

# St. Michael's Catholic School

*.....providing values that last a lifetime!*



## Parent/Guardian/Student Handbook

(Updated February, 2019)

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PARENT/GUARDIAN/STUDENT HANDBOOK

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## **INTRODUCTION**

In keeping with Archdiocesan guidelines, the following information is provided for all parents/guardians of students enrolled in St. Michael's School.

The objective of this handbook is to familiarize parents and guardians of students enrolled in St. Michael's School with the school's fundamental goals, curriculum structure, and operational procedures. This handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Michael's School and any student or any parent/guardian of any student.

The information contained in this handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify, or to 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. Michael's School's right to institute any course of disciplinary action, which in St. Michael's School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Registration of a student is considered an acceptance on the part of his/her parents or guardians of all rules and regulations of St. Michael's School, including judgments of school faculty and administration on academic and disciplinary issues.

Parents/Guardians are required to familiarize themselves with all the information contained in the current Parent/Guardian/Student Handbook and sign a document indicating that they have read and understood all statements and provisions set forth in the Parent/Guardian/Student Handbook. Furthermore, pledging cooperative support of policies contained within the handbook for the duration of the enrollment of their child/children.

St. Michael's School strives to provide quality education within a Catholic environment. Our staff works hard to provide educational programs that nurture the spiritual, intellectual, moral, and social development of our children, enabling them to acquire a firm sense of identity and personal worth.

This handbook has been compiled in order to provide you with the policies and procedures of St. Michael's School. **Together** we can accomplish the goals and directions set down in this book. Together as partners in education, we give "flesh" to the vision of Catholic education that we share as parents, students, and staff here at St. Michael's School.

### **VISION STATEMENT**

The vision of St. Michael's School is to increase enrollment by exhibiting educational excellence while keeping God as our focus.

### **MISSION STATEMENT**

St. Michael's School will:

- \*Promote Christian values through the guidance of the Gospel messages
- \*Produce lifelong learners through excellence in education
- \*Inspire tomorrow's leaders

## **PHILOSOPHY**

The primary purpose of St. Michael's School is to provide an environment where the Gospel message of Jesus Christ is imparted and practiced within the school community, the parish community, the local community of South Sioux City, and the larger society. To create this environment, we will strive to develop:

- Mutual trust and respect
- Care and concern for each other
- Acceptance and Christian love

We strive to provide opportunities for prayer, service, and study enabling students at St. Michael's School to grow spiritually, socially, and academically.

Believing that the family is the most important unit of Christian society, the administration and faculty of St. Michael's School strive to work with the parents in developing all curricular and extra-curricular programs that form a part of the total parish involvement in the Catholic education of school-age children.

## **ACADEMIC EVALUATION**

First grade, Kindergarten, and Preschool have a separate evaluation form.

The following grading code is for the second through eighth grade students:

A= (93-100) – Excellent

B= (86-92) – Good

C= (77-85) – Satisfactory

D= (70-76) – Unsatisfactory

F= (Below 70) – Failure to meet requirements.

Behavior traits are marked when behavior indicates either the student Excels = E, or the student's behavior is Satisfactory = S, or the student's behavior Needs Improvement = N. The report card includes space for teacher comments and parent signatures. Evaluations are discussed at parent conferences in the fall and spring and are sent home quarterly.

## **HONOR ROLL**

Students in Grades 5-8 are eligible for the Honor Roll. Below are the criteria for attaining the honor roll.

### **Highest Honors - Gold**

3.75 – 4.0 or a 94% - 100%.

### **High Honors Silver**

3.50 – 3.74 or an 88% - 93%.

### **Honor Roll Bronze**

3.08-3.49 or 77% - 87%.

All subject grades will be used to determine a student's average. Any student maintaining a grade of D or F in any subject is not eligible. Straight recognition will be given to students who earn straight A's.

“Revised by Board of Education November, 2007.”

## **PROGRESS REPORTS**

Progress reports are sent to the parents of students in grades 3-8 to inform them of their child's work. These are sent home at mid quarters and need be signed and returned to school. It is the parent's responsibility to be aware of the work that has been completed in the classroom. All parent's have access to the Sycamore website to check on their child's progress.

The school shall provide periodic written communications regarding academic evaluation of each student. These written evaluations (report cards) are issued quarterly and are released to parents when a student transfers.

### **ADMISSION**

St. Michael's School was established as a religious school; therefore, preference in admissions shall be given to contributing members of the St. Michael's Catholic community. However, students of all faiths are accepted; it is understood that, by enrolling in St. Michael's School, the students will attend religion classes and participate in religious practices as appropriate with Catholic Church teachings. In addition, St. Michael School admits students of any race, color, and national or ethnic origin. St. Michael's School, in providing a faith-based education for students of other religions, will incorporate in its programs a respect for other religious traditions. Preference, however, shall be given to the admission of children of parents actively engaged in St. Michael's Parish and who are currently enrolled in the school.

No one shall be admitted as a student to St. Michael's School unless that person and his/her parent/guardian subscribes to St. Michael's School's philosophy and agrees to abide by the educational policies and regulations of St. Michael's School and the Archdiocese of Omaha.

If parents are unable to pay tuition costs for their students to attend St. Michael's School, assistance is available from local financial institutions.

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (ADHERA) passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection is updated every three years.

The asbestos management plan has been filed with the Nebraska Department of Health and is on file in the school office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction.

### **ASTHMA**

Parents/guardians must provide the following information to school staff if students have an allergic condition or asthma:

- Written medical documentation
- Instructions
- Medications as directed by a physician

### **ATTENDANCE POLICY**

Nebraska State law 79-201 holds parents and guardians responsible for regular student attendance of their children. According to Nebraska law, the number of absences shall not exceed five (5) days per quarter or the hourly equivalent. The number of absences shall not exceed twenty (20) days cumulative per year or the hourly equivalent. A student who **accumulates 20 or more unexcused absences** during the school year is not eligible for promotion to the next grade level at St. Michael's School. Whenever a student misses **two (2) hours any time during the day**, he/she will be marked absent ½ day.

Illness and unavoidable (as determined by the administration) family travel are the only legitimate excuses for absence. Parents are requested to call the school office by 8:00 a.m. to explain the reason for their child's absence. If the parent does not report the absence, the school office will call to determine the child's whereabouts. The office may inquire about the nature of the child's illness; this provides the school awareness of the possibility of illness exposure to other students or faculty members.

Parents are discouraged from taking students on extended vacations during the school term and are urged to plan trips to coincide with scheduled vacation days during the school year. All trips and vacations are unexcused unless prior approval is obtained from the St. Michael's School principal. With approval, a child may be given up to five (5) days per school year of excused absence for trips and vacations. All additional days are unexcused.

Removing students for extended periods of time is detrimental to students and the learning process. In the event students will miss school due to travel, with at least one week's written notice, homework assignments may be requested from teachers in advance of the planned vacation. Parents are asked to make these arrangements only if adequate time for study will be available during the trip and will be used to complete assignments. Teachers may provide some homework assignments but are not required to provide all assignments.

A student who is absent is required to make up all assignments missed. Makeup assignments and tests are the student's responsibility.

Any student who is habitually absent (has accumulated more than five (5) days or during one school year quarter), without a valid excuse shall be classified as truant. This provision shall apply to all absences except for student illness or injury, death in the family, previously approved school-sponsored event, family illness or injury, court appearance, or other conditions at the discretion of the principal.

Pursuant to Nebraska state law if the student continues to be habitually truant, the school administrator shall serve written notice to the parent(s)/guardian(s) to comply with the state law and attendance policy. A notice is then sent to the county attorney of the county in which the parent/guardian resides.

Any student who is habitually absent or absent from an extended period of time (excused or unexcused) will be placed on incomplete status until the schoolwork is made up to the satisfaction of the teacher(s) and administration. Work not made up in the allotted time frame will be subject to failure status. Habitual absences can result in administrative action to include possible suspension or removal from St. Michael's School. A student who is absent for more

than five (5) continuous days due to a family crisis or illness, must make special arrangements with teachers and school administration for the completion of their work.

#### Absentee Documentation:

Parents must contact the school if their child/children will be late or absent from school. Students that are absent from school due to a doctor or dentist must have a slip from that office to return to school. If a child does not bring it with them when they return to school, parents will be required to call and have it faxed or return to the office and get one.

A note signed and dated by a parent must accompany a student if they have missed school due to illness or out of town.

#### Attendance Policy-Excessive Absentees:

A notification letter will be sent to parents and to the Archdiocese of Omaha when a student has been absent from school for 10 days, with a second notice given again at 20 days. Pursuant to Nebraska state law if a student continues to be habitually truant, the school administrator shall serve written notice to the parent(s)/guardian(s) to comply with the state law and attendance policy. A notice is then sent to the county attorney of the county in which the parent/guardian resides.

Nebraska State Law 79-201 holds parents and guardians responsible for regular student attendance of their children. Truancy LB200 states that if a child is absent more than 20 days per year, or the hourly equivalent, the attendance officer must file a report with the county attorney in which the student resides. The county attorney may file a complaint against the person violating 70-201 before the judge of the county court of the county in which the person resides charging that person with violation of the law OR may file a petition under the Nebraska Juvenile Code alleging the person violating 70-201 is a juvenile. The county attorneys want to know when a student has missed 20 days, no matter what the reason for missing might be. They will then make a judgement call whether or not to intervene.

### **TARDY POLICY**

Tardiness is the absence of a student in the assigned classroom at the time the regularly scheduled session begins provided that the student is in attendance before the end of the session. It is a reasonable expectation that in order for an effective learning environment to exist, each student must arrive to class on time. A student, who is tardy to school or to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

School begins at 8:00 a.m. Students arriving at school after 8:00 a.m. are considered tardy and need to report to the office. The student will then receive an admit slip to his/her classroom.

Reasons for excused tardiness include student illness/injury, medical/dental appointment, death in the family, previously approved school-sponsored event, or other individual student tardiness beyond the control of the parent/guardian or student as determined and approved by the principal. Unexcused tardiness includes any tardiness that does not fall into one of the previous excused tardiness categories.

### **CLARIFICATION OF TARDY POLICY**



Because of the sentences, “It is the parent/guardian’s responsibility to explain any tardiness to school. Failure to provide an explanation will automatically be considered unexcused tardiness.” some parents feel that if they call or send a note, their child is excused. While the school appreciates notification of a student’s tardiness, a student is excused only for the reasons listed as excused tardiness. If no excuse is provided, then the student is automatically unexcused. Just because a parent calls or sends a note does not mean the student is excused for any reason.

### **AFTER SCHOOL POLICY**

St. Michael’s School dismisses at 3:15 p.m. on regular school days. Teachers supervise children until 3:25 p.m. Any child not picked up by then is taken to the office where s/he waits to be picked up. If a child has not been picked up by 3:30 p.m., the child will be sent to the After-school program and the parent will be charged accordingly. Please see after school program (1-hour minimum charge). It is realized that there are times when emergencies arise, and parents/guardians cannot pick up their children after school by the required time. The school should be notified when this is the case. Parents/guardians should make every effort to pick up their children in the allotted time.

On days when there is an early dismissal, students should be picked up no later than 15 minutes after the dismissal time. The same penalty applies for early dismissal times.

### **AFTER SCHOOL PROGRAM**

St. Michael’s School provides an After-school Program for students in grades pre-k through eighth grade. The After-school Program starts at 3:15 p.m. and runs until 6:00 p.m. when the number of families requesting the service cost justifies itself. This program is a full quarter commitment and monthly payment is required and may be included in your automatic withdrawal along with your tuition. The monthly fee will remain the same for the entire quarter. Quarterly changes may be made and the cost adjusted. Credit will not be given for missed days or early pick-up. Registration materials are available in the school office.

### **CHILD ABUSE**

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

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

- a) Placed in a situation that may endanger his or her life or physical or mental health;
- b) Tortured, cruelly confined, or cruelly punished;
- c) Deprived of necessary food, clothing, shelter, or care;
- d) Left unattended in a motor vehicle, if the child is 6 years of age or younger; or
- e) Sexually abused.

### **CHILD CUSTODY/NON-CUSTODIAL PARENT POLICY**

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the administrator should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Parent conferences can be scheduled separately; copies of newsletters, report cards, etc. can be issued to both parents following a request in writing to the administrator. St. Michael's School policy requires that a court certified copy of the legal custody document that sets forth the rights and restrictions pertaining to each parent's rights must be on file in the school office. Unless such rights are restricted by a legally binding instrument or court order, the non-custodial parent:

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

If the parents are separated and neither is designated the legal primary custodian of the child, the school may release the child to either parent or his/her designee unless the school has evidence of a legally binding instrument or court order to the contrary. A child may not be released during the school day to anyone except the custodial parent unless permission is provided in writing by the custodial parent. Any contacts by non-custodial parents with the child during the school day will be governed by the legally binding instrument or court order in effect unless the school has received permission from the custodial parent providing for contact. Such permission must specify the type of contact. Parents having joint custody shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

### **COMMUNICATION**

Frequent communication between home and school is important. If questions arise, parents should contact and work with their child's teacher(s). Appointment with teachers may be made by writing a note requesting a conference, sending a teacher an email, or by calling the school office and leaving a message for the teacher to contact the parent. The best form of communication, however, is through Sycamore pass-a-note.

Parents are able to check their child's grades, lunch account balance, tuition account balance, etc... online at <http://sycamoreeducation.com> and are encouraged to do so frequently.

Calls for students in the school office should be for emergency situations only. Announcements are also made on Sycamore Education (<http://sycamoreeducation.com>), in the Sunday bulletins, on St. Michael Parish website (<http://stmichaels.schoolinsites.com/>), on Teacher Webpages found on St. Michael Parish website, email, and texts.

### **COMPUTER TECHNOLOGY**

St. Michael's School Computer/Internet Policy 2002

We are pleased to offer the students of St. Michael's School access to the Internet. Access to the Internet will enable to students to explore thousands of libraries, databases, bulletin boards online education websites, and textbooks. Although the students' access to the Internet will be closely monitored, families should be aware that some material accessible through the Internet might contain items that are illegal, derogatory, inaccurate or potentially offensive to some people. While our Internet usage will be to make computer access available to further

educational goals and objectives, students may find other ways to access other materials as well. We believe the benefits from using the Internet to further our education, exceed any disadvantages.

To gain access to the Internet, all students must obtain parental permission and must return the signed form to the school office. After the permission slip has been returned to the school, the student will be able to access the Internet.

Students must follow all rules specified below when using the Internet or the privilege to use the Internet will be revoked for that student. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

#### Internet Rules:

- Students are responsible for good behavior on the computer network just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
- The network is provided for students to use for educational purposes only!
- Commercial services are available on the Internet. If a user chooses to access these services, the individual is liable for any occurred costs.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Teachers will not be held accountable for what the student may access through the Internet or other technology beyond instructional directives.
- Students must only access the Internet when a faculty member is present to observe them at all times.
- A permission form must be signed by each participating student and his/her parent or guardian.
- Students will utilize a school generated Gmail account that teachers will have full access to including the password. This account is to be used for school purposes only.
- Go Guardian is on every school owned Chromebook to help teachers monitor internet access. Students that violate the internet policy will be responsible for paying a \$10 Go Guardian fee. Repeat offenders will meet with the Administrator and parents to discuss further actions.

#### The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

- Using “chat lines” or non-approved web-based programs
- Downloading software, without permission, to the computers
- Getting on to social media websites such as Facebook, My Space, E-mail, Music sites, chat rooms, You Tube, etc... that are not related to assigned school work.

Violations may result in a loss of access as well as other disciplinary or legal action.

### **CONFERENCES**

Regularly scheduled Parent Teacher conferences are held in the Fall and Spring. We encourage parents/guardians to contact the school office or a specific teacher if they needed to schedule a conference at times other than those listed. Teachers can do a much better job with the students if they can share their understanding of the student directly with the parent/guardian. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the year.

### **CUMULATIVE FOLDER/STUDENT RECORDS**

Each student attending St. Michael’s School has a cumulative folder that is kept on file in the school office. This folder is the property of St. Michael’s School. It is a summary of the report card grades and standardized test scores a student receives throughout his/her enrollment at St. Michael’s School. In addition, parent conference summaries, pertinent academic records, health information, special reports/testing summaries, and pertinent correspondence are kept in the cumulative folder. Parents/guardians may view the contents of their child’s cumulative folder in the presence of the administrator upon written request.

St. Michael’s School voluntarily complies with the Buckley Amendment (Family Right to Privacy Act). Parents have the right to request access to their child’s official file. This request must be in writing and at least twenty-four hours in advance. The content of student records is released only to authorized persons. A parental signature or a student-of-majority age signature is required for release of records.

When a student transfers, records will be forwarded to the student’s new school upon receipt of a signed request forwarded from the new school. Cumulative folders are not released directly to anyone other than school officials. Some information remains with St. Michael’s School for verification of years attended and grades/test scores achieved.

### **DISCIPLINE**

St. Michael’s School uses a model of teaching self-discipline that is proactive. Our ultimate goal is to teach children to become self-disciplined. In other words, we want them to be “able to demonstrate skills that are appropriate for the task or circumstances that arises in life.”

Behavior regulations in school are based on the mutual respect and concern children should have for one another and for the adult members of the school community. The school has the right to expect that each student will conform to the rules and regulations set down for the welfare of all.

Students are expected to conduct themselves in a respectful and orderly manner in the classroom, in the hall, in the lunchroom, on the playground, and at any school sponsored function. Any

conduct, which causes or creates a disruption, interferes with any school activity or threatens the health, safety, or rights of the staff or other students will not be tolerated.

Teachers are primarily responsible to develop, communicate, and monitor classroom and playground rules to ensure a safe environment that is conducive to learning. The teacher routinely handles any disruptive behavior. A consequence for inappropriate behavior will be determined according to the nature of the offense.

Rules that guide the overall learning climate of the school include:

- a) Respect yourself and others;
- b) Contribute to the learning environment; and
- c) Follow classroom and all school procedures.

The following are areas of major violation of school rules:

1. The use of obscene language or drawing of obscene pictures.
2. Voicing of disrespect or resentment to a teacher or anyone in authority.  
Bad manners are not acceptable.
3. Willfully disobeying any reasonable request of a school staff member or supervisor.
4. Willfully damaging school property, such as books, furniture, or equipment.
5. Stealing or attempting to steal private or school property.
6. Frequent absences or tardiness.
7. The possession of drugs, alcohol, or weapons.
8. The use of cigarettes.
9. Student offensive conduct and harassment.
10. Using a computer without supervision of a teacher

If a child is consistently out of order, the principal will be asked to assist. Parents will be notified whenever it seems wise and/or necessary. Suspension or expulsion from school will be imposed only when all other means have been tried and/or if the seriousness of the offense demands such a measure.

### **DISCIPLINE POLICY**

St. Michael's School believes in the Love & Logic Philosophy which allows the students to accept responsibility for their choices. See Appendix A & B

### **TOTAL SCHOOL DISCIPLINE CYCLE**

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable.
3. Pushes beyond the limits of respect in speech or actions.
4. Needs repeated correction from an adult and the student does not gain self-control.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a three step Discipline Cycle will be set in motion.

**STEP ONE:** The student will be sent to the office with a Referral form. The adult who is sending the child to the office will complete the top portion. See Appendix A and B.

1. The student will meet with the principal.
2. Together they will complete the bottom portion of the referral form.
3. The student will inform a parent of the incident by phone or note.
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.
6. The Discipline Cycle will be reviewed with the parent.

**STEP TWO:** If a student is sent to the principal a second time within a quarter.

1. The student will meet again with the principal.
2. The student will again notify a parent by phone or note.
3. A conference with a parent, teacher(s), student, and principal will be scheduled.
4. A contract will be drawn up listing actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The Discipline Cycle will be reviewed with the parent

**STEP THREE:** If a student is sent to the principal, a third time within a quarter or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three.

1. The student meets with the principal.
2. The student notifies the parent that a suspension of up to three days has been earned. The principal and pastor will determine the length, type, in school or out-of-school.
3. A conference will be held with a parent, teacher(s), student, principal and pastor to write a plan with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All schoolwork missed during the period of suspension must be completed before the student rejoins the class.
6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

Note: Step three can be repeated if a student is able to demonstrate that progress is being made and is willing to contribute to a positive leaning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

**STEP FOUR:** The principal will recommend an alternative school.

1. The decision to terminate a student rests with the principal and pastor.
2. If termination is the decision, the student's parent will be notified in writing, the reasons for the dismissal will be given, and the right to request a hearing will be explained.
3. The principal and pastor may reconsider the termination when the parent makes a written request for a special hearing.

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to any step of this cycle. The nature and severity of the infraction will be considered when determining what step of the cycle to start at.

St. Michael's School is in compliance with the Omaha archdiocesan policy in regard to suspension and/or expulsion.

### **BEHAVIORAL POLICY GRADES 5, 6, 7, 8 (Jr. High)**

Rules:

1. Respect yourself and others and things.
2. Accept responsibility for your choices.
3. Contribute to the learning environment
4. Follow school and classroom procedures.
5. Complete and turn work in on time.
6. If you cause a problem, you must rectify it to the satisfaction of the teacher.

### **FIVE UNACCEPTABLE BEHAVIORS**

#### **Aggression**

Any act of physical or psychological aggression with intent to harm themselves or others.

#### **Disrespectful verbal comments to others/profanity**

Prejudicial comments, inappropriate tone, swearing (including any transformation of a swear word) and obscene gestures such as using the finger and/or gang signs will not be tolerated.

#### **Bullying**

It is the policy of St. Michael's School that "bullying" type behavior is not to be permitted. Bullying consists of unwanted behavior that affects the dignity of an individual and which appears or feels offensive, demeaning, intimidating, or hostile by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, and extortion of money or possessions. Bullying can also include conduct that causes a student to be socially isolated or intentionally excluded. Such conduct is disruptive of the educational process. Therefore, bullying is not acceptable behavior at St. Michael's School and is prohibited.

#### **Destruction of property**

Destruction of any school and personal property will not be tolerated. This includes the throwing of snowballs.

#### **Defiance**

To resist authority, deliberately not following a direction with intent to challenge.

#### **Consequences for breaking a no tolerance rule**

1. Breaking a no tolerance rule will result in principal and parent notification and possible further consequences based on the offense.

2. Any subsequent violations will be subject to the same guidelines as outlined in the Saint Michael's School Behavior Policy Grades 5, 6, 7, 8 (Jr. High) Behavior that presents a physical, emotional, or moral danger to others may result in immediate suspension or expulsion.

“Revised by Board of Education June, 2009.”

### **DRUG/ALCOHOL/SMOKING POLICY FOR STUDENTS**

The philosophy of St. Michael's School is to provide a positive, Christian environment for our students. With this intention in mind, the following policy is written:

The use, possession (whether a person or property) and/or sale of any illegal drug, drug related product, alcohol, controlled substance, cigarettes, cigars, or mind altering chemical substance, narcotic, or any substance represented to be illegal or controlled, is forbidden. This policy applies while a student is on school grounds, at school-sponsored functions (at home or away from school), or when representing St. Michael's School in any capacity. St. Michael's School is a smoke free building. No smoking is allowed anywhere on the premises.

The following consequences will result if a student is found to be selling, using, or in possession of any of the above items:

First Offense:

- a) A one to three-day suspension from school, during which time the student must have a chemical evaluation scheduled and must follow recommendations of the evaluator. Documentation on completion of evaluation and subsequent recommendations must be provided to the school administration.
- b) In addition, the student will be suspended from extra-curricular activities and go through a probation period after the suspension has been completed. The length of time for the suspension and probation from extra-curricular activities will be determined by the administration in each individual case. (Vacation and sick days do not count in the suspension or probation period.) During the suspension and probation period, the student will be required to maintain expected levels of performance in the academic areas. Probation and expulsion mean that the student may not participate in any extra-curricular practices, no event participation and no performances. Violation of the probation will result in additional suspension or expulsion.

Second Offense:

- a) The student will be expelled.
- b) The administrator and Pastor following a special hearing may reconsider the expulsion.

Severe disciplinary action will be the result if any student harasses a witness.

### **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in all extracurricular activities; however, academics, Christian values, and citizenship are still core values that must be upheld. Students must be in school all day to attend an activity on the same day unless a funeral, scheduled doctor's appointment or other special circumstance approved by the administrator. Students not meeting the academic requirements one week prior to an activity will miss the activity. The Academic



Policy students are ineligible if they have one F or two D's. If students have more than 4 missing assignments, they will miss practice until they are caught up. Students with one F or two D's will be ineligible to participate in extracurricular activities including, but not limited to, athletic activities, group band, archery, and the Wellness Program until they raise their grades. Students may resume extracurricular activities if their grades meet the academic guidelines. Behavioral problems will be handled on an individual basis.

Students in Student Council and choir must meet academic guidelines each quarter, but once they do not meet the guidelines, they must withdraw from Student Council. Student Council members must also always exhibit Christian values to remain in Student Council. Students in choir may join again the next semester if they meet the academic guidelines.

### **FIELD TRIPS**

The field trips are a privilege, not a right. Students must have classroom work completed in order to obtain these privileges. Field trips are taken that meet educational objectives. Permission and health/medical release forms must be signed by the parents/guardians. No oral communication or other notes will be accepted for permission for the child to attend the trip. The permission slip must be signed and returned, or the child will not be able to attend the event.

Parents will be informed of dates, times, and places of all trips in advance and must sign and return the Archdiocese of Omaha Field Trip Form.

All drivers and chaperones must fulfill the requirements of the Omaha Archdiocese which include Safe Environment Training, the Driver Safety Course, and auto insurance requirements.

### **FIRE DRILLS**

When the school fire alarm sounds, the following procedure will be observed:

1. All persons will leave the classroom observing complete silence and proceed to their assigned places without running or shoving.
2. All will face the building and observe complete silence while waiting further directions. When the signal is given, all will return to the building in an orderly manner.

### **HOMEWORK**

Please check to make sure your child writes down assignments in student planner and does all the homework assigned. Homework itself is an obligation of the student. When a student says that he or she has no homework, the parent(s) should guide the child to spend the homework time reading or practicing some academic skills such as Aleks, Lexia, or ST Math. Homework is generally listed on teacher web pages also found at <http://www.http://stmichaels.schoolinsites.com/> or <https://app.sycamoreschool.com>.

Students at St. Michael's School should expect regular and increasing amounts of homework with age. The child's ability as well as work habits will cause the amount of homework to vary.

If parents find a child is consistently spending an excessive amount of time each night on homework, a parent-teacher conference should be scheduled to monitor this situation.

For students in grades one through four, when homework is incomplete or consistently late, parents will be notified. The completed homework should be signed and returned to the teacher the next day.

In grades 5-8, all work is due at the start of the class unless stated differently by the teacher. If work is incomplete, students will be required to stay in at recess and/or after school the same day to have it satisfactorily completed (up to teacher discretion and/or availability). It must be turned in by 3:45 p.m. the day the assignment was due, unless prior arrangements have been made with the teacher. For 5<sup>th</sup> graders late work is subject to a 10% daily deduction. Work more than a week late will be given 0% credit but must still be completed. Students in grades 6-8<sup>th</sup> will receive a 25% deduction for all late work the first day and 50% the second day and a 0% by the 3<sup>rd</sup> day; however, students are still required to do the work. Teachers will notify parents by Sycamore, email, or written notice of students with habitually late work. Teachers will give students every opportunity to do the work and 0% is the last option; however, students must be willing to make the effort. Field Trips, parties, and other extra-curricular activities will be affected by incomplete work. Late and missing work will be noted on Sycamore Education under the student's grades. Parents are encouraged to monitor this closely and to contact their child's teacher when they notice excessive late work. Teachers may notify parents of other adjustments to this policy as the year progresses to ensure students are ready for high school.

### **HOT LUNCH PROGRAM**

St. Michael's School maintains a hot lunch program, which provides a balanced diet. Students may pay for lunch on a daily, weekly, or monthly basis. Students may also bring cold lunches from home and purchase milk. Please note that St. Michael's School abides by the State Board of Education policy regarding competitive foods, stating that competitive foods shall not be made available to the students on school premises during the school lunch period. This policy prohibits any of the fast foods like pizza, hamburgers, chicken, roast beef sandwiches, etc. (McDonald's, Burger King, Hardees, Pizza Hut, etc.) from being brought in during school lunch periods. Milk/juice may be included with the cold lunches; no pop/soft drinks are allowed.

If a parent wants a child to participate in the hot lunch program and cannot afford it, free lunches or reduced lunch prices are available to those who qualify. Information may be obtained from the school office on registration day regarding eligibility for free and reduced lunches. Please send lunch money in an envelope marked with your child's name, grade, and the amount of money.

If a school lunch account becomes negative and the parents have been notified, the student may not be served a hot lunch until the lunch payment becomes current.

### **St. Michael's Lunch Charge Policy**

Students and staff of St. Michael's Catholic School may pre-pay for school lunches utilizing our Sycamore Education lunch account system. Lunches may be pre-paid daily, weekly, monthly, or even annually. Checks or cash may be dropped off at the school office and will be credited to school lunch accounts.

While the food service department at St. Michael's Catholic School strongly discourages lunch charges, we understand that an occasional emergency may make it necessary. The following guidelines have been developed to help parents and staff understand the charge policy so that uncomfortable and awkward situations may be avoided and allow students to have the most options in regard to their school lunch.

Students at St. Michael's Catholic School may charge no more than five regular school lunches and no extras. After the fifth lunch charge, the student will be provided with a cheese sandwich, piece of fruit, and a carton of milk at a cost of \$1.00. The alternative meal cost will be added to the student's debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges may be stopped. The cafeteria manager will monitor the student at lunch to ensure the student is receiving a lunch provided by the parent. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily in the school office.

### **INCLEMENT WEATHER**

Please have children wear boots, hat, mittens and warm clothing when necessary. Since all boots must be removed in the building for health and safety reasons, child must bring shoes for inside wear.

St. Michael's School will remain in session whenever possible. The safety and welfare of staff, students, and parents shall be the primary criteria in the closing of school or dismissing early. Announcements of closing or adjusting of time schedules will be on local radio and television stations, or you may receive postponements or cancellations at <http://ktiv.com> and click on closings. Parents must use their judgment when weather is a factor. Whenever school is called off because of weather, all sporting activities are cancelled. This does include cancellations because of the heat.

In the case of inclement weather due to snow or ice, St. Michael's School will follow the cancellation procedure of South Sioux City Public School System. Sycamore mass text messages will be sent when last minute decisions must be made due to extreme weather conditions.

Special permission for children to remain indoors at recess time must be obtained. Usually fresh air and vigorous activity are good for children. When there's a need to cancel outdoor recess, the children will have a play period indoors.

St. Michael's School is a non-air conditioned facility. In the case of excessive heat and or humidity, St. Michael's will cancel school when, in the opinion of the Principal, that the safety and welfare of the students and faculty may be compromised due to the heat/humidity.

### **IN-SERVICE DAYS**

In compliance with the Archdiocesan Office and the Nebraska Department of Education, in-service days for the teachers are provided throughout the year. These days are not counted in the required number of student instructional days.

### **INSTRUCTIONAL PROGRAM**

St. Michael's School strives to provide a quality education within a strong Catholic environment. The goals of our Instructional Program are:

1. To nurture the spiritual, intellectual, moral, and social development of each individual thus enabling him/her to acquire a firm sense of identity and personal worth.
2. To form responsible and mature Catholic individuals who are adequately prepared to meet the challenges of our times and to make positive commitments and contributions to humankind.

The Instructional Program of St. Michael's School takes its direction from and adheres to all the Curriculum Guidelines established by the Archdiocesan Department of Education. It seeks to impart basic knowledge, understanding of the skill in all fundamental curriculum areas in addition to providing a program of ongoing religious education and sacramental formation. In order to give "flesh" to the vision and values of Catholic education, it is imperative that our teachers and parents work closely together as partners in education to create and maintain a wholesome learning environment both at home and in school. Therefore, constant communication between home and school is essential to the success of our academic program.

St. Michael's School shall have an academic school year consisting of a minimum of 1032 actual instructional hours with teachers and students in attendance. Instructional time shall include the time from when school begins until the time school ends; instructional time shall not include any time missed for snow days, excessive heat or inclement weather, or emergency closing due to problems in building maintenance. Hours over and above the required 1032 have been included in the school calendar to cover cancellation of classes for weather or other unforeseeable circumstances. Procedures such as Mass are included in the 1032 hours. An interruption due to assemblies, national testing, and class field trips are allowed if they are kept to a minimum. Faculty in-service and parent/teacher conferences are not included in the total instructional time.

Each classroom schedule must be submitted to the administrator for approval in early September, and a copy must be kept on file in the school office during the current year.

### **INSURANCE**

St. Michael's School does not provide student insurance coverage while the student is attending school. Any insurance claims for injury to students during school hours must be filed with the family's insurance carrier.

### **KINDERGARTEN ADMISSION POLICY**

A parent may register a child for kindergarten at any time, provided that child is or will be 5 years of age by July 31.

## **LANGUAGE POLICY**

**Students and staff will speak in a language that everyone can understand. This is in keeping with Christian values the include everyone in conversations and to reduce the risk of misunderstandings and bullying. Special care will be taken when a student, staff, or family member does not speak or understand a common language by utilizing an interpreter.**

## **MULTICULTURAL EDUCATION**

It is the policy of St. Michael's School to utilize the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, gender, ethnic, language and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will guard against bias and stereotype in our school
2. To conduct in-service programs for our staff that will assist them in understanding a multi-cultural approach and to reflect it in their teaching and administrative duties
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential
4. To guard against the grouping of students that reflects racial, ethnic, gender or cultural bias.

## **NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

Parents are encouraged to join the Nebraska Federation of Catholic School Parents, which is a Nebraska Catholic Conference Affiliate. The goals of the NFCSP are to unite Catholic school parents in Nebraska, to promote Catholic education statewide, to inform all Catholic school parents of their rights and the rights of their children with regard to educational programs, and to foster legislation that will support parental choice in education. Parents are encouraged to join the Federation by sending their name, address, phone number, school affiliation, and \$3 fee to:

Nebraska Federation of Catholic School Parents  
PO Box 94872 Lincoln, NE 68509-4872

## **NO WEAPONS POLICY**

All the children of our community have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools they send their children to will be safe schools, and that all school activities they send their children to will be safe school activities. School teachers and all other employees have this same right to safety.

Schools and school activities cannot be safe if a student brings a weapon. Our schools can be safe only when they are completely free of all weapons of every type.

We also have an obligation to clearly inform all students – and to clearly inform all parents of students – of our policies promoting school safety. To all our students and to all of the parents of the students in our school, we announce the “No Weapons in School – Zero Tolerance” policy for St. Michael's School in South Sioux City.

No weapons of any kind may be possessed in or school, on our school properties, or at our school activities. The following are examples of instruments ordinarily or generally considered weapons: guns (loaded or unloaded), knives, clubs, nunchakus, throwing stars, darts, metal knuckles, lead pipes, chains, blackjacks, fireworks or explosives.

Our “No Weapons in School – Zero Tolerance” policy will require the administrator to be immediately informed if a student brings a weapon of any kind to school or to a school activity. The administrator, after investigation of the circumstance, will decide what consequences will result; the administrator will also make the decision about notifying the police based on the results of the investigation. We will strictly enforce the “No Weapons in School” policy in St. Michael’s School. We expect all students to obey this policy and we ask all parents of students to see that their children learn of the policy and obey it.

Threats to use a weapon will be investigated and be treated the same as possession of a weapon under this policy.

This policy, and the cooperation and support of our students, parents, and the police, will help ensure the safety of every child on our school and will maintain the right of all the students, parents, and teachers to a safe school environment.

“Adopted January 1993”

Students or staff that verbally indicate, write notes, or draw graphics indicating violence or a possible threat to St. Michael’s school, students, or staff will be sent to the office and measures will be taken that follow the discipline and weapon’s policy. The police will be notified, and a report will be made. It will be decided by the pastor, administrator, and police as to consequences.

### **NON-DISCRIMINATION POLICY**

The Omaha Archdiocesan Schools admits students of any race, color, national, and ethnic origins to all the rights, privileges, programs, and activities, generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **PARENT’S CLUB**

Membership into the St. Michael’s Parent Club is available to all parents of St. Michael’s School students. The purpose of the organization is to promote understanding and cooperation between home and school. Activities are announced through newsletters and the parish bulletins. Parents are encouraged to participate in the organization and its sponsored activities.

### **PARENTAL/GUARDIAN CONCERN PROCEDURES**

#### **A. Student/teacher Grievance Policy**

St. Michael’s School strives to provide quality education within a Catholic environment. Our staff works diligently to provide educational programs that nurture the spiritual, intellectual, moral, and social development of our students enabling them to acquire a firm sense of identity and personal worth.

We strive for evidence of our Catholic philosophy in our curricular and extracurricular activities, in our methods of instruction, in healthy student/teacher/parent relationships, and in all policies of administration.

The Archdiocesan Department of Education provides policies regarding all aspects of education. After careful scrutiny of these policies, St. Michael's Board of Education has adopted the following procedures regarding parents' concerns.

If a parent/guardian wishes to voice a concern with an aspect of the school's program, activities, or faculty which the school's governance body has deemed as integral or in the best interest of our students, they will need to proceed as follows:

1. Arrange a meeting with the teacher for the purpose of discussing the parent(s)' concerns and arriving at a solution. The teacher will then present a written summary of the meeting and the suggested solutions to the administrator.
2. If a parental /guardian concern continues and the discussed alternatives have not produced suggested outcomes, the parent/guardian may request a meeting with the administrator.
3. Prior to this meeting, the administrator will request from the parent/guardian in writing the following:
  - a) Information regarding the previous parent/guardian/teacher meeting; and
  - b) The discussed solutions from the parent/guardian/teacher meeting. Such information will also be requested from the teacher.
4. Once the information from all concerned individuals has been presented to the administrator, a meeting will be arranged between teacher and administrator.
5. A meeting with the parents/guardian/administrator/teacher will then be arranged by the teacher to discuss the alternatives that were suggested in the teacher/administrator meeting. This information will be presented to the parents/guardian in writing.

#### **B. Parental /Guardian Concerns of Board Policy**

If a parent/guardian wishes to voice a concern pertaining to a Board of Education policy, they will need to follow these procedures:

1. Present his/her concerns in writing to the administrator and the Board of Education chairperson. This information must be presented ten (10) days prior to the scheduled Board of Education meeting.
2. If a parent wishes to address the Board of Education, the parent must request placement on the Board agenda ten (10) days prior to the Board Meeting.
3. Information presented at the Board of Education meeting will be reviewed. No immediate decisions will be made without careful consideration of the issues.

#### **PARENTAL/GUARDIAN PARTICIPATION AND RESPONSIBILITIES ON SACRAMENTAL PROGRAMS**

Any child whose parent/guardian refuses to attend Sacramental meetings and who are unwilling to meet with the teacher may be required to delay the reception of the sacraments at the discretion of the Pastor, the administrator, and the teachers.

## **PHYSICAL EDUCATION REGULATIONS**

1. Uniform: Tennis shoes for K-8 students. Shorts may be worn. Uniforms for 5<sup>th</sup>-8<sup>th</sup> grade consists of special PE shorts purchased from school and any St. Michael/Heelan t-shirt.  
“Approved by Board of Education June, 2018.”
2. Upon entering the gym, all students are to sit in their assigned seat on gym floor.
3. Do not touch any equipment until directed to do so by the instructor.
4. A written excuse from a parent/guardian is required to be excused from class for any reason. To be excused for more than one class for a medical reason, a written excuse from a doctor is required. Please inform the teacher if there is a medical problem that would be affected by physical activity. Examples are hay fever, asthma, bee stings, or allergies.
5. No jewelry except the small post earrings may be worn on P.E. classes.
6. Outdoor P.E. classes are not to be disturbed by other classes that are outside for recess.

## **PRESCHOOL PROGRAM**

**4-5 YR OLDS PROGRAM** St. Michael’s offers a 4-5 year-old program from 8-3:15 p.m. Monday-Friday. Students must be 4 by July 31 to be admitted to the Pre-School Program. Those 6 weeks to 3 years old (or those not 4 by July 31) are encouraged to enroll in St. Michael’s Early Childhood Education Center.

## **RELIGIOUS EDUCATION**

The goal of our Religious Education Program is to make “a person’s faith becomes living, conscious, and active through the light of instruction” (NATIONAL CATECHETICAL DIRECTORY). This is achieved by providing curriculum and experiences in which faith communities are formed, the doctrines of faith are learned, prayer and worship services are celebrated, and motivation for Christian service is instilled.

All of the religion programs used are in accord with the National Catechetical Directory, the Religious Education Curriculum Guidelines-Archdiocese of Omaha, and the Pastoral Letter “To Teach as Jesus Did”. Our parish priests play a vital role in the religious instruction of our children. In addition to the textbook objectives, the following topics and prayers are specifically emphasized in the following grades:

Sign of the cross	K-8	Hail Mary	K-8
Our Father	K-8	Meal Prayer	K-8
Baptism, Penance, Eucharist	2	Acts of Contrition	2-8
All Sacraments	3-8	Commandments	3-8
Creed	3-8	Acts of Faith, Hope and Love	4-8
Angel of God	K-8	Glory Be	K-8

Each week children in grades Pre-K through eight will have the opportunity to celebrate the Eucharist at 8:15 a.m. An all-school Mass is held on Wednesday, unless it is moved to be on a holy day of obligation or other celebration. We invite you to join us whenever possible. All School Liturgies are celebrated during the school year. These special opportunities for prayerful celebration and community involvement are offered according to the liturgical seasons.



## **SCHOOL DAY SCHEDULE**

The instructional day begins at 8:00 a.m. and ends at 3:15 p.m. for Preschool thru eighth grade students.

Grades five through eight are departmentalized in Social Studies, Science, English, and Math. All departmentalization occurs about half of the day, and the students are in self-contained classrooms the other half of the day.

The noon period is divided so that children will have twenty minutes to eat with time to play after lunch. The students are divided into two groups for eating with the Pre-K through third grade children beginning the lunch period.

Children should not arrive before 7:30 a.m. when the school doors open. The students who come early must go to the gym where there is supervised physical activity. Students may also go to the classroom if prior arrangements have been made by the teacher. If a student or students do not follow these directs, the parents will be asked to make other arrangements for the child/children.

There is no supervision on the playground before or after school hours. Once they are on the school ground they are not allowed to leave without permission from the administrator/teachers/supervisor.

“Approved by Board of Education June, 2005”

## **SPECIAL PROGRAMS**

Title I: Reading for students achieving below their ability level.

Speech and Hearing: Testing and remediation for children with hearing defects or speech development problems.

Health: A program of health education and care is provided for each child.

Textbook Loan: State funding through the Public School to offer assistance requested textbooks.

## **SPORTS POLICY**

A physical examination is required yearly. Forms are kept on file in the school office.

Students must be in school a full day prior to a game/school activity or students cannot participate in that day's game/school activity. Any exceptions to this must be of major circumstance (ex. funerals, doctor appointments) and receive prior approval from the principal.

We encourage student participation in all school-sponsored activities; however, academic progress and behavior are our first priorities. A student taking part in any sport must have passing grades. Any student receiving an “F” (grade below 70%) in any one subject will be excluded from athletics for a minimum of one week or until his/her grade has been raised to passing. Any student receiving two “D’s” (70-76%) in any two subjects will be excluded from athletics for one week or until his/her grades have been raised to passing. Also, we consider behavior a very important part of a student’s development and behavior grades will also be under these guidelines.

He/she will withdraw from game/event participation until acceptable improvement is shown. This will be determined by the teachers and administrator and include the following guidelines:

1. Notifying the student one week prior to the activity about his/her grades.
2. Having the student-athlete practice during the week, but not participating in the event for that week unless more than 4 missing assignments.
3. Having a week to work on bringing up the grades.
4. The student/athlete will not be eligible to return to events for one full week.
5. The student/athlete will be reevaluated after being deemed ineligible for play.

The goal of our athletic program is:

- I. To provide a comprehensive sports program which fosters good physical fitness and guarantees active participation for each child.

The purpose of our athletic program is:

- I. To teach our young athletes the fundamentals of a sport so that they can complete safely.
- II. To build positive attitudes and values of good sportsmanship in a Catholic environment where participants can both learn and enjoy the game.

## **STUDENT HEALTH**

St. Michael's School shall follow Archdiocesan and State Law regarding the health regulations of students. All students entering kindergarten and seventh grade must have a physical examination by a physician prior to entering school for the fall term of the current school year.

**Physical findings must be present on the first day of the fall term.**

All students must be adequately immunized for Hepatitis, Polio, Tetanus, Pertussis (Whooping Cough), Diphtheria, Measles, Rubella, and Mumps prior to school entrance in the fall of the current school year following the Archdiocese of Omaha Policy. Parents/Guardians must have their child's immunization records reevaluated by their family physician or the local health department. We realize the difficulties involved in scheduling doctor and dental appointments for children, but we ask that you try to schedule these outside of school hours, except in emergencies.

### **A. Prescription Medications**

Any student requiring prescription medications for a short term (21 days or less) must bring a dated and signed note from a parent/guardian specifying the name of the drug, the dosage, time when the medication was last given, and the exact times for administering the medication. In addition, a spoon/cup for dispensing **must** accompany the medication.

**Please limit the amount of medication sent to school to that required for one day, unless previous arrangements have been made with the school administration.** No medicine may be kept in the classroom or by a child.

If the child requires daily prescription medication or has a chronic condition that warrants medication on a continuous basis, please secure a note stating such from the family physician, which will be kept on file at school. Sufficient medication for one week at a time may be sent to school. This medication must also be sent in an original pharmaceutical container with the prescription label and a note from a parent/guardian specifying the name of the drug, the dosage, and the exact times for administering the medicine. Please ask the pharmacist to provide two labeled containers at the time the prescription is filled.

### **B. Non-prescription and Over-the-Counter Drug Policy**

The school will not dispense aspirin, non-aspirin products, cough drops, etc. that are sent from home unless there is a written request as noted above for prescription medication, and the aspirin, non-aspirin products, etc. are sent in the original product container and sealed in a plastic bag with the student's name on it.

Any student sent home, may NOT return to school the same day, unless he/she goes to a doctor for suspected contagious illness and found not to have that illness.

### **STUDENT OFFENSIVE CONDUCT AND HARASSMENT**

Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Incidents of offensive conduct directed toward a person or group of people constitutes harassment. Harassment may result in suspension or expulsion.

Examples of offensive conduct, which when repeated constitute harassment, include but are not limited to the following:

1. Explicit and offensive sexual references or gestures.
2. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
3. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others.

### **STUDY HABITS**

The school is concerned with the development of proper study habits. Independent practice time helps students practice their study skills, make up work missed by absence, or perhaps for inattentiveness during study times. Teachers provide a certain amount of study time during the regular class periods; teacher supervision is provided during this independent practice time.

### **TELEPHONE**

The office phone is a business phone. Children must always ask permission in a polite manner before using the phone. Students in Kindergarten through 8<sup>th</sup> grade MUST know their home/parent's phone number. Students are encouraged to make arrangements for after school activities before coming to school. Such phone calls will be limited.

Calling home for forgotten work, money for parties, etc. will also be limited. It is the student's responsibility to remember these things prior to coming to school.

No teacher or student will be called to the phone during the instructional day unless there is an urgent need.

Cell phones must be TURNED OFF and kept in lockers. NO cell phones can be out or used in the school building or during extended school programs (Afterschool Program, Archery, Wellness Program, etc). Cell phones can only be used outside the school building and not during the school day or extended school day.

If a student disrupts class due to cell phone use, the cell phone will be confiscated. It will be returned only to the parent/guardian. If cell phone disruption occurs a second time, the student

will not be allowed to take the cell phone to school for the remainder of the school year. In the event a cell phone violation occurs a third time, a meeting will be scheduled with the students, parents /guardians and administration.

The school is not liable for lost, stolen, or damaged electronics or cell phones. Locks are allowed on lockers.

### **TUITION POLICY**

St. Michael's School will charge tuition for each student attending the school. The Board of Education proposes a tuition fee based upon school enrollment/operational costs and submits such proposal to the Finance Committee of the parish for approval. Tuition is subject to annual review and increase. There are three payment plans from which to choose. Contact the school office for more information.

A registration fee is due at pre-registration time in the spring for each child. This fee is non-refundable and will be applied toward the child's tuition.

A graduation fee will be charged to each eighth grade student to cover Confirmation and graduation expenses.

Inability to comply with any or all of the above requirements must be discussed with the Pastor and administrator in order to negotiate equitable alternatives before a child may attend St. Michael's School. Failure to comply with any or all of the above requirements shall result in dismissal of the child from St. Michael's School.

“Approved by Board of Education March, 1999”

### **VISITORS**

All parents/guardians are always welcome at St. Michael's School. However, they are required to stop in the school office to inform the administrator or school personnel as to the reason of their visit.

All parents/guardians/visitors should enter the school building using the door by the office to sign in time arrived, pick up a visitor's pass, then return to the office after visit to return pass and sign out the time of departure.

### **UNIFORM POLICY**

St. Michael's Catholic School has a uniform policy for three primary reasons:

1. The manner in which individuals present themselves affects how they perceive themselves, how others perceive them, and how they perform in school.
2. The uniform policy fosters a sense of unity and equality within the student body.
3. It can prove to be economical for the family.

Compliance of the uniform policy is the responsibility of the parents. Students comply with the uniform policy as an indication of cooperation and pride in their school and themselves. The school faculty, staff, and administration shall enforce the uniform policy.

Students who are out of compliance with the uniform policy will have a note sent home with the child informing the parent of the uniform violation and that it needs to be corrected.

Size appropriate clothing must be worn at all times. Size appropriate is defined as clothing that is not too tight or too loose.

**Modesty should be a consideration for all of our students and faculty. Modesty refuses to unveil what should remain hidden (CCC#2521). Examples: Neckline that shows cleavage, too short of skirt, shirts too tight, undergarments showing, etc.**

It is the policy of St. Michael's School that no student shall come to school attired in any way that detracts from the Christian and/or learning environment of the classroom. The attire must reflect the modest teachings of the Catholic faith.

When student's attire draws attention from the teaching/learning environment, the student will be asked to correct the problem and if student cannot or will not then parents will be notified.

#### UNIFORM-DRESS CODE

Girls- Grades K, 1, 2, 3, and 4

Girls may wear a red plaid or Heelan plaid (from DENNIS UNIFORM) or solid khaki or navy jumper, dress or skorts of modest length. Shorts MUST be worn under a jumper, dress, or skirt. They should wear a white, light blue or navy blouse or polo shirt. Blouses may be short or long sleeved and must have a collar or it may be a turtleneck. Ankle length white, black, navy, or gray, leggings may be worn under skirts or shorts of modest length.

Girls – Grades 5, 6, 7, and 8

A skirt or shift, with the same requirements as the kindergarten through 4<sup>th</sup> grade, may be worn at any time. A solid white, light blue or navy blouse or polo shirt with short or long sleeves with a collar or turtleneck must be worn with pants/skirt/skorts.

Girls and Boys – All grades

Students may wear solid navy or khaki pants. Capri pants may be worn from April 1 to October 31. There may be no cargo pants, no flaps on pockets, and no pockets on legs.) Pants that are tight or form fitting are NOT PERMITTED.

All visible socks, tights and leggings must be matching and of solid white, navy-blue, gray, or black and must be worn with all footwear.

Solid color, leather (or similar material) belts must be worn with the pants having belt loops for grades three through eight. No jeans or sweatpants are allowed. White, light blue, or navy blue long or short sleeve shirts with a collar or turtleneck may be worn. All shirts must be tucked in for students in grade 3-8th. Navy, gray, or white sweaters-cardigans or pullovers may be worn.

Sweaters and pullovers cannot have any written logos, but a small icon is allowed on a sweater. A shirt with a collar must be worn under the sweater.

- From April through October navy blue or khaki walking shorts (knee length) may be worn with the regular uniform shirt. **The shorts must be knee length.**
- November through March girls must wear leggings or tights under skirts/jumpers.
- Skirts and jumpers must be hemmed at a modest (knee) length.
- Children must have separate indoor and outdoor shoes for snowy and wet weather. Boots may not be worn indoors. Tennis shoes are acceptable for indoor wear. Shoes that mark the floor may not be worn indoors. Students must wear closed shoes; no sandals are allowed.
- Shoes must be the same style and color.
- Socks must always be worn with shoes.
- Shoes that mark the floor may not be worn indoors.
- Hooded sweatshirts may not be worn indoors.
- St. Michael/Heelan t-shirts may be worn **only** on Spirit Day, which is **Friday.**
- St. Michael/ Heelan sweatshirts and quarter zips may be worn with a collared shirt underneath any day.
- No shirt or pants that advertise a brand name may be worn.
- No pants are to be worn that are baggy/saggy, form fitting, or tattered/torn. (MODESTY).
- Wearing of excessive jewelry by students will not be permitted.
- No tongue rings, lip rings, nose rings, etc...
- Hair must be neat and well-trimmed. No extreme haircuts or styles.
- No Facial hair is allowed.
- No excessive make-up is allowed.
- No gang attire of any kind (including gang symbols, gang colors) may be worn at school.

### **Preschool:**

Uniforms are not required but the dress must reflect modesty.

Tennis shoes are recommended. Flip-flops, heels, and sandals are not permitted.

Shorts, leggings or tights must be worn under dresses or skirts.

All clothes worn must have sleeves.

### **PE**

Non-marking gym shoes, athletic shorts/pants and appropriate t-shirts. NO leggings/yoga pants will be allowed at all. Students in grades 5-th must change for PE. They must wear the PE shorts sold by the school and any St. Michael's or Heelan t-shirt. Leggings or other pants may be worn under the shorts.

### **Non Uniform Days:**

Jeans – not tattered or torn (even if bought that way)

**\*\*\*NO skinny jeans, jeggings or other close-fitting jeans.**

Dress up day clothing must reflect modesty – sleeves and a modest length and fit.

The Catholic schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

**PARENT/STUDENT HANDBOOK SIGN-OFF**

**By signing off on this form I verify that I have read/or been read the Parent/Student Handbook. I further agree to abide by the rules and regulations in the handbook for the school year.**

_____	Date: _____
Parent Signature	
_____	Date: _____ Grade: _____
Student Signature	
_____	Date: _____ Grade: _____
Student Signature	
_____	Date: _____ Grade: _____
Student Signature	
_____	Date: _____ Grade: _____
Student Signature	
_____	Date: _____ Grade: _____
Student Signature	