

## Table of Contents

Mission Statement	Page 1
Governing Values	Page 1
Forward/Goals of Diocesan Education	Page 2
Role of Parents	Pages 3-4
Students	Pages 5-13
Instruction	Pages 14-19
Tuition/Fees	Page 20
General Policies	Pages 21-24
Spiritual Growth	Page 25
Communication and Parent Involvement	Pages 26-27
Nutrition Program	Page 28
Health Services/Procedures	Pages 29-34
Addendum's	Page 35

## NONDISCRIMINATION POLICY

**The St. Mary's School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.**

### GOVERNING VALUES

The Aquinas/St. Mary's Catholic Schools community will foster a God centered Catholic culture to promote a Christ-like outlook on life.

We will provide a learning environment to promote academic achievement for all students by developing their unique abilities and interests to prepare them for future vocations and challenges.

We will provide opportunities for individuals to grow spiritually, physically, socially and emotionally.

We will nurture a life-long commitment to Christian values that promote growth in church, family, and civic relationships.

We will promote respect for one's self-worth and mutual respect for others at all stages of life.

(revised in November 1999)

## **MISSION STATEMENT**

**The mission of the  
Aquinas/St. Mary's  
Catholic Schools community  
is to provide a Christ-centered, learning  
environment to prepare  
students to deal with future  
involvement in church, family,  
and civic relationships.**

(revised in November 1999)

## FORWARD

This handbook is intended to serve as a guide for working toward a better realization of the philosophy and goals of St. Mary's School. The guidelines are based on Diocesan policy and Rule 10 requirements from the Nebraska Department of Education.

The term parent contained within this document shall mean the parent, guardian, or person acting in the place of a parent, such as a grandparent or stepparent with whom the child lives, as well as persons who are legally responsible for the child's welfare.

St. Mary's School Council  
St. Mary's Administration  
September 1998

\*Copies of the Diocesan policy and Rule 10 are available at the school office upon request.

The Goals of Diocesan Education are

- 1: To offer instruction in Catholic Doctrine and morals.
- 2: To provide an environment supportive of religious values.
- 3: To form students in the practice of prayer.
- 4: To form students in the practice of virtue.
- 5: To provide opportunities to participate in the Church's Liturgy and devotions.
- 6: To foster the practice of spiritual and corporal works of mercy.
- 7: To form structures and programs that unite parents, school, and Church in the work of Catholic education.
- 8: To impart knowledge and skills, develop understanding, and cultivate appreciation for the basic academic subjects.
- 9: To help students learn to think logically, critically, and wisely.
- 10: To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health.
- 11: To lead students to hear and respond to God's call to holiness, a particular state in life, apostolic action and heaven.

## VI. Parents (Canons 793, 796, 798 – Appendix A)

“The fecundity of conjugal love cannot be reduced solely to the procreation of children, but must extend to their moral education and spiritual formation. The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute. The right and duty of parents to educate their children are primordial and inalienable.”  
(Catechism of the Catholic Church, 2221)

- VI.1 The term parent shall mean the parent, guardian, or person acting in the place of parent, such as a grandparent or stepparent with whom the child lives, as well as persons who are legally responsible for the child’s welfare.
- VI.2 Parents are welcome and invited to visit the schools and classrooms of their children during the school day. These occasional visits are to be arranged in advance, and the parents, as all visitors, are to report first to the office. The school administrator may restrict an individual’s access to the school and classrooms if the visit is deemed potentially disruptive to the classroom activities.
- VI.3 Parents may choose to delay in sending their children to school or elect to remove their children from school when inclement weather gives rise to concerns for safety.
- VI.4 Parents have a right to information about only their own children, not those other than their own.
- VI.5 Parents may request a release of records in case of transfer or graduation to be sent to receiving schools. This request is to specify the name of the school to receive the records, and to be authorized by the signature of the parent. Transfer of records will be made directly from one school to another school.
- VI.6 Parents are to be informed regularly by the teachers about the progress of their children.
- VI.7 Parent-teacher conferences are scheduled at least twice a year in all Catholic Schools.
- VI.8 Parents may not interview or confront a child other than their own while the child is entrusted to the school’s care unless that child’s parents have given permission.
- VI.9 Legal documentation regarding specific rights of a non-custodial parent relative to that parent’s child is to be kept with the child’s file in the school records.
- VI.9a It is presumed that the non-custodial parent has a right to receive and review information regarding a minor child unless the custodial parent produces legal documents to the contrary.
- VI.9b Physical access to the child by the non-custodial parent shall be granted only in accordance with the legally binding documents which state these rights, or with the written permission of the custodial parent.

- VI.10 Each school sets and communicates the expectations for the parents. These may include expectations of financial support, volunteer work, and cooperation, *especially with regard to the religious instruction and formation of their children.*
- VI.11 Parents who are members of a recognized advisory group, such as, school boards, home and school associations, or alumni, are advisory to the pastors or superintendents and not policy making.
- VI.12 All schools annually renew their institutional memberships in the Nebraska Federation of Catholic School Parents. All school parents and others are encouraged to become active members of this association for the good of the Catholic School community in the State of Nebraska.
- VI.13 Before a child is assigned to a teacher other than the regular staff, such as, special education personnel, Chapter 1 teachers, speech teachers, or guidance counselors outside of the classroom, the parents must be informed.

## **CANON 803**

(Taken from Diocesan Policy Handbook)

Canon 803 1 A Catholic School is understood to be one which is under the control of the competent ecclesiastical authority or of a public ecclesiastical juridical person, or one which in a written document is acknowledged as Catholic by the ecclesiastical authority.

# STUDENTS

## ADMISSION

A physical examination and eye examination by a qualified physician is required for a child entering school at the kindergarten or first grade level, as well as for those who transfer from out of state. Students entering school for the first time (Kdg or 1<sup>st</sup> grade) must furnish proof of 3 doses of DPT/DT vaccine, 3 doses of polio vaccine, 2 doses of MMR vaccine, 3 doses of pediatric Hepatitis B vaccine, and 1 dose of varicella. Written documentation of varicella disease will be accepted. These are kept on file at the school. If a parent wishes not to comply with these state requirements, he/she must sign a notarized statement indicating noncompliance. The statement is kept on file.

Children entering Kindergarten are required to be five years old on or before October 15 of the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates, baptismal certificates, and the immunization records in order to complete the enrollment. According to Nebraska law, all immunizations must be completed and documented prior to the child coming to school.

A child entering first grade must be six years of age on or before October 15<sup>th</sup> of the current year.

## PRE-K ATTENDANCE POLICY

1. Pre-K registration numbers are recommended not to exceed 16 students per Monday/Wednesday/Friday session.
2. Second semester Pre-K sessions on Tuesday/Thursday will be offered to accommodate four-year olds and three-year olds. Three year olds must be 3 by July 1<sup>st</sup> to enroll in the January T/Th program.
3. A minimum of 5 students must be registered for the T/Th program to be offered.
4. T/Th sessions are recommended to not exceed 16 students with both a teacher and an aide present.
5. Families who already have children at St. Mary's School or families with a genuine commitment to remain at St. Mary's School will be given preference when recommended numbers of spaces in the preschool become limited.
6. On unscheduled late starts morning Pre K will not be held.

## K-5 ATTENDANCE POLICY

1. A student with more than 3 tardies during a quarter will be required to make up time after school for each tardy exceeding the third tardy.
2. Students are allowed 2 days for each day absent to complete make up work. If not completed in time, failures for the assignments may be given.

3. When students have 3 absences in a given quarter, a note will go home; when 6 absences occur in a given quarter parents will be notified by the administration; when more than 6 absences occur in a given quarter retention may be considered.

4. Vacations – The school calendar is designed in order to provide a few long weekends for families to go on pleasure trips or vacation. Parents are discouraged from removing students from school while classes are in session and are encouraged to plan in conjunction with the school calendar. However, if students will be absent because of holiday travel, please send a note to school before they leave. Homework is usually made up after the student returns.

5. St. Mary's kindergarten program is a 5 day program. Students not attending each scheduled school day will be counted absent.

### WITHDRAWALS

An application for withdrawal should be completed by the parents of any student who is withdrawing. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

### RELEASE OF RECORDS

The school will maintain records on all students K-5. The records may be reviewed by parents or students provided the request is in writing and a twenty-four hour notice is given to the school. The student's official file shall contain: academic transcripts; academic testing; health records; and an emergency sheet. After a student completes 5<sup>th</sup> grade, his/her file will be transferred to Aquinas Middle School.

### CHANGE OF ADDRESS

A change of address should be reported to the school office as soon as possible. This should be followed by the new telephone number in the event that it has been changed. This information is needed for an emergency involving your child. All parents must advise the office of current telephone number and address in case of an emergency.

### SUGGESTED STUDENT DOMICILE POLICY

A student who is not living with his/her parents(s) or a legal or parent approved guardian will not be admitted or allowed to continue as a full-time student at Aquinas/St. Mary's Catholic Schools. Aquinas/St. Mary's assumes responsibility for a student while he/she is in school, therefore, Aquinas/St. Mary's relies on a close relationship between home and school, between parents and teachers. If a student is not living with his/her parent(s) or approved guardian, the necessary cooperation, communication, and mutual responsibility no longer exist.

### ABSENCES

Regular attendance according to state law is required. Nebraska Statute 79-201: "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than 6 (prior to Jan. 1 of then-current school year) nor more than sixteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation prescribed in

Chapter 79 each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from high school.” It is also essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances are the only recognized excuses for school absence: 1) personal illness, 2) family illness, and 3) death in the family. The student is required to give advance notice to the school whenever possible.

Anytime a student misses two hours during the school day, he/she will be marked absent for ½ day. If a student misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration, he/she will not be counted tardy or absent unless the time away exceeds two hours, then the child will be marked absent for ½ day. When a child is absent from school, parents are to notify the school between 8:00 A.M. and 8:30 A.M. If a parent has not called or a sibling has not notified the office, the administrative staff will call a parent to verify the absence. After a student has been absent he/she is required to do the work that he/she missed while absent.

If a student is to be picked up during the school day, the person coming to get him/her must stop in the office upon arriving in the building. Children are not permitted to leave school premises without the permission of the principal.

An excessive number of absences, even excused, can be a cause for a conference between teacher/parent/principal to see if any remedy is available.

#### EXTENDED ILLNESS

When a student is ill and it appears he/she will miss three or more days of school, parents are encouraged to request assignments through the principal’s office so that the student may keep up with classes. If a student may miss two weeks or more of school due to illness, injury, hospitalization, or surgery, a formal Homebound Instruction Program may be appropriate. Contact the principal for more information.

#### ARRIVAL AND DISMISSAL

Students riding buses may enter the school grounds as soon as the bus arrives. Those who do not ride buses are to stay clear of the grounds until 7:45 A.M. unless other arrangements have been made in writing by parents and approved by the principal. The children will not be supervised before 7:45 A.M. or after school hours. Cooperation is requested in regard to this policy.

Students will assemble, by class, outside the West Entrance (Main Entrance) by 7:50 A.M.

During inclement weather, students will be allowed to assemble in the gymnasium.

Dismissal from St. Mary’s will be at 3:25 P.M. for bus students, 3:30 P.M. for walkers. When there is an early dismissal, St. Mary’s School will dismiss 10 minutes later than Aquinas.

Parents should clearly outline with their children a course of action in the event that it is necessary to close school early. This should be prearranged so that the children will not need to

use the school telephone. Children are to leave the grounds immediately after school is dismissed unless waiting for a ride. Children who have not left the grounds by 3:45 P.M. need to report to the office.

### TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:00 A.M. is considered tardy and is to report to the office.

### DISCIPLINE

Students are expected to conduct themselves in a respectful manner, be considerate of others and make the best use of opportunities available to them.

School discipline policies will be based upon the two rules of Respect and Responsibility as follows:

#### *Respect*

*Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race, or religion.*

#### *Responsibility*

*Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. Responsible people are accountable for the consequences of their choices; they don't blame others for their mistakes.*

Teachers or the Administration may keep students after school for disciplinary reasons. The teacher will contact the parent if a student is to stay after school. Students/Parents will be given 24 hours to make transportation arrangements.

(See Addendum A)

### IN SCHOOL SUSPENSION

Suspensions from school are given by the principal for very serious infractions of school rules and policy. Suspensions can not be given by teachers. Based on the student's situation an In-School suspension may be assigned by the principal. Parents must meet with the principal before a student can be reinstated in school.

### EXPULSIONS

Procedure will be carried out according to the Diocesan Handbook.

### CONDUCT

The conduct of each student should help promote an environment in which all students can make the most of their learning opportunities. A student whose conduct is judged unbecoming or detrimental will be subject to disciplinary measures and the student's parents will be notified. Parents should help their children follow the school rules.

## STUDENT APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed. Any form of dress, grooming, or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

## DRESS CODE

Each family is provided with a dress code policy that has been established by the St. Mary's administration, a dress code committee, and the St. Mary's School Council. Any questions concerning the code may be addressed to any of the three above mentioned entities. Violations of the code will be dealt with by the St. Mary's administration and staff.

## BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration's transportation committee. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in route or stops, or make notification of safety hazards should contact the principal at Aquinas High School. Each Spring, all parents must request bus service for their child(ren) by contacting the Aquinas High School principal.

## BUS CONDUCT

Students are expected to abide by the bus rules as set by the driver and the school. Infractions of those rules will be brought to the attention of the parents. Continual abuse of bus privileges could result in the denial of transportation.

## BICYCLES

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by encouraging students to properly park and lock bikes. Bicycles are not to be ridden off school grounds during the school day.

## SCHOOL PROPERTY

Attractive surroundings do contribute to the well being and happiness of students. It is the responsibility of each student to take care of the facility, the grounds, and all school property.

## LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

## VANDALISM

Our school and school equipment is church property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that

vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

### VALUABLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff can not be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

### ALCOHOL, TOBACCO, AND OTHER DRUGS

The unlawful possession, sale, or use of alcohol, tobacco, or other drugs, on the school grounds or buses, is strictly forbidden. Violation of this rule will be dealt with by the administration. A copy of the entire Alcohol, Tobacco, and other Drug Policy is on file at the school office.

St. Mary's School is a smoke free environment. Smoking is strictly forbidden in the school building by students, staff, and visitors. School staff or students are neither to carry nor use tobacco products of any kind anywhere on campus.

"No student may have in his possession on any school property at any time illegal controlled substances, such as illegal drugs, alcoholic beverages, tobacco. Diocesan Handbook V19.18

### WEAPONS

"No student may have in his possession, on school property or in proximity of the school at any time, any kind of weapon, explosive, or other potentially dangerous items. Diocesan Handbook V18.18

### PHYSICAL EDUCATION

Physical education is provided for all students in grades Kindergarten through 5<sup>th</sup> grade. Students should have appropriate shoes. Students will not be excused from Physical Education class, unless parents send a note, requesting that their child not participate. If your child has chronic health problems such as asthma, or allergies, please note this information on the health check list which is sent home. In cases of extended illness, or questionable lengthy absence from Physical Education classes, the teacher may ask that a medical excuse be obtained from a doctor before a student can be readmitted to the Physical Education program.

### INTERNET POLICY – PROCEDURES AND GUIDELINES

St. Mary's School will provide Internet Services to teachers and students to promote educational excellence by facilitating resource sharing, innovation, and communication. To teach appropriate strategies for accessing information for research and education, this school offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Council as to such access and use.

## Terms and Conditions of On-line Conduct

Privileges: The use of Internet is a privilege, not a right, and inappropriate use may result in the termination of those privileges.

Unacceptable Use: Users agree not to use the facilities and capabilities of the Internet system to:

1. Transmit or store any information which violates or infringes upon the rights of any other person.
2. Delete, examine, copy, or modify the files and/or data belonging to other users without their prior consent is prohibited.
3. Transmit or store any abusive, profane, sexually oriented, sexually offensive, defamatory, demeaning, inaccurate, slanderous, threatening, racially offensive, or otherwise illegal information.
4. Advertise, conduct business, conduct political lobbying, or solicit other users to purchase goods or services. Commercial use of the Internet system is expressly forbidden.
5. Conduct or promote any activity that is prohibited by law. This would include, but is not restricted to, activities involving controlled substances, weapons, contraband, or incendiary devices.
6. Transmit or store any material in violation of United States or Nebraska law.
7. Perform any action that improperly restricts or inhibits other users from using and enjoying Internet. These actions include, but are not restricted to:
  - A. Vandalism. Any malicious attempt to harm or destroy the data of any other user on the Internet system, the Internet, or any other computer system. This includes, but is not limited to the uploading, creation, or transmission of computer viruses.
  - B. Security Breaches. Security on any computer system is a high priority. All of the following are considered violations of security policy: failure to report an identified security problem to an appropriate system administrator, demonstrating a security problem to others, allowing access to their account to anyone else, attempting to log in to the system using another user's account or as a system administrator, failing to report a lost or stolen password immediately to a system administrator, failing to report to a system administrator if there is any possibility that someone has obtained unauthorized access to their account.
  - C. Multi-user Talk Sessions or Games. Using network resources to participate in Coffeehouses, MUDS, MOOS, or IRC's is not allowed.
  - D. Misuse of Real-Time Interaction Capabilities (CHAT). Use of this system capability must be restricted to short amounts of time and must be in conjunction with the educational objectives of the school.
  - E. Transmission of "Chain Letters". The use of the communication capabilities of the Internet system to send chain letters is a waste of network resources and is never acceptable.

Consequences of Unacceptable Use: Any action by a user that is determined by a system administrator to constitute an inappropriate use of Internet may result in termination of an offending user's account as well as other consequences. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. A canceled Internet account will not retain its mail. The administration, faculty, and staff of St. Mary's School may request the system administrator deny, revoke, or suspend specific user accounts.

Acceptable Use Agreement – Parents of students in all grades are asked to sign this agreement each school year. A copy of the agreement will go home with each child the first Friday of school. Access to computers may be denied if the school does not have a signed agreement.

## **St. Mary's Elementary School Age Student Acceptable Use Agreement**

1. To parent or Legal Guardian:

Electronic information resources are available to *qualifying* students at St. Mary's School. These resources include the use of the computer, access to the Local Area Network and Internet services. Our goal, in providing electronic services to students, is to promote educational excellence by facilitating resource use, innovation, communication, and acceptable use. The St. Mary's School Internet System is being filtered by a proxy server, through the Diocese of Lincoln Schools' Education Technology Network. Student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to copyrighted material, threatening or obscene material, pornography, gambling, and inappropriate language will be subject to discipline. To *qualify* for electronic information resource services, students must be willing to abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use. Thank you.

2. To Student – Acceptable Use

Acceptable use means that as a student in St. Mary's School, you will promise to use the computer and those special learning tools and programs, such as the Internet, with respect. Acceptable use means you will promise to abide by the school rules as outlined here and as will be taught to you by your teachers and computer specialists in your own classroom or school. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a student may lose his/her privilege in using the computer and the Internet. Please pay attention to the following:

- a. Be Polite and Show Respect: When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer, but what you write or receive, using electronic machines, may be viewed by others with or without your knowledge. Parents or legal guardians may gain access to their student's e-mail upon request. You must not vandalize or abuse the equipment. Show respect for property, others, and self. The computer and electronic resources belong to the school.
- b. Be Honest and Obey the Rules: Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the Internet for appropriate educational purposes only.
- c. Keep Personal Things Private: It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Do not log on or use another person's account. Keep personal and electronic information private.

Acceptable Use Agreement for Elementary School Age Student:

3. My Promise to Follow the Rules:

My parent or guardian has reviewed the St. Mary's School Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer and the Internet. I also know I should not give out personal information about my family or myself over the Internet. I understand that the computer, the Internet and other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

Student Names (please print): \_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

4. For the Parent or Legal Guardian:

As the parent or legal guardian, I have read and I have reviewed with my elementary school age child the St. Mary's School Acceptable Use Agreement. I understand that the use of these electronic information resources is for educational purposes. I recognize the school has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the Diocese of Lincoln has also taken steps to restrict student access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined. I will not hold St. Mary's School responsible for materials my child may acquire on the Internet. I hereby give permission to St. Mary's School to permit my child to have access to the Local Area Network and the Internet.

Parent or Legal Guardian (please print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTION

## INSTRUCTIONAL HOURS

St. Mary's School shall have an academic school year consisting of a minimum of 1032 actual instructional hours with teachers and students in attendance. The length of the day will be at least seven clock hours. Instructional time shall include the time from when school begins until the time school ends. Instructional time shall not include any time missed for snow days, excessive heat or inclement weather, or emergency closing due to problems in building maintenance. Hours over and above the required 1032 have been included in the school calendar to cover cancellation of classes for weather or other unforeseeable circumstances. Mass is included in the 1032 hours. Interruptions due to assemblies, national testing, retreats, class field trips, are allowed as long as they are kept at a minimum. Activities which are not included in the total instructional time are lunch, recess, faculty inservice, and parent/teacher conferences.

## HOURS

School hours will be announced each year in the August newsletter.

## HOMEWORK

### PURPOSE:

The purpose of homework is to provide repetition of skills and to teach responsibility by enhancing organizational skills, time management, self discipline and study habits.

### WHAT IS HOMEWORK:

Homework will be skill practice and may include any work that was not completed during class or study time.

Please refer to your child's grade level homework expectations.

## TESTING

St. Mary's School will administer valid and reliable assessments to measure current levels of performance and growth over time. Assessments will be administered in reading, language, and math, which are designed to place students at the correct level of difficulty.

St. Mary's School administers the following tests to students:

Terra Nova: are administered to students in grades two through five in the spring.

The test results are sent to parents and filed in the student's cumulative record.

Morrison McCall Spelling Tests – are recorded every 4-6 weeks.

GORT (Gray Oral Reading Test) – is administered twice a year in grades 1-5. GORT results measure rate, accuracy, fluency, and comprehension.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills – is measured 2-3 times a year and measures literacy skills.

Tests administered throughout the school year measure the Nebraska language arts standards.

## KINDERGARTEN

Notices in The Banner Press and newsletter inform parents about enrolling their child in Kindergarten in the spring. Round Up provides an experience in the classroom that will encourage enthusiasm about attending school in the fall.

## FIELD TRIP POLICY AND PROCEDURES

1. The teacher and administrator will determine the number of chaperones needed on the bus and field trip activity.
2. Parents who accompany students on a field trip are coming to help, therefore no other children, adults, or friends should be joining the group for the safety of children in the class.
3. Field trips are for the purposes of enriching children's education, they are not a family outing.
4. St. Mary's School will make every attempt to fit all chaperones on the bus. Some parents may be asked to drive.
5. Students must ride the bus back to school. Only the administration may allow an exception.
6. Students and chaperones will need a distinctive identification tag with only the school name and telephone number. The school will provide the identification badges.
7. The dress code for field trips is determined by the individual teachers and will be the same for all classes attending that trip.
8. A signed form and fee is required prior to the field trip in order to attend.
9. Field trips are a privilege and can be taken away.

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Each student will be required to help defray transportation and/or facility use costs. Students who fail to submit a proper permission form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Please note the Field Trip Forms Addendum D

## **GUIDELINES FOR PARENT/GUARDIAN CHAPERONES**

1. The teacher is in charge and the teacher may delegate duties to chaperones.
2. Chaperones may be expected to pay field trip fees.
3. Chaperones may be expected to take charge of a small group of students as assigned by the teacher(s) in charge.
4. Teachers may assign chaperones to monitor restrooms.
5. Chaperones are expected to warn children not to stray from their group or talk to strangers.

## CLASS LIST POLICY

Each year during the last quarter of school, the St. Mary's administration and teachers will meet to determine which classroom section the children will be placed in during the upcoming school term. Parents will have an opportunity prior to the time of class assignments to make requests, in writing, which the administration will make an attempt to honor.

## TEXTBOOKS

All student textbooks are to be covered. Parents are asked to provide materials such as paper sacks for this purpose. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book.

## REPORT CARDS

Report cards are issued following the completion of each nine week grading period. Mid-quarter Progress Reports will be issued at the end of the first five weeks of each quarter of school.

## PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: 1) indifference or lack of effort on the part of a capable student; 2) physical or social immaturity; and 3) frequent or long absences. Retention is usually considered as a more positive alternative during the first and second grades. Parents can presume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

## CONFERENCES

Parent-teacher conferences occur during the first and third quarters of the school year. Parents will be notified as to appointment times with the teachers of each of their children. These conference times are very valuable to the overall educational program. If the time is not suitable, parents should call the school office and arrange a convenient time. Our teachers can do a much better job with the students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the year.

## STUDENT SERVICES/SPECIAL EDUCATION

Students with special needs will be handled individually with the classroom teacher, parents, administration, and the student's resident school district.

Special education services are funded by state and local taxes. Each public school district is required by law to provide testing of any child deemed in need of diagnostic testing. Public schools can opt to provide services to students residing in their district at St. Mary's School if they wish. Some of our public schools provide services at St. Mary's School, others have chosen not to.

If the public school chooses not to deliver Special Education services to their resident students at

St. Mary's, the needs of the student are met by St. Mary's staff members. We use the public school's diagnostic data along with our own and provide a program appropriate to the needs of the child. The child's progress is monitored periodically throughout the year.

Traditionally, speech therapy services have been delivered to St. Mary's students through the Educational Service Unit contracting with the student's local district.

### TITLE 1 SERVICES

Title 1 is a federally funded program that provides extra practice in reading and math. Student selection is made using achievement test scores below the 50<sup>th</sup> percentile in reading and math and teacher ranking of students. The ranking may be based on reading group placement, end of level reading scores, math grades or math grouping. To be eligible for Chapter 1 services a student needs to be a resident of a public district which receives Title 1 funding. Class length is 25-30 minutes a day. Parents are notified of student eligibility in the spring.

### LIBRARY

A library is a place where children find books—books about many topics, written in many styles. We try to provide a wide range of books regarding topics covered in the curriculums. We also provide a wide range of fiction books including realistic school or home stories to works of fantasy, folk tales, poetry, and humor. Our goal is to serve the needs of all our students.

In accordance with St. Mary's governing values, we choose library materials which will contribute to the academic environment and provide opportunities for individuals to grow spiritually, socially, and emotionally. Books or other materials are meant to be informative, inspirational, or entertaining. The following are some criteria used in material selection:

- \* insight into human and social conditions
- \* suitability of the subject and style for our students
- \* contemporary significance and/or permanent value
- \* clarity, accuracy of facts presented
- \* challenging or original points of view
- \* representatives of literary types and trends
- \* artistic presentation
- \* reflection of social problems and importance of positive moral choices
- \* authenticity of historical, regional, and social setting

The librarian is responsible for the library collection. Teachers, parents, pastors, anyone associated with the school may donate or request specific or general titles.

We recognize that parents are the primary teachers of their children. They are responsible for the basic and ultimate education of their children. They can limit or expand their children's experiences as they choose. A school or library must try to teach children using materials and methods that society or parents as a whole find worthwhile and/or acceptable.

If a parent/guardian objects to any item(s) in the library, he or she may fill out a reconsideration of materials form. The librarian/administration will discuss the title to determine whether it is an asset for the library or not.

REQUEST FOR RECONSIDERATION OF MATERIALS

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Group represented (if any) \_\_\_\_\_

Resource to which you object \_\_\_\_\_

Author/Producer \_\_\_\_\_

Title \_\_\_\_\_

What do you find objectionable about the book? \_\_\_\_\_

Have you read the entire book? \_\_\_\_\_

Have you read a variety of reviews about the book? \_\_\_\_\_

Do you find any positive aspects in the material? \_\_\_\_\_

Please make any further comments which you see as relevant \_\_\_\_\_

Signature \_\_\_\_\_

## ACCELERATED READER

The Accelerated Reader Program used at St. Mary's is a series of tests over elementary reading books. The tests cover a wide range of reading levels and interest levels. Students read the books then take a test to check comprehension. Students receive points gauged by the reading level, length of the book and correctly answered questions. The program keeps a record of each book read by the student. Reading levels are posted for each book, so the student and the teacher know which books are appropriate for a given student.

However, the AR results are not used as part of the students' grades. The purpose of the program is simply to encourage reading. Not all library books have AR tests, and students may choose books from any section. AR increases the interest in and the amount of reading for many of our students. They enjoy the challenge of choosing a book to read and passing a test on it.

Because of the inclusion of the wide range of reading and interest levels, all students can benefit from AR. Special education, average, and gifted students can all participate in the program.

AR is a tool which helps the teacher monitor their students' reading levels to make sure that they are progressing. Reading at the correct level enables the students to grow in knowledge and comprehension more steadily.

Students may read their own books or public library books, but the tests must be taken on the classroom computers where the students' records are kept.

## SUMMER SCHOOL

Each summer St. Mary's may offer summer school classes in reading and math. The classes are designed for students needing a bit of extra time to master their reading and math skills. Summer classes are also provided for students who want enrichment reading or math classes during the summer. Enrichment classes often choose a particular theme and develop lessons around that theme. Times and schedules have flexibility.

## COUNSELING PROGRAM

St. Mary's receives counseling services through Aquinas High School and Catholic Social Services. Services may include career exploration classes for 5<sup>th</sup> graders if schedules permit. Individual counseling is on an "as needed" basis and is kept confidential

## **TUITION/FEES**

### **TUITION AND OTHER FEES**

St. Mary's is a "low-tuition" school. A small per pupil tuition is charged. The primary cost of every student's education is borne by members of the 13 participating Parishes. Every participating Parish is assessed according to several factors and approved by the Pastors. Each student will be assessed a small materials fee payable to St. Mary's by the parents. Families from outlying districts or whose children are not of the Catholic faith will be required to pay a higher tuition rate if they want to enroll their children in the school.

### **SCHOOL SUPPLIES**

Each teacher will furnish the office with an exact list of supplies needed by the students for the school year. A supply list will be sent home so that purchases may be made during the summer months.

## GENERAL POLICIES

### RECESS

Supervision is provided by teachers at each recess. Students must abide by playground rules set up by the elementary faculty.

No student will be excused from outdoor play except by a note from the parents or doctor, or at the discretion of the teacher. If a child is to be excused from outdoor play for three or more consecutive days, a doctor's note explaining the nature of the illness may be required.

Generally, students will go out to play if the temperature is tolerable. If the teacher determines there is apparent danger to the health due to the temperature and/or wind, students will play inside. It is the parent's responsibility to dress children for cold weather, this includes hat and gloves.

### TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

### DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused for these special appointments.

### GIFT EXCHANGE/INVITATIONS

Children are discouraged from bringing gifts to their friends at school for any occasion, and there is not to be gift exchange among students in the classrooms. Party invitations, if given to all students of a given class or gender may be passed out on school grounds.

**Parents, grandparents, and friends are discouraged from sending balloon and floral bouquets to elementary school students. They are difficult for students to move home and can cause other students to feel hurt or left out.**

### PETS/ANIMALS AT SCHOOL

No pets, or animals of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. Any pets or animals brought to school must remain outside the building.

### PROFIT MAKING VENTURES

St. Mary's School requests that neither staff members, parents, nor businesses ask the school to distribute flyers for profit making adventures. We appreciate your cooperation with this request.

### TABLE AND CHAIR RENTAL

St. Mary's owns a considerable number of tables and chairs, which are often in demand during busy seasons of the year such as holidays, First Communion, or graduation. Beginning September 1, 2003 anyone wishing to use tables or chairs with the intent of moving them off of St. Mary's property will be asked to pay a rental fee of \$5.00 per table and 50 cents per chair. This transaction must be completed through the St. Mary's School secretary. An additional fee may be assessed for damaged/missing tables or chairs.

### PICTURES

Individual student pictures will be taken shortly after school begins. A short time later, usually within six weeks of the photography session, the pictures will be available for purchase. It is the option of the parents and students as to whether or not they wish to purchase the pictures. All students will have their picture taken for a class composite regardless of the purchasing decision of the parent.

### CLASSROOM PARTIES AND BIRTHDAYS

The major parties which may be held in a classroom include Mary's Birthday, and All Saints Day. Treats may be brought in for student birthdays, however, the date and time needs to be cleared with the classroom teacher. We would encourage healthy treats replace pop and candy for student birthdays.

### CALENDAR FOR THE SCHOOL YEAR

A calendar listing key dates is sent to each family early in the school term. Monthly calendars are mailed with each school newsletter. Be aware of added activities and changes contained within these monthly listings.

### LOCKERS

A locker is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. The school cannot be responsible for valuables left in lockers. Cash or valuables can be safeguarded by registering them and leaving them in the main office. Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for sufficient reason. Any items found which are inconsistent with the Catholic goals of the school may be removed.

### LOST AND FOUND

All clothing items (school sweatshirts, coats, jackets, etc) should be clearly marked for identification.

The student is responsible for his/her own property. The school cannot assume responsibility for the loss or breakage of personal property. However, every effort will be made to assist students to locate or recover personal property which has been lost. All lost items should be reported to a teacher or administrator as soon as possible. All clothing found on the campus regardless of its value is placed in the lost and found box in the school office. Money, jewelry, or any other articles of value are turned into the office. Students or parents may claim them after proper identification.

All articles found should be taken to the office. The office personnel will seek to return each article to its rightful owner. Lost articles not claimed during the school year will be disposed of by the principal at the close of each year.

### NON-CUSTODIAL PARENT POLICY

It is presumed that the non-custodial parent has a right to receive and review information regarding a minor child unless the custodial parent produces legal documents to the contrary.

- is entitled to exercise all parental rights regarding student records;
- may obtain information from their child's records on a regular basis;
- may receive general notices;
- may attend regularly scheduled teacher conferences or have separate conferences scheduled.

Physical access to the child by the non-custodial parent shall be granted only in accordance with the legally binding documents which state these rights, or with the written permission of the custodial parent.

St. Mary's School does not know the ongoing status of each and every family involved in the school system. If there is a situation involving a custodial and non-custodial arrangement that the school should be aware of, the parties involved are to notify the school. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

### EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parents or guardians name.
2. Complete and up-to-date address.
3. Home phone and parents work phone.
4. Emergency phone number of a friend or relative.
5. Physicians name and phone.
6. Medical alert information
7. A designated place to go for early dismissal.

### EMERGENCY DRILLS

Fire drills are conducted once each month and tornado drills are conducted a minimum of once each year. Detailed escape plans are posted in each classroom.

### CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Parents will be notified of a cancellation on KOLN/KGIN TV. The broadcast of closings will be at approximately 6:30 A.M. Monday through Friday and 10:30 P.M. Monday through Thursday.

### CHILD ABUSE

When any school staff member has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she is required by law to report such incident to the proper law enforcement agency.

# **SPIRITUAL GROWTH**

## **LITURGIES**

All students attend Mass daily. The teachers are assigned responsibility in the planning of these Masses, with the aid of the liturgist. Students take an active role in the preparation and participation. Parents, family, and community members are welcome and encouraged to attend.

## **FIRST COMMUNION**

Students in second grade receive their First Communion in the Spring.

## **CONFESSIONS**

Students in grades three through five have the opportunity to receive the Sacrament of Reconciliation each month. Usually the date is on the first Wednesday of the month prior to First Friday. Second graders receive the sacrament during the second semester of school.

## **SPIRITUALITY**

Students are called to reflect upon and practice their faith through out the school day and school year. Spirituality is promoted through daily prayer, visits to the Blessed Sacrament, particularly on First Fridays, praying the Rosary, Lenten devotions, and para-liturgical celebrations. In addition students participate in special Masses and activities for Mission Sunday, Catholic Schools Week, and Pro-Life Week.

# COMMUNICATION AND PARENT INVOLVEMENT

## NEWSLETTER

School newsletters containing items of interest to students and parents of Aquinas and St. Mary's School will be distributed or mailed on a monthly basis during the school year.

## FRIDAY ENVELOPES

Every child will have a large manila envelope to bring home to his/her parents each Friday. Included in that packet will be announcements and bulletins as needed, notes from the teacher, and samples of the child's class work. The child is responsible for returning the envelope to the classroom teacher, on the following Monday. Although each child will have an envelope, the oldest child in the family who attends St. Mary's will bring home the school announcements and information.

## CLASSROOM VISITATIONS

Parents/Guardians are welcome to visit their child's classroom. Arrangements to do so are to be made through the St. Mary's School office, and the classroom teacher.

## NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS

Parents are encouraged to join the Nebraska Federation of Catholic School Parents which is a Nebraska Catholic Conference Affiliate. The goals of the parents' federation are:

- \* UNITE Catholic School parents in Nebraska;
- \* PROMOTE Catholic education statewide.
- \* INFORM all Catholic School parents as to their rights and the rights of their children with regard to educational programs.
- \* FOSTER legislation that will support parental choice in education.

## ST. MARY'S SCHOOL COUNCIL

Each of the 13 parishes appoints a representative to serve on the St. Mary's School Council. In September, Council members are elected to serve for a prescribed term. The School Council serves in an advisory capacity to the principal and superintendent.

## VOLUNTEERS

St. Mary's considers its volunteers as a very special resource. Volunteers are needed to assist as: lunch workers, reading aides, room parents, office volunteers, field trip chaperones, library aides, and classroom aides.

## COMPLAINT PROCEDURE

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, Council, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues.

This procedure calls for the parent to first contact the student's teacher to discuss the problem and possible solutions. Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting between the parent, the proper administrator, and the person whom the complaint addresses.

### INCLEMENT WEATHER

It is the general policy of our school district to be open every day for the daily school hours. Office announcements regarding our school operations during inclement weather are broadcast over the following radio and television outlets:

Radio - KLIR (101.1 FM)

Television - KOLN/KGIN TV (10)

If there is no closing announcement broadcast, school will be in session. If the school remains open, but parents are concerned about the weather, the decision to send students to school rests with the parents. If bad weather develops during the school day, parents who wish to do so may come after their children. Parents who have designated another adult to pick up their children must assume responsibility for each pick up when the weather creates an emergency.

(See Addendum C)

### PARENT SPIRIT CLUB

The Parent Spirit Club is an organization that allows you to become involved in your school. All parents are encouraged to become actively involved. The HSA provides financial support through fund raising activities.

### FUND RAISING

Fund raising usually consists of two events per year. St. Mary's traditionally has a fund raiser prior to Christmas and a Soup Supper/Raffle in March. The proceeds from the two fund raisers provide items or services which enhance the education of the children of St. Mary's. Parents are instrumental in providing time and donations which make these events successful.

### USE OF SCHOOL FACILITIES

School officials of St. Mary's School believe that school facilities should be used to the fullest extent within reasonable limitations. Permission for the use of school facilities and equipment must be obtained from each respective building principal. The school's daily educational program shall always have priority in terms of granting permission. All activities must be scheduled through the St. Mary's School secretary.

## **NUTRITION PROGRAM**

### **LUNCH**

Parents are provided with information relating to hot lunches in the Aquinas/St. Mary's newsletter in the Fall. If you have not received this information, please notify the school. Lunch schedules will be posted each month in the newsletter. No pop or kool aid is to be brought with a sack lunch.

### **MILK/GRANOLA BAR BREAK**

Granola bars are available with milk each regular school day. The cost of milk will be announced in the summer newsletter. The cost of granola bars is \$5.00 for 20 bars. Mornings with late starts will not have a milk or granola bar break. Both morning milk and granola bars are optional. If you wish to avail your child of this service, you must pay ahead.

# HEALTH SERVICES AND PROCEDURES

## ILLNESS OR INJURY

In case of illness or injury a student will be cared for temporarily by office personnel or a member of the school staff. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, then the contact person listed by the parents on their file will be called. If it is necessary the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file at the school.

## MEDICATIONS

Some students have chronic or temporary health conditions, which require the administration of prescription or over the counter medicines(s). Students requiring daily medication are required to submit to the school the long term medication form the first day of school.

Students requiring short term prescription or non prescription medication are to submit the short term medication form

Medication cannot be administered without proper written permission. Please use the appropriate forms.

### A. Written Approvals

1. Short term medication, prescription, and non-prescription, two weeks or less required the parent's guardian written permission. (see form)
2. Long term medication (longer than two weeks), prescription and non-prescription, require both the parent's/guardians and the doctor's name and phone number. (see form)

### B. Safeguards for Storage

1. All medicines brought to school will be stored securely.
2. The school principal or his/her designee will accept and store medicine.
3. The medication must be brought to school in a container with a pharmaceutical label which must state the student's name, medication, dosage and manner of administration. ALL INFORMATION ON THE MEDICATION RELEASE, AND MEDICATION BOTTLE MUST MATCH.

### C. Conditions of Administration

1. Except for emergency situation, only the school principal or his/her designee will administer or supervise the administration of medicine.
2. Only the amount of medicine prescribed by the physician will be dispensed at any one time. We suggest you consult your physician on the timing of the medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.
3. The person administering the medicine will ascertain that the student actually ingests the medicine while in the observation of the person administering the medicine.
4. The person administering the medication will maintain a record of students who receive medication and log each dosage.
5. The school retains the discretion to reject requests for administration of

medicine and/or medical attention.

6. Inhalers must be given to the nurse or principal unless a doctor's note requires the student to carry the inhaler.

7. The student's parents/guardians or physician shall provide the district, in writing, any information relative to the student's drug allergies, susceptibility to seizures or serious illness, required injections for medical emergencies, and finger stick blood tests as set forth in the district's rule governing medication.

ST. MARY'S SCHOOL  
SHORT TERM MEDICATION RELEASE

I request that St. Mary's School personnel administer medication to my child, \_\_\_\_\_ Birth Date \_\_\_\_\_  
(Name of child)

Grade \_\_\_\_\_

PLEASE PRESENT THE MEDICATION IN THE PROPERLY LABELED BOTTLE OR CONTAINER FROM YOUR PHARMACY.

PLEASE GIVE THE FOLLOWING INFORMATION:

Name of medication \_\_\_\_\_

Doctors name \_\_\_\_\_ Phone number \_\_\_\_\_

How much or how many to be given \_\_\_\_\_

Time to be administered \_\_\_\_\_

Duration medication to be given \_\_\_\_\_

Possible side effects \_\_\_\_\_

Reason for medication \_\_\_\_\_

I absolve school personnel and St. Mary's School from liability stemming from adverse reactions and all other adverse effects which may occur because of the administering of such prescribed medication.

Signed \_\_\_\_\_

(Parent or guardian)

Date \_\_\_\_\_

ST. MARY'S SCHOOL  
LONG TERM MEDICATION RELEASE

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Grade \_\_\_\_\_

I request and authorize that the above named student be administered/provided the below identified medication(s) in accordance with the instructions indicated below from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Physician's name)

\_\_\_\_\_  
(Physician's phone number)

Medications, Amounts, and Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child is knowledgeable about this medication and how to administer it \_\_\_\_\_

Child may self administer \_\_\_\_\_

Possible side effects \_\_\_\_\_

Reason for medication \_\_\_\_\_

PLEASE PRESENT THE MEDICATION IN THE PROPERLY LABELED BOTTLE OR CONTAINER FROM YOUR PHARMACY.

I absolve school personnel and St. Mary's School from liability stemming from adverse reactions and all other adverse effects which may occur because of the administering of such prescribed medication.

Signed \_\_\_\_\_  
(Parent or guardian)

Date \_\_\_\_\_

## ASTHMA POLICY

A new state regulation became effective on October 1, 2003. This regulation requires that our school (or early childhood education program) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school will be ready to implement the protocol in emergency situations by March, 2004. (No later than the end of the 2003-2004 academic school year).

The protocol required that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (Commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Witter.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact the school secretary. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have any questions or concerns about the protocol or your student’s health issues, please contact St. Mary’s School, 356-3669

## HEALTH ROOM

A room is available in the Main Office for students who are ill and wish to lie down. The child's temperature will be taken and they will be monitored for a short period of time. Once they feel better they may return to class. If the condition persists, a parent will be notified. Students with an elevated temperature or other severe symptoms will be sent home.

## IMMUNIZATIONS

Students are required to be immunized against chicken pox, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, Hepatitis B, and receive the Hib vaccine prior to enrollment. Parents are to provide written proof that their children have received these immunizations. Any child who has not met the requirements for immunization under state law must be excluded from school, unless a waiver from the Health Department is submitted and on file.

## BLOOD BORNE PATHOGENS

Blood borne pathogens, including HIV and AIDS, shall be addressed according to the diocesan policy and procedures. Diocesan Handbook V22.19 (Appendix B)

***“The solution to adult problems tomorrow depends in large measure upon the way our children grow up today. There is no greater insight into the future than recognizing that when we save our children, we save ourselves”.***

***Margaret Mead***

**\*\*THE PRINCIPAL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE AND PARENTS WILL BE GIVEN PROMPT NOTIFICATON IF CHANGES ARE MADE.**

## ADDENDUM A

### TICKET SYSTEM

1. The ticket system is based upon our two school rules of respect and responsibility; the purpose of our discipline system is to support the moral formation of our students and it is administered in a developmentally appropriate manner.
2. For Your Information (FYI) tickets are issued for behaviors which occur in any elementary school but still require correction. Because we have young children there is not administrative intervention unless a child has earned 3 tickets. When this occurs parents are notified either by a phone call or letter.
3. Serious Offense tickets are issued for more extreme behaviors, particularly those behaviors which reflect a breaking of the Ten Commandments. When a student receives a Serious Offense ticket the parent is notified within 36 hours. A plan of restitution for the child's behavior may be implemented within 36 hours, (not counting weekends).
4. Ticket records do not go in a student's file nor are they passed on to a child's subsequent teacher.
5. Following this page are facsimiles of the FYI and Serious Offense tickets.

(Tickets are subject to change)

## ADDENDUM B

### ST. MARY'S SCHOOL DRESS CODE KINDERGARTEN-5<sup>TH</sup> GRADE

THE FOLLOWING UNIFORM POLICY WAS APPROVED BY THE ST. MARY'S SCHOOL COUNCIL

#### **BOYS APPAREL:**

White, light blue, or navy blue collared dress shirts, oxford shirts, button placket knit shirts, or turtle neck. (All shirts may be long or short sleeved, have no exterior decals except official St. Mary's logo, worn tucked in the slacks and have some sort of collar).

Navy blue dress, or corduroy slacks.

(Slacks with cuffs or rolled cuffs are not permitted. Cargo and/or carpenter pant and shorts are not permitted). Shorts and slacks should not be loose, baggy, or low fitting. Slacks must be hemmed to length – no rolling.

#### **GIRLS APPAREL:**

The St. Mary's plaid jumper from Dennis Uniform or solid navy jumper of modest length. (Shorts must be worn under the jumper and must not hang below the hemline).

The St. Mary's plaid shirt from Dennis Uniform or a solid navy skirt of modest length. Shorts must be worn under the skirt.

Navy blue dress, or corduroy slacks. Cargo and/or carpenter pants and shorts are not permitted. Tight knit pants are not permitted. Shorts and slacks should not be loose, baggy, or low fitting.

"Scooter shorts" (Shorts with a panel in front) or skorts of modest length are acceptable.

White, light blue, or navy blue collared dress shirts, oxford shirts, button placket knit shirts, or turtle neck. (All shirts may be long or short sleeved, no exterior decals except official St. Mary's logo or fills, worn tucked in the slacks and have some sort of collar).

No capris allowed.

#### **SOCKS: (Girls and Boys)**

Solid white or navy blue knee-hi's, anklets, or tights (girls only) Socks need to be seen above shoes.

#### **SHOES: (Girls and Boys)**

Tennis shoes.

Rubber-soled dress shoe. (Shoes must be clean. No sandals, cowboy boots, jelly shoes, etc are permitted).

#### **OPTIONAL: (Girls and Boys)**

A solid white or navy sweater:

\*Cardigan

\*Pullover vest

\*Pullover sweater

Sweaters must be worn with a shirt. No hoods are allowed on the sweaters.

Belts are optional. No novelty bests permitted.

A plain **short** sleeved white t-shirt or white spirit t-shirt may be worn under any uniform shirt. **Sleeves must not be visible. No layering with long sleeves underneath a short sleeved shirt.**

**All clothes must be in good repair (No holes, etc)**

#### **SHORTS:**

During the months of August, September, October, April, and May, students may wear walking length shorts. Girls may wear skorts during these months only.

"Scooter shorts" (shorts with a panel in front) or skorts of modest length are acceptable.

Jumpers and skirts may be worn year around with tights or shorts.

**SWEATSHIRTS: (Optional)**

The sweatshirt is navy blue with a St. Mary’s logo on the left side. Sweatshirts must be purchased from the carrier chosen by the dress code committee and approved by the St. Mary’s School Council. A collared uniform shirt or turtle neck must be worn when wearing the sweatshirt.

**MAKEUP AND HAIR:**

The use of makeup is prohibited. Boys’ hair should not reach below the collar. Dyeing of hair in attention getting colors is prohibited unless special permission is given by the principal for such events as “Wacky Week”.

**JEWELRY:**

No jewelry except girls may wear one earring per ear. No dangling ear rings. 1 Religious necklace is allowed. Temporary and/or permanent tattoos and body piercing for boys and girls are unacceptable.

**DRESS-UP DAYS:**

Once or twice during the school year, i.e. picture day, Christmas program, we have a “special” dress up day. Please remember that this is a school day with activities such as P.E., recess, etc. Have children dress accordingly. No baggy or low rider slacks. NO JEANS.

**SPIRIT DAYS:**

Usually once per month there is a spirit day scheduled. On the spirit days, the children may wear either jeans or sweats and an appropriate shirt. The shirt must be a St. Mary’s or Aquinas spirit shirt. (That does include shirts of a religious nature. If it is during the months of Aug./Sept./Oct./Apr./May, they may wear appropriate shorts. No capris during non short months, baggy jeans or low rider style slacks/jeans.

**JEAN DAYS:**

Occasionally during the year, we will have a “special” jean day. On these rare days, the children may wear appropriate jeans and an appropriate shirt/blouse. No baggy or low rider style jeans. If it takes place during the five months mentioned above, the children may wear jean shorts on jean days.

**FIELD TRIPS:**

For field trips the attire information will be provided on the permission slip for the trip.

**\*Appropriate means clean, not torn or frayed, containing no writing that may be deemed unacceptable, and of proper length.**

During specially designated days, i.e. dress up days, spirit days, jean days, field trip days, the parents always have the option to have the child(ren) wear the school uniform.

**ST. MARY’S FACULTY AND THE ATMINISTRATIAON SHALL ENFORCE THE DRESS CODE**

**VIOLATIONS OF THE UNIFORM POLICY:**

1. Student will be informed verbally.
2. Student will receive a ticket and a copy of the dress code Policy will be sent home to the parents.
3. Upon repeated violation, parents will be notified by the principal to bring appropriate clothing to school for the child.

REVISED Spring 2008  
SMS Council  
SMS Administration

## ADDENDUM C

### Snow Day Policy

As the winter season rapidly approaches, I want to take some time to explain our policies and procedures dealing the school closing due to inclement weather.

If possible, we will hold classes on every scheduled school day. If weather conditions warrant consideration, the administrators of Aquinas/St. Mary's and David City Public Schools will confer and decide on what action will be taken. The administration will attempt to make this decision by 6:30 A.M. or the evening before if possible. At that time, calls will be made to radio stations KFAB 1110AM, KLIR 101.1 FM, KZ 100 FM, and KKOT/KTTT 93 FM. We will also call KOLN/KGIN TV, Channel 10.

In the event we decide to OPEN SCHOOL LATE, we would begin school at 10:00 A.M. Preschool will not be held in the morning.

We will also call these stations if we find it necessary to close school during the regular school day. We realize the number of parents who work during the day, therefore, IF we have to close school during the day, arrangements should be made in advance for the students to go somewhere or for someone to pick them up at school. These arrangements should be on file in the school office. Parents, please discuss the arrangements with your children and send written notice to the school. PLEASE LISTEN TO THE PROPER STATIONS TO FIND OUT IF SCHOOL IS CLOSED OR OPEN.

### Bus Transportation Procedures

When certain roads are impassable, your bus driver will notify you if, in their judgment, they cannot drive to your regular stop. An alternate pick-up point will be worked out between you and the bus driver. This is being done because road conditions may vary with each storm. If you have any questions, call your driver.

Some things that you, as a parent, can do to assist us to have a smooth, safe operation of the transportation system are the following:

1. Have your child/children at the bus stop on time. (It would be courteous to call the next parents to notify them if the bus is on its way but running a few minutes late).
2. Be sure that arrangements have been made for your child/children to remain in town in the event they cannot be transported home. If you have not notified the school office, please do so immediately.
3. Be sure your child/children, dresses warmly everyday for the bus trip to school. Situations can develop, even on a clear winter day, which could cause a bus to stall. Should this occur, the clothing your child/children has on may be needed to keep warm until assistance arrives.
4. Often times you will know of roads that are impassable before the driver arrives at the particular spot. Please let the driver know of roads that are usually impassable when heavy snow or blowing snow occurs so a plan can be devised to avoid major problems. As you know, the cargoes on the buses are precious and any unnecessary risk is too much.

### Activity Practices and Events

It is our policy that if the weather conditions are such that it warrants canceling school or dismissing early, then all practices will be canceled.

Elementary and middle school activities will not be held if school has been closed that day.

If school has been closed and a high school activity has been scheduled for that evening, we will not participate in that evening's activity unless one of the following situations exist:

1. The opposing teams or tournament personnel would not agree to postpone the event. (EVEN IF THIS OCCURRED WE WOULD NOT PARTICIPATE UNLESS THE WEATHER CONDITIONS HAD IMPROVED TO A POINT WHERE TRAVEL WAS SAFE).
2. If snow/ice during the night cause the cancellation of school and the weather throughout the day made it possible for the snow/ice to be removed from school parking areas and roadways, we would try to hold the activity.

PLEASE REMEMBER, THE FINAL DECISION TO SEND YOUR CHILD/CHILDREN TO SCHOOL, OR ANY WHERE ELSE DURING INCLEMENT WEATHER IS YOURS!

**ST. MARY'S SCHOOL FIELD TRIP PERMISSION FORM**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

**Student's Name:** \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Business/Cell phone:** \_\_\_\_\_

I, \_\_\_\_\_, grant permission for my child, \_\_\_\_\_  
Parent/Guardian's name Child's name

To participate in this school event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of St. Mary's School employees and/or volunteers from St. Mary's School. A brief description of the activity follows:

Type of event \_\_\_\_\_

Date of event \_\_\_\_\_ Cost of Event \_\_\_\_\_

Destination of event: \_\_\_\_\_

Reason for event: \_\_\_\_\_

Individual in charge \_\_\_\_\_

Estimated time of departure and return: \_\_\_\_\_

Child needs to bring: \_\_\_\_\_

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("student").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Mary's School, its officers, directors and agents, and the Lincoln Diocese, chaperons, or representatives associated with the event arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Lincoln Diocese, chaperons, or representative associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

**Emergency Medical Treatment:** In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

\_\_\_\_\_

Return top portion to school - Cut bottom portion at dotted line and save for reference

.....  
Date of event: \_\_\_\_\_ Need to bring: \_\_\_\_\_

Need to wear \_\_\_\_\_

Time of departure and return: \_\_\_\_\_

ADDENDUM F

**AQUINAS/ST. MARY'S CATHOLIC SCHOOLS WELLNESS POLICY  
MAY, 2008**

**Aquinas/St. Mary's Catholic Schools is committed to providing school environments that promote and protect children's health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Mary's School that:**

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet nutritional guidelines.

To the extent practical, or school will participate in available federal school meal programs.

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

Guidelines for reimbursable school meals in the Diocese of Lincoln shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to Subsections (a) and (b) of Section 10 of the Child Nutrition Act (42 U.S.C. 1779) and Section 9 (f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (1), 1766 (a) 0.

The Diocese of Lincoln assures that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220.

The Presidential Physical Fitness Test for appropriate grade levels will be applied as a means for measuring the implementation of the wellness policy for the Diocese of Lincoln.

Each local school advisory board shall review the Wellness Policy annually, and if necessary, make recommendations for revision to the local superintendent. The superintendent, after recommendation from the school advisory board, shall authorize the principal to implement the policy for the up-coming school year.

ADDENDUM G

**St. Mary's Gym Use Policy**

Priority of use list

1. Aquinas and St. Mary's Catholic Schools (classes, sports, and alumni) and St. Mary's Parish.
2. St. Mary's Parishioners and faculty and staff of Aquinas and St. Mary's
3. Catholic events (Deanery, Knights of Columbus, St. Joseph's Villa, etc)
4. Non-parish events and non-Aquinas sports (Breakers, AYSO soccer, VB teams, Boy Scouts...)  
\$10.00 per hour.
  - a. If team members are Aquinas/St. Mary's students, fee can be waived.

Reservations should be made at least two weeks in advance.

Responsible person (adult) for the group must sign and have on file at St. Mary's school office an agreement/liability sheet prior to receiving a key.

Key will be checked out and in through St. Mary's school office.

Building must be properly secured upon leaving.

Non-parish and non-school sports are charged \$10.00 per hour to offset expenses.

A deposit of \$25.00 will be required for use of the kitchen and returned if everything cleaned and in order.

Anything broken or damaged must be reported and paid for by the responsible person.

There is no pay phone at St. Mary's, therefore, responsible person must have a cell phone in the event of an accident.

This policy will be implemented in September, 2006 and will be revisited in May, 2007.

**ADULT HOLD HARMLESS AGREEMENT FORM**

For St. Mary's School, David City, NE

Responsible adult for event \_\_\_\_\_  
 Date(s) of event \_\_\_\_\_  
 Type of event/activity \_\_\_\_\_  
 Rooms needed \_\_\_\_\_

The above names responsible adult agrees to defend, protect, indemnify and hold harmless St. Mary's School against and from all claims arising from the negligence or fault of the above named event or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above name event at St. Mary's School.

Additionally, the above names Responsible for the event agrees to protect, defend, hold harmless, and fully indemnify St. Mary's School for any claim or cause of action whatsoever arising out of the above mentioned event which takes place during the above identified date(s) that is brought against the school by the above named responsible or their family members whether such claim arises from the alleged negligence of St. Mary's School, its employees or agents or the responsible for the event's negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_  
 Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

## ADDENDUM H

### **NEBRASKA CHILDFIND**

The David City School District is looking for unidentified children with special needs as it participates in "Nebraska Childfind." This is an ongoing statewide search for all unserved handicapped children, age birth through 21.

Children who would benefit from special education services may not be receiving them because parents may not know of available programs or because they do not recognize the handicapping conditions of their children.

Special programs are available through public schools for handicapped children whose impairments pose restrictions on learning. These impairments include: speech/language disorders, hearing/visual impairments, specific learning disabilities, retardation, behavioral disorders; physical handicaps and severe or multiple handicaps. Nebraska law guarantees a free appropriate public education to all children.

Parents who feel their children should be receiving special education service are asked to contact the David City school district. Nebraska Childfind provides information also through their toll free number, 800-742-7594.