teacher to make transitions as informative and simple as possible.

Tuition The Norwalk Catholic School Early Childhood Center offers a high quality preschool and kindergarten program for all children. Tuition is based on a yearly rate. There will be no refund for illness or family elected vacation. Your yearly tuition will be adjusted for children enrolled after the beginning of school. In order to lessen the yearly burden of tuition, you may pay tuition in up to ten equal monthly installments through the FACTS program. If you have any questions about your financial account, please contact the Tuition Manager at 419/668-7223.



Uniform Exchange During the school year, in coordination with the Governing Board and PTO, a forum will be provided for parents to trade, sell and purchase used uniforms or dress code clothing. New or used uniforms may be donated to the school and will be distributed as necessary to those families in need of assistance.

Uniform for School Having a school uniform/dress code policy is beneficial for several reasons. It can:

1. Develop a sense of belonging to the community, school and church.
2. Create an atmosphere conducive to learning.

3. Contribute to a safer school community by readily identifying students within the school system.

The Elementary Principal and ECC Director, with the approval of the Governing Board, can make changes during the school year, if a situation arises.

This is what the kindergarten (and elementary) children need to wear to school:

Boys Grades K – 6:

Dress Pants – Dark Khaki or Black, with or without pleats

Shirt – White, Black, or Red collared shirt (Polo, Oxford) with short or long sleeves

Sweater / Cardigan / Vest – White, Black, or Red

Sweatshirt – Black or Red (sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck)

Girls – Grades K – 6:

Dress Pants – Dark Khaki or Black, with or without pleats

Skirt, Skort or Jumper – Dark Khaki, Black or Red/White Plaid (0871; plaid option available from Schoolbelles only)

Blouse / Shirt – White, Black, or Red collared shirt (Polo, Oxford or any collared blouse) with short or long sleeves

Sweater / Cardigan / Vest – White, Black, or Red

Sweatshirt – Black or Red (Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck).

Accessory items that can be purchased anywhere

Socks, Girls Tights, Boys Ties – Solid color White, Black, Red or Khaki

Turtleneck / Mock turtleneck – White, Black, or Red

Belt – Black, Tan or Brown; we **do not recommend belts for the kindergarten children as they may have a difficult time when using the restroom.**

Shoes – Only fully enclosed dress or plain athletic shoes can be worn. All should be of neutral color (tan, white, black or brown). Heels may not exceed 1.5 inches in height, but are strongly discouraged for kindergarteners. For the safety of the children on the playground no sandals, no open back / no open toe are to be worn to school. Clogs, high heels, over the calf boots or high platform shoes will not be allowed.

Coats and Headwear – Jackets, outside coats and hats are not permitted during class. No caps, dew rags or sweatbands are permitted during the school day.

Hair – Natural hair color only – no unusual colors or extreme highlights are permitted!! Styles should be conservative. Extreme styles, especially where any part of the head is spiked or shaved are not permitted. Boys' hair should be cut in a gentlemanly manner. It should not hang in the eyes or extend below the shirt collar in the back.

Jewelry - No excessive jewelry or body piercing, other than girls' earlobes, are permitted in school or when representing the school at extra curricular activities. All jewelry must be conservative in choice. No dangling earrings.

Make-up – Heavy make-up is not permitted. (No make-up may be brought to school). Visible tattoos are not permitted unless in conjunction with a spirit day.

Warm Weather Policy

The warm weather policy in which shorts may be worn is effective for the months of August, September, May and June.

Shorts Option - Girls & Boys: Dark Khaki or Black of dress fabric. Shorts must be neatly hemmed or cuffed of appropriate length no more than 4 inches above the knee and no longer than to the knee. Make sure length is appropriate before ordering. No cargo pockets, cut-offs, sweat-suit material, mesh or gym shorts. All other clothing must follow the uniform/dress code.

Gym

The kindergarten children wear their uniforms for gym class; however a pair of athletic shoes will need to be worn on gym day. The teachers will inform you of the day when gym is held.

Special Occasions

1. The last Friday of each month will be a casual day for grades K-6 only. Students are allowed to wear blue or colored denim jeans. No overalls, striped, embroidered, ripped or frayed jeans allowed. Shirt must comply with uniform / dress code policy. A sweatshirt with a school logo can be worn with a collared shirt, turtleneck or mock turtleneck underneath.
2. Any other days throughout the school year as specified by the Director.
3. Mass days and All School Masses: Students will follow the uniform guidelines unless specified by the director.

General Guidelines

1. All clothing and accessories must be sized to fit, neat, clean, without holes, not frayed or cut.
2. Slacks or pants should be of a full-length dress style, neatly hemmed or cuffed with or without pleats, of dress fabric – not stretch jersey. Slacks or pants should not be too tight or dragging on the floor. Bibs, low riding pants, 5 pocket styles (with or without rivets), cargo pants or Capri's are not permitted.
3. No blue or colored denim allowed, except for specified special occasions.
4. Skirts, skorts or jumpers should not fit too tightly and must be of modest length, no more than 4 inches above the knee for K-6 and no more than 6 inches above the knee in JH. If skirt has a slit, measure from the top of the slit. Make sure length is appropriate before ordering.
5. Shirts or blouses must have a collar. A turtleneck or mock turtleneck is permitted alone. Shirts, blouses, turtleneck or mock turtlenecks must be tucked in at all times, including lunch. No visible t-shirts or crew neck shirts are permitted, except for specified special occasions.
6. If wearing a t-shirt under a uniform shirt, it must be WHITE – no colored t-shirts.
7. A collared shirt or turtleneck/mock turtleneck must be worn under a sweater, sweatshirt, cardigan or vest.
8. All shirts must be of a solid color. No slogans, advertisements or brand names (i.e. Gap, Abercrombie, etc. permitted, regardless of logo size).
9. A heart patch, school oriented logo, on the left chest pocket only is permitted on any uniform shirt option. This can be purchased from the approved suppliers or embroidered at an outside location of your choice. All designs must be appropriate and school related. Approved styles from "The Hangar" are also permitted. If you question the appropriateness of the artwork, have the Principal approve before purchasing.

10. Hooded sweatshirts are not to be worn during the school day or at weekly school masses.
11. Red or Black sweatshirts plain or with a heart patch, school oriented logo are permitted.
12. Belts must be worn if pants have belt loops. (Exception for Kindergarten only – no belt required.) Belts must be plain brown, black or tan with no embellishments (i.e.: studs, jewels, etc.)
13. Ties must be solid in color. Small school-related logo is acceptable but not stripes, prints or characters. Female students may not wear male-type ties.
14. Socks at least to the ankle in length, nylons or tights must be worn at all times. No footie sock may be worn.
15. Boots for wet or snowy weather can be worn to school with a change of shoes provided.

Enforcement

Teachers will check the uniforms each morning and throughout the day. If dress code infraction occurs, a warning will be provided explaining why the child is not in dress code. The Director has final authority in resolving questions or situations regarding compliance with the uniform policy.

Suggested Uniform Suppliers

The following suppliers are recommended for purchasing of clothing as described in the uniform/dress code section. All clothing must be purchased from a uniform line like the following:

- A. Lands' End – School Line only, catalog available in office Can be purchased:
 1. On-line: www.landsend.com/school
 2. Catalog: 1-800-469-2222
 3. Fax: 1-800-332-0103
 4. Mail: Lands' End

Lands' End SHOP certificates can be used or for every qualified purchase from the catalog or "School" section of the Website, 3% of the net sales will be donated to the school (Use preferred school number 9000-5637-5).
- B. French Toast –Catalog available in the office Can be purchased:
 1. On-line: www.frenchtoast.com
 2. Catalog: 1-800-373-6248
 3. Fax: 1-888-296-4966
 4. Mail: French Toast
- C. Locally at Sears, Target or Meijer's – For every qualified purchase from the catalog or Website, 5% of the net sales will be donated to the school (Use source code number QS44S3T). Sears SHOP Certificates can be used
- D. Schoolbelles – Catalog available On-line
 1. On-line www.schoolbelles.com

Unique Each child is a unique gift from God. The religious formation experience at the Early Childhood Center helps to build a relationship between Jesus and your child.

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 must sign in at the Office.



Vacations Please notify the Early Childhood Center at least one week in advance if your child will be going on a vacation during the school year. Vacations may not take place during the first week or last week of school. Vacations, which take a student away from his studies for an extended period of time, are viewed as less than desirable for a sound education and are discouraged. Excused absences will be granted for vacations only if all of the following criteria are met:

1. Written notification of vacation must be submitted to the office.
2. Any vacation must have prior approval of the principal.
3. At the time of the request, a student must have passing grades in all subjects.
4. The requested absence would not place a student in the excess of 15 days of absence for the current school year.

Kindergarten students are granted make-up privileges only if prior administrative approval was given. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence. NO MAKE-UP WORK WILL BE PROVIDED PRIOR TO THE VACATION ABSENCE. Granting make-up privileges and / or grading of work beyond 5 vacation days are left solely to the discretion of each teacher.

Visiting the School Visitors, including prospective families, are welcome to visit the kindergarten classes and school provided it does not disturb the education of the children. In addition, we ask that you inform us the day before your visit, if possible. All visitors must report first to the office. *Lunches, books, etc. being dropped off to students should be taken to the office and not to the child in the classroom.*

Volunteers We welcome parents and grandparents that wish to volunteer in the classrooms. The Diocese of Toledo requires all volunteers to complete the "Protecting God's Children" online workshop. In addition, a background check is required for all volunteers working with children. Some of the opportunities to volunteer at the ECC include playground/lunch supervisor, classroom helper, room parents, field trips, and assisting in the Atrium for the Good Shepherd program.



Water Play/Swimming The preschool children do not engage in any water play or swimming activities in water that is two feet or more in depth. Play activities using water is limited to the sensory table where water is kept to less than 4 inches.

Weather Throughout the school year there will likely be inclement weather days when school is either delayed or closed. Please listen to a local radio or TV station or you may participate in the One Call system (information on One Call is provided above).

If a delay (of any length) occurs, the morning preschool classes will attend school from 10:00 am to 12:00 noon. The afternoon classes will be open from 1:00 to 3:00 pm. Please note: On early release days, the preschool sessions are cancelled. **If there is a delay, the Flyer Clubhouse will remain open regular hours (6:30 am – 6:00 pm.); however, if school should be delayed and then closed, you will need to come to school and pick up your child as the Clubhouse will close at 9:30 am.**

When the schools are kept open in such weather, it is then a parent's judgment as to whether or not to send the child to school. School buses may run late in inclement weather.

Withdrawals Parents wishing to withdrawal their child may do so at any time. A one week notice in writing is appreciated. Records will not be released to another school unless tuition and fees are paid up to date.



EXciting This is a very exciting time in the life of your child. We are glad to be a part of his/her early learning experience. Thank you for entrusting your child to us.



You Your involvement in the school ultimately leads to greater success for all children. More than 30 years of research show that effective involvement of parents and families in their child's education has the potential to be far more effective than any other type of education initiative. Our volunteers add so much to school operations, student enrichment and student support. To volunteer, call the ECC office or contact your child's teacher.



Zzzzzz Please make sure your child has enough sleep in order for them to be ready for school.

*Please note: The Handbook Acknowledgement form is in the orientation folders you received from your child's teacher. Please complete this form which indicates that you have read this document.
Thank you!*

CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR NCS/SPHS

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, principals, 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, electromagnetic, 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 principal or the principal'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 principal 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 principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal 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 School encourages the use of the ANTI-HARRASSMENT/ BULLYING COMPLAINT FORM for reporting.

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 principal. The investigator may provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal 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 principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal 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 Principal or appropriate 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.

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date _____

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/St. Paul High School 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/ St. Paul High School 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 cyber-bullying 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 principal 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 Schools Office at 419.244.6711.

Acknowledgement of Receipt
Norwalk Catholic School Early Childhood Center
Parent Handbook

By signing this form, I acknowledge that I have received a copy of the Norwalk Catholic School Early Childhood Center Parent Handbook online at norwalkcatholicschools.org or in hard copy (paper form).

I acknowledge that I have read it thoroughly and understand all policies.

I agree to abide by all guidelines set forth by the Norwalk Catholic School.

Student Name

Parent Signature

___/___/_____
Date

Please return this signed document to your child's teacher by September 5th.

Thank you!