

ST. MARY'S CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

2017-2018



**SCHOOL OFFICE
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BELLEVUE, NE 68005
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stmarysbellevue.com

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Mary's Catholic School and any student or parent. The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add to, modify, or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restriction upon St. Mary's Catholic School's right to institute a course of disciplinary action which, at St. Mary's Catholic School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Updated August 2017

Acknowledgement and Disclaimers

Dear Parents/Guardians:

August 2017

It is the intention of St. Mary's School and the Board of Education that a current copy of the handbook be provided to each family enrolled at St. Mary's School as needed. This handbook is the most current copy, revised to be in compliance with the Policy Book of the Archdiocese of Omaha School Board. It replaces all other policies and procedures contained in previous handbooks distributed to families in the past. Please discard old copies and refer to this handbook when you have questions about the school.

This St. Mary's School Family Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Mary's School and any students or any parent of any student. Changes may be made at the discretion of the administration and notice sent home via a parent letter.

Please take time to read and discuss the handbook with your child(ren). Pages are provided for you and your child(ren) to sign and return to the classroom teachers.

Sincerely,



Dr. Patricia A. Wallinger
Principal

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SCHOOL MISSION

The specific mission of St. Mary's Catholic School is to provide a Catholic education that nurtures students' hearts and minds to become servant leaders in an ever-changing world.

SCHOOL VISION

Keeping before us the teachings of Jesus, we accept God's invitation to create a spiritually nourishing Catholic environment. We welcome families of all faiths. We commit ourselves to educating every child through the use of a challenging, well-rounded, standards based curriculum enhanced by open communication. Each student is recognized as a unique gift from God and is encouraged to become an integral part of the global community.

COMMUNITY

St. Mary's Parish offers Catholic education through the parish school in order to assist parents in teaching the truths, skills, and ideals necessary for Christian living. We believe that community is at the heart of Christian education.

EXIT OUTCOMES UPON GRADUATION

All graduates of St. Mary's Catholic School will demonstrate:

- Religious knowledge, virtues, and practices
- Knowing the core disciplines and fine arts
- Higher order thinking skills
- Effective communication skills
- Independent learning skills
- Skills essential to life long learning, building healthy relationships and citizenship

ADMISSIONS

Non-Discrimination Policy

The Omaha Archdiocesan Schools admit 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 schools. They do not discriminate on the basis of race, color, national and ethnic origin and in the administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Pre-Kindergarten

A student must be four years of age on or before July 31st of the current school year before they can enter pre-kindergarten. Parents will be asked to present the original birth certificate as verification of age for the child.

Kindergarten

Nebraska State law requires that a child must be five years of age on or before July 31st of the current school year before they can enter kindergarten. Parents will be asked to present the original birth certificate as verification of age for the child.

Class Size

As a general rule, once the class size reaches 25 students, a teacher assistant will be hired to work with the classroom teacher for a minimum of three to four hours per day. When the class size reaches 25 students, a waiting list will be created. When the waiting list reaches 18-20 students, the class will be split into two sections. Parishioners will be accepted before non-parishioners and all races will be accepted.

REGISTRATION RECORDS NEEDED FOR ADMISSION**Birth Certificate**

All incoming pre-kindergarten students, kindergarten students, and transferring students from out of state must present the original birth certificate as verification of age for the child. All students must have a copy of their birth certificate in their file.

Baptismal Certificates

All students who are baptized are required to have a copy of their baptismal certificate in their file. All students who are Catholic will need a record of their baptism before they can receive new sacraments.

Health Exams

All kindergarteners, seventh graders, and out of state transfer students must have a physical exam prior to enrollment as required by Nebraska State Law. Kindergarteners and out of state transfers are also required to have a vision exam prior to enrollment. The vision exam must include documentation of amblyopia, strabismus, internal/external eye health, and visual acuity. Students may have exams six months prior to the beginning of school. State law does not allow the school to accept examinations completed by chiropractors. Forms are available in the school office or at your physician's office. The school office is required to maintain updated health files for each child.

Immunizations

Each student must have a current and complete immunization record on file at school. Nebraska State law requires that each student must have all necessary immunizations before they can be admitted to class on the first day of school. Please check with your physician as to the immunizations needed for your child.

Release of Records

Parents of students transferring from another school will be asked to sign a release of information form so St. Mary's School can request records from the child's previous school.

Transfer Students and New Student Admission

All transfer/new students shall complete a registration to be reviewed by the principal. An interview with the principal/pastor may be requested. The parent will be notified if the application cannot be accepted. Applicants who do not meet the admission requirements shall be informed of the reasons for non-acceptance.

An application which cannot be honored due to class size shall be placed on a waiting list and parents will be notified of their status in writing. Students who are determined to have special education needs shall follow the guidelines set forth by the Archdiocese.

Emergency Cards

Information completed for on-line registration in *Sycamore* will be used to print emergency cards for the school office, classrooms, etc.

FINANCIAL MATTERS

Tuition Payment Policy

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, our School follows the following policy regarding tuition payment:

Tuition Contract: Each family signs a tuition contract and agrees to pay their tuition in a timely manner.

Tuition Payment Plans: Tuition due dates are based on the payment plan selected. Should a situation arise that a payment will be late, the parent is responsible to notify the School Financial office as soon as possible. In the event that a family fails to pay tuition on time, the School Business Manager will initiate the following procedures:

1. If at the end of thirty (30) days the tuition account is not current, the parent will be notified by the Financial Administrator and asked to create a payment plan to bring the account current.
2. If at the end of forty-five (45) days the past due condition continues to exist and a payment arrangement is not in place a late fee of \$25 may be added to the total tuition balance. Additionally, the Business Manager will contact the family to discuss the outstanding balance.

St. Mary's School reserves the right, if any tuition payment is past due over 90 days, to remove the student(s) from the school and pursue additional collection methods. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met or arrangements have been made. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. Additionally, families who have a past due balance are not eligible for future financial assistance until the balance is resolved.

Registration

Over the summer prior to the first day of school, new families will meet with the finance office to discuss tuition payment plans for the upcoming year. Parents may pay in full, each semester, each quarter, or monthly. Families are required to have tuition automatically withdrawn from their checking accounts. This may be waived by the principal or pastor. All families will be required to sign the Tuition Agreement Form which will list the initial tuition/registration fee and remaining amount due.

All families will also be asked to pay a one time registration fee for each child in July. Registration money is used to pay for books, paper, and other materials needed to begin the school year.

Return Check/Automatic Withdrawal

If a check or automatic withdrawal is returned, parents are responsible for the bank charges and a letter will be sent asking for the payment in fifteen days. If a return happens a second time, parents will receive a letter stating payments must be made in cash or by money order.

ATTENDANCE

Attendance Procedures/Tardiness

St. Mary's School complies with Nebraska State law which requires 1032 hours of instruction for students per year in grades one through eight. Kindergarten students are required to receive 400 hours of instruction each year.

Attendance is essential for school success. Parents are asked to notify the school office when their child is absent. School personnel will call to verify the absence if parents do not inform the school of an absence.

Students who have frequent absences due to a chronic medical condition or illness may apply for a waiver from the attendance policy as long as the illness is substantiated in writing by the child's physician.

A student who is absent is required to make up all assignments as determined by the teacher. Parents may call the office and make arrangements for picking up their child's assignments. Teachers need to be notified in the morning so they have time to get materials and the assignment list for the child. Students are allowed one additional day per absence to complete the assignments. Make up assignments and tests are the student's responsibility.

Vacations and trips are discouraged when school is in session. However, when a parent knows a child will be absent, please notify the office ahead of time. A student may ask for assignments in advance of the absence but teachers may not be able to provide assignments for the child in advance.

All students must be signed in at the school office when coming to school after 7:50 AM. Students are tardy at 8am. All students must sign out in the office if they are leaving before school dismissal time.

A written notice will be sent to the parents when a child has been absent five days unexcused.

A student may not miss more than five days per quarter or the hourly equivalent. The number of absences should not exceed twenty days cumulative or the hourly equivalence per year.

The school should be notified when a student is to be picked up early from school.

Half day absence- a child is considered absent a half day if they leave between 10:30 AM and 1:30 PM. Hourly equivalents will be kept on children leaving after 2:30 PM.

All day absence-A child leaving before 9:00 AM is considered absent all day. Students arriving after 2:30 PM will be considered absent all day.

Excessive Absence Procedure

A student who has accumulated five absences within one quarter without a valid excuse shall be classified as truant. Parents will receive written notification. At that time, the parents, student, teacher, and principal will develop a plan to decrease absences. The student may be placed in in-school suspension. If a student has ten absences, the parent will be notified in writing. A conference will be held to address absences and the student may receive two days of in-school suspension. A letter will be sent to the county attorney to inform them of the absences. The parents will be informed that the student may be subject to loss of attendance at St. Mary's School.

ACADEMIC PROGRAM

Academic Dimension

St. Mary's School is accredited by the State of Nebraska and AdvancEd. All teachers are certified by the State of Nebraska.

Curriculum

We believe all children can learn and succeed. The standards established by the Archdiocese of Omaha form the foundation of our curriculum. We are focused on all students mastering the standards as directed by the Catholic Schools Office.

Religion

Formal religion classes are held four times each week in grades pre-kindergarten through eighth grade. Religion is the primary focus of instruction as it permeates every facet of learning throughout the day. Instruction includes the study of Holy Scripture, the Mass, the life of Christ, and the doctrines and prayers of our Catholic faith. Moral and Christian behavior are also very important aspects of instruction.

All students regardless of denomination are expected to attend Mass and prayer services with their classes, as well as take part in religion class as an academic subject.

Students in second grade receive the sacraments of First Reconciliation and the Holy Eucharist. Sacramental preparation is provided by the school and the parish religious education program.

Students in eighth grade receive the sacrament of Confirmation. Instruction is the joint effort of the school and the parish religious education program.

The Circle of Grace program is required by the Archdiocese of Omaha. Children in K-8 participate in this program. Students learn the importance of respect for their body and the importance of personal safety.

The devotion to our Blessed Mother is exhibited through May Crowning, the rosary, and prayer services. Support for mission work is promoted and encouraged. Students are encouraged to participate in activities which will enable them to learn about diversity and service.

Boys and girls are trained to be altar servers during the second semester of fifth grade.

Computer/Technology

Instruction in the use of the computer is taught at all grade levels. Emphasis is placed on proficiency in the use of computers for interdisciplinary applications and problem-solving skills. Each student is provided computer instruction each week.

Code of Ethics/Internet Use

Students who access the computer files of another student or teacher are in violation of computer ethics and will be dealt with on an individual basis. The student will be prohibited from using computers at school until the administration has completed an investigation of the incident.

Students are prohibited from the following:

- any unauthorized use or access of any computer at St. Mary's School
- transmittal of unsolicited information which contains obscene, indecent, lewd, or lascivious materials or other material which explicitly or implicitly refers to sexual conduct
- transmittal of unsolicited information which contains profane language, bigotry, sexism, or other forms of discrimination
- communication of any information concerning confidential information without the permission of its owner
- unauthorized creation, modification, execution, or retransmission of any computer program or unauthorized use of the computer facility software, licensed or otherwise
- access or destruction of software or willful attempt to harm or destroy data or equipment including the uploading or creation of computer viruses
- use of the computer facility in a manner inconsistent with the school's contractual obligations to suppliers or with any published school policy set

Internet Acceptable Use Policy

All students and parents and employees are required to sign the Internet Acceptable Use Policy. Signature or eSignature indicates acceptance of this policy. Persons violating appropriate use policies will be dealt with according to the individual situation. Such activities may result in the loss of computer privileges or other appropriate action.

Pre-Kindergarten Program

St. Mary's Pre-Kindergarten program is designed to provide growth experiences in all areas of child development. Children participate in learning activities which promote strong social skills, communication skills, religious awareness, and a love for learning.

Language Arts

Language Arts include study in the areas of reading, spelling, phonics, vocabulary, comprehension, writing, and handwriting.

Library

Students attend library once a week. Students participate in library skill classes and have the opportunity to select library materials to read throughout the school week.

Selection Policy for Library Materials

1. Selection: Selection of library material will be based on the yearly evaluation of the librarian who will receive input from teachers, students, and parents as well as review professional literature and recommendations.
2. Complaints: Parents have the right to request that their child not read certain materials in the library collection. However, they do not have the right to impose their restriction on all children.
 - a. Concern about certain materials should be discussed with the principal. If the issue cannot be resolved, the parent will be asked to submit their concerns in writing to the principal.
 - b. The principal will then select a team consisting of the principal, library staff, classroom teacher, parent and a member of the Board of Education. Members of the team will investigate the concern and write a report of their findings.
 - c. The principal will notify the parent of the decision reached by the selection team.

Mathematics

Mathematics includes basic computation skills, basic facts, problem solving, probability, and application of math concepts. Middle school students will be placed in basic math, pre-algebra, and algebra math classes based on teacher recommendation and the following criteria:

- a. Standardized test math scores
- b. Classroom teacher recommendations
- c. Mastery of required math standards at each grade level

Physical Education and Fine Arts

Physical education and the fine arts play an important part in the school curriculum. Classes in P.E. health, art, and music are generally taught two times per week. Classes are taught by certified staff.

Science and Social Studies

Science and social sciences focus on application of concepts and understandings to solve problems, develop research skills, and master curriculum standards.

Counselor

Students may refer themselves to the school counselor as well as teachers and parents. Parents will be informed if a child meets with the counselor more than one time. Parents will be required to give written permission for a child to see the counselor more than one time.

Student Support Services

Students may receive additional academic support from teachers assigned by the school. This may involve teachers providing additional instruction, tutoring, and monitoring assignments and homework.

Special Education Services

St. Mary's School works in collaboration with Bellevue Public Schools in providing special education services for students who qualify. Bellevue Public Schools currently provide testing services, speech services, and special education services for children on individual learning plans. In some instances there is a limitation in support provided if the student resides outside Bellevue Public School district.

Multicultural Education

St. Mary's School utilizes the resources of curriculum, instruction, in-service, and counseling to reflect the cultural heritage of the United States and the local community, historically and in the current environment. The following guidelines are observed:

- to select materials and methods that will eliminate bias and stereotypes in our school
- to conduct in-service programs for our faculty and staff that will assist them in understanding a multicultural approach to instruction and administration within the school
- to encourage all students to grow in self-esteem as they develop their human and academic potential
- to guard against grouping students and school personnel that reflects racial, ethnic, or cultural bias

Homework

Homework is a part of the learning experience. Homework is assigned to reinforce subject matter, help students practice organization and time management skills, and have time for review of material for tests and quizzes. Students in grades two through eight are required to have an assignment notebook. The general guideline for homework is ten minutes per grade level per night. This should be a time when the student is focused exclusively on the assignment. Parents are encouraged to communicate with the classroom teacher regarding questions about homework.

Honor Roll

Honor Roll recognizes academic achievement of students in grades sixth through eighth grade. Students are recognized at the end of each quarter. Highest Honors will be awarded to students who attain an overall grade percentage of 95.5 with no individual subject grade below an A. First Honors are awarded to a student who attains an overall grade percentage of 92.5-95.4 with no individual subject grade lower than B. Second Honors will be awarded to students who attain an overall grade percentage of 85.5-92.4 with no individual subject grade lower than a C. Subject areas are listed below with the weighted value.

Religion (weighted twice)	Science (weighted twice)
Social Studies (weighted twice)	Math (weighted twice)
Literature (weighted twice)	Language Arts (weighted twice)
Spanish (weighted once)	Music (weighted once)
Technology (weighted once)	Art (weighted once)
Physical Education (weighted once)	

Percentage	Honor Roll
95.5-100	Highest
92.5-95.4	First Honors
86.0-92.4	Second Honors

Any student who receives an in or out of school suspension is ineligible for Honor Roll that quarter.

Most Improved Student Award

The Most Improved Student award recognizes students who have shown great growth and achievement in academics. This award will be given at the teachers' discretion at the end of each quarter. The award will be presented to one child in each grade, K-8.

Spirit of Mary Award (Grades 4-8)

The Spirit of Mary Award will be presented to students who exemplify the traits and qualities of the Blessed Virgin Mary, the patroness of our school. At the end of each semester, the classroom teacher will select the student who most modeled the traits and qualities of Mary in the classroom and in school activities.

Most Christian Boy and Girl Award (Grades 4-8)

This award is presented to one boy and one girl in each grade who exemplifies the traits and qualities of a Catholic Christian throughout the year. At the end of the school year, each homeroom teacher will select one boy and one girl who have modeled Catholic Christian traits and qualities.

Progress Reports

Progress reports are sent to parents in grades pre-kindergarten through eighth grade. Progress reports inform parents of student progress about half way through the quarter. Parents are encouraged to review the reports with their children and contact teachers about any questions or concerns they may have regarding their child's progress. Parents are also encouraged to review *Sycamore* periodically to monitor status.

Report Cards

Report cards are designed to share information about student learning and progress with parents and students. Information on report cards should be used to help parents and students set educational goals for learning and achievement.

Grading Scale

Primary Scale:	Intermediate Scale:	Middle School Scale:
E = Excellent	E = 100-93 Excellent	A = 100-96
S = Satisfactory	S+ = 92-88 Above Average	A- = 95-93
N = Needs Improvement	S = 87-80 Average	B+ = 92-90
U = Unsatisfactory	S- = 79-77 Below Average	B = 89-87
	N = 76-7 Needs Improvement	B- = 86-85
	U = 69 or Below Unsatisfactory	C+ = 84-83
		C = 82-79
		C- = 78-77
		D+ = 76-75
		D = 72-70
		F = 69 or below

Parent – Teacher Conferences

Parent – Teacher conferences are held at the end of the first quarter and mid way through the third quarter. Conferences provide the opportunity for parents and teachers to meet and discuss the growth and achievement each child is making throughout the school year.

Standardized Tests

The Terra Nova tests are administered to students in grades 3-8 every year. Testing will provide needed information on academic growth. Parents will receive the results of the test and will be given feedback on the child's strengths and information on how to help their child continue to grow in all subject areas.

Catholic High School Placement Exams

The Catholic High School Placement Exams are held in January. All students planning to attend Catholic High School will need to take the exam. Parents are encouraged to contact the Catholic high school of your choice for more information about the exams.

Archdiocesan Performance Assessments

Each year, St. Mary's School will administer the archdiocesan performance assessments as directed by the Catholic Schools Office. These assessments help create a picture of academic performance across the Archdiocese. Students will be assessed in the areas of religion, language arts, math, science, social studies, and world languages.

School Level Assessments

Student achievement will be assessed frequently throughout the school year. Teachers will assess knowledge using a variety of strategies. Students in grades kindergarten through eighth grade will be assessed using math unit tests and year end tests. Reading skills will be assessed in grades kindergarten through sixth grade using a variety of assessments. Students in grades four and eight will participate in a writing test each semester.

Academic Difficulties

Teachers may ask students to stay after school for additional instruction and to monitor homework assignments if they feel additional support is needed. A teacher may assign a student to Academic Support after school where it will be necessary for the student to complete work.

An academic intervention team may be formed to establish a contract for a student who is having difficulties with academics. The contract will outline expectations for the student and establish learning goals for the student. The academic intervention team would monitor the contract for a short period of time. If the student is completing work and showing adequate progress, the student may be released from the contract. If the student is not meeting the conditions of the contract and the student is not making adequate progress, further consequences may be considered.

Retention

Under the conditions that it is believed necessary to retain a child in a grade for an additional year, parents will be notified before the end of the third quarter. A conference with parents, teacher, and principal will be held to discuss the child's progress. A decision will be made based on academic achievement and the child's maturity level. If the parent decides to send the child on to the next grade level in spite of the school's recommendation for retention, the parent will be asked to sign a waiver.

Textbooks

Textbooks are selected by the school and approved by the Archdiocesan Catholic Schools Office. Students are responsible for the care of their books. Students will be assessed fines for unreasonable wear and tear of their books. Students will be asked to pay for any books that are lost throughout the school year. St. Mary's School participates in the Nebraska Textbook Loan Program. This program enables us to request books on loan from the Bellevue Public Schools. You may call the school office for more information about the textbook loan program.

Field Trips

Field trips are to reinforce learning in the classroom and to enhance the school curriculum. Plans for field trips will be coordinated with the principal and the school office and occur throughout the year.

Parents will receive a parent permission form. This form will inform parents of the means of transportation, cost (no child will be denied for inability to pay), departure and return times, and purpose of the trip. Parents must sign the permission form and pay an applicable field trip fee prior to the trip to participate. We cannot accept emails or verbal permission over the phone.

Generally, students will wear their uniforms on field trips (dress of the day is indicated on the form). Field trips are a privilege and a student may be exempt from participation at the discretion of the teacher and principal based on academic and disciplinary reasons.

Graduation Requirements

To graduate and be awarded a diploma, a student must have a passing semester grade in all subjects for all semesters from 7-8 grades. Remediation of failing semester grades will be accepted only through a program and instructor approved by the principal. When a student has been diagnosed as having a learning disability, the principal may adapt the school's grading requirements as is deemed appropriate and necessary. If a student does not earn a diploma, he/she is not permitted to participate in graduation activities, including but not limited to the banquet, Graduation Mass, Graduation Ceremony and liturgical ministries of graduation Mass.

Discipline Philosophy

Discipline is jointly shared by the student, parents, teachers, school personnel, and administration as well as the St. Mary's school community.

A Philosophy of Instructing the Whole Child

In keeping with St. Mary's tradition, our Christian community strives to be respectful and faithful servants. As members of this team, we exhibit honesty and responsibility in all we do.

Be devoted to one another in brotherly love. Honor one another above yourselves. Romans 12:10

St. Mary's School community believes that RESPECT means:

- accepting differences
- using positive and affirming language
- dealing peacefully with anger, insults, and disagreements
- honoring each individual's Circle of Grace

God has given each of us a gift from His great variety of spiritual gifts. Use them well to serve one another. 1 Peter 4:10
(CCC: 1880)

Give your hands to serve and your hearts to love. Mother Teresa

St. Mary's School community, as the eyes and hands of Christ, demonstrates SERVICE by:

- compassion for others
- responsibility for accomplishing tasks
- assisting those in need
- problem solving within our communities

And let us consider how to stir up one another to love and good works, not neglecting to meet together, but encouraging one another. Hebrews 10:24-25 **(CCC: 852)**

Behold, how good and pleasant it is when all dwell in unity. Psalm 133:1

St. Mary's School community believes that TEAMWORK means:

- being patient and open-minded
- dealing peacefully with disagreements
- being a self-starter
- persevering

I will walk by faith even when I cannot see. 2 Corinthians 5:7 **(CCC: 1924-26)**

St. Mary's School community demonstrates its FAITH by living as Jesus taught and reflecting his love in:

- words and actions
- full and active participation in the Mass and other prayer experiences

CCC: 2472, 1083, 2659-60

General Conduct

Positive discipline will be used and encouraged. Appropriate consequences for specific misbehavior will be determined by the teachers, principal, and pastor. (See the sections below for grade specific consequences.) Each issue regarding misbehavior will be dealt with on an individual basis. Police and other legal authorities will be contacted when a violation of local, state or federal law occurs. Behavior and consequences are in effect when the students are in attendance during school days and while attending school sponsored events and activities.

General behavior expectations include but are not limited to:

- being courteous to everyone in our school and school community
- respecting the authority of school staff and personnel

- following the directions of school staff and personnel
- adhering to school safety rules
- being a witness to our Catholic faith by respecting the dignity of each individual and the teachings of the Catholic Church.

Examples of inappropriate or irresponsible behaviors include but are not limited to:

- minor violations (tardiness, uniform violations, littering, being in unauthorized areas, running in the halls, disrespectful use of school materials).
- disrespect for authority
- misbehavior at Mass
- tampering with someone's locker or personal belongings
- fighting
- physical assault
- verbal assault
- harassment (written, verbal or physical gestures)
- obscene, vulgar, or suggestive language or gestures
- cheating, tampering with report cards, grades, teacher notes, or tests
- vandalism
- defacing or destroying property
- leaving school without permission
- truancy
- possession, or use of , or distribution of tobacco, drugs, or controlled substances
- possession, or use of, or threat of a weapon
- any involvement or association with gangs or gang related activity
- any unchristian behavior that is disrespectful or irresponsible, inappropriate, or behavior not mentioned above

Expectations and Consequences

All students in grades Pre-K through grade 8 are expected to follow the Discipline Philosophy as explained in the introduction. This includes both at school, and any after school programs or activities. At times, there may be a need for consequences for behavior choices outside the expectations.

In the primary grades consequences will include:

- Teacher & student will discuss behavior
- Student will practice correct behavior
- Teacher may contact parent regarding behavior
- If further action is necessary, parent(s) may be asked to meet with the teacher and/or principal

In Grades 4-5 consequences will include:

- Heart to heart visit with student (tell me what happened, what were you thinking, what were your options, make a plan, and make a signal)
- 2nd time - student will write a note with teacher that will be sent home; staple to agenda- do not tear off agenda
- 3rd time- conference with parent, student, and teacher
- Student will lead conference
- If this continues, next step will be sitting down with the principal

In the Middle School (Grades 6-8) consequences will include:

- Discussion with the teacher to problem solve and strategize
- Note home to parents or guardians
- Service Opportunity/ Required Service
- Saturday School (7 am on one Saturday during the month)

- Parent meeting with the teacher and principal
- In School Suspension
- Out of School Suspension
- Behavior Adaptation Contract to be signed by the student and parents
- Voluntary withdrawal of the student
- Expulsion

Saturday School

Saturday School will be held as necessary on one Saturday during the month. The student may be asked to complete a Saturday School assignment that includes a description of the problem, a plan to solve further problems, and a course of action to follow on returning to school. Students will focus on solutions that work within the philosophy of being respectful followers of Jesus.

Parent/ Teacher/ Principal Meeting

It is essential that parents and school personnel work together to resolve behavior problems. A meeting will be held after the student has had an opportunity to correct misbehavior through discussion with the teacher, notes home, service opportunities, and Saturday School. In the event a parent declines the invitation to meet, an in-school suspension will be warranted.

In-School Suspension

A student who earns an in-school suspension (ISS) will report to school but will be isolated from his/her peers. The student will be responsible for all class work assigned for the day he or she has in-school suspension (ISS). The student may also be asked to complete a discipline assignment while he or she is in ISS. The student will be supervised in the ISS room across from the Library away from his/her peers. The student must leave immediately after dismissal. The student may not participate in any school sponsored extra-curricular events or activities on the day of in-school suspension. The parent will be notified in writing by the principal before ISS is implemented.

Out of School Suspension

Out of school suspension is a temporary exclusion of a student from school and school sponsored activities and events. In serious situations, it may be necessary to discipline by using out of school suspension (OSS). No out of school suspension will be given without a conference with parents and consultation with the pastor.

When an out of school suspension is warranted, the following procedures will be followed:

The student will be immediately removed from the classroom and the principal will escort him or her to the office. The principal will investigate the situation by meeting with the person or persons making the complaint and the student accused of the behavior. The parents, teacher, and principal will meet to discuss and establish the conditions under which the student may return to school. During the out of school suspension, the student will be responsible for completing all work missed during the out of school suspension.

All out of school suspensions longer than three (3) days must be reported to the Nebraska State Department of Education.

Behavior Adaptation Contract

A behavior contract will be drawn up explaining the conditions under which the student may attend school at St. Mary's. The contract will detail the actions a student will take to learn new behaviors or more appropriate behavior or the steps needed to improve self-discipline skills. A behavior contract must be signed by the student, parent(s), and a school representative. The pastor will be informed of any Behavior Adaptation Contract.

Expulsion

Expulsion is the permanent exclusion of a student from the school and school activities. Expulsion will be used only when all other means of discipline have failed.

Reasons for expulsion may include but are not limited to:

- Behavior of the student which presents a moral danger to other students.
- Behavior that is incorrigible* (*incorrigible means the student has been corrected a number of times, and been through the list of consequences, but his/her behavior has not changed).

It is the responsibility of the administration to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of evidence justifying the expulsion of the student must be available to the Archdiocesan Superintendent of Schools.

Emergency suspension may be recommended for as long as the student's presence may be a danger to himself/herself and/or others or until all the facts are obtained and verified.

Offensive Conduct and Harassment

Offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, appearance, ethnicity, culture, or disability is prohibited.

Examples of offensive conduct or harassment may include but are not limited to:

- explicit and offensive sexual references or gestures
- unwelcome physical contact or unwelcome sexual advances (physical or verbal)
- language, of any kind, including graffiti, epithets, vulgar or profane jokes, or teasing which is demeaning or disparaging to others.

A person who has a complaint of offensive behavior should report such behavior to the teacher, who will inform the principal. If uncomfortable reporting to the teacher or principal, the person should inform the pastor.

All complaints will be thoroughly investigated. Based on the results of the investigation, appropriate corrections will be taken, up to and including dismissal or expulsion.

Under no circumstances will the school tolerate retaliation against a person who complains in good faith of offensive conduct or harassment.

The school will assist those who have been falsely accused of offensive conduct or harassment by making the false complaint known to appropriate parties. Disciplinary action will be taken if evidence indicates a person purposely filed a false complaint.

Anti-Bullying Policy

In an effort to maintain a safe and secure learning environment, the administration and staff will implement strategies and practices to encourage respect, cooperation, understanding and acceptance of others as we are taught in the teachings of Jesus and the Catholic Church.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

(stopbullying.gov, 2015)

Behavior that infringes on the dignity and safety of a student will not be tolerated. A student shall not intimidate another student through behaviors which may include but are not limited to: hitting, shoving, tripping, teasing, name calling, social isolation, and manipulation.

Any student who believes they are a current victim of bullying should report the incident(s) to a staff member as soon as possible. The principal, counselor, and teachers are expected to intervene immediately when they see a bullying incident.

Each complaint of bullying will be promptly investigated. This applies to students on school grounds, at school sponsored events, or being transported to or from school sponsored events.

After an investigation, students who are engaging in bullying practices may be subject to such forms of disciplinary actions but not limited to:

- An apology
- Note to parent
- Saturday School
- In-school suspension
- Out of school suspension
- Expulsion
- Turning the case over to legal authorities

Disciplinary actions for bullying will be dealt with an individual basis. The disciplinary actions listed above may or may not be administered in the order as listed. Students may receive disciplinary action in either a single form or combination of forms.

The complainant will be notified of the findings of the investigation and that appropriate action has been taken.

Retaliation against a person who reports, is thought to report, files a complaint, or participates in the investigation is prohibited. Suspected retaliation should be reported to a staff member and the principal. Making intentionally false reports about bullying incidents is also prohibited. Retaliation and intentionally false reports may result in disciplinary actions.

Cooperation with Law Enforcement and Other Governmental Agencies

Administrators will grant access in accord with the expressed wishes of the student's parents or legal guardians. Exceptions to parental wishes must be made in cases of warrants for arrest and in the cases of suspected child abuse as defined by Nebraska statute.

Police Department procedures indicate that schools will be notified prior to arrival of police being in their buildings, of the intentions of the police visit to the school, and to request access to a student.

Upon notification of the police visit, the administration will determine the purpose of the visit. If police officers have a warrant for a student, the administration must grant access to the student regardless of parental wishes. If police officers wish access to a student for investigative purposes related to suspected child abuse, or child neglect, the administrator must grant access to the student without the custodial parent or legal guardian's permission.

COMMUNICATION

Newsletter

Monthly: Monthly calendar and monthly lunch/breakfast menu will be sent home in the weekly communication envelope the last week of the month for the upcoming month.

Weekly: The weekly newsletter with upcoming events, updated calendar, and other information will be sent home in the communication envelope or emailed to parents as indicated in parents preferred communication method.

Please sign and return the communication envelope the next day. The youngest child enrolled in the school will bring the envelope home from the school. It is the responsibility of the parent/guardian to review the information in the communication envelope.

Parent-Teacher Conferences

St. Mary's School has two scheduled conferences each year. Parents are expected to attend conferences. Conferences provide an opportunity for the parents/guardians to meet with teachers to discuss student progress. Teachers are available for conferences throughout the year. Parents/guardians are asked to contact the teacher at the school when they would like to set up a conference if they are unable to attend the regular block schedule.

Classroom Visitation

Parents are welcome to visit in the classrooms to better understand the classroom environment. Such visits must be prearranged with the teacher. All visitors must sign in at the school office. All visitors must have a visitor's badge before proceeding to the classroom. Parents may drop off lunches and other items in the school office. School personnel will call students to the office to pickup the items so that instructional time is not disrupted in the classroom.

Confidentiality

Parents are asked to inform the school of personal situations which may have an impact on a child's learning by sending an email, note, phone call, or conference with the teacher and/or principal. School personnel will only share sensitive information about a student with the faculty and staff that have a need to know with consent from the parent.

Personal information which is shared by a student with a teacher or other school personnel through any means (written or verbal) will be treated in a confidential manner unless, in the professional judgment of the teacher or school personnel, disclosing the information is necessary to protect the student's health and safety. The teacher or school personnel will report concerns to the principal, who will act as warranted by the situation. This policy includes information shared in a student's journal, writings, assignments, and class discussion.

Teacher Involvement. Teacher involvement roles include:

- Initiating positive contacts with parents through notes, e-mails, and phone calls about a child
- Providing parent-teacher conferences
- Nurturing parents' involvement through newsletters, conversations, and meetings
- Informing and consulting with parents about their child's progress, acknowledging teacher and learner limitations; including parents in formulating goals, strategies, and follow-up
- Encouraging parents' teaching activities at-home which promote their child's educational growth

Parent/Teacher Communication

Parents who wish to speak with their student's teacher may telephone the school office and leave a voice mail for the teacher or e-mail the teacher at school. Teachers will respond to parent contacts within 24 hours during the school week. If you do not receive a return contact, please call again as the teacher may not have received your voicemail/e-mail (teacher was out ill, voicemail/e-mail system not functioning properly, etc.).

On instructional days, teachers are required to be in their classrooms at 7:45 a.m. for supervision of students. Teachers are also assigned supervision duties from 3:15 to 3:30 p.m. each day. If you need to speak with a teacher in person regarding your student or a classroom situation, please call and make an appointment to speak with him or her. Please do not drop in and expect the teacher to meet with you during the time that he or she is responsible for supervising students. The teacher will be unable to give you or the situation his or her full attention or leave the classroom for a private discussion at that time.

Parents who wish to speak with the principal may telephone the school office or e-mail the principal directly. The principal will respond to parent contacts within 24 hours. Parents who wish to speak with the principal in person are asked to schedule an appointment.

Resolution of Problems

Communication and collaboration between parents/guardians and teachers/school personnel is essential for a student's achievement. If at anytime a problem arises, the parent/guardian must first go to the teacher or school personnel to discuss the problem. If a resolution to the problem cannot be reached, the principal should be contacted. A meeting of the

principal, teacher/school personnel, and parents/guardians will be arranged to discuss and resolve the matter. The principal may arrange a meeting with the pastor, teacher/school personnel, and parents/guardians.

When parents are seriously dissatisfied with an aspect of the school's program or operations, which the administration deems as integral to or in the best interest of the school, they should exercise their option of choosing another school. When the dissatisfaction results in continued agitation on the part of the parents, the administration may exercise the school's right to withdraw permission for enrollment of the child or children.

Grievance Procedure

Definition. A grievance is a formal complaint. It involves one party allegedly being denied by another something to which the grievant party feels he or she is entitled.

Purpose. The purpose of the grievance procedure is to resolve disputes. This procedure is intended to resolve a grievance by informal proceedings in a cooperative Catholic, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representations in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

No person shall be discriminated against because that person filed or participated in the grievance procedure and no reprisals of any kind shall be taken against any person because of participation in the grievance procedure.

Guidance. Concerns are most effectively addressed and resolved when parties to the concern:

- Speak from first-hand knowledge of events.
- Remain open to and respectful of others' viewpoints
- Focus their discussion on establishing the factual basis of the concern.

Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to the effective instruction of groups of students.

Process. Before allowing differences to become formalized grievances, an effort should be made to resolve disputes through an open discussion between the complainant and the immediate authority.

Parents who have a grievance about the school program, student performance, teacher expectations or administrative decisions:

- Are asked to contact the teacher in writing regarding classroom issues and the administration of non-classroom issues.
- The teacher and/or principal will respond within one business day to answer any questions (the home telephone numbers of teachers and staff members will not be given out by school personnel).
- The principal will meet with both parents to assist in resolution of the concern if their concerns are not resolved through discussion with the teacher.

The principal is responsible for the day-to-day operation of the school, and in accord with that responsibility, has the authority to make final decisions with regard to the resolutions of concerns.

In the event that a parent feels that his or her concern has not been given due attention or that the resolution of the concern is not in accord with the mission and goals, the parties to be represented at this meeting could possibly include;

- Teacher/parent
- Teacher/parent/principal
- Teacher/parent/principal/counselor
- Teacher/parent/principal/counselor/pastor

SCHOOL AND FAMILY

Student Records

The student's cumulative record is kept on file in the school office. Parents/guardians and authorized school personnel may view the cumulative files.

The following guidelines will be used to access and disclose information in the cumulative file:

- Parent may view the file one day after submitting a written request to view the file. An administrator must be present when a parent/guardian views a student's record.
- The school will consider a written request to amend the records. The records will be amended as approved by the principal.
- Parents must provide a written consent for release of records except for disclosure to other schools' personnel with "the need to know", or disclosure upon legal requirements to provide student information.
- St. Mary's School will release student records of eighth grade students enrolling in high school upon the request of the enrolling high school without parental consent.

Custody-Parent

It is assumed that both parents have equal rights until and unless we receive a copy of the official court documents saying otherwise. These will be kept in the student's permanent file. If a child is living with someone other than his/her legal parents, copies of the legal papers are to be on file in the student's file. If a parent has visiting privileges, it will be assumed that both parents will receive copies of the report card, parent/teacher conferences and other pertinent school communications unless specifically ordered not to do so by the custodial parent. **We cannot enforce any provision unless we have the legal documentation.**

Rights of the Non-Custodial Parents to School Information

With respect to non-custodial parents, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school will not release a child to a non-custodial parent unless asked to do so in writing by the custodial parent. If custody has been decided, the student may leave with either parent unless a court order to the contrary is provided.

All divorced parents are to furnish the school with a copy of the divorce decree pertaining to custody of the child. Court orders may be presented to the principal by either or both parents.

Faculty

The teaching staff of St. Mary's School is certified by the Nebraska State Department of Education. The school is within the jurisdiction of the Archdiocese of Omaha and is accredited by the State of Nebraska and AdvancED. Faculty members attend regular staff meetings on a monthly basis. All staff members attend in-service training throughout the year.

School Board

The St. Mary's School Board of Education (BOE) is commissioned by the Parish Pastoral Council. The Board of Education (BOE) reviews and makes recommendations regarding all aspects of formal education subject to the guidance from the Archdiocesan Board of Education. The Board serves in an advisory role.

Home and School Association

Home and School Association consists of all parents and school teachers. The purpose is to promote a better understanding, collaboration, and community building between the school and home. It is not a policy making organization. All parents are highly encouraged to attend meetings and participate in Home and School family activities.

Volunteers

Volunteers are always welcomed and needed in the school environment. Volunteers who are interested in helping are encouraged to call the school office or the Home and School officers. All volunteers are required to attend Safe Environment training, as mandated by the Archdiocese of Omaha. No adult may work in the building or participate in field trips and other activities until they have received their Safe Environment certification and passed a background

check. Volunteers are required to check in at the office when school is in session and they must wear a visitor's badge while in the building.

UNIFORMS

All students in grades kindergarten through eighth grade are required to wear uniforms. Dennis Uniform Company is the preferred provider as they meet all the uniform requirements. However, Target, JC Penney's, Kohl's, and a variety of other stores may also have uniform requirements that meet the below specifications. Parents may purchase uniform pieces at any store. The school has the right to require all pieces meet uniform requirements.

Girls

- A. White or navy blouses (no lace) with a lay down collar and buttons, white or navy polo shirt (long or short sleeve), or white turtle neck. All tops must be tucked in to where the waistband or belt is visible. A solid white T-shirt may be worn under the blouse.
- B. Girls in grades 4-8 may wear blue/green plaid or navy blue skirts. All skirts must be no shorter than 2 inches above the knee. Students will be asked to change skirts that are too short.
- C. Girls in grades K-3 may wear blue/green plaid or navy blue jumpers. They may also wear blue/green plaid or navy blue skorts. All jumpers and skorts must be no shorter than 2 inches above the knee. Students will be asked to change skorts or jumpers that are too short.
- D. Slacks: Girls in grades K-5 may wear navy blue slacks or cords, girls in grade 6 may wear navy blue or khaki slacks. Girls in grades 7-8 may wear khaki slacks.
- E. Slacks must be plain tailored – (see Dennis Uniform pants). Slacks must be straight legged, no flared legs, solid color, no excessive stitching or embroidery or beads, no leg loops, cargo pants, patch pockets, no more than 2 standard pockets in the front and back, no hip huggers or, low riders. Pants must be comfortable for school activities. No leggings are permitted. Belts must be worn when pants have belt loops. Belts must be solid brown or black leather.
- F. Girls may wear solid navy or white cardigan sweaters and sweater vests. Girls may wear St. Mary's sweatshirts or solid blue navy sweatshirts. Girls must wear the uniform blouse or polo under their sweatshirt. No hoodies can be worn in the classrooms.
- G. Girls must wear solid white or navy blue socks. All socks must be ankle, crew, or knee socks and at least 2 inches in length. No Tennis socks may be worn. White or navy opaque tights may be worn from November to February. Tights must be a solid white or solid blue with no prints or decorations. Leggings are not permitted.
- H. Jewelry is not encouraged as it is easily broken and lost. Girls may wear the following types of earrings: studs or post earrings. Dangly earrings are not permitted. Only one earring per ear is allowed. Watches, small religious or medical bracelets, medals or necklaces tucked into polo or blouse.
- I. Haircuts must be appropriate and neatly styled. No eccentric styles, cuts, or colors are permitted.
- J. Make-up is not permitted. Students may wear clear nail polish. Students will be asked to remove colored nail polish.
- K. Shoes may be multicolored, but parents are asked to strive for conservative coloring. They may not have graphics or words on the shoes. Shoes must not leave black marks on the floor. Shoes with flashing lights or rollers are not permitted. Sandals and crocs and other open heel or toe shoes are not permitted for safety reasons. Socks must be worn at all times. Shoes are expected to be tied at all times.
- L. Non-uniform pants may be worn under skirts and jumpers during recess and while walking to church. **Pajama bottoms may not be worn at anytime.**

Boys

- A. White or navy blue shirt with a lay down collar, white or navy polo shirt (long or short sleeved), or a white or navy turtleneck. Undershirts must be solid white and must not be visible under the shirt. All shirts must be tucked in so that the belt may be seen.
- B. Pants for boys: Grades K -5 wear navy blue dress slacks. Grade 6 – wear navy blue or khaki dress slacks. Grade 7-8 wear khaki dress slacks. Pants must be straight legged, no flares. Pants must be in solid colors with no excessive stitching, no leg loops, patch pockets, or cargo pants or low riders or baggy pants. Belts must be worn with pants that have belt loops. Belts must be solid brown or black leather.

- C. Cardigan sweaters and sweater vests may be solid navy blue or solid white. Students may also wear St. Mary's sweatshirts or plain, solid navy sweatshirts.
- D. Socks must be worn at all times. Socks may be ankle socks, crew socks, or over the calf socks and at least 2 inches in length. No Tennis socks may be worn. Socks must be navy blue or white.
- E. No earrings are permitted. Discrete religious and medical bracelets may be worn. Neck chains and religious medals must be tucked under the shirt.
- F. Hair should be neat and well-trimmed. Hair should be off the ears and above the collar. Bangs must be above the eyebrows. Extremes in hairstyles are prohibited; (examples may be but are not limited to shaved lettering, extreme hair colors, and tails).
- G. Shoes may be multicolored, but parents are asked to strive for conservative coloring. They may not have graphics or words on the shoes. Shoes must not leave black marks on the floor. Shoes with flashing lights or rollers are not permitted. Sandals and crocs and other open heel or toe shoes are not permitted for safety reasons. Socks must be worn at all times. Shoes are expected to be tied at all times.

Uniform General Guidelines

- Uniforms are to be worn on all school days with the exception of days determined by the administration.
- Jeans and spirit day shirts may be worn only on designated days.
- Clothing must be comfortable and allow movement for school activities.
- No hoodies are permitted to be worn in the classrooms.
- Administrative discretion may be used in determining if a student is in compliance with the uniform code.
- Body piercings are not permitted.
- Walking shorts may be worn from August until October and April until the end of school. K – 5th grade can wear navy blue dress shorts, 6th grade can wear navy blue or khaki dress shorts, 7-8th grade can wear khaki dress shorts. Shorts are worn with uniform tops. Shorts should be no longer than just above the knee and no shorter than 2 inches above the knee. Biking shorts, tights, leggings, mini shorts, or sports shorts are not permitted. Belts must be worn if the shorts have belt loops.

PE Uniforms Guidelines

- Grades PK – 2: Students wear their school uniform and tennis shoes. Girls should wear shorts under their uniform jumper.
- Grades 3 – 8: Students may wear appropriate length athletic shorts and t-shirt to wear in PE class. Clothing must be loose enough to be comfortable for movement. Clothing must be appropriate (no joggers, “fashion short” or yoga pants). Shorts length must be mid-thigh or longer (girls may wear boy athletic shorts which tend to be knee-length). T-shirt length must come to your waist or longer.

Non-Uniform Day Guidelines

- **Spirit Day** – On designated days, students may wear spirit shirts with their uniform pants or skirt. Students may wear jeans with their spirit shirt only if they donate the designated amount (usually \$1). The monies collected go to a charity determined by the principal. Jeans must be neat, clean, and free of holes. No rivets, cargo pants, low riders, hip huggers, or baggy pants are permitted.
- **Casual Dress Day** – On designated days, students may wear casual dress. Casual dress requires that all shirts have sleeves. Shirts with lettering or graphics must be appropriate for school. Pants must be neat and clean, (no sweat pants, pajama bottoms or wind pants). Dress capris and jean skirts are permitted. Shoes must be appropriate for PE and recess. No sandals or crocs are permitted.
- **Dress-Up Day** – On designated days, students may wear dress attire. Dress-up days are meant to be special. Students are asked to wear clothing appropriate for a reception or family celebration. Students may wear uniforms if they choose not to dress up. Leggings, jean skirts, or tunics are not permitted on dress-up day.
- **Birthday Dress-Up Day** – Students may choose to wear a special shirt, or outfit for their birthday. Students may wear a special shirt and jeans for their birthday or they may dress up following the guidelines for dress-up day.

The administration reserves the right to ask students to change clothing that does not comply with the school dress code. Parents may be asked to bring a change of clothing for their children so students can change into appropriate clothing. Uniform violations will be recorded in Sycamore for a student.

Pre-Kindergarten Dress Code. Pre-Kindergarten students do not wear a uniform, however, please follow these guidelines: comfortable; washable; appropriate for crafts and outdoor play; allows for self-dressing. No make-up or nail polish. Shoes should be closed-toe shoes. Tennis shoes work best. Dress shoes can be worn on special occasions. Pre-Kindergarten teacher will review more details on dress code the first few days of school.

SCHOOL SCHEDULES

School Office Hours

Office hours are from 7:30 am to 3:30 pm on school days or by appointment.

State Requirements

The state of Nebraska requires 1032 hours of instructional time for elementary students and 400 hundred instructional hours for Kindergarten students. St. Mary's School will meet and exceed those requirements.

In compliance with the state requirements, St. Mary's School has implemented the following policies:

1. Religion classes are an integral part of the instructional program.
2. All field trips are planned as part of the instructional program and must incorporate instructional standards.
3. Special events scheduled during the school day must meet instructional standards and have an educational purpose.

School Day Start Time. School begins at 7:50 am for all grades (PK-8). Teachers will be on duty for drop-off at 7:40 am. Students arriving before 7:40am will be sent to Extended Day Care. Students are not permitted on the playground for line-up until 7:40 am. Cars are not permitted on the playground from 6:30 am to 4:30 pm during school days.

School Day Dismissal Time. PK-8th grade dismiss at 3:20 pm.

School Drop-Off and Pick-Up Procedures

- Generally speaking PK-1st grade will use the Clay Street zone at Pick-Up.
- If any PK-1st grade student has older siblings, they too will use Clay Street.
- If your child can not buckle themselves in at Pick-Up and require assistance from parent, we are happy to transfer that younger student's family to the gym lot zone to facilitate this.
- Parents are not to use 23rd Street to enter the drop off line as this causes traffic congestion. In the spirit of community cooperation, we are thankful for your assistance with this procedure.

Drop Off Procedures:

- Enter the drop off line at the intersection of 24th Ave and Clay Street. (near Sarpy County Museum).
- Proceed up Clay Street to the loading zone at the school.
- Student must leave driver's car using the right side car door(s) only.
- Proceed to the intersection of Clay and Mission Avenue.

Pick-Up Procedures:

- Enter the pick-up line at either 24th Avenue/Clay Street or 24th Ave/Calhoun Street as assigned.
- New families are asked to display your name plate to help expedite the pick-up process for the first month.

Liturgical Celebrations

Central to our Catholic Identity is the idea that we are a community of faith. Liturgical celebrations enhance the catechesis of students and staff and will be provided on a regular basis. All School Masses will be scheduled weekly. Students will be given opportunities to serve as lectors, in music ministry, and as altar servers according to age appropriateness. Buddy classes sit together for Mass and participate in service activities in the classroom, school, or wider community.

Mass Schedule: Begins at 8:30 am on the day of the week as follows:

Every 1st Friday of the month is All School Mass Day

Every Wednesday of the month except on 1st Friday Mass is All School Mass Day

Also, each grade may have a special Mass one time per semester at 8:30am as designated by the teacher and priest.

Holy Days of Obligation that fall on a school day will be observed as an All School Mass Day instead of the ordinary weekly All School Mass.

Extended Care

An Extended Care Program is offered to all St. Mary's students. The hours of operation are 6:30-8am and 3:20-6:00pm when school is in session. Extended Care is closed when the school is not in session. Registration forms are available in the school office, school webpage and at the extended care room.

Hot Lunch Program

St. Mary's School participates in the National School Lunch Program and is a satellite of the Bellevue Public School Food Service Program. Free and reduced lunches are offered to families who qualify. Families will receive information about the hot lunch program at registration and may also pick up information in the school office in August.

Lunchroom Rules

- Students are expected to use appropriate table manners.
- Students are to raise their hand when they need assistance.
- Students are permitted to talk during lunch. Students are expected to carry on conversations at their assigned table using appropriate volume.
- Students will ask permission to leave their tables in order to use the restroom, get an extra milk, etc.
- Students will eat their own lunches. **TRADING LUNCHES IS NOT PERMITTED FOR HEALTH REASONS.**
- Students will be responsible for cleaning up their tables before they are dismissed from their tables.
- Students will participate in prayer at the end of lunch and be quiet when directed by the teachers.
- Students will not be permitted to bring candy, glass bottles, or soft drinks into the lunchroom in compliance with the school Wellness Policy.

Healthy School Environment/ Wellness Policy

St. Mary's School recognizes that the school plays a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

Nutrition Education:

The primary goal of nutrition education is to influence students' eating behaviors. St. Mary's school will promote nutrition education throughout students' PK-8 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Physical Activity:

The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well-being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' PK-8 educational program.

Nutrition Standards:

Students’ lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. Staff will promote archdiocesan standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.

Candy, Gum, and Soda/Pop and Energy Drinks

Students are not permitted to bring candy, gum, soda/pop, or energy drinks to school. Students may bring candy to school for special activities as determined by school personnel. Gum chewing is not permitted on school grounds.

Other School-Based Activities:

St. Mary’s School promotes a school environment which provides consistent wellness messages that are conducive to healthy eating and being physically active.

NONDISCRIMINATION STATEMENT

The United States Department of Agriculture’s required nondiscrimination statement must be printed as follows:

This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

This institution is an equal opportunity provider.

The USDA “And Justice for All” poster is displayed at each feeding site in a location that is visible to students during meal service. Nebraska Department of Education, Nutrition Services 05-11

PROCEDURE FOR ACCEPTING AND FILING COMPLAINTS OF DISCRIMINATION IN NEBRASKA SCHOOL MEAL PROGRAMS

- 1.Right to File a Complaint. Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
- 2.Acceptance. All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education – Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.
- 3.Verbal Complaints. In the event that a complainant makes the allegation verbally or through the telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - a.Name, address and telephone number or other means of contacting the complainant.
 - b.The specific location and name of the entity delivering the program service or benefit.

c.The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.

d.The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).

e.The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).

f.The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

Weather Schedule

St. Mary's School will follow the Bellevue Public Schools for closing of school for snow days. School closing announcements will be made on KMTV 3, WOWT 6, and KETV 7. KFAB radio will also announce closings. Text notifications will be sent to families that have a cell phone. In 2016-2017, this is automatic. Prior to this year, families had to sign-up to receive the text notifications and can be added to the distribution list at any time by calling the office.

In case of severe weather which develops during the school day, listen to local radio stations and T.V. stations for announcements. In cases of severe weather that occur during the school day, students will remain in school until it is safe for dismissal or a parent comes to pick up their children. Parents are required to sign children out in the office. Parents always have the option of not sending children to school on a day when severe weather is forecast or developing.

When a tornado watch is given, staff will monitor the situation. If a tornado warning is issued, the children will be placed in a safe, sheltered area. Children will not be dismissed until an 'all clear' signal is sounded. It is not recommended that anyone leave the school after a tornado warning has been issued; therefore, children will not be permitted to leave until the school receives an all clear signal.

HEALTH ISSUES

School Health Program

Optimum health/wellness is the goal for each student. If your child is sick enough to need cough, cold, or flu medication, he/she is best served by staying home. Students should not be in school if they have a fever (100 degrees or more) and should not return to school until they have been fever free without any fever reducing medication for 24 hours or have a doctor's order saying the child can return.

School Nurse

The school nurse is responsible for maintaining student health records, conducting health screenings, and consulting with school personnel in matters of health and safety. Currently our school nurse is in the building on Tuesdays.

Health Service Program

Illnesses: Students who are ill should stay home the specified number of days as recommended by the State Health Department. Should a student become ill during the school day, the school office will call the parent or emergency contact to come and pick up the student. It is important that parents who are away from home during school hours provide the school with correct and updated emergency information. An ill student cannot leave school without the permission of a parent. Students are not permitted to walk home from school.

Health Screenings

The school nurse will conduct health screenings which include vision, height, and weight. Students in grades K-3 and 6 will also be screened for hearing. The nurse will notify parents and make recommendations for further examinations or follow up. It is the responsibility of the parent to follow up on recommendations with a physician.

Medication at School

All medications should be administered outside of school hours. If a student is required to take medications during school hours the medication will be administered under the following guidelines:

- The school reserves the right to refuse to administer medications
- A parent/legal guardian may assume full responsibility and administer the medication to his/her own child in the school office without a medication permission form.
- No medication may be kept in a classroom by a student. *With the exception of an epi-pen or asthma medication as ordered by a physician*
- All medication must be brought to and from the school office by a parent/legal guardian.
- Prescription medications will not be administered to a student without a completed medical authorization form signed by both the physician and the custodial parent/legal guardian.
- Prescription medication must be in the original container, with the pharmacy label, including the physician's name, the student's name, and directions for administering the medication.
- Over the counter medicines will not be administered to a student without a completed medical authorization form signed by both the physician and the custodial parent/legal guardian. Medication must be in original container with manufacturer's directions clearly legible, and student's name written on container.
- Medication at school may only be used during school hours. It is not authorized for use before or after school, extended day, or school activities outside of regular school hours.
- The school does not assume responsibility for reactions to medication brought to school. If students may be susceptible to the side effects of a medication, it is the responsibility of the parent/legal guardian to communicate that information to the school office. Unused medications will be disposed of after June 1st. **THE SCHOOL CANNOT SEND MEDICATION HOME WITH A STUDENT. **THE SCHOOL DOES NOT SUPPLY ANY MEDICATIONS TO STUDENTS.****
- No expired medications of any kind will be administered at school.
- Medication forms are available in school office or on the website.

Anaphylaxis/Asthma Protocol

Parents are required to provide written documentation for students known to have asthma or an allergic condition.

Medication as directed by the student's physician, and authorization form are also required at school.

Designated school personnel have been trained to implement the Emergency Response to Life; Threatening Asthma or Allergic Reactions protocol as mandated by the Nebraska Board of Education Rule 59. Trained responders are available to provide an epi-pen injection and albuterol nebulizer treatments to school students or employees should the need arise when school is in session.

Communicable Diseases

St. Mary's School will cooperate with the county and state health departments in developing procedures for the control of communicable diseases in schools. All procedures shall conform to the regulations as established by the state health department.

In general, a student with a communicable disease will be allowed to attend school in the child's usual class setting if the child is in compliance with the guidelines recommended by the Nebraska Department of Health. The school reserves the right to require a physician's written approval stating the disease is no longer in a communicable stage.

The Nebraska Department of Health recommends the following:

DISEASE	EXCLUSION FROM SCHOOL
Chicken Pox	May return to school after a minimum of 6 days after the onset of skin eruption.
Diphtheria	Must have a doctor's written permission to return to school.
Influenza	Excluded for duration of the illness/no fever without fever reducing medication for 24 hours.
Strep	Infection excluded until no fever and under treatment for 24 hours: Scarlet fever, Scarletina, strep throat.
Pinworm	Excluded until treatment is documented by a physician
Pinkeye	Treatment by a physician and eyes have cleared
Measles	Student should stay out of school 7 days from the onset of rash. The disease must be reported to the Health Department and the school.
Rubella	Excluded from school for the duration of the illness/at least 3 days after the rash

	appears
Fifth Disease	Excluded until fever and rash end. Student may return with rash only with written approval of the physician.
SKIN AND SCALP CONDITIONS	
Impetigo	Excluded upon recognition by teacher. Re-admitted following treatment by a Physician
Ringworm	Excluded upon recognition by teacher. Re-admitted following treatment with over the counter medication (Tinactin) and with the affected area covered with a dressing until treated for 2 days.
Head Lice	Excluded upon recognition by teacher. Re-admitted following treatment, the product used MUST accompany student upon return to school. All affected members of the household should be treated at the same time.
Scabies	Excluded upon recognition by teacher. Re-admitted 24 hours after treatment by a physician.

SAFETY AND SECURITY ISSUES

Alcoholic Beverages and Drug Use

State laws and school policy strictly prohibit student possession or use of alcoholic beverages on school property or at any school sponsored function. Students who violate this policy may be suspended, referred to legal authorities, and /or required to participate in counseling programs at the expense of the parents/guardian. Repeated violation of this rule may result in expulsion.

Illegal Possession of Firearms and Weapons

State laws and school policy strictly prohibit the possession of any firearms or weapons judged to be harmful or dangerous to the person, him or herself, or others on school property. An ordinary object utilized in a harmful manner is also prohibited. Any student who violates this rule will be immediately suspended from school and referred to appropriate authorities. Further disciplinary action will be taken after consultation with parents and authorities.

Illegal Drugs

State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulant, hallucinogens, look alike pills of any type, or possession of drug-related paraphernalia anywhere on school property or at any school sponsored function. Violations of this policy may result in suspension, referral to the appropriate legal authorities, and/or being required to participate in a counseling program at the expense of the parents/guardian. Violations may result in expulsions.

Smoking

State laws and school policy prohibit students from carrying or using tobacco products on school property or at school sponsored activities. Students who violate this policy are subject to suspension. Repeated violations of this rule may result in expulsion. St. Mary's School building is a tobacco free building. (Nebraska Clean Air Act 1979 LB 3440)

Injury/Illness

Emergency cards are kept in the office at all times. **THIS INFORMATION MUST BE CURRENT AT ALL TIMES.** In case of injury or illness requiring immediate attention, the school will call 911 and the child will be transported by ambulance to the hospital at the parent's or guardian's expense.

Reporting Child Abuse/Neglect

State law requires St. Mary's employees to notify Child Protective Service and Law Enforcement officials if they believe a child has been subjected to abuse or neglect. The school cooperates in the investigation of such cases.

Visitors

Parents are welcome to visit at any time. In order to reduce vandalism, the threat of intruders, and unwarranted disruption of classroom activity, all visitors, including parents, will need to report to the office. Visitors must check in and wear a visitor's name tag while in the building.

Parents who wish to visit their child's classroom and/or participate in a school day activity are requested to make arrangements ahead of time. You will be informed if that day's schedule has been altered or if for some other reason, you cannot observe the chosen activity. We suggest that a visit be limited to one instructional period.

All entrances to the building are locked. Visitors will need to use the main entrance located adjacent to the school office. To enter the building, please push the door buzzer and look up at the security camera located in the upper right corner of the doorway. You may be asked to identify yourself. Please pull the left hand door open when you hear the clicking sound.

Thank you for your cooperation and assistance in aiding us to provide a safe environment for our students and our staff.

Security

All doors entering the school are locked at all times. All students coming into the building after 8:00 am must enter through the front door, Mission Ave entrance, and sign in. Please do not ring the doorbell on any other door to get into the building. All visitors must come in the front door, Mission Ave entrance. Please ring the buzzer at the Mission Ave door. All visitors are to sign in at the office and receive a visitor's pass if they are staying in the building. All visitors are to sign out of the building as they leave and return the visitor's pass.

When events are scheduled in the gym, please use the gym entrance. For sport practices, please use the doorbell and the coach will admit you to the building when dropping off or picking up your child.

Crisis Plan

St. Mary's School has developed a crisis plan to be used in a variety of situations such as fire, tornado, and intruder in the building. As required by state law, the school holds regular safety drills which include fire drills, tornado drills, and intruder in the building drills. If the need arises, students will be evacuated from the building and go to the church.

A team of staff members are trained emergency responders. They are trained in CPR and trained for emergency situations.

In the event of a school emergency, parents are advised to listen to local T.V. and radio stations for information. School officials will release information as soon as possible via text, email, and other means available.

Youth and Gang Apparel, Possessions, and Behaviors

For the safety and welfare of students and the need for a secure learning environment, dress identified by the administration as gang related apparel is not permitted on school property or at any school sponsored activity. Any item worn or carried to identify a person as a gang member is not permitted on school property or at any school sponsored activity.

Bicycles

Children are to park their bicycles behind the school on the playground. All bicycles are to be locked. The school is not responsible for lost or damaged bicycles. The school encourages students to wear bicycle helmets on their way to and from school. Students are also encouraged to register their bicycle at the police station.

Students are to park their bicycles in the proper, assigned rack. Students must walk their bicycles off school property and are not permitted to ride bicycles on school grounds during school hours and extended care hours (6:30 am to 6:00 pm).

Asbestos Notice

Certain portions of our building contain asbestos. There is no danger to anyone as long as the material is undisturbed. We are in compliance with all rules and regulations for asbestos safety.

NON-ACADEMIC MATTERS

Extra-Curricular Activities

Extra –curricular activities must support the mission of St. Mary’s Catholic School. Throughout all programs and activities, participation, skill development, collaboration, and sportsmanship will be emphasized. Students must maintain satisfactory academic standing and satisfactory conduct to be eligible to participate in extra-curricular activities.

Athletics

St. Mary’s Parish Athletic Club offers Girls Volleyball (grades 3-8) and Boys and Girls Basketball for 2nd thru 8th grade students that are members of St. Mary’s School or Parish. Information for registration will be posted in the school newsletter and the church bulletin.

Sunday Policy (Archdiocesan Policy #5012)

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligations; all scheduled non-religious use of the parish/elementary school/high school in the Archdiocese on Sunday will begin no sooner than 12:00 Noon. Pre-arranged approval may be granted by the pastor. Effective: August 2006

Band

The band program begins in 5th grade. Instruction for band is provided in cooperation with Gross High School. For more information about the band program, please call the school office.

Clubs

After school clubs are designed to enhance the school program. Students who wish to form a club must have the approval of the principal. Students who want to form a club are responsible for finding a teacher or parent to sponsor the club. All clubs will meet outside of the regular school day. Fees may be required as part of the club membership.

Eighth Grade Graduation

All eighth grade students who have fulfilled graduation requirements are expected to participate in the graduation ceremony.

Lost and Found

The school asks that all students mark personal items with their name. We cannot be responsible for lost items. A lost and found box is located in the Silent Hallway near the teacher’s workroom. Students may ask for permission to check the box for lost items. Parents may come to look for lost items in the lost and found box as well. The lost and found items that are not claimed will be donated to a local charity. During parent/teacher conferences we will set the items out for parents to look through and pick up lost items. At the end of the year, whatever is left will be donated.

Lockers

Locker numbers will be assigned to students by the teachers. The school cannot be responsible for lost or stolen items. Lockers are the property of the school and are provided for student use. School personnel reserve the right to inspect lockers at any time.

Room Parents

Room parents are volunteers who assist the classroom teacher for special activities. They plan parties for Christmas and Valentine’s Day in collaboration with the classroom teacher.

Parties

- Holiday Parties – Room parents and teachers jointly plan holiday parties. Home and School sponsors Halloween Fun Night. Classroom parties include Christmas and Valentine’s Day.
- Birthday Parties – If you are planning a party for your child we highly encourage you to send the invitations through the mail or some other means. Children who bring invitations to school must use one of the following options – invitations must be given to every child in the class or invitations must be given to all boys if your child is a boy or invitations must be given to all girls if your child is a girl. The teacher reserves the right to determine

when the invitations may be given to children in the class. Please do not send balloons, flowers, and gifts to your child at school during the school day. Birthday celebrations should be planned for after school hours. Students may wear free dress on their birthdays.

Electronic Devices

Electronic devices may include but are not limited to cell phones, MP3 players, iPods, personal digital assistants (PDA), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text or data from one person to another. The use of such electronic devices is not permitted during regular school hours. Students must keep cell phones in their backpack during the regular school day. If a student is caught using cell phones or other electronic devices, the student will turn the item into the office and pick it up after school. A second offense will result in the item being turned into the office, Saturday School will be scheduled, and the parents will come to school to retrieve the item. Multiple offenses may result in the loss of the item for a longer time, additional Saturday School, and parent conferences.

Toys and Other items From Home

We ask that students leave all toys, games, money, and other items at home. The school cannot be responsible for the loss or damage incurred to any item that is brought to school from home.

Recess

Children in grades Kinderarten thru 8th will be expected to go out for recess on a regular basis. Students may not be in classrooms unless they are supervised by school personnel.

Playground

Guidelines:

- Students must remain in clear view of the teacher or school personnel when on the playground.
- Teachers or school personnel will expect students to comply with playground rules and school rules when they are on the playground:

1. Children must obtain permission before leaving the playground area (that includes going to the restroom or to the classroom.)
2. Students are to keep their hands to themselves (no wrapping arms around or hanging on to other students).
3. All games and activities are open to everyone.
4. Students should use proper language, be courteous and respectful towards other students and adults at all times. No put downs or name calling.
5. No fighting is allowed; this includes pushing and shoving (especially during football, basketball and 4-square games). This includes play fighting.
6. No leaning on, touching or climbing the fence in any way.
7. No games, books, music, papers, etc. from the class or home are to be used on the playground at recess.
8. No food, beverage or gum is allowed on the playground.
9. Students will use the play structure safely by always using both hands, using the monkey bars and flip bars for hanging only, and dismounting from the equipment properly, feet first.
10. Students will be seated feet first on slides. Slide down only on your bottom, not on your tummy or back. Never stand on a slide. No climbing up the slide. No "buddy" sliding (two or more together).
11. Only 1 student at a time is allowed on each slide platform and climbing wall. Please be sure the area is clear before proceeding. Do not attempt to climb up the back of the climbing wall, only the front.
12. There will be a maximum of two balls per basketball hoop.
13. No bouncing balls off the school, fences, roofs or windows. If a ball goes off the school grounds, students will notify a recess duty supervisor who will retrieve it at their convenience.

Note: Older students are sometimes permitted to retrieve a ball outside the premises, but the student must have express permission by staff so they can be monitored.

14. No bugs, sticks or other items may be brought in from recess.
15. When the whistle blows, students must stop all activity and line up.
16. Students are responsible for taking care of playground equipment. The school cannot be responsible for lost,

stolen, or damaged items from home.

17. The school is not responsible for any student on the playground when school is not in session or when Extended Day is closed.

Outside Recess Guidelines

During winter months, the administration, faculty and staff would like to encourage students to be physically active during recess – especially when there is snow! This means that students will need to have appropriate snow gear to wear during recess. This includes SNOW boots (not fashion boots), snow pants, mittens or gloves, hats and heavy coats.

All students should come prepared each day to be outside during recess; this would include heavy coats, mittens and a hat. For girls, please have them bring snow pants or wear heavy tights/leggings for recess- those little bare legs get cold quickly. Students will be encouraged to actively play, which may include climbing on the snow piles, making snow angels and building snow sculptures. It will not include throwing snow.

Only those students who are wearing appropriate snow gear, including: snow pants, heavy jacket, hat, mittens or gloves and snow boots, will be allowed to be on the snow piles. Reminder: Bring school shoes to wear inside. If anyone has old towels to donate to put wet gear on, please send them in!

School Pictures

School pictures are taken early in the school year. Information regarding the company, prices, times, and dates are made known in the school newsletter and flyers sent home. An order form from the company will be sent home, and the parents may order pictures as they want. The order form and payment must be returned to school prior to having pictures taken. Information about eighth grade pictures will be given separately. Class composites will be available for purchase.

On picture day, students dress up following the guidelines for casual dress up day. Students are discouraged from wearing elaborate hair styles, clothing, high heels, or other apparel which would make it difficult for the child to participate in the regular school day.

Photographs and Video for Release

Parental permission is required before the school can release photos or video of a child to press such as newspapers, T.V., etc. Parents are asked to fill out the release form when completing on-line registration.

Student Council

Student Council is an organization of older students who represent St. Mary's School in a variety of ways throughout the school year. Students in grades 6-8 may participate in student council. A faculty member serves as advisor for the group. All officers and representatives must demonstrate the following leadership qualities:

- Maintain a C average
- Be honest, loyal, and responsible
- Practice good organizational skills
- Work well with peers and school personnel
- Communicate well with peers and school personnel
- Students must demonstrate strong social skills

Skateboards, Roller Blades, Roller Shoes

Skateboards, roller blades, roller shoes, or any type of roller apparatus are not permitted on school property or at any school sponsored activity.

Utilization of School Facilities

Organizations and other persons must obtain permission from the principal or pastor to use the school facilities.

Right to Amend the School Handbook

The school, as determined by the Principal and Pastor, has the right to amend the handbook as deemed necessary. Parents will be given notification if changes are made.