

## **St. Mary's Catholic School Student-Parent Handbook 2016-2017 School Year**

### **Intent of Handbook**

This parent/student handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Mary's Catholic School and any students or parent/guardian of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify, or abolish any of the Handbook provisions. A notification may be sent to parents if changes are made.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restrictions upon St. Mary's Catholic School's right to institute any course of disciplinary action. St. Mary's Catholic School believes it is necessary and consistent with its Catholic Educational Mission.

This Handbook follows the guidelines of the Archdiocese School Board Policies and these are available upon request.

### **Non-Discrimination Statement**

St. Mary's Catholic School admits students of any race, color, national, and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. We do however require that all students attend and participate in our Catholic religion classes, liturgies and other special religious activities.

**St. Mary's School Board**

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## **St. Mary's Catholic School Vision Statement**

We endeavor to develop the mental, emotional, social, physical, and most of all, the spiritual life of each child in order to become lifelong followers of Jesus Christ.

## **St. Mary's Catholic School Mission Statement**

**St. Mary's Catholic School is dedicated to forming disciples of Jesus Christ by encouraging growth in knowledge, virtue, and faith.**

## **Parents/Guardians**

Parents/Guardians have rights and responsibilities as the first educators of the children God has entrusted to them. Collaboration with the schools, especially teachers, will promote the best interest of each student and assist the parent in fulfilling his/her role as an educator. Parent/Guardians are urged to participate in school related and church related organizations and activities. Again parents have the primary responsibility for the education of their children. They have a corresponding right to choose schools as the primary educator of their children. Catholic Schools of the Archdiocese provide a choice of schools for parents.

“The family therefore holds directly from the Creator the mission and hence the right to educate offspring...” Pope Pius XI.

“Parents who have the first inalienable duty and right to educate their children should enjoy true freedom in their choice of schools.” Vatican Council II Declaration on Christian Education #6

Parents/Guardians are essential to the work of the Catholic School. Their support of and work with the school are basis for successful Catholic education of their children.

“As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.” Vatican Council II Declaration on Christian Education #8.

**Welcome to our Catholic School! The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, “Suffer the children to come unto me” will bless the efforts taken in His name.**

### **Parental Responsibilities are:**

- To provide proper diet and balance of sleep and exercise
- To provide proper facilities for home study and to encourage conscientious completion of assignments
- To insist that your child obey the regulations and principles of good behavior and manners
- To encourage development of individual talents and interest
- To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- To build religious and family traditions into your lifestyle
- To understand and support the religious nature of the school
- To be a partner with the school in the education of your child/children

- To keep the school informed as to special needs of your child and to read carefully all communications sent home from the school
- To take advantage of conference time and to request additional times as needed
- To participate in Sunday Mass and support the Parish
- To build and support the image of St. Mary's Catholic School in the community
- To meet your financial obligations in a timely manner and to support the fundraising efforts to the school when possible
- To read and support the regulations of this Handbook
- To appreciate that Catholic Education is a privilege that many persons do not have

### **Rights of Parents**

It is not uncommon to hear Catholic school parents declare that they have no right in the Catholic school. It is true that the U.S. Constitution governs only those in government agencies, such as state-run schools. The U.S. Constitution was intended to provide rules of conduct for government and its officials. Thus, if you are not in a government-sponsored school, you do not have constitutional protections.

Parental rights do exist, however, and are grounded in contract law, as discussed above. Parents also have rights under statutory law and are commonly accepted standards of fair play, known as common law. For example, Catholic school parents are protected by federal and state statutes against racial discrimination. These statutes, enacted by legislation, are not parts of the U.S. Constitution and can bind independent agencies, such as Catholic schools. State statutes can also provide additional protection, if they apply to government and independent schools. For example, if a state law requires schools to provide certain health-screening services or reduced free lunch program, Catholic schools may be required to comply with the law.

Your child's school officials are eager to provide the best possible education for students and to meet the requirements of all laws pertaining to independent schools. As stated above, however, the U.S. Constitution and its protections do not apply to the Catholic school.

You may ask, "What rights do we have in a Catholic school?" A complete listing and thorough discussion of all rights are beyond the scope of this brief writing. At the very least, however, you, as a Catholic school parent, have legal rights. Among them are the following:

- To have children receive an academically sound education in a Catholic environment
- To talk with school personnel and to have requests for meetings answered in a timely manner
- To receive fair hearings on concerns and grievances
- To have students supervised in a safe and appropriate manner
- To review records and respond
- To participate in the life of the school

**Student**

The role of the student is to be an active learner who is a member of the total Catholic school community. Students are called to grow to their potential in Catholic faith, in academic knowledge, in skill development, in interdependence and in service. Students shall abide by the rules of the school.



## **Tuition and Other Money Matters**

Tuition amounts will be determined each year. Check with the office for current rates for parishioners and non-parish members. A \$15.00 per student (\$45.00 maximum) Curriculum/Book Fee is payable at the time of pre-registration.

It is the policy of St. Mary's School that NO STUDENTS WHO IS A MEMBER OF THE PARISH WILL BE DENIED AN EDUCATION AT ST. MARY'S SCHOOL BECAUSE OF INABILITY TO PAY. St. Mary's Tuition Assistance Plan exists in order to help parents or guardians meet this obligation. Contact the Principal for further details. Complete confidentiality will be maintained.

During the year teachers may request small contributions to help pay for special projects such as Christmas gifts.

At the end of the school year fees will be assessed for the loss or damage to books or other school property. If the book is damaged beyond use, then the students will be charged the cost of replacement. The final report card will not be sent home until the fees have been paid.

## **School Hours**

School begins at 8:00 a.m. School lunch at 11:30; afternoon classes resume at 12:15. Final dismissal is at 3:30 p.m. St. Mary's School has a Closed Campus policy. No child will be dismissed without a written consent from a parent/guardian.

The Kindergarten session is from 8:00 to 3:15 on Monday through Friday.  
Pre-Kindergarten session is from 8:30 to 11:15 AM on Mondays, Wednesdays and Fridays.

## **School Closing**

In the event of inclement weather or emergency that requires the closing of school, the Principal shall make the same decision as the Public School. An announcement will be made at the earliest possible time on KTCH radio (104.9 FM, 1590 AM), Facebook notification and Remind notice.

Listen for ST. MARY'S announcement. If school starts late (i.e.: 10:00 AM) Kindergarten through 6th grade will report at 10:00 a.m. Pre-kindergarten will not report to school if a late start is called.

## **Attendance**

Prompt and regular attendance is part of a successful learning experience. Class begins at 8:00 a.m. Students arriving between 8:00-9:00 will be considered tardy.

School Hours: By state regulation, students must attend school that has scheduled 1,032 instructional hours or more. St. Mary's Catholic School is in compliance with this state regulation.

Absence: Students who complain of illness in the morning should stay home and recover. Students who leave the school premises during the school day for illness will not be allowed to return to school until the following day. If a student arrives after 9:00 they will be considered absent for half/day of school. If a student leaves before 9:00 they will be considered absent for a full day.

Homework may be sent home upon parental request. Students are required to complete missed homework, unless directed otherwise by the teacher or administration. The student will have a period of two days to make up any homework for one day of absence. If there are circumstances requiring a longer period of time to make up homework, please notify the teacher and principal.

When a child is absent, the parents are asked to call the school and notify the teacher in the morning before 8:30. If the parent/guardian fails to contact the school prior to 8:30, the school will contact the parent/guardian to find out the student's status.

A phone call or signed note by a parent/guardian explaining the student's absence is required for an excused absence and for appointment that required the student to leave school.

Excused absences may include: sickness, accidents, funerals, unavoidable doctor or dental appointments, family illness, or emergency and prior notice absences.

Students who are absent frequently may not be able to keep up with the class assignments. Please remember class time is one thing a student is not able to make up. When a student is ill more than one day, considerations may be made with the teacher to help the student after school to receive instruction in lessons and assignments that are difficult for the student.

Absences due to vacation: The teaching staff is unable to predict what they are able to cover for an extended amount of days. There are many things that can alter a teacher's lesson plans. Some examples that can alter lesson plans are weather, teacher illness, and other school activities. Students may receive the homework they missed upon their return to school. The teacher may require a period of time in which the homework is due.

Dismissal of students: If someone other than the parent/guardian will be picking up your child/children, please notify the school office. A child shall be released from the facility only to the child's custodial parent/parents or guardian or to a person, authorized in writing or verbally by the parent/parents or guardian of the child. Note: This policy also applies when a child is released due to illness or if your child is going home with another student.

## **Discipline**

The main goal of discipline is to teach right behavior and not to punish errant behavior. The goal is to teach obedience to the rules and regulations of the Christian life. The immediate aim is to maintain a healthy learning atmosphere in the school; the ultimate aim is self-control by means of which a student strives after those things which are good for and which will lead to integrity and moral excellence.

If the child is to remain after school especially to complete unfinished work or to complete homework in a class, which is regularly not finished at home, the parents will be notified by 3:15 p.m.

### **Parent Grievances**

Parents who have questions or concerns about their student's performance, behavior, or teachers' expectations are asked to contact the teacher first. If the problem cannot be resolved, then the parent, the teacher, and the principal will meet to discuss the problem.

Concerns are most effectively addressed and received when parties concerned speak from first-hand knowledge of the events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis on the concern. All parties must remember that they are there for the welfare of the child/children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's roles as an authority essential to the effective instruction of students. If the problem cannot be resolved the parent should contact the principal. The principal or parents may request the pastor be present if necessary.

\*The parent should first address the problem with the teacher.

\*If the problem is not resolved after talking with the teacher, contact the principal.

### **Parental Disagreement Regarding School Programs & Activities**

If parents are seriously dissatisfied with an aspect of the schools' program or activities which the school's governance body has deemed as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their child/children.

If serious dissatisfaction results in continued agitation on the part of the parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for the enrollment of the child/children.

## **Dress Code**

### Mass Days (Wednesdays and Holy Days):

Students will wear St. Mary's navy polo shirts. The polo shirts must be tucked in for church and throughout the school day. Students may wear solid colored navy sweater/sweatshirts over the polo shirt. Students may wear a long sleeve shirt (t-shirt type) in gray or white under the polo. Hoodies may not be worn as part of an outfit, but may be worn to school as a coat or outer garment.

### Non- Mass Days (Mondays, Tuesdays, Thursdays, Fridays):

Students can follow the same dress code for Mass days. In addition, students can wear any good condition St. Mary's t-shirt, long sleeve t-shirt, or crew neck sweatshirts that are made available for purchase. Students may also wear St. Mary's polo shirts in sapphire blue, dark gray, or yellow that are made available for purchase. Shirts will be tucked in throughout the school day. Students may wear a long sleeve shirt (t-shirt type) in gray or white under the t-shirt. Hoodies may not be worn as part of an outfit, but may be worn to school as a coat or outer garment.

### Pants on All Days:

Students can wear any pants, jeans, knit pants, skirts, capris, shorts or jean shorts that are in good condition (no holes, tears, or rips). Skirts, shorts, and jean shorts must be of modest length. Athletic short/pants will only be allowed on non-Mass days.

Zip-up sweatshirts and fleece jackets will be made available for purchase for students to wear over allowable shirts during the school day.

## **Safety Crossing**

All students crossing at 7<sup>th</sup> Street are expected to cross at the marked crosswalk with a teacher.

## **Telephone**

Students are allowed to use the telephone only in case of an emergency or to let parents know if they are staying after school. The children must have their teacher's permission to use the phone.

## **Lunch and Milk Program**

Children may bring their own lunch to school or may take part in the "Hot Lunch" option.

A "Hot Lunch" will be available Monday through Friday during the school year. Prices will be set at the beginning of each year. A menu will be sent home each month with the calendar.

Both white and chocolate milk are available for snack and lunch. Prices will be set at the beginning of each year to correspond with the Federal Milk Program. Milk will be available the first day of school. When lunch money balance is low or zero a notice will be sent home.

\* \*This institution is an equal opportunity provider. \*\*

### **Healthy School Environment/Wellness Policy**

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

#### **Nutrition Education:**

- All students will be educated in good nutrition practices as part of each classroom's science and health curriculum.
- Students will be encouraged to try a variety of foods while participating in the hot lunch program.

#### **Physical Activity:**

- Students will be given a minimum of two 15 minute recess periods each day.
- Students will be encouraged to be active in play during these activity/recess times.
- Students will participate in Physical Education classes for 20-30 minutes, three times each week.

#### **Nutrition Standards:**

- Students will be encouraged to bring healthy snacks to school.
- Parents will be encouraged to send healthy snacks to school when needed.
- There will be no pop or candy machines on the school grounds.

#### **Other School-Based Activities:**

- Drinking fountains will be available in the school building and students will be given opportunity to have water throughout the day. Water bottles are also encouraged when the weather is hot.
- Food will not be used as a reward or punishment in the school.

## **Playground**

For reasons of safety and to eliminate early morning problems on the playground, students should remain at home until 7:50 AM. A designated teacher on Morning Duty will supervise the student from 7:50 until 8:00, the start of the school day. Students are expected to go home immediately after school. They will be supervised from 3:30 until 3:45 PM. Notify the school if special arrangements need to be made.

Toys and equipment on the playground will be at the discretion of the staff.

Students are required to play in the area south of the building and the swing area because of limited supervision.

Children will play outdoors unless cold (wind Chill below 0 degrees Fahrenheit) or inclement weather conditions exist. **Children should be dressed appropriately for weather conditions.**

## **Religion**

The classroom teachers teach religion four days each week. The pastor or deacon comes to the classroom for special instructions. At the Weekly all-school Mass, Father's homily is geared to the children's understanding.

## **Mass and Prayer Services**

One day per week will be set at the beginning of each school year for an all-school mass.

Special prayer services for the entire student body will be held during the liturgical season of the year.

## **Special Charitable Activities**

The children are encouraged to participate in several charitable activities including the Wayne Community Food Pantry and Mission Awareness to help them learn the importance of service. Jesus said, "Whatever you do to the least of my brothers you do for me."

## **Special Classes**

Physical education is taught three days a week and classes are grouped by grade level. Music is taught twice a week by a part time Music Teacher.

Library- all students are permitted to check out books and spend time reading or working on reports.

Individual teachers make rules for library use in their classroom. However, if a book is overdue for three weeks, a \$.05 per day fine will be assessed until the book is returned. If a book is lost, replacement cost will be assessed to the family.

### **Testing**

Terra Nova Achievement Tests are administered to grades 3 through 6 in the fall. The results will be kept in the student's permanent files.

The classroom teacher and/or Principal may request further individual testing by the Educational Service Unit with the written permission of the parents.

### **Field Trips**

Field Trips will meet educational objectives. The field trips are a privilege, not a right. Permission and Health/Medical Release forms must be signed by the parents/guardians. No oral or other notes will be accepted for permission for the child to attend the field trip. The permission slip must be signed and returned or the student will not be able to attend the event.

Parents will be informed of dates, times, costs, and places of all trips in advance. When students are traveling in cars, the number of passengers in a vehicle will not exceed the number of seat belts available. Students are required to wear seat belts. Parents must be certified in the Safe Driving program through Catholic Mutual. Parents driving must give a copy of insurance and drivers license and must follow the instructions of the teacher in charge of the field trip.

### **Special Programs and Parties**

At Halloween students have a party.

All Saints Day will be celebrated.

After a special Thanksgiving Mass, we enjoy a turkey lunch.

The Christmas Program is a major all-school program. It is held approximately one week prior to Christmas. All the children participate.

Valentine's Day is celebrated with an exchange of cards.

In May, a Spring Program and Field Day and/or Picnic round out the school year.

Birthdays may be celebrated for a brief period of time during the day. Treats from home are optional. Individual teacher may have a classroom procedure about the distribution of treats and

eating in the classroom. Those whose birthday occurs during the summer months may choose a day within the school year.

Invitations to parties held at home are NOT to be distributed at school.

### **Grading System**

The KINDERGARTEN students are evaluated: + =

Mastery at Grade level / = Needs Practice

I = Improvement Shown

Left Blank = NOT EVALUATED AT THIS TIME

All students are evaluated with S= Satisfactory; E= Excellent; I= Improvement Shown; N= Needs to Improve in religion, (some written work in religion may be evaluated with a letter or percent grade), Art, Music, Penmanship/Handwriting, Social Studies, PE, and in the skills listed under each core curriculum subject. If a category is LEFT BLANK, the skill is NOT being evaluated during the Quarter.

We will use a letter and/or percent grade on the report cards. A = 100-94; B = 93-87; C = 86-78; D = 77-70; F = Below 70 in all written work in academic areas. Teachers may use plus or minus signs.

### **Parent/Teacher Conferences**

Scheduled conferences are held within one week after the first quarter. Parents are expected to attend and every effort is made to schedule a suitable time period.

Other conferences during the year may be arranged at the request of the classroom teacher, parent, or principal.

### **Suspension Policy**

DEFINITION: Suspension is the temporary exclusion of a student from school and school activities.

St. Mary's personnel strive to resolve disciplinary problems in a Christian manner with parents 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/guardian is notified. The conditions or circumstances which may lead to these disciplinary actions include by are not limited to the following:

1. Violations of the philosophy and/or policies of St. Mary's Catholic School.

2. Serious disruption of a class or school situation.
3. Use of abusive, rude, disrespectful, or inappropriate language and/or response in an insubordinate manner to teachers, teacher assistants, parent volunteers, and other authorized adults on the property.
4. Physical harming or harassing another person (adult or child) on the premises.
5. Possessing any dangerous and/or illegal substance or object.

**The following procedures will be followed for suspension:**

1. The decision to suspend a student rests with the Principal.
2. The student will be removed from the situation and taken to the office.
3. The Principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of the misbehavior.
4. If suspension is necessary, prior to the suspension, the parents or guardians will be called for a conference with the Principal. Students and parents or guardian will be -notified of the reasons for the suspension, the length of the suspension and the conditions for returning to the classroom
5. Failing grades will be given to classroom work during the suspension. Work may be required to be completed without credit.

**Expulsion Policy**

DEFINITION: Expulsion is the permanent exclusion of a student from school and school activities.

St. Mary's School will use expulsion only when all other options fail and the situation is a hindrance either to the student's own welfare or the welfare and progress of the school community. Disregard for the philosophy, policies, rules, and regulations of the school will also be grounds for expulsion.

**The following procedures will be followed for expulsion:**

1. The student will be removed from the situation and taken to the office.
2. The Principal will investigate by discussing the circumstances and the situation with the person(s) making the complaint of misbehavior and the student accused of misbehavior. The Pastor and the Board of Education will be informed.
3. Parents or guardians will be involved in all proceedings leading to the expulsion.
4. The decision to expel a student rests with the Principal and the Pastor.
5. Upon expulsion the student's parents or guardians must be notified in writing of the measure being taken, the reason for the expulsion, and their right to a hearing before the Board of Education.
6. The expulsion may be reconsidered by the Principal, Pastor, and the Board of Education

- upon written request from the parent or guardian for a special hearing.
7. The Principal will notify the Public School authorities.

### **Non-Custodial Parent Policy**

Unless a legally binding instrument or court order restricts such rights, the non-custodial parent is entitled to exercise all parental rights regarding student records; may obtain information from their child's records on a regular basis; may receive general notices; may attend regularly scheduled teachers conferences or have separate conferences scheduled.

### **Offensive Conduct or Harassment**

Students offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment and will be documented. Offensive conduct or harassment may result in suspension or expulsion.

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

- explicit and offensive sexual references or gestures;
- name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability;
- language of any kind, including graffiti, epithets, vulgar, or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

### **Cooperation with Law Enforcement and other Governmental Agents Requesting Access to Students**

#### I. Notification of Police Intention to Request Access

1. Police Department procedures indicate that schools will be notified, prior to arrival of police in their building, of the intention of the police to visit the school and to request access to a student.
2. Upon notification that police officers are coming to the school to talk with a student, the Principal needs to ascertain the purpose of the police visit

#### II. Conditions Relative to Granting Access to Students

1. Those requesting access to students have presented the Principal with appropriate identification.
2. If police officers possess a warrant for the student(s), the Principal must grant access to the student(s) regardless of parental wishes.

3. If police officers wish access to a student for investigative purposes related to suspected child abuse or child neglect, the Principal must grant access to the student without custodial parents or legal guardian permission.
4. For all other request for access to students, the Principal will contact custodial parents or legal guardians to inform them of the police request for access to their children. In situations where parents or guardian cannot be contacted, access to the student ordinarily will not be granted.

**N.B. Section 28-711 of the Nebraska Revised Statutes, 1996- Requires school employees who have reasonable cause to believe that a child has been subjected to abuse or neglect to report such incident to cause a report to be made to the proper law enforcement agency or to the Department of Health and Human Services on the toll-free number, 1-800-652-1999, or child Protective Services in Omaha at 595-3330.**

### III. Presence of Adults during Police Interviews with students.

1. In case where police officers may be granted access to students, only in accord with expressed wishes of custodial parents or legal guardians, the parents or legal guardians designated who will be present with the students for the interviews with the police officers.
2. In cases where parents or guardians cannot be contacted, if circumstances dictate that access should be granted, the Principal or his/her designated representative will be present with the student during interviews with the police officers.

### IV. Other Governmental Agency Requests to Access Students.

Guidelines regarding the access of police officers to students apply, as appropriate, to other governmental agency representatives requesting access to students.

## **Drug Abuse Policy**

St. Mary's Catholic School is concerned for the spiritual, mental, emotional, social, and physical development of each student. We consider the misuse of chemical substances by students and/or their families to be a serious condition.

St. Mary's will provide annual drug awareness education appropriate to the various grade levels and/or in response to specific needs in the community.

Student possession of controlled substances, including alcohol, and tobacco, is prohibited on St. Mary's property and at school functions, if possession or use occurs:

- Parents will be contacted.

- First Aid will be provided if needed.
- School personnel, student, and parents will meet. Parents may be required to provide professional counseling. Other disciplinary action including suspension or expulsion could occur.
- Authorities may be called.

### **Special Services**

St. Mary's Catholic School works in cooperation with Wayne Community Schools. Any individual student needs will be documented and discussed with a School Assistance Team. If needed and specified on an Individual Educational Plan services are provided by Wayne Community Schools for Special Education, Speech/Language, Occupational Therapy, and Physical Therapy.

St. Mary's School contracts with Catholic Charities of Norfolk to provide consultation services with teachers, administrator and/or parents to provide expertise for need or referral services for individual students.

### **Homework**

Children are given homework to promote independence and self-discipline. This can be enhanced by parental support. Work brought home should be viewed as a time to share knowledge and experiences between parent and child. If your child seems to have an excessive amount of homework each evening, contact his/her teacher. It may be at times that the student is not using study time in school wisely.

It is understood that all students do not work at the same pace; some will have to use more time at home to complete assignments.

If homework is left at school after hours, the classroom teacher needs to be consulted about make up work or getting the work from school.

### **Report Cards**

Report cards, which explain a student's progress, are completed each nine weeks. Students will receive a copy of the report card and the original will remain at school.

### **Instructional Time**

In compliance with the Nebraska Department of Education regulations, St. Mary's Catholic School will have a minimum of 1032 hours of instruction for full time students and a minimum of 400 hours for half-time kindergarten students. The school day will include religious instruction and religious activities, which are considered essential to our philosophy and recess which is considered important to the development of the elementary school child.

The school calendar will be designed each year to reflect this compliance while specifying the number of teacher inservice days, and parent/teacher conference days.

## **Technology Use Policy**

Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the education and religious objectives of the school.

The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the administration, and his or her decision is final.

Use of technology, for education or social reasons, must be consistent with the educational and religious objectives of the school.

Some examples of unacceptable uses of the Internet or technology are:

- Using technology for an illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted;
- Invading the privacy of individuals;
- Using another user's password or account;
- Using pseudonyms or anonymous sign-ons;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school;
- Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites (including, but not limited to, Facebook, Twitter, and My Space) or Electronic Communication Devices (ECD's) such as cellular telephones, notebooks, ipads, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the education process promoted by the school. Abusive communication includes, for example, posting or dissemination of written materials, graphics, photographs or other representation which communicates, depicts, promotes, or encourages:
  - Use of illegal or controlled substances, including alcoholic beverages;
  - Violence or threats of violence, intimidation, or injury to the property or person of another;
  - Use of degrading language to describe or refer to another student faculty member, or school official; or
  - Lewd, offensive, sexually suggestive or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in email communications or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
- Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
- Use of a photograph, image or likeness of one's self or any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the administration;
- Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, students, parent or parishioner, is prohibited, except with the express permission of the administration.
- Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer
- The school reserves the right to monitor employee and student use of school computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or email.



Note: Since the Parent-Student Handbook contains much of the essential information about St. Mary's Catholic School, it is important that each student and parent/guardian read it in order to better understand the school. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian, and Catholic nature of the school. **Please sign the Handbook Form and the Computer Room/Internet Agreement/Picture Release Form and return them to school.** By signing these forms you intend to abide by the philosophy and rules of St. Mary's Catholic School.

STUDENT ACKNOWLEDGEMENT OF TECHNOLOGY USE POLICY

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I have received, understand, and will abide by the Technology Use Policy.

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

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

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

The following must also be signed by a Parent/Guardian if the student is under the age of 19.

*I have read the Technology Use Policy and this Authorization for Internet access and understand agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the school prohibits the access of inappropriate materials, but that it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Use Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

St. Mary's Catholic School  
Wayne, Nebraska  
2016~2017

Since the Parent/Student Handbook contains much of the essential information about St. Mary's Catholic School, it is important that each student and each parent/guardian read it in order to better understand the school and its operation. It is expected that each student and parent/guardian will make a sincere effort to comply with the religious, Christian, and Catholic nature of the school.

This page must be signed by the parents/guardians and student(s) to ensure that all have read the material and intend to abide by the philosophy and rules set forth in the Handbook. These signatures will be kept on file in the school office.

Please sign and return to school

Parent/Guardian\_\_\_\_\_

Student\_\_\_\_\_

Student\_\_\_\_\_

Student\_\_\_\_\_

Student\_\_\_\_\_

Date\_\_\_\_\_

