

St. Michael's Catholic School
...providing values that last a lifetime!



Parent/Guardian/Student Handbook 2025-2026

St. Michael's School
1315 1st Ave
South Sioux City, NE 68776
402-494-1526

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Thank you for supporting Catholic Education for your children at St. Michael's School!

INTRODUCTION

The policies and procedures outlined in this document reflect those approved by the Archdiocese of Omaha School Board and the Board of Education for St. Michael's School.

The purpose of this Handbook is to provide parents/guardians and students with information about St. Michael's School, its policies, and its procedures. It is in no way intended to be a contractual agreement between St. Michael's and the parent/guardian or student. Although the information in this Handbook is detailed and specific on many topics, it does not include all the policies of this school. The administration reserves the right and responsibility to make decisions and rule revisions at any time to implement the educational program and ensure the well-being of all students. Parents/guardians and students will be notified in writing if any changes have been made to the topics outlined in this Handbook.

RESPONSIBILITY FOR RECEIPT OF THIS HANDBOOK

The Parent/Guardian Student Handbook contains essential information about St. Michael's School. It is vital that each parent/guardian and student read this document to understand the school's policies. Each parent/guardian and student is expected to comply with these regulations and support the school's Christian and Catholic nature. We request that the "Parent/Guardian Student Handbook Sign Off" be signed by the parents/guardians and the student(s) to confirm that they have read the material and intend to abide by the philosophy, policies, and procedures. These signatures will be kept on file in the office.

STATEMENT OF NON-DISCRIMINATION

St. Michael's School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. St. Michael's School does not discriminate based on race, color, national origin, and ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF

Pastor: Fr. Matthew Niggemeyer

Associate Pastors: Fr. Carl Zoucha, Fr. Mike Keating

Principal: Lora Crowe

School Board: Fr. Matthew Niggemeyer, Lisa Haire, Michele Fluellen, Lizbeth Knudsen,
Lora Crowe

Faculty/Staff:

Mrs. Maria Gallegos – PreK	Ms. Sandra Ruban – 7 th	Sr. Vivienne – Religion/Atrium
Mrs. Yarianna Velasques – PreK	Mr. John Newman – 8 th	Sr. Hyacinth - Religion
Mrs. Misty Andreasen – Kdg	Mr. Josh Lewis – P.E.	Mrs. Daniela Padilla - Secretary
Mrs. Zulema Jones – 1 st	Mrs. Pat Sedivy -Music	Ms. Ari Preciado - Business Mgr.
Ms. Teresa Blubaugh – 2 nd	Mrs. Maria Garcia – Para	
Mrs. Sarah Johnson – 3 rd	Mrs. Veronica Guerrero - Para	
Mrs. Thalia Galvin – 4 th	Mrs. Suzanne Johnson – Title I	
Mrs. Pinky Frejoles – 5 th	Mrs. Michele Fluellen - SAT	
Ms. Maria Aguilar – 6 th	Mrs. Melissa Newman – FS Mgr.	

MISSION STATEMENT

St. Michael's School will:

- Promote Christian values through the guidance of the Gospel messages;
- Produce lifelong learners through excellence in education; and
- 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; and
- Acceptance and Christian love

Believing that the family is the most essential unit of Christian society, the administration and faculty of St. Michael's School strive to provide opportunities for prayer, service, and study, enabling students to grow spiritually, socially, and academically in collaboration with parents to develop all curricular and extracurricular programs that contribute to the total parish involvement in the Catholic education of school-age children.

VISION STATEMENT

At St. Michael's School, we envision a dynamic, faith-filled community where every child thrives in a safe, joyful environment that nurtures creativity, academic excellence, and spiritual

growth. Our commitment is to inspire and empower students to explore their God-given talents, fostering a lifelong love of learning and a passion for serving others.

BELIEF STATEMENTS

St. Michael's School believes:

- In teachers nurturing and promoting the abilities of each student through the implementation and assessment of the Archdiocesan standards;
- In students learning effective interpersonal skills through work, study, and prayer;
- In fostering the development of an educational atmosphere and community, based on the foundation of the Catholic faith;
- In helping students develop faith, respect, and self-confidence;
- That all students can learn and be successful;
- That students and staff are entitled to a safe and caring environment; and
- That parents, teachers, and students live the message of Jesus through service to the school community, church community, and civic community.

Both parents/guardians and the school must work closely together to ensure that our students receive the best opportunities for faith, academic, and behavioral/social development. Students at St. Michael's School will be held to high, yet achievable, standards. Teachers will expect diligence and self-discipline from their students. Parents must also mirror and nurture these qualities in their children.

SCHOOL GOALS

- Model and promote the love of God and foster the teachings of Jesus Christ.
- Improve students reading and math skills through our school improvement process.
- Follow the Archdiocesan Standards and continue to develop all our curricular areas to enhance our students' educational process.
- Practice Christian behaviors in all areas of life.
- Continuously develop staff.

SCHOOL PERSONNEL

Administration

The **Pastor** of St. Michael's Parish is the chief administrator of the school. The St. Michael's **School Board** is an advisory group responsible for formulating policies that govern the school's operations. All policies must be in accordance with those set by the Archdiocesan School Board. The specific direction of the school is delegated to the **Principal**.

Faculty

Each K-8 faculty member holds a Bachelor's or Master's Degree and a Nebraska Teaching License as well as a Safe Environment certification from the Omaha Archdiocese. The faculty directs the instruction of the curriculum in their grade or subject area.

Paraprofessionals

Paraprofessionals supplement and reinforce the work of teachers. They are under the immediate supervision and direction of the Principal and/or classroom teacher.

ST. MICHAEL'S POLICIES & PROCEDURES

ACCIDENTS AND INJURIES

The school will promptly record in writing and report any known student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

ADMINISTRATION OF MEDICATION

School personnel are not permitted to administer any type of medication, including Ibuprofen/Tylenol, cough drops, etc., without parental permission. Parents or guardians must sign a waiver releasing the school administrator or staff from liability if they wish to have their child receive minor first aid or medication. The "Parental Permission to Give Occasional 'OTC' Medications" can be found at the back of this Handbook. All medicines will be kept in the school office. This waiver **must be signed and returned to the school office by the first day of the school year.**

To dispense any medication at school, the following procedures will be followed:

1. Prescription Drugs: If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, medication, dosage, and directions for administering. Written permission from the parent is required.
2. Over-The-Counter Drugs: If a request is made to dispense an over-the-counter drug, it must be brought to the school in the original, properly labeled container. Written permission is required from the parent, together with instructions, dosage, time, and date the medication is to be given.

ADMISSION POLICY

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, they will attend religion classes and participate in religious practices as appropriate, following the teachings of the Catholic Church. In addition, St. Michael's School admits students of any race, color, and national or ethnic origin. In providing a faith-based education for students of other religions, St. Michael's School will incorporate respect for diverse religious traditions into its programs. Preference, however, shall be given to the admission of children of parents actively engaged in St. Michael's Parish and 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 subscribe to St. Michael's School's philosophy and agree to abide by the educational policies and regulations of St. Michael's School and the Archdiocese of Omaha.

Kindergarten Admission

Nebraska State law requires that a child be five years old on or before July 31st to be admitted into kindergarten. A birth certificate, baptismal certificate, and immunization records must be on file before enrollment. Students are required to be up to date on immunizations unless exemption forms are on file in the school office. Students may be sent home if immunization records are not complete or up to date.

Preschool Admission

St. Michael's offers a 4–5-year-old program from 8:00 a.m. to 3:15 p.m., Monday through Friday. Students must be four years old on or before July 31st to be admitted to the Pre-School Program.

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 3:25 p.m. will be taken to the office, where they will wait 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 (1-hour minimum charge). It has been recognized that there are instances when emergencies arise and parents or guardians are unable to pick up their children after school within the required timeframe. In such cases, the school should be notified. Parents or guardians should try to pick up their children by the designated 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 charge applies for early dismissal times.

AFTER-SCHOOL PROGRAM

St. Michael's School offers an after-school program for students in pre-kindergarten through eighth grade. The After-School Program starts at 3:15 p.m. and runs until 6:00 p.m. This program is a full quarter commitment; monthly payment is required and may be included 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.

ACADEMICS

Students are responsible for completing all schoolwork assigned to them by their teachers. Students are also responsible for ensuring they have the necessary supplies, such as pencils, pens, and paper. Any student who fails to demonstrate a sincere and regular effort to complete their assigned schoolwork may face disciplinary consequences for being academically irresponsible. Consequences may vary from teacher to teacher.

Academic Evaluation

Preschool – First Grade have separate evaluation forms.

The following grading code is for 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 the student's behavior Excels = E, 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. The criteria for attaining the honor roll are below.

Highest Honors - Gold

3.75 – 4.0 or a 94%-100%.

High Honors Silver

3.50 – 3.74 or 88% - 93%.

Honor Roll Bronze

3.08-3.49 or 77% - 87%.

All subject grades will be used to determine a student's average. Students maintaining a grade of D or F in any subject are not eligible. Students who earn straight A's will be recognized.

Progress Reports

Progress reports are sent to the parents of students in grades 3-8 to inform them about their child's academic progress. These are sent home at mid-quarter and must be signed and returned to school. The parents/guardians are responsible for being aware of the work completed in the classroom. All parents can access the Sycamore website to check their child's progress.

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

ALLERGY POLICY

St. Michael School is an allergy-aware facility. While we cannot guarantee that a student will not come in contact with an allergen, we will strive to make our environment as safe as possible to promote the health and safety of all our students. School staff will work closely with parents, students, and physicians to provide a safe learning environment for all students through an

allergy management program that includes prevention, education, awareness, communication, and emergency response components. It is the sole responsibility of the parents and guardians to initiate an Allergy Action Plan with the school and provide rescue medications to the school. Parents and the child's physician should create an action plan detailing steps to take if a student with an allergy is exposed to an allergen.

St. Michael's School will only allow store-bought and packaged foods to be brought into the building for sharing during special events (e.g., birthdays, holidays). FOOD CANNOT BE PREPARED AT HOME. Store-bought and packaged foods should be in an unopened container with an ingredient list attached. The nutrition label should identify the foods as peanut-free and made in a facility that does not use peanut products.

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 in the school office. It 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/Health Plan; and
- Medications as directed by a physician

ATTENDANCE POLICIES

Nebraska State Law 79-201 holds parents and guardians responsible for their children's regular student attendance. According to Nebraska law, absences shall not exceed five (5) days per quarter or the hourly equivalent. Absences shall not exceed twenty (20) days cumulative per year or the hourly equivalent. Students who miss two (2) hours during the day will be marked absent for ½ day.

Illness, medical appointments, and unavoidable family travel (as determined by the administration) are legitimate excuses for absence. Parents must call the school office by 8:00 a.m. to explain their child's absence. **If the parent does not report the absence, the school office will contact the child's parents/guardians to determine the child's whereabouts.** The office may inquire about the nature of the child's illness as this provides the school with 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 year and are urged to plan trips that coincide with scheduled vacation days. All trips and vacations are considered unexcused and require an Attendance Plan to be drafted with the principal before departure.

Absent students miss valuable class instruction, discussion, and the continuity of work. To be successful in school, regular attendance is essential. Removing students for extended periods is detrimental to both students and the learning process. If students miss school due to travel, with at least one week's written notice, teachers may request that homework assignments be completed before the planned vacation. Parents are asked to make these arrangements only if adequate time for study is available during the trip, which will be used to complete assignments. Teachers can assign homework but are not obligated to do so for every assignment. An absent student 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. If any student has accumulated a total of five (excused or unexcused) absences per quarter, the school shall take the following steps:

1. A notification to the student's parent/guardian of the excessive absenteeism problems and the need for a meeting.
2. A meeting or meetings between the Administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the Administrator. The goal of such meeting or meetings will be to develop a collaborative plan to reduce the student's absenteeism. The plan shall consider the following:
 - a. Illness related to the physical or behavioral health of the student.
 - b. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
 - c. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
 - d. Referral to appropriate agencies for economic services;
 - e. Family or individual counseling; and
 - f. Assisting the family in working with other community services.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Administrator to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism. Pursuant to Nebraska state law, if a student continues to be habitually truant, the school administrator shall serve written notice to the parent(s) or guardian(s) to comply with state law and attendance policy. A notice is then sent to the county attorney of the county where the parent or guardian resides.

Any student who is habitually absent or absent for an extended period (excused or unexcused) will be placed on incomplete status until the schoolwork is completed to the satisfaction of the teacher(s) and administration. Work not completed within the allotted time frame will be assigned a failure status. Habitual absences can result in administrative action, including possible suspension or removal from St. Michael's School. A student absent for more than five (5) continuous days due to a family crisis or illness must make special arrangements with teachers and school administration to complete their work.

Absentee Documentation

Parents must contact the school if their child or children are late or absent from school. Students absent due to a medical or dental appointment must provide a note from the relevant office to return to school. If a child does not bring the note with them when they return to school, parents must call and have it faxed or return it to the office to obtain one.

If a student has missed school due to illness or is out of town, a note signed and dated by a parent/guardian or a phone call from a parent/guardian must accompany them.

Tardy Policy

Tardiness is defined as a student's absence from the assigned classroom when the regularly scheduled session begins, provided that the student is in attendance before the session ends. A student who is tardy to school or class not only places their 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. Reasons for excused tardiness include student illness/injury, a medical/dental appointment, a death in the family, a previously approved school-sponsored event, or other individual student tardiness beyond the control of the parent or guardian, as determined and approved by the principal. Unexcused tardiness includes any tardiness that does not fall into one of the previously excused tardiness categories.

CARE OF BOOKS AND PROPERTY

A student is responsible for textbooks or other materials issued to him/her. Students are expected to care for and protect all school property. Any damage or fines incurred are the financial responsibility of the student involved. Damages will be assessed. Report cards will be given when all bills have been paid.

CELL PHONES / ELECTRONIC DEVICES

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 programs (such as sports, after-school programs, and archery). Cell phones can only be used outside of the building.

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

prohibited from bringing a cell phone to school for the remainder of the school year. If a cell phone violation occurs a third time, a meeting will be scheduled with the student, parents/guardians, and administration. **The school is not liable for lost, stolen, or damaged electronics or cell phones.**

CHILD ABUSE

When any school staff member has reasonable cause to believe that a child has been subject to abuse or neglect or observes such a person being subjected to conditions or circumstances that reasonably would result in abuse or neglect, they are required by law to report such an 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 their 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, emotionally, or physically abused.

CHILD CUSTODY/NON-CUSTODIAL PARENT POLICY

Whenever the structure of a family changes, for a divorce or legal separation, or as soon as the court order is entered, the court order must be presented to the principal by one or both parents. The principal may require identification from either parent.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office in order for the school to comply with the orders. The school will not be held responsible for failing to honor arrangements that have not been filed in the school office and made known to the child's classroom teacher. **Without a court order proving contrary, it is assumed that both parents have equal access and rights to their child(ren).**

Non-custodial parents may submit written requests for their child's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has the right to the child's records unless a court order to the contrary has been provided. Non-custodial parents may attend regular parent-teacher conferences or arrange special parent-teacher conferences unless they have been restricted from doing so by court order.

General school information, such as lunch menus or announcements of school events, is not considered part of their child's records, and one copy is typically sent home with the child. The school is not required to provide additional copies of such information to non-custodial parents. Still, the school will comply with requests if the school administration determines it is feasible and proper to do so.

Whenever any child is going to be picked up by someone other than the custodial parent, notice should be given to school personnel. The school will not release a child to the non-custodial parent unless asked to do so by the custodial parent or by a court order. If custody has not been

decided, the child may leave with either parent unless a court order, to the contrary, has been provided. Non-custodial parents may visit the child's classes and have lunch with the child, unless restricted by a court order. If the parents have joint custody, each parent will have the same rights, unless restricted by a court order. All court orders must be submitted to the school for placement on file.

CHILD ONLINE PRIVACY PROTECTION ACT (COPPA)

Our school may contract with publishers or online providers to offer an online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications and websites are provided to benefit our students and the school. Online providers give our school full notice of their collection, use, and disclosure practices.

For our students to utilize these educational programs and services, we may collect certain personal identifying information, which may include the student's name, username, email address, grade level, age, and/or date of birth, solely for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites are required to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrensonline-privacy-protection-rule>.

The law permits schools like ours to consent to collect personal information on behalf of all its students, strictly for educational purposes, thereby eliminating the need for individual parental consent to be given directly to the website operator.

By acknowledging receipt of the Parent/Guardian Student Handbook, you consent to our school providing personally identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

CLOSING OF SCHOOL / LATE STARTS

The safety and welfare of students, parents, and staff shall be the primary criteria for delaying, closing, or dismissing school early. In the event of threatening weather, such as snow or severe storms, St. Michael's will coordinate changes in the school opening/closing status with the South Sioux City School District. Changes in the schedule will be communicated through our REMIND app, and information will also be shared on the KTIV News station. You may receive postponements or cancellations at <http://ktiv.com>. Click on closings.

When there is a late start, supervision will be provided for students 30 minutes before the announced start time in the gymnasium. All activities will be canceled whenever the school is closed due to poor weather conditions.

COMMUNICATION

Frequent communication between home and school is essential. Parents should contact and work with their child's teacher(s) if questions arise. Appointments with teachers may be made by writing a note requesting a conference, emailing a teacher, or calling the school office and leaving a message for the teacher to contact the parent. However, the best forms of communication are the Sycamore pass-a-note and the Remind app.

Parents can check their child's grades, lunch account balance, tuition account balance, and other information online at <http://sycamoreeducation.com> and are encouraged to do so frequently. Calls for students in the school office should be made only for emergencies. Announcements are also made on Sycamore Education (<http://sycamoreeducation.com>), in the Sunday bulletins, on the St. Michael's Parish website (<http://www.stmichaelssc.com>), on Teacher Webpages found on the St. Michael's Parish website, email, and texts.

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 need to schedule a conference at times other than those listed.

By working together and expecting hard work, self-discipline, good study habits, and well-completed assignments, teachers, students, and parents/guardians can share their understanding of the student's progress directly. Waiting for the regular conference time is unnecessary if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the year.

COPYRIGHT POLICY

The St. Michael's School shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relevant federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

CUMULATIVE FOLDER / STUDENT RECORDS

Each student attending St. Michael's School has a cumulative folder kept on file in the school office. This folder is the property of St. Michael's School. It summarizes the report card grades and standardized test scores a student receives throughout his/her enrollment at St. Michael's School. Additionally, parent conference summaries, pertinent academic records, health information, special reports/testing summaries, and relevant correspondence are stored 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 submitted in writing at least twenty-four hours in advance. The content of student records is released only to authorized people. A parental/guardian signature, or a signature from a student of majority age, is required to release 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 to verify years attended and grades/test scores achieved.

CURRICULUM

St. Michael's School will utilize the standards, assessment, and curriculum guidelines promulgated by the Archdiocese of Omaha, which also meet the requirements of the Nebraska Department of Education. The Archdiocesan curriculum guides are also available through the Archdiocese of Omaha website. The Catholic Schools Office will provide direction for the development and implementation of all K-12 curricula. The Catholic Schools Office will provide professional development opportunities in the areas of curriculum, instruction, and assessment to enhance the expertise of teachers and administrators in these areas.

DATING VIOLENCE POLICY

Any student who believes that they have experienced dating violence should immediately report the problem to a St. Michael's teacher, principal, or other school employee. The student's parent/guardian may also make the report. Upon receiving a report of prohibited conduct, the school will determine whether the allegations, if proven, would constitute prohibited conduct, and an investigation will be conducted. Dating violence will not be tolerated.

DRESS CODE

Modesty should be a consideration for all of our students and faculty. Modesty refuses to unveil what should remain hidden. Examples: A neckline that shows cleavage, a skirt that is too short, shirts that are 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 classroom's Christian and/or learning environment. The attire must reflect the modest teachings of the Catholic faith.

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

Uniform Dress Code

Girls – Grades K, 1, 2, 3, and 4

Girls may wear a plaid or Heelan plaid (from DENNIS UNIFORM) or solid khaki or navy jumper, dress, or skorts of modest length. 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 a turtleneck.

Ankle-length white, black, navy, or gray leggings may be worn under skirts or modest-length shorts.

Girls – Grades 5, 6, 7, and 8

A skirt or shift, with the exact requirements as kindergarten through 4th grade, may be worn at any time. A solid white, light blue, or navy blouse or polo shirt with short or long sleeves and a collar or turtleneck must be worn with pants/skirt/, or 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. Tight pants or form-fitting pants are NOT PERMITTED.

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

Solid-colored, leather (or similar material) belts must be worn with pants that have belt loops for grades three through eight. No jeans or sweatpants are allowed. White, light blue, or navy blue long or short-sleeved shirts with a collar or turtleneck may be worn. All shirts must be tucked in. 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.
- From November through March, girls must wear leggings or tights under skirts/jumpers.
- Skirts and jumpers must be hemmed up to 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 are not permitted indoors. Students must wear closed-toe shoes; sandals are not allowed.
- Both 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 baggy/saggy, form-fitting, or tattered/torn pants are to be worn.
- No excessive jewelry.
- No tongue rings, lip rings, nose rings, etc., may be worn by girls or boys.
- Hair must be neat and well-trimmed. No extreme haircuts, styles, or dyes.
- No facial hair is allowed.
- No excessive make-up is allowed.
- Flip-flops, heels, and sandals are not permitted.
- Shorts, leggings, or tights must be worn under dresses or skirts.
- No gang attire (including gang symbols and colors) may be worn at school.
- All worn clothes must have sleeves. No tank tops or tops with spaghetti straps.

Preschool:

- Uniforms are not required, but the dress must reflect modesty.
- Tennis shoes are recommended.

P.E.

- Non-marking gym shoes, athletic shorts or pants, and appropriate T-shirts are allowed.
- Leggings or yoga pants are not allowed.

Dress-Down Days

On dress-down days, students will not be allowed to wear torn or ripped jeans/pants. No skinny jeans, jeggings, or other similar tight-fitting jeans are permitted. No tank tops, halter tops, or spaghetti-strap shirts are to be worn without a sweater (which must remain on throughout the day). If leggings are worn, they must be paired with a shirt that is long enough to reach the top of the thigh. Shirts with inappropriate wording will not be allowed. Students who violate these guidelines will be issued a uniform violation and will be provided with appropriate clothing from our used uniform stock. Students always have the option of wearing their uniform on dress-down days. Dress-Down Days may be used as a fundraiser for a special group or organization.

Dress-Up Days

Each school year, a few days are designated as "dress-up" days for students. An example would be School Picture Day. Students will receive information concerning what to wear and the dates for designated "Dress-Up" Days. As the name implies, these are to be "dress-up" and not "dress-down" days. Children may wear their uniform on these days if they desire.

DISCIPLINE POLICY

Behavior regulations in school are based on the mutual respect and concern children should have for one another and 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 behave respectfully and orderly in the classroom, hall, lunchroom, playground, and at any school-sponsored function. Conduct that causes or creates disruption, interferes with any school activity, or threatens the health, safety, or rights of staff or other students will not be tolerated.

Teachers are primarily responsible for developing, communicating, and monitoring classroom and playground rules to ensure a safe environment 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.

General Behavioral Rules

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 significant violation of school rules:

1. The use of obscene language or the 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, equipment, and computers.
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, vapes, or nicotine pouches.
9. Conduct such as physical aggression, bullying, and harassment.
10. Using a computer without the supervision of a teacher.

Behavioral Policy Grades 5, 6, 7, 8 (Jr. High)

Rules:

1. Respect yourself, 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 teacher's satisfaction.

St. Michael's School believes in the Love and Logic Philosophy, which allows students to accept responsibility for their choices.

No-Tolerance Behaviors

Aggression

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

Disrespectful verbal comments / 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 behavior of a "bullying" nature is not 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 actual 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 to the educational process. Therefore, bullying is unacceptable and prohibited at St. Michael's School.

Students in grades 5-8 will be asked to sign an Anti-Bullying Pledge at the beginning of the school year.

Destruction of Property

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

Defiance

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

Offensive Conduct or Harassment

A student's offensive conduct or harassment because 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 an individual or a group of people constitute 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 because 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, disparaging or demeaning to others.
4. 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.

Consequences for Breaking a No-Tolerance Rule

If these violations occur at school, during school activities, or while a student is acting as a representative of St. Michael's School, they are considered serious offenses and may constitute grounds for disciplinary action, suspension, or expulsion. This list is non-inclusive and other behaviors or actions may constitute grounds for disciplinary action, suspension, or expulsion.

Reporting Offensive Conduct, Bullying, or Harassment

An individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of

Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow.

The school will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the Principal determines that there is reasonable cause to believe that child abuse has occurred, the Principal shall make a report to the Child Protective Services (“CPS”) Division of the Nebraska Department of Health and Human Services or law enforcement. The offending conduct may also violate the Safe Environment Policies of the Archdiocese of Omaha.

Alcohol/Drugs/Smoking

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 unlawful 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. Smoking is not 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 the student must schedule a chemical evaluation and follow the evaluator's recommendations. The school administration must be provided with Documentation on the completion of the review and subsequent recommendations.
- b) The student will also be suspended from extracurricular activities and have a probation period after the suspension. The administration will determine the time for suspension and probation from extra-curricular activities in each 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 performance levels in the academic areas. Probation and expulsion mean that the student may not participate in any extracurricular activities, cannot attend any events, and are not allowed to perform. Violation of the probation will result in additional suspension time or expulsion.

Second Offense:

- a) The student will be expelled.
- b) Following a special hearing, the administrator and the Pastor may reconsider the expulsion. Severe disciplinary action will result if any student harasses a witness.

ELECTRONIC DEVICES

Electronic devices allowed in school are electronic reading devices for silent reading and laptops/tablets for specific school purposes only. St. Michael's is not responsible for lost, stolen, or damaged items brought to school.

EMERGENCY DRILLS

There will be periodic practice drills, such as fire and tornado drills, throughout the school year. Students are expected to follow proper evacuation procedures.

EXPULSION AND DIS-ENROLLMENT

On occasion, students may be expelled or dis-enrolled. Reasons for expelling a student may include, but are not limited to, the following:

- Behavior of the student which presents a moral danger to himself/herself or other students or staff;
- Behavior which undermines classroom discipline;
- Behavior which has a negative influence on other students;
- Serious acts of violence, the possession of a weapon, or the attempt to supply drugs;
- Behavior which has resulted in criminal violations that occur away from school or school-related activities; or
- Frequent absences as defined by the Nebraska Compulsory Attendance Law.

In the event of expulsion, the Principal will attempt to meet with the parents or guardian of the student to explain the reasons for expulsion.

If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of the parents or guardian, St. Michael's School administration will assess the impact of such agitation, and after discussion of the matter with the parents or guardian, may exercise the school's prerogative to dis-enroll the student.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in all extracurricular activities; academics, Christian values, and citizenship are still core values that must be upheld. Students who do not meet the academic requirements at mid-quarter (one F or 2 Ds) will be ineligible to participate in extracurricular activities for the remainder of the quarter. Students may resume extracurricular activities if their quarter grades meet the academic guidelines. Behavioral problems will be handled on an individual basis.

Students in the Student Council must meet academic guidelines each quarter; if they fail to do so, they will be required to withdraw from the Student Council. Members must also exhibit Christian values to remain in the Student Council.

FIELD TRIPS

Students must complete their classroom work to obtain these privileges. Field trips taken 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 to obtain consent for the child to attend the trip. The permission slip must be signed and returned, or the child cannot participate in the event.

Parents will receive all trip details, including dates, times, and locations, in advance. All drivers and chaperones must fulfill the Omaha Archdiocese's requirements, which include Safe Environment Training, the Driver Safety Course, and auto insurance.

GENDER POLICY

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in [their] creation in the image and likeness of God.” Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.” Thus, males and females are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.”

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex.
2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.
3. Admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.

4. If at any time, parents, guardians, or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the students and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

HOMework

Homework is assigned to develop initiative, responsibility, and self-direction in the student and should be used to reinforce learning from classroom instruction.

Completed homework for students in grades 1-4 should be signed and returned to the teacher the next day. In grades 5-8, all work is due at the beginning of class unless otherwise specified by the teacher. Late work must be turned in by 3:15 p.m., unless prior arrangements have been made with the teacher.

- Students in grades 5-8 will receive a 25% deduction for all late work on the first day, 50% on the second day, and 0% by the 3rd day; however, students are still required to do the work.
- Teachers will notify parents by Sycamore or Remind, email, or written notice of students who are habitually late with 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 extracurricular activities will be affected by incomplete work.
- Late and missing work will be noted on Sycamore Education under the student's grades.

Students who are absent are responsible for their missed assignments. They will be allowed the number of days absent plus one extra day to complete assignments.

HOT LUNCH PROGRAM

St. Michael's School offers a hot lunch program that 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 adheres to the State Board of Education policy regarding competitive foods, which states that competitive foods shall not be made available to students on school premises during the school lunch period. This policy prohibits the consumption of fast-food 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 but cannot afford it, free lunches or reduced lunch prices are available to those who qualify. Information regarding eligibility for free and reduced lunches may be obtained from the school office on registration day. Please send lunch money in an envelope marked with your child's name, grade, and amount of money.

IMMUNIZATIONS

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

General Rule

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chicken pox [MMRV or Varicella]

In addition, one TDaP (tetanus, diphtheria, acellular pertussis) is required for entry into 7th grade. Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

Exemptions

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical Exemption requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

The Religious Exemption requires "an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student." For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the “tenets and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church’s teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

Chicken Pox

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

INCLEMENT WEATHER

Please have children wear boots, hats, mittens, and warm clothing when the weather is cold. Children must bring indoor shoes, as all boots must be removed from the building for health and safety reasons.

Special permission must be obtained for children to remain indoors at recess. Fresh air and vigorous activity are usually suitable for children. When outdoor recess must be canceled, the children will have an indoor play period.

INSTRUCTIONAL PROGRAM

St. Michael's School strives to provide a quality education within a strong Catholic environment. The Instructional Program of St. Michael's School takes its direction from and adheres to all the Curriculum Guidelines established by the Archdiocesan Office and the Nebraska Department of Education. It seeks to impart basic knowledge and understanding of the skills in all fundamental curriculum areas and provides a program of ongoing religious education and sacramental formation. Our teachers and parents must work closely together as partners in education to create and maintain a wholesome learning environment 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 1,032 actual instructional hours with teachers and students in attendance. Instructional time shall not include any time missed due to snow days, excessive heat, inclement weather, or emergency closings resulting from building maintenance issues. Hours over and above the required 1,032 have been included in the school calendar to cover the cancellation of classes due to weather or other unforeseen circumstances. Mass times are included in the 1,032 hours. Interruptions due to assemblies, 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.

INSURANCE

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

MULTICULTURAL EDUCATION

The teachers at St. Michael's will provide students with knowledge and understanding of other cultures, fostering respect for people from diverse backgrounds. By integrating multicultural education into other disciplines as opportunities arise, it can be presented to students as part of lessons in reading, social studies, music, fine arts, and particularly in religion classes, which, by their nature, lend themselves readily to the integration of multicultural education.

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:

1. Unite Catholic school parents in Nebraska.
2. Promote Catholic education statewide.
3. Inform all Catholic school parents of their rights and the rights of their children with regard to educational programs.
4. Foster legislation that will support parental choice in education.

Parents may join by sending their name, address, phone number, school affiliation, and \$3 fee to: Nebraska Federation of Catholic School Parents, P.O. Box 94872, Lincoln, NE 68509-4872.

PARENT CLUB

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

PARENTAL/GUARDIAN PARTICIPATION AND RESPONSIBILITIES IN SACRAMENTAL PROGRAMS

Any child whose parent/guardian refuses to attend Sacramental meetings and who is 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 are required for K-8 students. Shorts may be worn. Uniforms are required for grades 5th through 8th.
2. Upon entering the gym, all students are to sit in their assigned seats on the gym floor.
3. Students should not touch any equipment until directed by the instructor.
4. A written excuse from a parent/guardian is required to be excused from class for any reason. A written excuse from a doctor is needed to be excused for more than one class for medical reasons. Please inform the teacher if a student has a medical condition that

may 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 in P.E. classes.
6. Outdoor P.E. classes are not to be disturbed by other classes that are outside for recess.

PHYSICAL RESTRAINT AND SECLUSION POLICY

Physical restraint and seclusion of students for behavior management shall only be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others.

Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time-out procedures, which do not constitute seclusion, are permitted in schools.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

RELIGIOUS EDUCATION

As a Faith Community, the center of our life at St. Michael's is the Eucharistic Liturgy. Students and faculty gather twice a week, on Wednesdays and Fridays at 8:05 am, to offer praise and thanks to God. Special liturgies are celebrated at various times throughout the year. Students receive the Sacrament of Reconciliation regularly. Adoration is observed every Thursday. During Lent, Stations of the Cross are also attended. Prayer is incorporated throughout the day. Prayers are said before and after lunch in each classroom. Our priests visit classrooms weekly.

Our Religious Education Program aims to make “a person’s faith become living, conscious, and active through the light of instruction”. This is achieved by providing a curriculum and experiences that foster faith communities, teach the doctrines of faith, celebrate prayer and worship services, and instill motivation for Christian service.

All religious programs align 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 emphasized explicitly 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, & Love	4-8
Angel of God	K-8	Glory Be	K-8
St. Michael the Archangel	2-8		

Each week, children in grades Pre-K through eight will be able to celebrate the Eucharist at 8:15 a.m. An all-school Mass is held on Wednesday unless it is moved to 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 unique opportunities for prayerful celebration and community involvement are offered in accordance with the liturgical seasons.

SAFE ENVIRONMENT TRAINING

All personnel and volunteers who have regular contact with children in the Catholic schools in the Archdiocese of Omaha will receive Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools. A complete Safe Environment Policy manual is available in the local school office.

SCHOOL DAY SCHEDULE

The instructional day begins at 8:00 a.m. and ends at 3:15 p.m. for students in preschool through eighth grade. Grades five through eight are departmentalized in Social Studies, Science, English, and Math. Departmentalization occurs for approximately half of the day, and students spend the other half in self-contained classrooms.

Children should not arrive before 7:30 a.m., when the school doors open. Students who arrive early must go to the gym, where they can participate in supervised physical activity. Students may go to the classroom if the teacher has made prior arrangements. If a student or students do not follow these directions, the parents will be asked to make other arrangements for the child/children.

The noon period is divided so that children have twenty minutes to eat and time to play after lunch. The students are divided into two groups for eating:

- Pre-K through 3rd (11:30 -12:10)
- Grades 4-8 (12:00-12:40)

There is no supervision on the playground before or after school hours. Once students are on school grounds, they must obtain permission from an administrator, teacher, or supervisor to leave.

SCHOOL NURSE

The school nurse maintains the health records of the students, completes all necessary forms for the State Health Department, and is available for consultation. The nurse is at St. Michael's School on a part-time basis. Students who become ill at school are sent to the school office for observation. If your child has a temperature, he/she will need to be picked up immediately. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. In the event of a serious injury, the school will call 911.

SMOKE-FREE / DRUG-FREE BUILDING OR SURROUNDING BUILDINGS

In accordance with the Nebraska Clean Indoor Air Act mandating that no person shall smoke in a public place or at a public meeting except in designated smoking areas, St. Michael's School and surrounding property, i.e., parking lot, playground, portables, St. Michael's Church, and Parish Center, are smoke-free.

To comply with state and federal law, no person may consume, distribute, or possess any illegal drugs or controlled substances in the school building or on school grounds. Possession of, or distribution of, alcohol and/or drugs will result in suspension or expulsion. St. Michael's School and the surrounding properties are drug-free zones.

SPECIAL PROGRAMS

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

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

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

Student Assistance Team (SAT)

In partnership with South Sioux City Community Schools, the Student Assistance Team (SAT) is a problem-solving team comprised of general educators and other specialists. The purpose of SAT is to support regular education, especially for school-age students who require additional support beyond the classroom to achieve their full potential. Areas of need may vary from student to student and may include issues related to academic, behavioral, medical, speech/language, fine/gross motor, concerns, and social supports.

Teachers, administrators, or parents may refer students to SAT for behavior, mental health, and speech and language concerns. The team utilizes Universal Screening to identify students who require academic interventions. The Student Assistance Team reviews the student's history and current information with parents/guardians and the student's primary classroom teacher. Following the initial parent meeting, the next steps include developing a research-based

intervention plan, monitoring the student's response to the intervention every week, and regularly reviewing the student's data. The Student Assistance Team's goal is to support the needs of students through targeted interventions and the development of skills that lead to overall improvement in classroom performance.

SPORTS/SCHOOL ACTIVITY POLICY

Our athletic programs focus on developing skills, promoting physical development, and fostering good sportsmanship. Any child registered in the Parish who meets the athletic requirements is encouraged to participate. A physical examination is required yearly. Forms are kept on file in the school office.

Students must be in school for a full day before a game or school activity; otherwise, they cannot participate in that day's game or school activity. Any exception to this must be made under significant circumstances (e.g., funerals, doctor appointments) and must be approved in advance by the principal.

We encourage student participation in all school-sponsored activities; however, academic progress and behavior are our priorities. A student participating in any sport must maintain passing grades. Any student receiving an "F" (grade below 70%) in any subject will be excluded from athletics for a minimum of one week or until their grade has been raised to a passing grade. Any student receiving two "D's" (70-76%) in any two subjects will be excluded from athletics for one week or until their grades have been raised to passing. Additionally, we consider behavior an essential part of a student's development, and behavior grades will be evaluated according to these guidelines.

Students will be withdrawn from game/event participation until acceptable improvement is shown. The teachers and administrator will determine this and include the following guidelines:

1. Notifying the student on Thursday about their grades.
2. Have the student-athlete practice during the week but not participate in the event for that week.
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 whole week.
5. The student/athlete will be reevaluated the following Monday after being deemed ineligible for play.

STUDENT SELF ADMINISTRATION OF PRESCRIPTION ASTHMA OR ANAPHYLAXIS MEDICATION AT SCHOOL DURING SCHOOL RELATED ACTIVITIES

A student's parent or guardian may request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, St. Michael's will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.

2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - a. identify the health care services the student may receive at school relating to such condition;
 - b. evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - c. permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - d. include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - e. include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - f. be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form attached to this Handbook before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his or her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication

STUDENT SELF ADMINISTRATION OF DIABETIC CONDITION AT SCHOOL DURING SCHOOL RELATED ACTIVITIES

A student's parent or guardian may request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, St. Michael's will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
 - a. identify the health care services the student may receive at school relating to such condition;
 - b. evaluate the student's understanding of and ability to self-manage his or her diabetic condition;

- c. permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
 - d. be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
- 3. The medical management plan must be kept on file at the school.
- 4. The student's parent or guardian must sign the attached Release and Indemnification form attached to this Handbook before the student is allowed to self-administer his or her diabetic condition.
- 5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
- 6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. St. Michael's shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.
- 7. If a student for whom a diabetes medical management plan has been developed injures another student as a result of the misuse of necessary diabetic medical supplies, the student's parent or guardian shall be responsible for any and all costs associated with such injury.

STUDENTS WITH SEIZURE DISORDERS

At least one employee at St. Michael's will be trained to administer or assist with the self-administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms. After initial training, these employees will undergo at least one hour of self-study review of seizure disorder materials at least once every two years. Prior to the administration of seizure rescue medicine or medication prescribed to treat seizure disorder symptoms, the student's parent or guardian will annually:

- 1. Provide the school with a written authorization to administer the medication at school.
- 2. Provide a written statement from the student's health care practitioner containing the following information:
 - (a) The student's name;
 - (b) The name and purpose of the medication;
 - (c) The prescribed dosage;
 - (d) The route of administration;
 - (e) The frequency that the medication may be administered; and
 - (f) The circumstances under which the medication must be administered.
- 3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.
- 4. Work with the school to develop a seizure action plan.
 - (a) This seizure action plan will be kept on file in the office of the school nurse or school administrator.

- (b) This seizure action plan shall be distributed to the school personnel responsible for the supervision or care of the student for whom the plan was created.

Students with a seizure disorder are permitted to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with the student's seizure action plan.

STUDENT/TEACHER GRIEVANCE POLICY

If a parent/guardian wishes to voice a concern with an aspect of the school's program, activities, or faculty, they will need to proceed as follows:

1. Arrange a meeting with the teacher to discuss the parents' concerns and arrive at a solution. The teacher will then present a 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. Before this meeting, the administrator will request the parent/guardian to write the following:
 - (a) Information regarding the previous parent/guardian/teacher meeting; and
 - (b) The solutions discussed during the parent/guardian/teacher meeting. The teacher will also be requested to provide such information.
4. Once the information from all concerned individuals has been presented to the administrator, a meeting will be arranged between the teacher and the administrator.
5. The teacher will then arrange a meeting with the parents/guardian/administrator/teacher to discuss the alternatives suggested in the teacher/administrator meeting. This information will be presented to the parents/guardians in writing.

Parental /Guardian Concerns of Board Policy

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

1. Present their concerns to the administrator and the Board of Education chairperson. This information must be presented at least 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 before 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.

STUDENT HEALTH

St. Michael's School shall follow the health regulations for students as outlined in Archdiocesan and NE state law. All students entering kindergarten and seventh grade must have a physical examination by a physician before entering school for the fall term of the current school year.

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

Any student sent home ill may NOT return to school unless a doctor's office provides a return-to-school note. Students sent home with a fever may not return until they are fever-free for 24 hours without using fever-reducing medications.

STUDY HABITS

Independent practice time helps students develop their study skills and make up for work missed due to absence or inattentiveness during study sessions. Teachers provide a certain amount of study time during the regular class periods; teacher supervision is provided during this independent practice time.

SUSPENSION

Suspension is a temporary exclusion of a student from school and school activities. St. Michael's staff strives to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student by suspension. No student will be suspended unless a parent is notified. The conditions or circumstances that may lead to these disciplinary actions include but are not limited to those behaviors/actions listed under the "Discipline Policy" section of this Handbook. The decision to suspend a student is in the Principal's sole discretion.

TECHNOLOGY ACCEPTABLE USE

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at school. St. Michael's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All St. Michael employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of St. Michael's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of St. Michael's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders, and all other technology-related equipment and services. These rules apply to any use of St. Michael's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with St. Michael's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of St. Michael's and should always be respected. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using St. Michael's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames, and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. St. Michael faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. Apart from an Apple ID, students should always use his/her St. Michael email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students must be made via St. Michael's internal email system. Electronic communication between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information that they do not want to be made publicly available.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her St. Michael email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of St. Michael School. Examples of unacceptable uses of technology include, but are not limited to the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass St. Michael's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including XXXX's website, email program, social media, or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files, or personal photos on St. Michael's computers.
- To play games, chat online, or watch videos during the school day, unless associated with a class, and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates St. Michael's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs, etc.)

Although social networking and texting normally occur outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Michael's School reserves the right to take any disciplinary action it deems necessary to protect students and faculty. St. Michael's encourages parents to routinely view and monitor their students' personal networking sites and electronic devices to ensure the information and content do not place any student at risk.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow St. Michael's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

St. Michael's School sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by St. Michael's. All content created, sent, accessed, or downloaded using any part of St. Michael's technology or network resources is subject to the rules stated in this policy. St. Michael's reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary.

Students should never assume that emails, files, or other content created or stored on St. Michael's network will be maintained as private or confidential. Should St. Michael's School determine that there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (such as cell phones and laptops) brought onto school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or St. Michael's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

St. Michael's currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and St. Michael's cannot entirely control what students may or may not locate on the internet. While St. Michael's allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. St. Michael's is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

TELEPHONE

The office phone is a business phone. Children must always politely ask permission before using the phone. Kindergarten through 8th-grade students **MUST** know their home/parents' phone number. Students are encouraged to plan after-school activities before coming to school. Such phone calls will be limited.

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

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

TUITION POLICY

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

Each child's registration fee is due at pre-registration in the spring. 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 the costs of Confirmation and graduation.

Before a child may attend St. Michael's School, the Pastor and administrator must negotiate equitable alternatives to address the child's inability to comply with any or all the above requirements. Failure to comply with any or all of the above requirements will result in dismissal from St. Michael's School.

Financial Aid Policy

All families seeking financial aid must apply for the scholarships offered at St. Michael's. No financial assistance will be given if a family does not apply for the scholarships available at St. Michael's. If a family seeks further financial aid from the Parish, they must:

- Agree to work a number of hours at parish fundraisers/events as determined by the pastor. At a minimum of \$20/hour, these hours will be given towards their tuition.

Agree that should they refuse to work to aid the parish whose assistance they are asking for, all aid will be forfeited immediately, and they will be subject to pay the full amount they would have owed without parish financial aid.

VISITORS

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

All parents/guardians/visitors should enter the school building through door #1 by the office to sign in upon arrival, pick up a visitor's pass, and return to the office after their visit to return the pass and sign out upon departure.

WEAPONS POLICY

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

Our zero tolerance policy requires administrators to be immediately informed if a student brings a weapon to school or a school activity. After investigating the circumstances, the administrator will determine the consequences that will result. The administrator will also notify the police based on the results of the investigation. This policy will be strictly enforced in St. Michael's School. We expect all students to adhere to this policy, and we kindly request that all parents ensure their children understand and follow it.

This policy, along with the cooperation and support of our students, parents, and the police, will help ensure the safety of every child at St. Michael's and maintain the right of all students, parents, and teachers to a safe school environment.

APPENDIX A: IMMUNIZATION POLICY FOR THE ARCHDIOCESE OF OMAHA

The use of vaccinations currently required under Nebraska State law for students of all public and private schools does not constitute a direct violation of Catholic moral teaching.

According to the Church's teachings, competent government authorities have the right and obligation to secure the common good, of which the health and life of the community is constitutive. Vaccines against pathological agents which can cause significant health risks are a good for society, and so are rightfully under the government's purview in collaboration with the medical community.

According to the Church's teaching, the duty of obedience requires all to give due honor, respect, gratitude and good will to rightful authority. (CCC 1900) All Catholics are required, each according to their position and role, to promote the common good in society, which includes health and life. (CCC 1913). Catholics have the moral obligation to submit to just laws regarding vaccinations. Some vaccines do pose moral problems.

Currently, vaccines for Rubella and chicken pox are derived from cell lines originated from aborted fetuses and there are no alternatives available in the United States. Submitting to these vaccines constitutes passive and remote material cooperation in evil. However, according to the Pontifical Academy for Life (2005), avoiding this cooperation is not morally necessary since there are grave reasons for getting vaccinated. For instance, if a pregnant woman comes into contact with a student who carries Rubella, also known as German Measles, her unborn child can suffer several congenital malformations and even death. For this reason, the Catholic Church teaches that for the sake of the common good it is morally licit and advisable for a parent to submit to the vaccines despite their problematic origins.

Nevertheless, because of the offensive nature of the vaccines, all Catholics who do submit to the Rubella and chicken pox vaccines derived from aborted fetuses are obliged to formally object to the producers of the vaccines and demand that alternative forms of the vaccines be created. A form for that objection is provided by the Archdiocese of Omaha. Furthermore, Catholics have a grave responsibility to make sure that the vaccines they receive for Diphtheria, Tetanus, Pertussis, Polio, and Hepatitis B are the alternative vaccines which are morally acceptable. A list of those vaccines is also provided with the immunization policy.

APPENDIX C: REFUSAL OF IMMUNIZATION FOR MEDICAL REASONS

As the physician, physician assistant or advanced practice registered nurse of:

Child's Last Name	First Name	Age
/	/	
Birth Date (mm/dd/yyyy)	School	Grade

I have elected to not immunize this student against the following disease(s):

*Each disease for which a vaccine **has not** been administered must be checked. Parent/guardian must submit dates of immunization for all other diseases.*

Diphtheria	<input type="checkbox"/>
Tetanus	<input type="checkbox"/>
Pertussis	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Measles (Rubeola)	<input type="checkbox"/>
Mumps	<input type="checkbox"/>
Rubella (German Measles)	<input type="checkbox"/>
Hepatitis B	<input type="checkbox"/>
Varicella	<input type="checkbox"/>
Pneumococcal Conjugate	<input type="checkbox"/>
HIB (Haemophilus Influenza Type b)	<input type="checkbox"/>

In my opinion, this immunization would be injurious to the health and well-being of:

The student	<input type="checkbox"/>
A member of the student's household or family	<input type="checkbox"/>

Comments:

Signature of health care professional

Date

Printed name of health care professional

APPENDIX D: DOCUMENTATION OF VARICELLA (CHICKEN POX) DISEASE
(To be filled out by the parent, guardian or medical provider of the child/student)

This document is being submitted on behalf of:

_____/_____/_____
Name of child/student Birth Date (mm/dd/yyyy)

I _____ verify that the above listed child/student had
Parent/Guardian/Medical Provider
the varicella disease in _____(year).

Signature of parent/guardian/medical provider

Date

APPENDIX E: ASTHMA RELEASE AND INDEMNIFICATION AGREEMENT

(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____ hereby acknowledge that St. Michael's Church of
(*Name of Parent/Guardian*)

South Sioux City (including its employees and agents) is not liable for any injury or death
arising out of the self-management by _____ of his/her asthma or
(*Name of Student*)
anaphylaxis condition and I hereby indemnify and hold St. Michael's Church of South Sioux
City (including its employees and agents) from any claim arising from the student's self-
Management. In the event that _____ injures school
(*Name of Student*)
Personnel or another student as a result of misuse of the prescription asthma or
anaphylaxis medication or related medical supplies, the undersigned shall be responsible for
any and all costs associated with the injury.

Date

Parent or Guardian

**APPENDIX F: DIABETIC CONDITION RELEASE AND INDEMNIFICATION
AGREEMENT**

(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____ hereby acknowledge that St. Michael's Church of
(Name of Parent/Guardian)

South Sioux City (including its employees and agents) is not liable for any injury or death

arising out of the self-management by _____ of his/her diabetic
(Name of Student)

condition and I hereby indemnify and hold St. Michael's Church of South Sioux City

(including its employees and agents) from any claim arising from the student's self-

Management. In the event that _____ injures school
(Name of Student)

Personnel or another student as a result of misuse of the prescription diabetic medication or

related medical supplies, the undersigned shall be responsible for any and all costs associated
with the injury.

Date

Parent or Guardian

**APPENDIX G: PARENTAL PERMISSION TO GIVE OCCASIONAL "OTC"
MEDICATIONS**

Student Name _____ Grade _____



Over-the-counter (OTC) medications are drugs that do not require a prescription and are purchased “over-the-counter”. This form is required before any OTC medications can be administered at school. Exceptions to this are homeopathic/herbal medications and aspirin, which require permission from a student’s doctor and a completed “Permission to Give Prescription/Homeopathic Medication” form.

PLEASE CHECK BELOW and/or INITIAL EACH MEDICATION FOR WHICH YOU ARE GIVING PERMISSION FOR ST. MICHAEL SCHOOL to dispense to your child(ren).

☐ I approve **all** medications listed below.

☐ I do NOT approve of **any** OTC medications given to my child.

TOPICAL:

- ☐ Antibiotic Cream (i.e. Bacitracin, Neosporin)
- ☐ Hydrocortisone cream
- ☐ Antihistamine cream (i.e. Benadryl, Caladryl)
- ☐ Sunscreen
- ☐ Oral products containing benzocaine (oragel, chloraseptic)
- ☐ Burn gels
- ☐ Eye drops for dryness

ORAL:

- ☐ Ibuprofen (i.e. Advil, Motrin)
- ☐ Acetaminophen (i.e. Tylenol)
- ☐ Antacid (i.e. Tums)
- ☐ Antihistamine (i.e. Benadryl)
- ☐ Cough drops

The above medications are available in the school office, and may be utilized on an occasional, as-needed basis. All OTC medications will be given at the manufacturer’s recommended dosage, based on the student’s weight.

THE MEDICATIONS INDICATED ABOVE MAY BE ADMINISTERED TO MY CHILD AT SCHOOL.

**Parents will be contacted via phone to give verbal permission before any oral medications are given at school. This ensures that no over-dosing of medication happens between home & school.*

(Signature of Parent or Legal Guardian)

(Phone Number)

(Date)

If your child frequently uses medication (once per week or more), it must be supplied from home. When sending OTC medications to school, they must be in the original manufacturer’s container with the label intact, or the medication will not be accepted. For safety reasons, parents are requested to bring the medication directly to the office. The medication should be in a sealed envelope or plastic bag with the child’s name on it, and a parent note with directives must be included.

Medication History:

Is your child allergic to any medications? _____

If yes, please list allergies and type of reaction:

Does your child take any medication on a regular basis? (OTC or prescription) _____

If yes, please list: _____

APPENDIX H: ATTENDANCE AT WEEKEND LITURGIES

The practice of the Catholic faith plays a big role in the life of a student at St. Michael's School. Besides religion classes and daily prayer, students also attend Mass during the school week and

participate in several seasonal parish liturgies. The religion curriculum and classroom instruction often provide opportunities for a discussion and review of the Sunday Gospel readings, thus reinforcing the importance of this connection between school & home life. It is crucial for all our children to pray regularly with their families and the parish community. With this consistent experience, our students can fully participate in valuable lessons that take place both inside and outside the classroom. St. Michael School counts on you to attend Mass with your children on weekends and Holy Days of Obligation, so that they may fully participate in our parish and school instruction.

We, the parents of the child(ren) listed below, understand this responsibility and agree to make **attending Sunday Mass a priority for our family**. YES _____ NO _____

Parents/Guardians Names (Signatures) _____ Date _____

Children's Names: _____

PARENT/GUARDIAN STUDENT HANDBOOK SIGN-OFF

St. Michael's Parent/Guardian Student Handbook outlines important information regarding the proper management and administration of St. Michael's. I understand that I should consult with

the Principal regarding any questions about the Handbook or those not addressed in it. I acknowledge that revisions to this Handbook may occur as deemed necessary by the Principal, Pastor, and School Board. I also acknowledge that this Handbook does not establish a contract between St. Michael's and any student or parent. **By signing off on this form, I verify that I have read or have been read the Parent/Guardian Student Handbook and agree to abide by its rules and regulations for the 2025-2026 school year.**

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