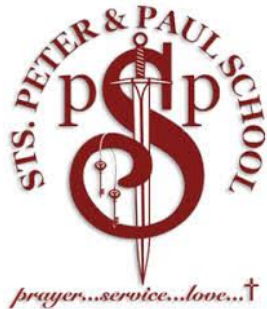


# Omaha Catholic School Consortium

## Sts. Peter and Paul Catholic School Family Handbook



“The Omaha Catholic School Consortium challenges all students to be disciples of Jesus Christ by empowering them to reach their fullest potential through quality academic, spiritual, and social experiences.”

Principal: Mary Jenkins  
Sts. Peter and Paul School  
3619 “X” Street  
Omaha, NE 68107  
402-731-4713

Revised as of 7/28/2024

## **Table of Contents**

I.	Introduction	Page	2
	Healthy School Environment/Wellness	Pages	3-4
II.	Administration, Grievance Procedure	Page	4
	Grievance Procedure	Page	5
III.	Faculty and Staff Information	Pages	5-6
IV.	Admission Policies and Guidelines	Page	6
	New Students	Page	7
	Withdrawal Procedures	Page	8
	Parents' Role	Page	9
	Noncustodial Parents	Page	9
V.	School Information	Page	12
	Fees and Calendar	Pages	12-13
	School Hours, Extended Care, Lunch	Pages	13-14
	Early Dismissal, School Closing	Page	15
	Attendance Procedures	Pages	15-17
VI	Curriculum	Page	17
	Mass and Religious Practices	Pages	17-18
	Core Curriculum and Specials	Pages	18-20
VII	Policies and Regulations	Page	20
	Grading System and Homework	Pages	20-21
	Progress Reports, Honor Roll, Graduation	Pages	21-23
	Uniforms and Dress Code	Pages	23-26
	Safety to/from School	Pages	26-28
VIII	Student Items	Page	28
	Supplies, Equipment, and Books	Page	28
	Cellphones and Technology Items	Pages	28-29
	Computers and the Internet	Pages	30-32
	Playground Rules	Page	33
IX	Discipline	Page	33
	Merit Card System	Page	34
	Administrative Intervention	Pages	34-36
	Suspension/Expulsion Policy	Pages	36-37
	Inappropriate Student Conduct	Pages	37-40
X	School Office Information	Page	40
XI	Health and Medication	Page	41
	Asthma, Health Screening	Pages	41-42
	Immunization Policies	Pages	42-43
	Medication Policy	Pages	43-44
	Sick Children	Page	44-45
XII	Safety	Pages	45-47
XIII	Forms Availability	Page	47
XIV	Handbook Agreement Form	Page	48
XV	Student Social Media Contract	Page	49

## **I. INTRODUCTION**

The 2013-2014 school year found Sts. Peter and Paul joining St. Bernadette, Our Lady of Lourdes, Holy Cross, and St. Thomas More as part of the Omaha Catholic School's Consortium; during the 2018-2019 school year the Dual Language Academy was founded, becoming the sixth school in the Consortium.

## **PURPOSE OF HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. The principal/executive director reserves the right to amend the handbook for just cause. The Omaha Catholic School's Consortium (OCSC) reserves the right to add, modify, or abolish any of the handbook provisions when necessary. Parents/guardians and students will be informed of any changes. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook.

Sts. Peter and Paul and the Omaha Catholic School Consortium strictly adhere and abide by all Archdiocese of Omaha School policies. Those policies are available in the office or by request.

## **MISSION STATEMENT**

The mission of the Omaha Catholic School Consortium is to challenge all students to be disciples of Jesus Christ by empowering them to reach their fullest potential through quality academic, spiritual, and social experiences.

## **GUIDING BELIEFS**

**The Omaha Catholic School Consortium will....**

1. provide an excellent community of faith and learning.
2. nurture students who will develop a personal relationship with God by witnessing their faith through participation in the sacraments, community worship, and service to others.
3. develop students of character and self-discipline who model personal and social responsibility and who display a concern for others.
4. empower our students to be critical thinkers who are fully prepared to use technology in an ethical way to further their learning.
5. provide a safe and nurturing educational environment guided by collaborative, professional administrative practices.

## **OMAHA CATHOLIC SCHOOLS CONSORTIUM HEALTHY SCHOOL ENVIRONMENT/WELLNESS POLICY—approved May, 2015**

The Archdiocese of Omaha 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 and community to maintain an environment that enhances maximum student potential.

**Nutrition Education:** The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-12 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

**Physical Activity:** The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success, and general personal well-being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health, and fitness education are incorporated throughout a students' K-12 educational program.

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

**Other School-Based Activities:** Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically active.

Wellness Committee retains a full record of meeting minutes and the complete Wellness Policy specific to Sts. Peter and Paul.

## **ROLES AND RESPONSIBILITIES**

The executive director for the OCSC has the ultimate authority for all educational operations in Sts. Peter and Paul School. He delegates the administrative responsibilities for daily operation of the school to the principal.

These responsibilities include, but are not limited to, operation of the school program and plant, management of staff members (employment, supervision, professional development, student enrollment, and evaluation), establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership.

## **II. ADMINISTRATION**

### **THE PRINCIPAL**

The principal, under the direction of the executive director, is the chief administrative and supervisory office of the school.

### **THE PASTOR**

The Pastor of the parish acts as the official delegate of the Archbishop in the "teaching mission" of the Roman Catholic Church, serving as the officially designated spiritual leader of Sts. Peter and Paul School.

### **The EXECUTIVE DIRECTOR**

Under the direction of the superintendent of schools, the executive director supervises all internal and external activities of the consortium, as well as the principals of the five schools.

The executive director delegates all the administrative responsibilities of the school to the principal. These responsibilities include, but are not limited to: the operation of the school program and premises, management of the staff members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership.

### **SUPERINTENDENT/CATHOLIC SCHOOLS OFFICE**

The Archdiocesan Catholic Schools accept the authority of the superintendent as delegated by the Archbishop. Sts. Peter and Paul Catholic School will work in cooperation with the Catholic School's Office.

### **Interim 2022-23 BOARD OF DIRECTORS\***

#### **Members:**

Mrs. Vickie Kauffold Superintendent of Schools

Fr. William Bond

Tammy Blossom, Chair of the Board

Mrs. Paula Kehm

Mrs. Jesse Sullivan

Fr. John Pietramale

Mr. John Wilhelm

Mr. Jay Vankat

### **GRIEVANCE PROCEDURES**

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns should be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the principal.

3. Should the principal, upon hearing the concerns of the parent/guardian, feel it is needed, a meeting might be scheduled with the teacher.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Director of Education should be contacted.
5. If the parent/guardian still feels the problem/concern has not been resolved, the Executive Director should be contacted.

### **III. STS PETER AND PAUL FACULTY AND STAFF**

#### **CONTACT NUMBERS**

School Office: 402-731-4713  
 Fax: 402-731-2633  
 Parish Offices: 402-731-4578  
 OSCS Offices: 402-590-2810

#### **OMAHA CATHOLIC SCHOOL CONSORTIUM STAFF**

Shannan Brommer	Executive Director
Andrew Bauer	Director of Education
Casey Wildman	Asst. Director of Education
Ann Rasmussen	Asst. Director of Education
Mike Goetz	Director of Finance & Operations
Ben Conneally	Business Manager
Olga Casillas	Human Resources Director
Anne McGill	Recruitment & Enrollment Mgr.
Paulina Correa Macias	Tuition Manager

OSCS Offices are housed on the 2<sup>nd</sup> floor of the Omaha Catholic School Dual Language Academy located at 4501 S. 41<sup>st</sup> St., Omaha, NE 68107

#### **SCHOOL STAFF**

##### **Administration**

Mrs. Mary Jenkins	Principal
Mrs. Estela Rangel	Administrative Assistant
Mrs. Paulina Macias	Administrative Assistant

##### **Faculty**

Mrs. Melissa Gonzalez	Pre-Kindergarten
Mrs. Heidi Goodwin	Kindergarten
Mrs. Jennifer Harmon	Grade 1
Mrs. Elizabeth Duffy	Grade 2
Mrs. Amy Sellon-Goldsberry	Grade 3
Mr. Mike Bezousek	Grade 4
Mr. Garrett Mercado	Grade 5

Mrs. Donna Zigler  
Ms. Justine Goodwin  
Mr. Thomas Prados  
Dr. Roseanne Williby  
Mrs. Christina Riggs

Ms. Aura Salgado  
Mrs. Alex Hollister

Mrs. Connie Martin  
Mr. Kyle Pardun  
Mrs. Lynda Loontjer  
Mrs. Ali Dibelka

Mrs. Stacey Weinrich  
Mrs. Brianna Zoucha

Mrs. Suzanne Tooley  
Mrs. Tami Arkfeld  
Mrs. Lisa Daly

Mrs. Maria Hernandez  
Mrs. Maria Vazquez  
Mrs. Rosa Ruiz  
Ms. Mary Heaton

**Support Staff**

Mrs. Rosa Ruiz  
Mrs. Mayra Garcia  
Mrs. Beatriz (Adriana) Perez Ibarra  
Mrs. Maria Silva  
Mrs. Gaviola Varela

**Custodial Staff**

Mr. Raul Gonzalez  
Ms. Margarita Baro

**Parish Staff**

Fr. William Bond  
Mr. Sid Smith  
Mrs. Leann Stoltenberg

Middle School Math  
Middle School S.S.  
Middle School Religion  
Middle School Science  
Middle School  
Reading/Language Arts  
Resource (1 - 4)  
Resource (5 - 8)

Music  
P.E.  
Spanish  
Media Center/Library

Title 1  
Title 1

Special Education  
Special Education  
Speech Language  
Pathologist

Pre-Kindergarten Para  
Kindergarten Para  
1<sup>st</sup> Grade Para  
Intermediary/M.S. Para

Extended Care  
Cafeteria Manager  
Cafeteria Asst.  
Cafeteria Asst.  
Cafeteria Asst.

Maintenance  
Custodial

Pastor  
Religious Education  
Music Director

## **IV. ADMISSIONS**

### **ADMISSION POLICY**

1. Sts. Peter and Paul School admits students of any race, color, and national or ethnic origin. Preference is given to members of the Catholic Church, but other denominations are welcome. A condition of enrollment is that all students agree to abide by the educational policies and regulations of the school, the entire staff, administration and the Archdiocese.
2. Parents are expected to be involved in the education of their children, participating in school activities and volunteer opportunities.
3. Sts. Peter and Paul School tracks parent involvement/stewardship. All families are required to participate in the Home & School fundraiser each fall. Families who do not meet this obligation before the end of the school year may face a charges applied to their tuition account.

### **ADMISSION GUIDELINES**

The principal will make the decision concerning a child's acceptance and placement into the school. The following criteria will be used in descending order in the event of a waiting list:

1. The family has current students attending Sts. Peter and Paul School.
2. The family has siblings of accepted, new students.
3. The family is a registered and active member of Sts. Peter and Paul Parish (length of registration may be a factor).
4. The family is a registered and active member of another consortium parish.
5. The family is Catholic, non-parishioner; date of school application and availability of parish school will be considered;
6. The family has students planning to attend the school K-8th grade program (this applies only to preschool and prekindergarten programs).
7. The family is non-Catholic; date of school application will be taken into account.

All parents/guardians and students are to meet with the principal at school as part of the enrollment process; exceptions to this are at the principal's discretion.

### **ADMISSION AGE REQUIREMENTS**

Sts. Peter and Paul School complies with Nebraska state age requirements for kindergarten and grade one students. Children entering **pre-kindergarten** ordinarily must be **four years old** on or before July 31st. Children entering **kindergarten** must be **five years old** on or before July 31st. All students

entering prekindergarten and kindergarten must be able to use the bathroom independently (i.e. fully potty trained).

### **PRE-KINDERGARTEN INFORMATION AND REQUIREMENTS**

Sts. Peter and Paul offers a 5 day prekindergarten program to the families of the community. Please see the tuition scale for preschool tuition and fees.

To be eligible for the 4/5-year-old class, the child must be 4 on or before July 31<sup>st</sup> prior to enrollment. Any exception will be at the discretion of the principal, but in these cases, it will result in a mandatory 2<sup>nd</sup> year of prekindergarten to ensure school-age requirements for Kindergarten.

### **NEW STUDENT ADMISSIONS**

For the admission of a kindergarten student or a transfer student, the parent/guardian must follow these guidelines as stated by Archdiocese of Omaha policy:

#### **1. SCHOOL PHYSICAL AND VISION EXAMS**

Nebraska school law requires all students entering the kindergarten, seventh grade, or transferring from an out-of-state school have a physical examination by a physician, physician assistant, or advanced practice registered nurse within six (6) months prior to school entrance. A dental examination is recommended at this time. State law also requires students entering the kindergarten or transferring from an out-of-state school provide proof of a visual evaluation within six (6) months prior to school entrance. The visual evaluation is to be performed by a physician, physician assistant, advanced practice registered nurse, or optometrist and shall include testing for amblyopia (lazy eye), strabismus (cross eye), internal and external eye health, and visual acuity.

Exception to the physical examination or visual evaluation requirement may be made if the parent/guardian submits a written statement refusing a physical examination or visual evaluation.

#### **2. BIRTH CERTIFICATE**

Sts. Peter and Paul School complies with Nebraska state law requiring that a birth certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office to be copied.

#### **3. HEALTH RECORD**

Archdiocesan policy requires that a health record must be on file with the school office. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended.

#### **4. IMMUNIZATION RECORD**

Archdiocesan policy requires that an immunization record must accompany the health record.

#### **5. SACRAMENTAL RECORDS**

A baptismal certificate is required regardless of religious preference.

#### **6. CUMULATIVE RECORDS**

For students transferring into Sts. Peter and Paul School, a copy of records from the previous school attended is required.

#### **WITHDRAWAL**

Should it become necessary for a student to leave Sts. Peter and Paul School for a reason such as moving or transferring to another school, the parent/guardian must give the principal at least 24 hour notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and the tuition account must be current for Sts. Peter and Paul to release any records. If a student is withdrawn after school begins for the fall, the parent will be responsible for the entire quarter of tuition that the student attended. Records cannot follow a student without the completion of a transcript request form from the child's next school. All dues, fees and tuition must be paid in order for transcripts to be sent.

#### **PARENT'S ROLE IN EDUCATION**

Children need ongoing support from both the home and the school in order to develop his/her moral, intellectual, social, cultural and physical gifts. Therefore, parent involvement and cooperation with school staff are essential.

As partners in the educational process at Sts. Peter and Paul Catholic School, parents are expected:

1. To set rules, times, and limits so that the child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes class assignments on time
  - Has lunch money or sack lunch everyday
2. To actively participate in school activities such as Home & School, parent/teacher conferences, etc.
3. To notify the school with a written note/email when the student has been absent or is tardy.
4. To notify the school office of any changes of address or important phone numbers.
5. To meet all financial obligations to the school.
6. To inform the school of a special situation regarding the student's well-being, safety and health.
7. To complete and return to school any requested information promptly.
8. To read school notes and newsletters and to show interest in the student's total education.
9. To support the Home & School Association fundraising, the Church festival, and the Annual Development Dinner to help meet the essential building needs of the school.

10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy, uniform policy, and all procedures in this handbook.
12. Parents/guardians are encouraged to provide input in a courteous and respectful manner and are expected to treat staff, teachers and administration in the same way. If a parent/guardian's behavior is disrespectful, rude or disruptive to the educational program, or damages the reputation of Sts. Peter and Paul, the school administration will decide whether the child(ren) will be allowed to continue education at Sts. Peter and Paul School.

### **NONCUSTODIAL PARENT/GUARDIAN**

Sts. Peter and Paul's policy on the rights to school information by a parent/guardian who do not have custody of their children is as follows:

1. Court Orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the principal by either or both parent/guardians.
2. Records: Noncustodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so. The school will notify the noncustodial parent of such a request.
3. Conferences and information: Noncustodial parent/guardian may attend regular parent/guardian/teacher conferences or arrange special parent/guardian/teacher conferences unless he/she has been restricted from doing so by court order.
4. Other contacts: The school will not release a child to the noncustodial parent/guardian unless asked to do so in writing by the custodial parent/guardian. If custody has not been decided, the student may leave with either parent/guardian, unless a court order to the contrary has been provided. A noncustodial parent/guardian may visit the student's classes unless restricted by a court order.
5. Joint Custody Information: If parents/guardians have joint custody, each parent/guardian will have the same rights unless restricted by court order. The school may require a copy of the legal documentation of who is the custodial parent/guardian and may also require identification from the noncustodial parent/guardian.

### **REQUIRED PARENT MEETINGS**

#### **Back-to-School Night**

In early August each year, parents/guardians come to open their lunch accounts, register for Extended Care, sign-up for membership and volunteer projects with Home & School, and shop for used uniforms in the parish auditorium/gym. **At least one parent from each family is expected to attend.**

#### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences. Conferences are

scheduled in advance for students in grades K – 5. Grades 6 – 8 conferences are not scheduled, as parents are encouraged to come during the designated times to the gym where they can visit with the 6<sup>th</sup> - 8<sup>th</sup> grade teachers. If it is not possible to attend the scheduled date, parents are encouraged to make alternative conference arrangements. Parent or teacher-initiated conferences may take place at other times throughout the year.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is the organization that maintains good communication between the home and school, provides a vehicle through which parents/guardians can provide service to the school, offers a mechanism for parent/guardian education, organizes fundraising activities, and serves as a structure for political action. Meetings will be published on calendar and/or through additional notification.

Membership is open to all parents/guardians of school children to attend; all families required to support Home & School fundraiser. All funds collected will be used to support the students, the school, and the parish.

### **Administration of the Program**

Members of the Principal's Advisory Committee will oversee the administration of this program. This will include communicating with the school office regarding:

- \*Promoting the program to new and current families
- \*tracking of hours
- \*encouraging and reminding parents to participate
- \*development and maintenance of list of activities for parents.

Families not meeting the required hours will be charged at the rate of \$4 per hour. Any outstanding hours will be billed in July and must be collected prior to registering for the new school year. Families with 8<sup>th</sup> grade graduates will be billed prior to graduation.

### **VOLUNTEERING**

In today's world, with budget constraints and working parents, the volunteer is becoming an ever-increasing important commodity. Involvement in the Home and School Association will have a positive impact on our children. If interested in volunteering, please contact school personnel.

In signing up as a volunteer of Sts. Peter and Paul School you agree to the following:

- Participation in the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference carried out by the Archdiocese of Omaha.
- Acting as a volunteer and not a school employee.

Activities will be at your own expense.  
Refraining from using the position to secure special privilege or benefit.  
Not disclosing confidential information regarding students or staff.  
Not representing the school on matters of policy, procedures, programs, or personnel.  
Referring parents with questions to the principal or other school personnel.  
Representing the school in a positive manner.  
Agreeing to refer all media contacts to the principal.  
Agreeing to, and maintaining, your established schedule.  
Being polite, and courteous, to students, staff, and visitors.  
Learning and respecting the rules of the school.  
Treating others with respect regardless of gender, place of origin, color, religion, political belief, or economic status.  
Respecting the privacy of others.

### **STS. PETER AND PAUL ATHLETIC CLUB**

The Sts. Peter and Paul Parish Athletic Club is a volunteer parent organization whose mission is to provide athletic opportunities for all students to develop sportsmanship and encourage growth of physical, mental, social and spiritual qualities.

#### **Responsibilities**

- \*Organize basketball, baseball, softball, and volleyball programs
- \*Recruit qualified coaches for teams
- \*Coordinate fund-raising events to maintain quality facilities and equipment

## **V SCHOOL INFORMATION AND POLICIES**

### **TUITION/BOOK FEES/REGISTRATION FEES**

#### **Registration Fees**

All families are required to pay a \$150 **nonrefundable** registration fee per child each year; families enrolling multiple children must pay for one child at registration, and the additional registration fees will be incorporated into their tuition account. This fee is expected even if students enroll during the school year. It will secure a position in Sts. Peter and Paul Catholic School.

#### **Tuition/Student Fees**

Tuition/Student Fees will be reviewed and established annually by the OCSC Board of Directors. Parent/guardians will be advised of the tuition and book fees in the spring prior to the opening of the school in the fall. Tuition is to be paid either annually, or using one of the payment options available in the Invoice Tuition Payment Agreement.

#### **Children's Scholarship Fund Assistance and Latino Catholic Scholarship Fund Assistance:**

Application forms for both of these assistance programs will be sent to families in the spring of the current school year for the next school year. These forms can be found in the Saints Peter and Paul school office or on the school's website. All forms must be completed and turned in by the deadline dates on the forms. CSF will not consider late applications. Please call the school office with any questions or concerns.

### **SCHOOL CALENDAR**

The school administrator with the cooperation of the executive board and staff develops an annual calendar which:

1. Provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
2. Fulfills the minimum state and applicable accrediting agency requirements;
3. Gives priority to the number of instructional days and length of each school day;
4. The school calendar can be found on the school's website, is available upon request from the office, and is subject to change.

### **SCHOOL HOURS**

Sts. Peter and Paul Catholic School is in session from 8:00 a.m. until 3:00 p.m. Monday through Friday. The first bell rings at 7:50 a.m. Students are to be in the gymnasium by 7:50 a.m., the tardy bell sounds at 8:00 a.m., and the dismissal bell rings at 3:00 p.m. (Note: Prekindergarten dismissal is at 2:45pm).

Families should time their arrival so that students do not arrive before 7:30 a.m. The school staff is involved in morning preparations for the day or in meetings so members cannot assume responsibility for the supervision and safety of students arriving before indicated times. If a student needs to arrive before 7:30 a.m. or cannot be picked up until after 3:15 p.m., the family must register the child for the Extended Care Program.

### **EXTENDED CARE**

The Extended Care coordinator and staff offer supervision before and after school for students in prekindergarten through eighth grade. This is a pre-pay program that requires registration, rather than drop-in service. Registration materials including information about costs may be obtained from the school office. Care is available before school from 6:30 a.m. - 7:50 a.m. and after school from 3:15 - 5:30 p.m. (2:45pm for PK). Charges for morning extended care session (6:30am-7:30am) is \$10/week (\$2.50/day); charges for afternoon extended care is \$25/week (\$5/day). **Families utilizing extended care will be charged for the whole morning and afternoon session regardless of time utilized** (i.e. students who arrive prior to 7:30 a.m. will be charged \$2.50/day and students not picked up by 3:15 p.m. will be charged \$5/day. Students picked up after 5:30 p.m. will be charged double for the afternoon session and may risk no longer being able to utilize the extended care program. Principal reserves the right to revoke extended care privileges and adjust rates/charges.

Since this care goes beyond the educational mission of the parish and is offered as an additional service, the parish cannot subsidize this program. It will be offered as long as it is economically viable.

The Extended Care Program will remain open until 5:30 p.m. on days when the students are scheduled to be dismissed at the regular dismissal time; there is no extended care on early dismissal days. If there is an early dismissal of Sts. Peter and Paul Catholic School due to severe winter weather, the Extended Care will also close; please make plans accordingly. The disciplinary policy of Sts. Peter and Paul Catholic School applies to the Extended Care Program.

### **HOT LUNCH PROGRAM**

The hot lunch program is an on-site operation, which means that the meals are prepared in the school kitchen daily.

Students are not permitted to eat at local restaurants on their own or to order food for delivery. **Fast food delivery by parents is not allowed.** Students may not bring pop/soda to drink with their lunch. Students cannot share food with other students.

When a late arrival (tardy) is planned please contact the school office before 8:25 a.m. at 402-731-4713. An answering machine is connected outside office hours to make calling more convenient for parents/guardians. If it is necessary to leave a message, please give the following information: Your name, student's name, homeroom teacher's name, reason for tardy, expected time of arrival, and whether or not your child(ren) will order lunch for that day.

Each morning the lunch count is placed by 9:00 a.m. If a student is tardy, arrives past 9:00 a.m., and has not made arrangements to order lunch for that day, they must bring a cold lunch from home.

Since the school participates in the federal government subsidy program, free and reduced prices for lunches are available to children whose families meet the income guidelines. Applications are given to all families at multiple times: application will be included in registration packet, will be sent out to families with the summer informational packet, and printed copies will be distributed at Back to School night. Additionally, printed copies are available at any time in the school office; printed copies are located on the table to the right upon entering the school office. All information is confidential and much care is taken to ensure that students receiving aid are not made to feel or appear different from any other lunch purchaser. Any family that qualifies for this assistance is encouraged to apply even if they do not wish to participate, and this information is needed to determine school eligibility for other school-related services. **For the 2024-2025 school year, we ask that ALL parents fill out an application, but all school meals are provided free of charge under the Community Eligibility**

## **Provision (C.E.P.).**

In accordance with Federal law and US Department of Agriculture policy, Sts. Peter and Paul School is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by one of the following:

Mail: USDA, Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington, DC, 20250-9410

Fax: (202) 690-7442 or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **EARLY DISMISSAL OR SCHOOL CLOSING**

If school closes during the day, the school will follow the instructions on the child's emergency card. For that reason, parents must notify the school of any changes of address, phone numbers, and/or emergency contact persons.

Those students enrolled in the after-school Extended Care Program will report to that facility until someone arrives to pick them up. The Extended Care Program will remain open until 5:30 p.m. on days when the students are scheduled to be

dismissed at noon and on early dismissal days.

If there is an early dismissal of Sts. Peter and Paul Catholic School due to severe winter weather, the Extended Care will also close, so families should make plans accordingly.

### **SNOW DAYS**

In the event of bad weather, please watch local media news stations for closing of school (i.e. Omaha Catholic – Closed) late start or early dismissal. Primary notification will be through the school notification system, Remind. If school is closed or dismissed early due to inclement weather, all events or activities after school will be canceled or postponed to a later date.

In case of early dismissal, students will be sent home their usual way--walking, carpool, etc., unless the school is notified otherwise. Sts. Peter and Paul School will follow the recommendations of the Catholic School Office regarding announcements made concerning dismissal because of weather. In the event of bad weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian to take their child home.

### **HEAT DAY DISMISSAL POLICY**

If, for some reason, the air conditioners are not working, and the temperature is predicted to be 90 degrees or higher, Sts. Peter and Paul School may close at 1:00 on that day. Parents/Guardians will be notified the day before an early heat dismissal day. On early heat dismissal days, the Extended Care program may also close. It is only available to students who are registered in the program. On early heat dismissal days, hot lunch will be served.

### **ATTENDANCE REQUIREMENTS**

**According to Nebraska State statute, 20 (five or more a quarter) absences in a school year are considered excessive. State statute section 79201 (compulsory attendance law) reads as follows:**

**“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such child to attend regularly the public, private, denominational, or parochial day’s schools...each day that such schools are open and in session, except when excused by school authorities...”**

The school calendar is provided to all families, and is available on line through Sycamore. Please use this calendar when planning vacations and scheduling appointments, and it is essential that students be in school whenever possible.

Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused. This would also include a child coming later in the morning or leaving early in the afternoon for appointments or other non-school related activities.

Unexcused Absence: a student who engages in unexcused absences may be considered truant as per state law Ne.Rev.Stat. 79201. Truancy is a violation of school rules. When a student is going to be absent or tardy, a parent/guardian is to telephone the school office (402-731-4713) by 8:25 a.m. This is necessary for safety reasons as well as record keeping. If an absence occurs without a parent/guardian reporting it, school personnel will notify the parent/guardian or the emergency contact person as soon as possible.

### **Attendance Protocol:**

1. If a child accumulates 10 absences, the principal will send a letter of concern home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required.
2. If a child accumulates 15 absences, a letter of concern will be sent home to the parents/guardians. This letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required. Also, parents will be required to meet with the principal to discuss attendance problems.
3. If the student's attendance continues to be a problem, the child's status for promotion to the next grade level and/or continued enrollment may be in jeopardy. This decision will be up to the principal following consultation with the child's teacher(s) and others if necessary. Other mandatory action may include:
  - required summer school time and work
  - working with a social worker
  - public health nurse
  - a petition to family court due to educational neglect
  - other to be decided by principal.

### **Tardy Policy**

- .A student is considered tardy if he/she is not in the classroom by 8:00am.
- Students are expected to receive a pass from the school office before going to their classroom if they are late for school.
  - Parents/Guardians are expected to call if their child(ren) is/are going to be late for school.
  - Parents/Guardians are responsible for writing a note indicating why their child(ren) is/are late for school, and must come into the building to sign the child(ren) in.
  - Three or more tardies for a quarter will disqualify students from receiving perfect attendance for that quarter and/or a total of eight for the total perfect attendance award at the end of the year.

.A student who is tardy/gone for more than two hours during the day will be counted as absent for ½ day.

## **VI CURRICULUM**

### **MASS & RELIGIOUS PRACTICES**

The Liturgy of the Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught and given opportunities for participation in the Mass. All K-8<sup>th</sup> grade students attend Mass on every Holy Day as well as on Wednesday mornings at 8:30. All students are expected to fully participate in Mass by singing and responding in prayer.

With the assistance of our 2nd grade & Director of Religious Education, our 2nd graders will prepare for their First Reconciliation and First Holy Communion and our 8th graders for Confirmation.

Additional religious programming includes, but is not limited to the following: During Lent, the children will attend the Stations of the Cross (Friday in lent when school is in session at 2:15 p.m.). By their good example of frequent reception of the Sacraments and weekly attendance of Sunday Mass, parents/guardians can establish, in their children, habits that will remain with them forever. All students in 2nd grade through 8<sup>th</sup> grade will participate in reconciliation at least once each semester.

### **RELIGIOUS FORMATION**

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes, and the general climate of the school. Catechizes for justice, mercy, and peace are an integral part of the curriculum and school; peace is an integral part of the curriculum and school environment because of our need to live this in our daily lives.

Each student receives daily instruction in religion. Instruction follows the Archdiocesan curriculum guidelines. Content includes Doctrine, Scripture, Tradition, and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith, practicing faith, church personnel, and being a Catholic.

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons, such as Advent and Lent.

### **CORE CURRICULUM**

Sts. Peter and Paul's core curriculum provides for the proper education of the student at each grade level. The subjects of Religion, Language Arts, Math,

Science, and Social Studies are taught in each grade; basic instruction in the core subjects is enhanced by placing additional emphasis on the processes of learning, creativity and the acquisition of study skills. Our faculty offers added support to students and their families as needed.

## **SPECIALS**

### **Music**

Students are scheduled to have Music at least once a week. Twice each year, the students will showcase their musical abilities to their family and friends with scheduled performances. In addition to vocal music, students in grade 4 learn to play the recorder.

### **Physical Education**

Students are scheduled to have PE class at least twice a week. On P.E. days, students should wear appropriate tennis shoes. If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class. Students in grades 5-8 will be required to dress for PE. Shorts and t-shirts that adhere to the school's dress-down day policy are to be worn. PE grades will be based on participation, appropriate dress, and behavior.

### **Spanish**

Spanish is offered to all our students as part of their academic classes. Students learn speaking, writing, and reading skills in Spanish. Students also learn vocabulary, grammar, and how to conjugate verbs. Classes use a conversational approach and immersion to learn or improve their skills. Grades will be given on the quarterly report card.

### **Multi-Media Instruction**

Students in pre-kindergarten through eighth grade have a scheduled weekly multi-media period. During this time they learn library and media skills and have the opportunity to check out books and develop technology abilities.

Students in kindergarten through fourth grade and for two weeks by students may check out books for one week at a time in fifth through eighth grade. Kindergarten and first grade students may check out one book per week; second through fourth grade students may check out two books per week; and fifth through eighth grade students may check out three books per week. Check-out privileges exist as long as books are returned on time. Parents/guardians of students with overdue books will be notified. The child and/or parent/guardian pay for lost or damaged books.

For students or families who wish to contribute money toward the purchase of a book in honor of a birthday, a Birthday Bookshare Program has been established. The birthday person's name is recorded in a new library book and it

is added to the collection. Contact the library coordinator for participation or any additional information

During computer sessions, students will learn age-appropriate, hands-on, and enriching technology skills. In the technology lab, students will learn to enhance their general studies with creative projects using many tools, including multiple software programs. During lab and class time, students will integrate these lessons into other classroom projects. Keyboarding skills will also be taught and reinforced with age-appropriate lessons for students in pre-kindergarten through eighth grade.

### **Band**

Music in Catholic Schools provides band opportunities for students in fifth through eighth grade. This is a service offered to families at cost and is coordinated by an employee of the Archdiocesan Department of Education. Sts. Peter and Paul Catholic School provides a location for lessons and permits students to be excused from classes twice per week for 30-minute sessions. All costs, personnel, and arrangements are under the control of the Music in Catholic Schools coordinator. Students are responsible for all work missed in class due to band.

### **STUDENT ASSISTANCE TEAM (SAT)**

The Student Assistance Team (SAT) is comprised of a resource teacher and several classroom teachers. Classroom teachers with concerns regarding student performance will first visit with the resource teacher. Together, they will decide if initiating the SAT process is in the best interest of the student. The SAT team will provide SAT forms to the referring teacher. The classroom teacher will bring samples of work and strategies or modifications that are already being used in the classroom. The team will offer additional suggestions and strategies for classroom implementation or will recommend resource support if needed. If significant progress has not been made, the team may suggest further testing by the public school district. While working with the parents, the Sts. Peter and Paul SAT strives to offer the best possible instructional program for our students with academic needs. The principal is in charge of the SAT process.

### **STAR ASSESSMENTS**

Sts. Peter and Paul Catholic School utilizes a computer-adaptive assessment called Renaissance Star Assessments. Star Assessments are a comprehensive pre-K – 12 assessment solution that helps to accurately measure students' reading and math achievement and growth.

Star Benchmarking Assessments can be given as often as three times a year (fall, winter, and spring). Benchmarking helps educators plan and deliver the most appropriate instruction by giving them reliable data and information about each student. Star Assessments can also be used to set and track student progress toward individual goals. Individualized goals can be measured as often as weekly and allows teachers to monitor student progress toward those goals.

The Star Assessments program then provides instructional resources that teachers can assign to address individual needs. Some of these assignments may be worked at home or students may participate with others during class time. The goal is improved learning on targeted standards.

## **VII POLICIES AND REGULATIONS**

### **STUDENT RECORDS**

Sts. Peter and Paul Catholic School adheres to the Family Education Rights and Privacy Act regarding access to student records.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the school in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

### **GRADING SYSTEMS**

**Sts. Peter & Paul utilizes the following Omaha Catholic School Consortium Grade Scales:**

<b>OCSC 3<sup>rd</sup> - 8<sup>th</sup> Scale</b>		
<b>Letter Grade</b>	<b>Grade Scale</b>	<b>GPA</b>
<b>A+</b>	<b>≥ 98%</b>	<b>4.0</b>
<b>A</b>	<b>97-95%</b>	<b>3.85</b>
<b>A-</b>	<b>94-93%</b>	<b>3.7</b>
<b>B+</b>	<b>92-91%</b>	<b>3.5</b>
<b>B</b>	<b>90-87%</b>	<b>3.25</b>
<b>B-</b>	<b>86-85%</b>	<b>3.0</b>
<b>C+</b>	<b>84-83%</b>	<b>2.85</b>
<b>C</b>	<b>82-80%</b>	<b>2.5</b>
<b>C-</b>	<b>79-78%</b>	<b>2.0</b>
<b>D+</b>	<b>77-76%</b>	<b>1.8</b>
<b>D</b>	<b>75-72%</b>	<b>1.6</b>
<b>D-</b>	<b>71-70%</b>	<b>1.4</b>
<b>F</b>	<b>&lt; 70%</b>	<b>0</b>

**OCSC K-2<sup>nd</sup>/ Specials (K-4<sup>th</sup> P.E./Art/Mus./M.C./Spanish)**

E (100%-90% equivalent)	<b>E : Exceeds Grade Level Expectations</b>
S+ (89%-80% equivalent)	<b>S+ : Satisfies Grade Level Expectations (+=slightly exceeds)</b>
S (79%-70% equivalent)	<b>S : Satisfies Grade Level Expectations</b>
S- (69%-60% equivalent)	<b>S- : Satisfies Grade Level Expectations (-=slightly below)</b>
N (≤ 59% equivalent)	<b>N : Needs Improvements to meet Grade Level Expectations</b>

## **HOMEWORK**

Teachers may assign special projects or individual activities to engage the interest of students or to supplement assigned class work. Parents/guardians are encouraged to set aside time each evening for skill practice - approximately three to four minutes per year of age is a good rule of thumb. During skill practice time, children should read, write, draw, or do homework. The teacher holds the rights to have a student stay in during recess to complete homework.

## **HOMEWORK REQUESTS**

### **Excused Absence**

If a student is absent from school, teachers will follow the guidelines noted with regard to missed school work.

- Parent/guardian must notify the school office by email or phone by 8:30 am if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available at the office after dismissal. **Teachers will not be able to make homework available during the school day.**

- When a student is absent, he/she will be expected to complete missed homework in one day's time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or principal.

- Unexcused absences will result in all missing assignments to be completed upon return to school; school will not provide assignments in advance for students who are going on vacation or have absences that are unexcused. Final discretion rests with the principal.

## **PROGRESS REPORTS & REPORT CARDS**

Mid-trimester progress reports are given to all KDG - 8th grade students (some exceptions may apply) Special conferences are arranged if requested by either the parents/guardians or the teacher. Report cards will be issued each trimester electronically to all students in kindergarten through 8th grade.

Report cards are sent home at the end of each trimester. Trimester grades are indicators of progress at the mid-point in the semester and are not recorded on the student's cumulative folder.

## **HONOR ROLL**

Sts. Peter and Paul's curriculum challenges students to strive to become their best academically and recognizes achievement each trimester in the 7th – 8th

grades through an honor roll system. Students' G.P.A.s can earn them placement on honor roll.

1.

<b>Summa Cum Laude</b> <i>(with highest praise/honor)</i>	4.0-3.9 Grade Point Average (GPA)
<b>Magna Cum Laude</b> <i>(with high praise/honor)</i>	3.89-3.7 Grade Point Average (GPA)
<b>Cum Laude</b> <i>(with praise/honor)</i>	3.69-3.5 Grade Point Average (GPA)

### **GRADUATION REQUIREMENTS**

Please be advised that it is the policy of our school that if your child has earned an F for in two or more subjects in consecutive trimesters, he/she will not participate in the graduation ceremony/receive a diploma. Failure for two trimesters means that the student has not met the requirements in that subject. Students are given all the assistance needed to be successful, whether it be extra tutoring from a teacher(s), homework room, or redoing work to be certain students have understood the concepts taught. Failure in a class would only result from a lack of cooperation in completing assigned tasks. Additionally, students failing 2 or more classes in the final trimester will not be allowed to participate in the graduation ceremony/receive a diploma.

Parents/guardians should be aware of their children's grades through progress reports, report cards, conferences, teacher communication. Frequent communication between parents/guardians, teachers, and students will occur to help students achieve passing grades.

Parents/guardians must resolve school debts to be able to participate in graduation ceremony/receive diploma (i.e. tuition, extended care, etc.).

The final decision of participation in the graduation ceremony rests with the principal.

### **RETENTION**

A teacher may recommend retention of a student after conferring with the principal and the parent/guardian. Reasons for retention include, but are not limited to:

1. Low grades
2. Excessive absences
3. Immaturity/inability to interact with peers
4. Emotional immaturity

**After conferring with the parent/guardians and teacher(s), the principal will make the final decision as to the appropriate placement and/or retention of all PreK-8<sup>th</sup> grade children.**

### **UNIFORM POLICY**

In adherence with the mission statement, Sts. Peter and Paul School adopted a uniform policy to enhance the learning environment. Personal appearance and hygiene should reflect an attitude of self-worth and school pride on the part of the student. Any teacher(s), staff member, and/or principal will determine compliance with the below dress code and necessary disciplinary actions will be given as deemed appropriate.

Only the principal may excuse students from following the uniform code. These events include dress down days for birthday or spirit events. Scouting uniforms may be worn by boys and girls on days of meetings.

Uniforms, navy blue/red sweaters, and sweatshirts may be purchased new at the Dennis Uniform Co. or may be purchased used at the Used Uniform Exchange sponsored by the Home and School Association every year at the August registration night. The date is announced in the parish bulletin.

Please label your child's clothing, particularly boots, sweaters, and sweatshirts.

### **Uniforms**

Dennis Uniform Company  
726-740 N. 109<sup>th</sup> Court  
402-496-9911  
[www.dennisuniform.com](http://www.dennisuniform.com)

### **Girl's Jumper/Skirt/Skort**

K-4 Gray and red plaid jumper

5-8 Gray and red plaid skirt or jumper

K-8 Navy plaid skort

All should be worn no shorter than 3 inches above the middle of the kneecap.

### **Blouse/Shirts**

Any plain (no logo, lace or ruffles), red or white, long or short sleeve collared blouse, polo shirt or turtleneck may be worn and must be tucked in. Undershirts, if worn, must be plain white with sleeves no longer than the outer shirt. Boys are permitted to wear plain (no logo or SPP Logo only) red or white collared shirts. All students may wear red polo type or turtleneck shirts.

### **Slacks**

K-8 Navy blue slacks

Slacks must be of a woven fabric with no patch pockets, no flat felled seams, and no noticeable decorations. Slacks should not touch the ground. (Skinny pants, hip huggers, bell bottoms, and cargo pants are **not** considered uniform slacks.)

### **Shorts**

K-8 Navy blue walking shorts

Shorts must not be more than 3 inches above the knee. Oversized or baggy

shorts, and cargo-type pockets, are not allowed. Shorts may be worn the first six weeks of school and the last six weeks of school.

### **Belt**

A solid color (no embellishments/decorations) navy, black, or brown belt must be worn with slacks or walking shorts that have belt loops.

### **Sweatshirt/Sweater**

K-8 Navy blue or gray Sts. Peter and Paul sweatshirt or red cardigan sweater (no hoods)

Sweatshirts and sweaters are optional and not part of the required uniform at Sts. Peter and Paul Catholic School.

### **UNIFORM INFRACTIONS**

Students will be issued a written a uniform violation, which will be sent home and must be returned the following day, signed by the parent/guardian.

Repeat offenders will be referred to the principal's office and may be asked to call home and have the violation corrected before being admitted to the classroom.

### **Socks/Tights**

Solid white, red, navy or black socks or tights, without logos or designs, must be worn. Socks must be visible at all times.

### **Shoes**

Shoes must cover the back of the heel and laces must be tied. Fashion boots, slides, flip flops, crocs, and Heelys are not allowed. Snow boots may be worn to school on snowy days, but they will need to be changed before the school day begins.

*Tennis shoes must be worn for physical education classes in all grades.*

### **Jewelry**

Students are discouraged from wearing jewelry to school. Small earrings may be worn, but are not to hang below the student's earlobe. No hoops or dangling earrings are allowed. Wristwatches and very simple religious chains/crosses are acceptable. No other neckwear is allowed. Bracelets are not allowed (ankle or wrist). Medical Alert identification products may be worn as necessary.

### **Tattoos/Piercing**

No visible, temporary, or permanent tattoos or body piercing (pierced ears for girls only are an exception) is allowed.

### **Hair**

Student's hair must be clean, well groomed, and have no unusual color, cut, or style. Boys should have neatly trimmed hair with at least the bottom half of the ears exposed and a length not touching the top of the collar. Hair on forehead

cannot be longer than eyebrows or touching eyebrows. 'Sweeping' the hair across the forehead, to mask the length, is not acceptable. Girls may wear barrettes, ribbons, and headbands as long as they are not distracting and/or dangling to keep hair out of the student's face. They must be a solid, red, black, blue or white color and not intricate designs. Final interpretation of compliance will be determined by the principal.

### **Make-up**

Make-up, nail polish (any color) or artificial nails are not allowed.

### **Special Activity Dress Code**

On days with special activities (field trips, science fair, etc) the teacher and the principal will determine the proper dress code. The teacher (s) and/or principal will determine compliance with the above dress code. Students not in compliance with the dress code/uniform policy will be sent to the office and their parent/guardian will be called so the situation can be rectified as soon as possible. Necessary disciplinary actions will be given as deemed appropriate by the teacher/principal.

### **Dress Down Days (DDD)**

Occasionally Sts. Peter and Paul students are given the opportunity to participate in "Dress Down Days" (DDD). Although these are considered times when the Uniform Dress Code is not being followed, "Appropriate Dress" is still required. Disregard for the "appropriate" dress code will result in the individual calling home for a change of clothes and possibly losing the privilege to participate in future dress down days. DDDs will include Birthday, Spirit and Merit Card dates as marked on the school calendar.

### **Acceptable Clothing**

- Jeans, capris, khakis (pants cannot be dragging on the floor)
- Socks must be white or black, with only white or black athletic brand logos
- Athletic pants or sweat pants (no words on the seat of the pants)
- Shorts/Skorts (the first six weeks of the school year and the last six weeks of the school year)  
\*\*Must not be shorter than 3 inches above the middle of the kneecap
- Dresses/Skirts  
\*\*Must not be shorter than 3 inches above the middle of the kneecap

### **Unacceptable Clothing**

- Nail polish (only used on DDDs and must be off by next school day)
- Tight fitting pants (ie. skinny jeans), skirts, skorts, shorts, dresses
- Leggings worn alone (may be worn under skirts)
- Low-cut pants, skirts, skorts, shorts
- Shirts with capped sleeves, spaghetti straps, sleeveless, or tank tops
- Low-cut tops or dresses

- Midriffs (shirts must cover the top of the pants, skirts, skorts, or shorts)
- Clothing with inappropriate slogans/logos; logos on the seat of pants
- Flip flops, open back shoes or sandals, Heelys
- Baggy/sagging pants or shorts
- Clothing with tears or holes
- Baseball hats or other hats are not allowed

### **Cold Weather Wear**

In addition to a winter coat or jacket, the following clothing is required for protection from the cold in snowy weather to safeguard the health of the children: Hats/scarves, mittens/gloves.

**Boots** Boots should be labeled in order to help avoid mix-ups.

If a child does not have boots, he/she should bring an extra pair of shoes for outdoor use. Any foot covering that is worn outdoors during wet or snowy weather must be taken off before entering the classroom. Boots are NOT allowed to be worn during the school day.

### **SAFETY TO AND FROM SCHOOL**

All families are expected to follow the school's guidance for pick-up and drop-off. Student safety is the top priority for pick up and drop off, and we ask that all families drive slowly and respect schools the following procedures:

#### **Daily Morning Procedures**

**AM EXTENDED CARE SESSION (6:30am-7:30am):** Please accompany your child through the lobby doors to the gym to be checked-in to extended care.

**AM DROP OFF PROCEDURE (7:30am-7:50am):** Drop should be done through one of the two following methods:

- **NO PARKING: Drop off along X street to the west of the school building (i.e. in front of gym; families are to NEVER park on X street or drop off directly in front of school lobby doors. Do not drop off or position car in front of lobby doors to keep cross walk open.**
- **PARKING: Please park in the lot to the north of X street (i.e. the hollow), accompany your child at the cross walk across X street.**

7:30 AM – Doors open for drop off – students go to the gym or cafeteria to eat breakfast.

7:30 AM – 7:45 AM Breakfast served in the cafeteria.

7:50 AM – First Bell; students report to classrooms

8:00 AM – School Day Begins; Students not in classrooms should report to office and marked tardy; please accompany your child into the building if they are tardy

#### **Daily Afternoon Procedures**

**AM DROP OFF PROCEDURE (2:45[PK]/3:00p.m.-3:15p.m.):** All families are to park in the parking lot to the north of X street. Families parking in the row of parking spots along the sidewalk (i.e. south side) are to reverse their car into the slot to be able to safely exit with clear line of sight in front of their car.

2:45 PM – Prekindergarten Students Dismissed

3:00 PM – K-8<sup>th</sup> Grade Dismissal to North of Building

3:15 PM – Any student not picked up will be registered in Extended Care; students not picked up by 3:15 p.m. will be subject to a charge.

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### **Parking Lot Dismissal Procedures**

At the beginning of the year, all teachers will be given a list of their homeroom students and the lot they will be assigned to.

End-of-Day dismissals as well as lot procedures will be discussed with parents on Back-to-School Night. Questions about the dismissal can also be answered by teachers in classrooms with homeroom students.

Teachers will review their lot dismissal procedures before the year in staff in-service, and responsibilities as well as lot dismissal procedures can be subject to change.

**Afterschool Care/Daycare Students:** All students who are in the Afterschool Care/Daycare Program are to report directly to the Afterschool Care/Daycare program room (Cafeteria) after end-of-day announcements and prayer.

**Late Families:** Any students who cannot find their parents or ride are to find the staff member who is responsible for each lot and be taken to the foyer between the gym and school entrance where a staff member will be responsible for the students from 3:00 p.m.-3:15 p.m. for late pickups. If students are not picked up at that time, they will be taken to the Afterschool Care/Daycare program. All late pickups will park on the left hand side of X Street and will not be allowed to leave until Lot A/B (The Hollow) has exited.

### **Pre-K Pick-up and Dismissal Procedures**

Pre-K teachers will help families with Pre-K students enter and leave the school at different times as they report directly to the Pre-K room in mornings and families pick up Pre-K students at 2:45 p.m.

## **VIII STUDENT ITEMS**

### **SUPPLIES, EQUIPMENT, AND BOOKS**

A school supplies list is made available to parents/guardians in the summer and available at Back-to-School night. Textbooks and many classroom materials are provided with a percentage of their cost covered by the annual book/materials fee.

Students and/or parents/guardians will be held responsible to pay for willful damage to school books, equipment, furniture, and other property.

Desks or any other storage equipment remain the property of the school and as such can be opened, inspected, or cleaned at any time. The school is not responsible for items left in these storage spaces.

By enrolling my child in [name of private school], I hereby authorize the administrator of the school to act as my designated agent for purposes of requesting and borrowing textbooks, pooling per child allocations when requesting textbooks, and representing me in all other matters under 92 NAC 4 (Rule 4).

### **BOOK ORDERS**

Scholastic book orders will be sent home as they are available. There is no obligation, just a chance to increase your child's library at home. A date on the form will indicate return and delivery date. Checks must be made to Scholastic (or the book company), NOT Sts. Peter and Paul.

### **BICYCLES, SKATEBOARDS, ROLLERSKATES/BLADES, SCOOTERS**

For safety reasons, the riding of bicycles, skateboards, roller skates/blades, or scooters is not permitted on school grounds before school, during school hours, or at dismissal time.

### **CELL PHONES**

Students are encouraged to leave cell phones at home. If a child brings a cell phone to school, he/she must sign the cell phone policy agreement and observe the following:

1. Cell phones are to be turned off during school hours and must be stored in backpacks/lockers.
2. The school will not be responsible for lost, stolen or damaged cell phones.
3. The use of cell phones at any time during the school day is not permitted.
4. Cell phones are to be on power-off mode at the start of the school day and remain that way until the end of the school day. Leaving a cell phone on the vibrating mode is not permitted.
5. Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at school. If a cell phone rings, buzzes, flashes, etc., the school staff has the right to confiscate the phone involved until the end of the school day. Phones ringing or buzzing in backpacks/lockers will be considered in violation of school policy. A second offense will require a parent conference, and a third offense will be a mandatory fee for each offense.
6. The principal reserves the right to modify or change enforcement of this policy at anytime.

Students will be permitted to possess and use cell phones during the school day in response to a health related emergency when a licensed physician has

indicated in writing that the device is essential for the health of the student and the student has received prior permission from the school principal.

### **ELECTRONICS AT SCHOOL(Other than Cell Phones)**

Students are **not permitted** to bring electronic devices (other than cell phones) to school. This includes, but is not limited to: PDA's, beepers, handheld games, iPods, iWatches (or other intelligent watches), or other audio players, etc. Any such item visible during the day will be confiscated by faculty and will be turned over to the principal, to be released only to the student's parent/guardian. Consequences, such as detentions, will occur if this policy is repeatedly violated. Teachers and the principal retain the right to remove any item that could be distracting to students in the classroom.

### **CELEBRATIONS**

Classes have parties, which vary by grade level, to celebrate certain holidays. These vary by grade level. Teachers and room parents will discuss plans for these celebrations.

### **STUDENT BIRTHDAYS**

A student's birthday is a special day. Each classroom honors that child in a manner that is appropriate for his/her grade. Birthdays will be celebrated on the **Birthday Dress Down Day (DDD)** as indicated on the calendar. Students with birthdays for each month will have the opportunity to wear non-uniform related clothing (free dress) on that specific day. **Invitations** for student's birthday parties **must not** be distributed at school unless the entire class is being invited. **Birthday treats** are allowed, but these may only be distributed on the indicated Birthday Dress Down Day for then month (i.e. not on students specific birthday). Sts. Peter and Paul requests that **individually wrapped** treats for the entire class be provided. These treats must also be provided on the Birthday DDD as to allow teachers maximized time to spend on education related matters. Please do not send something like a sheet cake that the teacher has to cut and serve unless a parent is available to cut and serve the cake.

Please be mindful of other students in the classroom that may have food allergies or a medical condition (i.e. diabetes) that may prevent them from sharing in edible treats. Some alternative birthday treats include pencils, inexpensive notepads, reading books, etc. Please discuss plans with the teacher beforehand. Please do not have **flowers or balloons** delivered to the school. These will not be delivered to the student and will remain in the office until dismissal time, when the student may pick them up.

### **COMPUTERS AND THE INTERNET**

Computers and other technologies provide teaching and learning opportunities for students and staff. However, their use does have the potential to access unacceptable sources of information, as well as damage to the hardware and

software in the school, computer lab, and classrooms. The following general policy statements and guidelines pertain to all technology usage at Sts. Peter and Paul School, and follow the Technology Usage Policy established by the Archdiocese. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions (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 principal, whose decision is final.

No student shall intentionally cause damage to any school equipment including hardware and software.

1. All computer use must be for educational purposes, and following teacher directions. The following are prohibited:

- Downloading or playing any non-educational games
- Instant messaging or chat programs
- Downloading or playing music or videos from the Internet without teacher consent
- Using any non-school e-mail address.

2. Personal privacy must be respected. Therefore, students are not to:

- Give out any personal information about anyone
- Send anyone your picture without parent or teacher permission
- Give password(s) to any other users
- Use anyone else's login id and/or password
- Respond to messages that make you feel uncomfortable
- Agree to get together with someone you have only 'met' online
- Represent yourself dishonestly online
- Seek out information online that is inappropriate or immoral
- Use inappropriate language.
- Use abusive language (including name calling and swearing) or bullying others
- Copy, change, read, or use files that belong to another user.

3. Software and ideas are protected by copyright laws. Therefore, do not

- Copy information received from any source and submit it as your own work
- Omit to list all sources of information used in projects and work
- Make copies of any software found on Sts. Peter and Paul School equipment or on the Internet
- Copy any personal software onto any computer at school.

4. Educational technology is available for the use of all students, so

- Do not deface, damage, or destroy the equipment

- Do not waste or take supplies, such as paper, printer supplies, or disks provided by the school
  - Follow the school's computer use rules.
5. Follow county, state, and federal rules when using technology. Do not
- Bypass the security measures of any computer equipment, or knowingly introduce a virus to school equipment
  - Send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.

All families require to virtual sign and acknowledge 'Acceptable Use Agreement' at the time of registration. Registration at school automatically indicates agreement to comply with these or any other school technology policies.

### **TELEPHONE USE**

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, forgotten lunches, forgotten athletic equipment, etc. do not constitute emergencies and use of the phone will be on a case by case basis. Arrangements for after school visits with friends should be made at home.

### **PLAYGROUND RULES**

The kindergarten through 2nd grade students will have a morning recess and a noon recess. The 3rd-8th graders will have a noon recess. It is critical for the teachers to attend to students' needs during recess time; teachers are *not to spend this time visiting with other recess supervisors or on their phones - texting or talking - unless it pertains to school- related business.*

Following is a list of rules for the playground, but they are not all-inclusive:

1. No food or drink will be allowed on the playground
2. Only school equipment or equipment approved by the teacher will be allowed on the playground - no toys from home are allowed. Students bringing balls to school for recess assume the risk of loss/damage to their personal equipment.
3. Children must ask permission to enter the building during recess
4. Children are to change shoes if/when the weather is wet
5. If/when the temperature (including the wind chill factor) is at 10 degrees or lower, the principal will consider not having outdoor recess.

#### Playground Equipment Area

1. No running
2. No jumping off the equipment
3. Slide down the slides only (feet first); no climbing/walking up is allowed
4. No games of tag are permitted
5. Do not throw mulch or rocks at any time.

### Blacktop/Basketball Hoops

1. Stay on the blacktop
2. Stay out and off the mounds of snow
3. Stay off the fences and retaining wall.

Consequences for not following the rules may be as follows:

1. The child will stand by the teacher and will not be allowed to talk or play for five/ten minutes. If time allows, the teacher will monitor the child as he/she rejoins the group.
2. The child who continues to break the rules will lose additional time/recesses. Students involved in behavior deemed harmful to themselves or others will be sent to the principal's office, given additional consequences, and their parent/guardian will be informed.

### **EVACUATION PLAN**

An evacuation plan has been developed by our Safety Committee in the event that the entire student body needs to evacuate the school buildings and reassemble at an alternate site. The primary evacuation site is Gateway elementary (42<sup>nd</sup> & W); secondary/alternate site is the Corrigan Center at 39<sup>th</sup> and "X" Street. Depending on the situation, parents/guardians would be notified either by a phone call, Remind text message, or through the media. **1110 KFAB** is the primary station for this news. If there should ever be an occasion to utilize this plan, please be advised that students will not be released to anyone except their parents/guardians and those listed as an emergency contact on the student's census card. Parents/guardians or emergency contact persons will need to come to the Gateway or Corrigan Center where they will be asked to sign out their child(ren). We pray that we will never have to initiate this procedure, but we realize preparation is essential.

### **FIELD TRIPS**

Field trips are intended to enhance curriculum and are selected carefully by the classroom teachers. Students may be denied participation if they fail to meet academic or behavior requirements. Teachers must have a parental permission slip for each occasion. Parents may be asked to assist in chaperoning a field trip; if there is room, parents may ride on the bus at no charge to them. Parents, please make every effort to leave siblings at home if chaperoning a field trip as the young children can often distract a chaperone from his/her duties. If a parent requests that he/she provide transportation for his/her own Sts. Peter and Paul student in his/her own car, no other students may ride with them. If there is a fee for the field trip to pay for bus and admission charges, parents will be notified. All adult chaperones **MUST** be Safe Environment trained through the Archdiocese of Omaha.

### **VISITORS**

ALL PARENT VISITORS & VOLUNTEERS MUST CHECK IN AT THE SCHOOL OFFICE. Everyone, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours. Parents and visitors are welcome to visit Sts. Peter and Paul Catholic School classrooms for special presentations. **The safety of students and staff is our goal.**

If parents need to visit with their child's teacher outside of scheduled conferences, please contact the school office, send a message, via email, or send a note in with the child to school.

## **IX. DISCIPLINE**

### **CHRISTIAN SELF DISCIPLINE**

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, who effectively work together so that teaching and learning are optimal. The goal of discipline is for each student to become self-disciplined and self-directed by developing the following skills:

1. Listening
2. Following instructions
3. Questioning
4. Sharing time, space, and school materials
5. Interacting socially
6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively
11. Organizing: time, space, and school materials
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others.

### **Sts. Peter and Paul Guidelines for Success:**

1. Respect yourself and others as children of God.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

### **Gum Free Facility**

Sts. Peter and Paul School is a gum free facility. Gum is prohibited at school or parish sponsored events. Students who violate this policy are subject to disciplinary action.

### **Classroom Discipline**

The classroom teacher will handle most inappropriate behaviors, such as incomplete assignments, not following classroom rules, cheating, etc. Consequences will vary depending upon the frequency and seriousness of the violation, and may include verbal reminders, delivery of a verbal or written apology, demerits, or a detention.

### **Cheating**

Cheating is defined as representing another's work as your own, manipulation of information to obtain an unfair advantage, and enabling others to use your work as their own. This includes, but is not limited to: providing or obtaining answers to tests, quizzes, or assignments; obtaining answers to tests or quizzes from sources other than those allowed by the teacher; plagiarism; or submitting information without proper documentation.

If cheating occurs, the student will receive a zero on the task, the parent/guardian will be notified, and additional disciplinary action may be taken.

### **Intervention by Administration**

There are actions that require the immediate removal of a student from the classroom. These include, but are not limited to, major incidents where there is:

DANGEROUS behavior – physical or psychological

ABUSIVE behavior – in action, speech or gesture

UNREASONABLE behavior – out of control or unwillingness to gain self-control despite requests to do so (an example would be a student not responding to a teacher using their classroom discipline cycle).

<b>Dangerous Behavior</b>	<b>Abusive Behavior</b>	<b>Unreasonable Behavior</b>
<ul style="list-style-type: none"><li>● Fighting and rough play</li><li>● Sexual assault or attempted sexual assault</li><li>● Leaving school without permission</li><li>● Tampering with protective fire equipment, violating fire codes or emergency system</li><li>● Possession, use, sale, or distribution of alcohol, tobacco, prescription and illegal drugs and inhalants</li><li>● Gang expressions and/or affiliation</li><li>● Physical or psychological threats, intimidation, force</li></ul>	<ul style="list-style-type: none"><li>● Verbal or sexual harassment</li><li>● Bullying</li><li>● Any form of obscene or vulgar language or action</li><li>● Theft</li><li>● Vandalism</li><li>● Disrespect or defiance in action, speech, or gesture after correction</li><li>● Public indecency</li></ul>	<ul style="list-style-type: none"><li>● Truancy</li><li>● Failure to follow the terms of the Internet Access Policy</li><li>● Willful misbehavior toward a teacher, school personnel or volunteer</li><li>● Unwilling to listen or follow instruction</li><li>● Repeated violations of classroom rules</li><li>● Repeatedly out of uniform</li></ul>

Dangerous Behavior	Abusive Behavior	Unreasonable Behavior
or injury <ul style="list-style-type: none"> <li>● Using a normal object in a dangerous way</li> <li>● Bringing weapons, such as knives or guns, to school</li> </ul>		

**DETENTION**

Students may be given a detention for repeated behavior infractions. These will be issued at the discretion of the principal. Parents will be notified and must make arrangements for their child to attend.

**HOMEWORK ROOM**

Students with missing assignments will be required to stay in homework room on Monday, Tuesday, Thursday or Friday if it is assigned by a teacher in 6<sup>th</sup>-8<sup>th</sup> grade; this can be due to students turning in assignment(s) late AND/OR not turning in assignment(s). Students in other grade levels (i.e. K-5<sup>th</sup>) may need to stay to complete assignments, and these will be arranged on a case-by-case basis **Principal approval required if family has conflict with date.** *We ask that parents are active in their child(ren)'s education; please partner with us to help their children complete all homework on a daily basis. Parent/guardian efforts at home will help avoid having students needing to stay after school.*

**SUSPENSION/EXPULSION POLICY**

On occasion, students can be suspended and/or expelled, not only for their well-being, but for the well-being of all the other students and staff at Sts. Peter and Paul School. Serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can/will be grounds for suspension or expulsion. This decision, and all disciplinary actions, will rest with the principal.

When a student is suspended, the parents/guardians will be notified. A meeting with the parents/guardians and the principal may be scheduled in order to discuss the student's academic future at Sts. Peter and Paul School. Documentation will be sent to the pastor, and one copy is placed in the student's cumulative file. This copy does not leave the school, and does not follow the student when he/she leaves or graduates from eighth grade.

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. When a student is suspended, he/she will do homework to be determined by the classroom teacher/principal. The decision to suspend a student rests with the principal. Out of school suspensions must be reported to the state at the end of the school year.

Expulsion is the permanent exclusion of a student from school and school activities. Sts. Peter and Paul School will use expulsion when the student's behavior is a hindrance to the welfare, learning, and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

- The principal will investigate the behavior problem by talking to person(s) involved as well as the student.
- Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for the expulsion.
- The decision to expel a student rests with the principal and the pastor is informed.
- The principal will notify the Archdiocesan Superintendent of Schools as well as the Executive Director of the Consortium and, upon request, provide record of the evidence justifying expulsion of the student.
- The principal will also notify the public school authorities.

### **USE OF PHYSICAL RESTRAINT AND SECLUSION**

Physical restraint and seclusion of students for behavior management shall 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. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and emotional 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 school.

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 (or head teacher) 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 (or head teacher) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

### **DRUG-FREE AND ALCOHOL-FREE LEARNING ENVIRONMENT**

Tobacco, alcohol, and drugs not prescribed to students are prohibited by state law and school policy on school property or on school-sponsored activities. Violation may result in suspension, expulsion, or referral to legal authorities.

### **DAMAGE/VANDALISM TO SCHOOL PROPERTY**

The school building, furniture, equipment, and books are parish property and are to be cared for by students. Willfully damaging or destroying this property is vandalism and may be cause for suspension and expulsion of the student, as well as payment of damages by the parent/guardian.

In addition, it is the student's and/or parent/guardian's responsibility to repair or replace any damaged property. If a student accidentally causes damage, it should be reported to a teacher immediately so that the damage is not considered vandalism. No student is to forcibly open a locked door on school or church property at any time, as such would be considered breaking and entering and is punishable by law.

### **Weapons**

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, lighters, matches, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.

### **STUDENTS CHARGED WITH CRIMINAL OFFENSES**

In the event of criminal charges against a student, the pastor/principal will take actions deemed in the best interest of Sts. Peter and Paul School. Such actions may include suspension or expulsion. The pastor/principal will notify the superintendent of schools of such charges immediately.

### **HARASSMENT, BULLYING, SOCIAL MEDIA AND OFFENSIVE STUDENT CONDUCT**

Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Bullying is defined as a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to, physical intimidation, assault, social intimidation, oral or written threats, or forced isolation. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment and 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 and gestures.
- (2) Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
- (3) Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
- (4) Explicit and offensive sexual references and gestures.
- (5) Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

Bullying is defined as a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to, physical intimidation, assault, social intimidation, oral or written threats, or forced isolation.

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal or written suggestions
- name calling or taunting.

**Social Media:** Please see our “Sts. Peter and Paul Catholic School Student Social Media” contract on page 49. Included in the contract are our guidelines and suggestions for families on student social media use at school and at home. Students are to not engage in the use of social media applications or sites while at school and we highly suggest to parents that these mediums are to not be used by students at all until they are at least of high school age. Sts. Peter and Paul must adhere by strict, mandatory reporting to local law enforcement guidelines for any derogatory or sexually graphic abuses of social media as required by our federal and state governments. Misuses of social media include online harassment, bullying and also the sending and/or sharing of inappropriate or sexually graphic photos.

**Responsibility:**

It is the responsibility of every member of the Sts. Peter and Paul School community, including parents, to report suspected bullying to the teacher or principal. It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

**Guidelines/Procedure:**

When the appropriate authority receives a first complaint of harassment, inappropriate behavior or bullying, it will be promptly investigated and if valid, addressed using the Sts. Peter and Paul School discipline program. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved. Repetition of such behavior that has been identified by the appropriate authorities may result in consequences such as:

- notification of the parents of both students
- meeting with one or more of the following people:  
classroom teacher, principal, parents, students
- detention
- in/out of school suspension
- Saturday School/Extended Day
- expulsion
- contact with the police

Final decisions for actions taken and consequences given are at the discretion of the principal.

**Confidentiality:**

Reasonable efforts will be made to keep a report of inappropriate behaviors and the result of the investigation CONFIDENTIAL; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

Sts. Peter and Paul School will not tolerate retaliation against any employee or student who complains in good faith of offensive or bullying behavior or provides, in good faith information in connection with any such complaint.

(Policy developed from Archdiocesan Policies #5032, # 5033)

## **X SCHOOL OFFICE INFORMATION**

### **SCHOOL COMMUNICATIONS**

#### **E-communications/ School Information System**

Sycamore is a program that allows parents and staff to communicate online.

Each registered family will be given an access code and password. Families and students will have access to the school calendar, lunch menu, school news, teacher classroom pages, student assignments, and student grades. Parents are encouraged to check this site regularly. Remind will be utilized to receive/send parent text messages; we require all parents who are able to accept enrollment via text message and/or e-mail.

#### **The Saints Scoop**

The Saints Scoop is the newsletter published by Sts. Peter and Paul on a regular basis. It is intended to keep parents/guardians up-to-date and informed of all that is happening at Sts. Peter and Paul. The newsletter will also be available on the school website and Infinite Campus.

Any organization tied or beneficial to the families at Sts. Peter and Paul School may offer **submissions to Friday Folders (if applicable) in final draft form to the school office by Monday at 8:00 a.m. by email** each week to be included in the next **weekly** communication folder. These submissions are subject to approval by the principal.

Parents are **encouraged to check their emails daily for updates that come at the last minute** such as cold lunch days or a change in the menu. This notice usually comes with usually only 2 days warning.

#### **LOST & FOUND**

Lost articles, clothing or school materials may be claimed at the Lost and Found box in the school office. Twice each year (January & May), unclaimed items are donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

#### **USE OF PARISH FACILITY**

All organizations and individuals must submit a calendar reservation form to the parish office in order to utilize space in the parish facility.

## **ASBESTOS**

The Asbestos Hazard Emergency Response Act of 1987 requires all public and private school to inventory and inspect all buildings for asbestos-containing materials. This school is in compliance with this act and the Archdiocesan regulations on this subject.

## **XI HEALTH**

### **ASTHMA/ALLERGIC REACTION PROTOCOL**

Catholic schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a **life-threatening asthma attack or systemic allergic reaction**.

**Emergency Protocol: (Implemented by designated, trained non-medical staff)**

- Call 911
- Epi-Pen injection is given
- Albuterol is provided through a nebulizer.

The school's Epi-Pen and Albuterol do not replace a child's own prescribed medications for asthma/allergy control and management. Parents/guardians of students with known diagnoses related to asthma and allergies are expected to ensure their children continue to have medications available. Parents must provide to the school staff for students having a known allergic condition or asthma the following:

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

### **HEALTH SCREENING**

School health screening is not intended to replace regular preventive health care, but to assist parents/guardians in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings are as follows: **First Grade:** Height, Weight, Blood Pressure, Vision, Color vision (if not done in kindergarten), Hearing and Oral Exam. **Second Grade:** Height, Weight, Blood Pressure, Vision, Hearing and Oral Exam. **Third Grade:** Height, Weight, Blood Pressure, Hearing and Oral Exam. **Fourth Grade:** Height, Weight, Blood Pressure, and Oral Exam. **Fifth Grade:** Height, Weight, Blood Pressure, Vision, and Oral Exam. **Sixth Grade:** Height, Weight, Blood Pressure, Vision, Hearing, Scoliosis (Girls only), and Oral Exam. **Eighth Grade:** Height, Weight, Blood Pressure, Vision, Scoliosis (Boys *and* Girls), and Oral Exam.

Annual hearing testing will be performed for students who exhibited abnormal hearing screening results during the previous year.

The “**Annual Student Health Update**” is sent home at the beginning of the school year with the registration materials. It is important that it be completed and returned to school as soon as possible so the school is aware of every child’s health status. It is the parent/guardian’s responsibility to notify the school office if health changes occur. A health record card is on file for each student, and parents should keep this card up-to-date by reporting to the school any updates or changes of pertinent health information.

### **HEALTH UPDATES AND MEDICATIONS**

Health updates and medication authorization forms must be signed and on file in the school office. If **a student has a special health concern or allergies, these MUST be identified on the Health Update.**

If a student is on medication that must be administered during school hours, the medication should be brought to the school office by a parent, and not sent with the child. Prescribed medications must be properly labeled with a legible pharmacy label. All over the counter medications must be in the original manufacturer’s container. A medication authorization form must be filled out and signed by the parent/guardian for all prescription and over the counter medications.

### **SCHOOL NURSE**

Creighton University nursing students may help oversee all the medical needs and records for Sts. Peter and Paul School. School office staff, along with trained volunteers, have been charged to assist the nursing students. General screening programs for vision, hearing, dental and scoliosis will be set up by the nursing students, and parents/guardians will be notified.

### **SCHOOL IMMUNIZATION RULES & REGULATIONS**

#### **Immunization Policy for Catholic Schools of the Archdiocese of Omaha**

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]
- Tdap (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 students' 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. Please see Archdiocese of Omaha School policies on these exemptions.

### **SCHOOL MEDICATION POLICY**

Sick children should not be sent to school. A child will never be sent home unless a school official contacts a parent/guardian. Please notify the school if your child has an exceptional health problem which may affect his/her daily school routine. General screening programs for vision, hearing, dental, and scoliosis will be arranged. Necessary follow-up will be done, and the parent/guardian will be notified.

In accordance with recommendations by the Douglas County Health Department, the following policy regarding prescription and non-prescription medications is effective immediately:

1. A physician must provide written orders with the name of the drug, dose, time interval when the medication is to be taken, and diagnosis or reason the medicine is needed.
2. The parent/guardian must provide a written request that the school comply with the physician's order.
3. Medication must be brought to the school office in the original container appropriately labeled by the pharmacist and/or physician.

Non-prescription medications including aspirin, Tylenol, cough drops or cough syrup will not be administered without the written permission of the parent/guardian. No child will take any medication without supervision of the administrative assistant, principal or other trained personnel.

### **SELF-ADMINISTRATION OF MEDICATION**

Should a parent request that a student self-manage his/her asthma, anaphylaxis, or diabetic conditions while at school, the school will adhere to the following steps:

1. Sts. Peter and Paul will require a written request from the parent/guardian that the student self-manage his/her condition.
2. Sts. Peter and Paul will develop, with the help of the parent/guardian and physician, a medical management plan for the current school year. This plan must:
  - i. Identify the health care services the student may receive at school relating to such condition;
  - ii. Evaluate the student's understanding of, and ability to, self-manage;
  - iii. Permit regular monitoring of the student's self-management by a credentialed health care professional;
  - iv. Include the name, purpose, and dosage of the prescription prescribed;
  - v. Include the procedures for storage and access to backup supplies of such prescription medication; and
  - vi. Be signed by the parent or guardian and the physician responsible for treatment of the student's condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent/guardian must sign the Release and Indemnification form on file in the school office before the student is allowed to self-administer medication.
5. Once the medical management plan is in place, the student shall notify the school office when he/she has self-administered 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 medication on school grounds, during any school-related activity, or in any private location to be specified according to the plan.

### **SICK CHILDREN**

When a child becomes sick at school, the school office will call the parents. If a student has a temperature of 100.4 degrees or flu-like symptoms and is too ill to return to class, he/she must be picked up by a parent/guardian or an emergency contact. **Sick children will NOT be kept at school; school reserves the right to request a doctor's note authorizing return to school; it is possible school's guidance may differ from doctor's note. If this is the case, the school's decision of a return date surpasses the doctor's note/recommendation.**

- Flu symptoms include acute respiratory illness, such as fever, chills, plus cough or sore throat. Other possible flu symptoms are runny nose, feeling very lethargic/fatigued, body aches, headache, loss of appetite and in some cases, nausea, vomiting, and diarrhea. A child should not return to school until they have been fever free and/or free of flu-like symptoms for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication to treat the infection for at least 24 hours before returning to school.

- All rashes are considered contagious unless otherwise diagnosed by a physician and parents/guardians will be contacted. Child may return to school with documentation that the rash is not contagious or the rash is resolved.
- If a child vomits or has other flu-like symptoms at school, they must be picked up by a parent/guardian or emergency contact.
- Parents are required to notify the school office of communicable diseases such as influenza, pink eye, head lice, etc.

## **XII. SAFETY**

### **CHARTER FOR THE PROTECTION OF CHILDREN TO PROTECT THE FAITHFUL IN THE FUTURE**

**ARTICLE 12:** Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

**ARTICLE 13:** Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513). *The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference*

### **VISITORS**

Everyone, with the exception of staff and students, who comes to the school during school hours (6:30am to 6:00 pm) must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours.

### **EMERGENCY DRILLS**

The school regularly conducts emergency drills. Detailed escape plans and shelter areas are posted inside the door of each classroom. The purpose of these drills is to practice the safe and swift removal of all students and staff to safe areas.

### **Fire Drills**

Sts. Peter and Paul School will conduct a monthly fire drill to prepare our students in case of an emergency and to be in compliance with the State Fire Marshall.

### **Tornado Drills**

Tornado or severe thunderstorm drills are held regularly throughout the tornado season.

### **Emergency Crisis Drills**

Sts. Peter and Paul School has a crisis management plan for emergencies. The purpose of the crisis plan is to ensure that any crisis that may affect members of our school community will be handled in an appropriate manner.

### **POLICY FOR REPORTING DANGER TO SELF OR OTHERS**

If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence made, hears rumors or guns, drugs, or any other type of violence, they immediately:

1. Tell their homeroom teacher, or any teacher present, when the situation occurs. If they are not comfortable doing this, they may
2. Request to see the principal and report the information.
3. If they are not comfortable with either of the above options, they may fill out our reporting form explaining in detail the information they have, including the name of the person in danger and the person causing alarm. The student may place the letter in the classroom "Worry Box" or deliver it to the office.

Upon receiving the information, the administrator will investigate the situation. The school will follow the student code of conduct when deciding disciplinary action. If unable to obtain enough information to take action, the teacher and administrator will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

If it is determined that misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including expulsion/ termination, will follow.