

St. Columbkille Catholic School 2016-2017



**Growing in Spirit, Mind,
and Body as Disciples of
Christ.**



St. Columbkille Catholic School

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Pastor
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Principal
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The St. Columbkille School administration reserves the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

All families will be required to sign a statement agreeing to abide by the policies and procedures of the school as outlined in this handbook.

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MEMO

As part of the federal asbestos regulations, we are required to notify you that asbestos-containing materials are found in the school building. There are two types of asbestos--friable and non-friable. Non-friable is the less dangerous form of asbestos because it is not hazardous unless it is broken or crumbled. There are transite wall panels which contain non-friable asbestos in the hallway and used as divider walls between the classrooms in grades 3-5. As part of the renovation of the building, these walls were sealed with an EPA approved material and are considered safe. There is no danger to persons in the building as long as the seal remains intact. These walls are inspected on a regular basis.

Additionally, there remains one pipe elbow insulated with asbestos-containing material, which is located in the ceiling in the lower level of the 1963 addition. This pipe elbow is in compliance with standards and poses no danger to persons in the building.

Sunday Policy (Archdiocesan Policy #5012)

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

Effective: August 2006.

ST. COLUMBKILLE SCHOOL MISSION STATEMENT

The mission of St. Columbkille Catholic School is to help students to grow in spirit, mind and body as Disciples of Christ.

BELIEF STATEMENTS

We believe that St. Columbkille School is faith-centered. St. Columbkille School exists to help elementary school children grow in the Catholic faith by providing an intensive, consistent, stable environment in which gospel principles are modeled by adults, taught daily, experienced in liturgy and community, and lived out by the children in appropriate mission and service activities.

We believe that St. Columbkille School is family-centered. We believe that the family is the first educator of the child. As an elementary school, St. Columbkille School builds upon this foundation laid in the home and prepares the child for his or her future. As such, we seek to assist the child to develop to the highest potential by providing a variety of learning experiences.

We believe that St. Columbkille School is child-centered. St. Columbkille School believes that each child is a unique expression of the cooperation of people with God, a person of infinite dignity and self-worth. Therefore it follows that each child deserves the opportunity to learn how to enhance his or her personal strengths and remedy his or her weaknesses. It is the school's goal that a child conscious of his or her self-worth will accept responsibility for his or her behavior.

We believe that St. Columbkille School is education-centered. Being an educational institution, St. Columbkille School strives for academic excellence which will be used for the good of humankind. As the National Catechetical Directory states: "In Catholic schools children and young people can experience learning and living fully integrated in the light of faith." (To Teach As Jesus Did #92, #103)

I. THE SCHOOL DAY

DAILY SCHEDULE

6:30 a.m.	Crusader Kid Care program opens
7:30 a.m.	Teachers and Staff on duty
7:45 a.m.	Students may enter building and report to classrooms
8:00 a.m.	Classes in session
8:10 a.m.	Attendance and lunch count to office
11:05 a.m.	Lunch period begins
12:35 p.m.	Lunch period ends
3:15 p.m.	Students in all grades dismissed Crusader Kid Care program begins
3:30 p.m.	Teachers and Staff off duty – School Office closes
6:00 p.m.	Crusader Kid Care Closes

ATTENDANCE

Regular attendance and punctuality are essential to success in school. When students are not in attendance, it is their responsibility to obtain missing assignments and make up work within the time allotted. Students who are absent for illnesses will have an equal number of days to make up work missed. For other absences the teacher will determine the due date of work missed.

For the safety of the children, parents are asked to notify the school before 8:30 AM each day a student is to be absent. Please send an email to the office staff at **attendance@saintcolumbkilleschool.org** or call the office at 402-339-8706 to report absences. If we are not notified, the school will attempt to contact parents, at work if necessary, to determine the whereabouts of absent students. If no contact is made, please send a note to the school office following the absence with an explanation of the absence.

Excused absences are limited to absences due to illness and/or medical appointments. Students who arrive after 9:30 AM will be considered absent for a half day.

Students who are absent for more than 20 days will only be promoted upon recommendation of the homeroom teacher and the principal or completion of conditions established by them.

TARDINESS

All students are expected to be at school on time. Students arriving in the classroom after the 8:00 AM bell has rung will be marked tardy. All tardy students must report to the office for a pass for admission to the classroom. If a student has five or more unexcused tardies in any quarter, the student may be assigned to serve an after school detention. Tardies will be excused if the student presents an appointment slip from his or her

dentist or doctor.

DISMISSAL

Students are to leave the school grounds or report to Crusader Kid Care immediately after dismissal. Parents and others who pick up students after school should observe extra safety precautions.

A student leaving the school grounds for lunch with a parent during his/her lunch period must return before the end of his/her lunch/recess period. An adult must come into the office and sign the student out of the building.

INCLEMENT WEATHER

In the event classes are canceled because of inclement weather, the closing of school will be announced on Radio Station KFAB (1110 AM) and the local television stations. Please do not call the school or rectory for school closing information. St. Columbkille School will follow both the Omaha Catholic Schools closing and the Papillion LaVista Community Schools closing announcement. If either is announced, school will not be in session.

EMERGENCY DISMISSAL

In the event classes are dismissed early because of inclement weather or events such as power outages, the dismissal of classes will be announced via email, on our school's Facebook page, and through local media. St. Columbkille School is usually announced with the Papillion LaVista Community Schools. If school is to remain in session, no announcement will be made.

If school is canceled once it is in session, upper grade students (5-8) will be dismissed following normal procedures. Primary students (K-4), however, will be dismissed only to their parents unless parents have provided other instructions. In severe weather parents may come and take their children home early even if school is not dismissed early, but they must sign them out in the office. If there is lightning or torrential rain at dismissal time, students will be held inside and dismissed as parents/carpool arrive at either the main entrance or north door.

MEDICAL APPOINTMENTS

Medical appointments during school hours should be kept to a minimum. Parents or guardians who pick up students during school hours must come into the office and sign out students. No student will be dismissed from the building by a telephone call.

II. PARENTS AND FAMILY

ENROLLMENT, TUITION AND FEES

The acceptance or rejection of any application for enrollment of any student or potential student is the responsibility of the administration. As a condition of enrollment/re-

enrollment in St. Columbkille Catholic School each family/child must agree to abide by all parish and school policies, rules, and procedures, annually renew their stewardship commitment, pay tuition and fees, and annually satisfy and complete all required parent service hours. St. Columbkille Catholic School admits students of any race, color, national or ethnic origin, or gender.

In addition to your stewardship commitment, the tuition rate is per student kindergarten through eighth grade. The amount of tuition is determined each year after budget information has been finalized. In addition to the established tuition, there may be additional fees per student for activities such as field trips, graduation, and other classroom activities. *The fees remain the same for students who are enrolled after the school year has begun.*

St. Columbkille Catholic School requires that students entering kindergarten be 5 years old on or before July 31.

STEWARDSHIP COMMITMENT

St. Columbkille Parish is a stewardship parish, and every parish/school family must make a stewardship commitment. The gift will vary with each family. It is hoped that every family will be as generous as possible. When completing the Stewardship of Treasure pledge, we ask all parents to complete an electronic funds transfer authorization.

ENDOWMENT FUND

St. Columbkille Parish has an Educational Endowment Fund which supplements our other financial resources. The parish's ability to maintain the quality of St. Columbkille School is directly related to the growth of the endowment fund, so families are urged to contribute according to their abilities and interests. Families are also encouraged to consider the endowment fund when setting up memorials, wills, and life insurance policies.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records upon written request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order or other legal paper that prohibits access to education records or removes the non-custodial parent's rights to have knowledge about his or her child's education. Custody or other residential arrangements for a child do not, by themselves, affect the rights of non-custodial parents' access to and control of education records related to the child.

Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students (Archdiocesan Policy #7007)

In cases where Law Enforcement Personnel (police officers, fire officials, and employees

of the Nebraska Health and Human Services Department) wish to interview a student, the principal/head teacher of the school (or designee) shall make the student available and provide the interviewing officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the interviewing officer. In instances where the parent or legal guardian is not notified or is unavailable, the principal/head teacher (or designee) shall remain present during the interview unless otherwise directed by the interviewing officer.

HOME AND SCHOOL ASSOCIATION

(All of the information pertaining to the HSA was provided by the Home and School Association.)

The St. Columbkille Home and School Association is an organization of parents, teachers, and administrators of St. Columbkille Catholic School. Every family with children enrolled in the school pays dues to and is a member of the HSA.

The purpose of the HSA is to encourage participation in the Catholic education of our children by providing:

- a forum for communication among parents, teachers, administration and students,
- assistance through Parent Stewardship, and
- financial resources from fund raisers.

Attending HSA meetings is an excellent way to participate in your child's education and to stay informed about happenings in the school. Attendance at HSA meetings counts toward your Parent Stewardship requirement.

Fund Raisers

The HSA sponsors one major fundraiser each year. The HSA votes on the type of fundraiser at the last meeting of the school year and conducts the fundraiser in the fall of the next school year.

Participation in HSA fundraisers is voluntary. The Principal and Pastor must approve fundraisers, in advance.

Monies raised are distributed for things such as teacher supplies, field trips, sacramental celebrations, eighth grade dinner and enrichment programs. Expenditures must be approved in advance by the HSA Executive Board and coordinated through the school administration.

Family Directory

The HSA publishes a family directory and distributes one copy to each school family who has paid the annual HSA dues, each teacher, and each administrator. Additional copies

can be purchased from the HSA. **The directory is for the use of the St. Columbkille School community only and shall not be made available for commercial purposes.**

Parent Stewardship Program

We can assist the faculty and administration of St. Columbkille School with our time and talents. The Family Directory, provided to each school family after they have paid their annual dues, lists the many service organizations in which you can become involved. If your area of expertise is not listed, please contact the stewardship coordinator to discuss ways you can serve.

In the document *To Teach as Jesus Did*, the Catholic bishops emphasized that one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. As parents, school community, and parish we have taught our children that what God has given to us is valued and returned as time, talent and treasure in service for others. We are grateful to all of our parent volunteers who share their gifts of time and talent. Thank you for being a partner with us in this important part of Christ's work. As parents you are stewards of God's most wonderful gift—the life in Christ of your children. The interest and support you show in our educational program will help you and your child make a return to God for His blessings.

All parents/legal guardians who have students enrolled in St. Columbkille School are required to complete Parent Stewardship Hours annually in order to register children for each school year. The intent of the Parent Stewardship Hours Program is to foster a sense of community and camaraderie among parents and families of the school and to involve families in the parish/school community.

In accord with the Charter for the Protection of Children and Youth drafted by the United States Conference of Catholic Bishops, the Archdiocese of Omaha has mandated that all volunteers who have regular contact with children must consent to a background check and receive training in the Safe Environment program from an Archdiocesan certified trainer.

The Home and School Association shall be responsible for the tracking of parent stewardship hours and for the administration of the program as follows:

- Stewardship Hours are accrued March 1 through February 28. "Annually" refers to this time frame.
- Parents or legal guardians must complete a total of 50 stewardship hours per family annually.
- Single parent families, single legal guardians, or families with a parent deployed must complete 25 stewardship hours annually.
- Families who are new to St. Columbkille must complete 30 stewardship hours, which will accrue Sept. 1 through Feb. 28.

Families who exceed the required Parent Stewardship Hours may not “bank” or carry over Parent Stewardship Hours to the following year. Although the participation of students, relatives, etc. is welcome and encouraged, only the Parent Stewardship Hours of the parent/s or legal guardian/s shall be counted toward the required number of hours.

- Families may not trade, buy, or sell their stewardship hours. There will be no cash “buyout” option for stewardship hours.
- Hours spent participating in any school or parish sponsored **service based** organization, such as the Knights of Columbus, shall count for stewardship hours.
- Hours spent **organizing** or **coordinating** any school or parish activity, event, organization, or program shall count for stewardship hours.
- All qualifying stewardship hours completed for the school or parish shall be calculated on a one-for-one basis (one hour of work equals one hour of credit; 15 minutes of work equals fifteen minutes of credit).

Families who are unable to meet their annual parent stewardship hours must contact the Administration and/or the Pastor to review their situation.

Your Rights as Stewards:

- You are a valued member of our school community.
- You have the right to be treated with respect.
- You have the right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions.

Your Duties as Stewards:

- Stewards will check in at the school office and wear a badge designating that he or she is a volunteer at all times while on school grounds.
- Stewards will arrive on time and perform assigned tasks.
- Stewards will respect school rules and support the authority of the teachers and administrators.
- Stewards will remember that the school exists for the students and will treat all students the way Jesus would treat them if He were the volunteer.
- Stewards will ask for instructions and assistance when needed.
- Stewards are directly responsible to a school staff person when performing assigned tasks. The administration is responsible for the total school operation; thus, the administrators supervise all who serve in any capacity in the school.
- Stewards are not spokespersons for, nor employees of the school.

SCHOOL ADVISORY COUNCIL

The St. Columbkille School Advisory Council has the responsibility to strengthen the role of the school in the parish by advising the administration and the pastor regarding long-

range direction, policy, and visibility. On these matters the views of all parishioners, particularly parents and the staff, are not only welcomed but also encouraged.

The School Advisory Council meets regularly. Please check the school calendar or school website SAC page for meeting dates. The agenda is set before each meeting and will be available for review. Parents wishing to be on the agenda should contact the Principal or the Council President for information on the required procedure.

Copies of minutes approved by the Council will be available on the school website for public review.

COMMUNICATION

The majority of communication from school will come either through email or on the school's website. School information (announcements, calendars, lunch menus, newsletters) will be posted on the school website, www.saintcolumbkillschool.org. Going paperless is more environmentally friendly, and it will greatly reduce our cost in terms of paper consumed, copies made, and employee hours expended.

Every Thursday of the school year when school is in session, the Thursday Envelope will be updated on the school's website. You will receive an email reminder to view the Thursday Envelope with a link to the page on our website. Parents and guardians should make a habit of viewing the Thursday Envelope regularly. It will be our primary means of communication between home and school. We will send reminders, lunch menus, field trip permission forms, flyers for community events, and more through the Thursday Envelope. If any family does not have reliable access to the internet, they should contact the school administration and arrangements will be made to distribute hard copies.

School-wide email notices will be distributed through the Sycamore Education system. Parents may access their students' grades through Sycamore. Every family is asked to set-up their account in Sycamore by August 30 of the current school year. Account set-up information and a temporary password(s) will be sent home with new student(s). Returning students can access their Sycamore account using the previous year's credentials.

Parents who wish to speak with their student's teacher may telephone the school office and leave a voicemail for the teacher or e-mail the teacher at school. Teachers will respond to parent contacts within 24 hours.

On instructional days, teachers are required to be in their classrooms at 7:45 AM for supervision of students and are also assigned supervision duties from 3:15 to 3:30 PM each day. If you would like a one on one meeting with a teacher, please make an appointment to ensure that the teacher will be able to give you his/her full attention.

Parents who wish to speak with the principal or assistant principal may call the school office or email them directly. The principal or assistant principal will respond to parent

contacts as soon as possible. Parents who wish to speak with the principal/assistant principal in person are asked to schedule an appointment.

GRIEVANCE PROCEDURE

Purpose:

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

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

Definition:

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

Guidance:

Concerns are most effectively addressed and resolved when parties:

- speak from first-hand knowledge of events.
- remain open to and respectful of others' viewpoints.
- focus their discussion on establishing the factual basis of the concern.

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

Process:

Before allowing differences to become formalized grievances, an effort should be made to resolve disputes through an open discussion between the parent and the teacher or the parent and administration.

If there is still a grievance after informal discussions have been held, the following steps should be followed:

- 1) Parents are asked to contact the teacher and administration in writing regarding the grievance.
- 2) The teacher and/or principal will respond within one business day after receipt of the grievance to schedule a meeting with a goal of resolving the problem.

The principal is responsible for the day-to-day operation of the school, and in accord with that responsibility, has the authority to make final decisions relative to the resolution of concerns. In the event that the grievance involves the principal, the Pastor will become

involved with the grievance resolution process.

PROCESS AND POLICY ISSUES

The School Advisory Council is available as a forum for parental concerns over policy or process issues. It is not a body to deal with specifics of an individual grievance but the definition of policy/process that may be discovered through dealing with such grievances. Specifics need to be dealt with at the level of the teacher and/or administration as outlined above.

VISITORS

All visitors, including parents, will need to report to the office upon arrival. Visitors must enter through the Main Entrance, check in, and wear a visitor's nametag while in the building.

Parents who wish to visit their child's classroom and/or participate in a school day activity are requested to make arrangements to do so ahead of time. We suggest that a visit be limited to one instructional period.

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

SCHOOL EMERGENCY PLAN

St. Columbkille Catholic School, in conjunction with local authorities, has developed a school emergency plan which is coordinated by the administration and a school emergency management team. Guidelines have been established for emergency situations that may arise such as tornado, fire, bomb threat, intruder and/or medical emergencies. Staff members are directed to follow the Standard Protocol Procedures as dictated by the type of emergency situation. The procedures to be followed will indicate the action to be taken by staff members and students. In the event that students must be evacuated from the school building, they will be escorted to the social level of the church.

- **Lock Down Procedure**- This procedure is used in the event of an intruder or hostile situation inside the building
- **Lockout Procedure** - This procedure is used in the event of a dangerous situation outside of the building.
- **Evacuation Procedure** - This procedure is used in a fire or other similar situation.
- **Shelter Procedure** - This schedule is used in the event of a severe storm.

TRAFFIC SAFETY AND TRAFFIC PATTERN

Students in the kindergarten program enter and exit through the east doors on Monroe Street.

Students in grades 1 and 2 enter and exit through the south doors on Fifth Street. Please note that during designated morning and afternoon hours Fifth Street is **ONE WAY** only. At dismissal time, please do not park in the blue loading and unloading zone until 3:00 on Mon., Wed., and Fri. This area is reserved for Preschool pick-up on those days from 2:50-3:00 PM.

Students in grades 3 through 5 enter and exit through the west doors adjacent to the playground.

Students in grades 6 through 8 enter and exit through the north doors located off of Sixth Street. When dropping off students in grades 6 through 8, traffic will enter either from the Steinhausen Center driveway (from Jefferson Street) or the west driveway (driveway closest to the Steinhausen Center) of the upper parking lot (from 6th Street). Please drive single file past the yellow entrance doors to drop off students and then exit through the east drive (closest to Monroe Street) onto Sixth Street. This is a **ONE WAY** only and when exiting onto Sixth Street this will be a **RIGHT TURN ONLY** exit.

Please note that the **Steinhausen Center driveway is ONE WAY ONLY**. Parents who drop off students at the north doors may enter the north lot via the Steinhausen Center driveway from Jefferson Street but must exit via Sixth Street.

Carpools and parents with students in multiple grades use the North Lot.

Please do not double park at any time. It is a safety hazard for our students.

Please try to keep the flow of traffic moving by moving out of the drop off and pick up areas as soon as your children are dropped off in the morning, or as soon as they are in your vehicle after school.

If your child takes extra time getting in or out of your vehicle, if you would like to walk your child to the door, or if you have business in the school office please park in the church parking lot. Parking is also allowed on some side streets.

When parking on side streets, please be considerate of our neighbors; do not block their driveways or walk on their landscaping.

Students who cross 6th Street are to cross only at the light at 6th and Jefferson. Students are to cross the streets only at manned intersections.

III. STUDENT LIFE RELIGIOUS FORMATION

The school provides all students:

- formal instruction in the Catholic faith,
- opportunities for prayer and worship,
- community-building and service activities,
- knowledge and understanding of Catholic moral values,
- encouragement to grow in virtue,
- encouragement to live as disciples of Christ.

All that the school provides is meant to complement the efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith, and the Church is strengthened in its mission of proclaiming the Gospel.

We ask that you continue your efforts in all of the above areas and continue to model for your children the discipleship of Christ, which is the fruit of our adult faith. Your own commitment to prayer, to the Eucharistic liturgy, to the Sacrament of Reconciliation, to service of others and to compassion and assistance to those in need, will form your children in ritual and practices that will enable them to deepen their relationship with God.

Students receive daily religious instruction. Students pray together, formally and informally, several times daily. Preparation for Sacraments is coordinated through the Parish Religious Formation Office. Every classroom carries out service projects.

All students attend Mass twice a week. We have an all school Mass and Masses for grades K-4 and grades 5-8. As stated in our Belief Statements, St. Columbkille Catholic School is faith-centered and exists to help children grow in the Catholic faith by providing an environment in which gospel principles are modeled by adults.

Religion/Theology Curriculum (Archdiocesan Policy #6502)

All schools will utilize the Archdiocesan religion/theology standards and curriculum guide. The curriculum for religion/theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

The curriculum will include the teachings of Creed, Sacraments, Prayer and Christian Living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on Vocations, Human Dignity, Human

Interaction/Sexuality, Moral Conscience, Social Justice, Community Service/Stewardship and the Circle of Grace.

ACADEMIC PROGRAMS

The Archdiocesan Essential Standards and Nebraska State Standards identify the knowledge and skills which students are expected to master, and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance on annual norm-referenced tests and criterion-referenced assessments and encourage each student to achieve to the maximum of his or her potential.

We believe that diligence, self-discipline, and good study habits are essential to academic success and the full realization of each student's potential. It is the responsibility of both the school and the home to promote these traits.

All members of the school community will exercise appropriate responsibility in the use of school technology and the Internet. In accord with School Policy #5061.1, all students in grades 3-8 and a parent or legal guardian will be required to sign statements pledging to abide by school rules in this regard.

Kindergarten

The purpose of this program is to develop readiness skills for students' future academic success as well as building a foundation of positive self esteem. The curriculum includes Language Arts/Literacy, Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer and Library.

Primary Grades (Grades 1-3)

In the primary grades, the curriculum includes Language Arts/Literacy, Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer and Library.

Intermediate Grades (4-6)

Students may be grouped for some instruction between the two classrooms. The core curriculum consists of Language Arts/Literacy, Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer, and Library.

Junior High (Grades 7-8)

Junior high students are taught Religion, English, Literature/Literacy, Mathematics, Science, and Social Studies in departmentalized courses through an eight period day. In addition, students receive instruction in Spanish, Art, Computer, Library, Music, and Physical Education.

Computer:

School Policy #5061.1 Technology Use Policy

1. Access to the Internet must be related to the user(s) work responsibilities, for the

purpose of education or research, and be consistent with the educational and religious objectives of the school.

2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in cancellation of those privileges, disciplinary action (up to and including suspension or expulsion), and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
 - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user(s) password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
 - g. Engaging in abuse of technology. This includes communication, in or outside of school, using personal computer, social networking sites (including, but not limited to, Facebook, Twitter, Instagram, Tumblr, etc.), cell phones, tablet computers, iPods, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 - a) Use of illegal or controlled substances, including alcoholic beverages;
 - b) Violence or threats of violence, intimidation, or injury to the property or person of another;
 - c) Use of degrading language to describe or refer to another student, faculty member, or school official; or
 - d) Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in email communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
5. School accounts and passwords are confidential and must remain so. Do not use another individual's account or confidential password.
6. Use of a photograph, image or likeness of oneself or of any other employee, student, parent, or parishioner on any internet or web-based site, or in any electronic

- communication is prohibited, except with the express permission of the principal.
7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the principal.
 8. Employees are prohibited from permitting any other individual or entity from creating a web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, or for Internet transmission or posting, except with the express permission of the Principal.
 9. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
 10. The school reserves the right to monitor employee and student use of school computers, including internet use, email use, and content. Thus, employees and students have no expectation of privacy in their use of school computers, the internet or email.

STUDENT ACKNOWLEDGMENT OF TECHNOLOGY USE POLICY

Each student and his or her parent(s)/guardian(s) must receive the Technology Use Policy and sign this authorization as a condition of continued enrollment. Teachers and other staff must also sign as a condition of continued employment. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the school.

Spanish:

Spanish instruction is provided to students in grades 5-8. The Spanish curriculum is designed to expose students to the culture and other aspects of Spanish-speaking countries. Students learn basic vocabulary, sentence structure, pronunciation, basic conversation, and use questions. Students progress into conjugation of verbs, as well as writing, conversation, and vocabulary.

Physical Education and Music:

Physical education and music instruction are provided to students in all grades. Students are required to participate in physical education and music classes. Any student unable to participate in these activities must bring a written statement from his or her physician.

As part of our music curriculum the students participate in one public performance per school year. Students are required to attend, as performance is part of their grade. If a student is unable to attend, he or she will have an alternate assignment.

Guidance and Counseling:

The elementary guidance program is designed to support students in development of Career, Academics, Social, and Personal skills. The counselor facilitates activities to develop these skills for all students in their regular classrooms. Abuse prevention programs are coordinated and provided by the counselor as well as individual and small

group counseling support, as needed, on a short-term basis.

AFTER SCHOOL ENRICHMENT PROGRAMS

After school enrichment activities are offered to students who are interested in participating. Information about current activities may be found on the school website each year.

SPECIAL SERVICES

Because of the excellent support of the Papillion LaVista Community Schools, St. Columbkille Catholic School is able to offer Speech and Language Services to students who qualify. A certified Speech/Language Pathologist provides on site services as needed. Students are seen in both individual and group settings. Areas of service include articulation, voice, fluency, and expressive and receptive language.

STUDENT RECORDS

St. Columbkille Catholic School voluntarily complies with the provisions of the Buckley Amendment. Access to and disclosure of student records are provided according to the following guidelines:

1. Parents and students 18 years or older may review their student records within 5 business days of the request to do so. Parents or eligible students must submit to the school administration a written request that identifies the record/s they wish to review. The administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.
2. Parents must provide written consent for release of student records with the exception of disclosure to other school personnel with legitimate educational interests or disclosure upon legal requirement to provide record information.
3. Non-custodial parents may access their student/s' records, barring a court order to the contrary. Arrangements to provide non-custodial parents with copies or information are at the discretion of the school.
4. Release of official copies of student records for transfer and graduating students is contingent upon written consent to the school. When a student transfers or graduates, records will be forwarded free of charge to the student's new school upon receipt of the signed request forwarded from the new school.
5. Release of official copies of student records to parents is by written request. The school will provide the copies within 5 business days of the request to do so.

STUDENT PHOTOGRAPHS

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing by August 30 of the current school year.

HOMEWORK

Homework itself is an obligation of the child. When a child says that he or she has no

homework, parent(s) should guide the child to spend the homework time reading or practicing some academic skills such as math facts, vocabulary, or studying for an upcoming test or quiz.

Students at St. Columbkille Catholic School should expect regular and increasing amounts of homework with age. The child's ability as well as work habits will cause the amount of homework to vary. If parents find that their child is consistently spending an excessive amount of time each night on homework, a parent-teacher conference should be scheduled to discuss this situation.

For students in grades one through six, when homework is incomplete or late parents will be notified. The completed homework should be signed and returned to the teacher the next day. Students may be assigned to a 45-minute mandatory after school study hall to complete homework assignments at the discretion of the teacher.

Each junior high teacher will assign homework slips for his/her own subject area and will provide guidelines for their homework policies.

Students who are absent due to illness will have an equal number of days to complete work missed. For other absences, the teacher will determine the due date of work missed. It is the responsibility of the student to check with the teacher(s) the first day back to school to turn in and/or receive any homework assignments and make arrangements to make up any missed work or tests.

GRADING POLICY AND REPORT CARDS

Skills taught at each grade level are determined by the Archdiocesan standards and the Nebraska Department of Education standards.

As students progress in their learning they are assessed on each of the skills on the report cards. Not every skill is assessed or taught every quarter based on our current curriculum. The teacher assesses each student using various methods, from quizzes or unit tests to essays, projects, and presentations.

Students in grades 3 through 8 will receive traditional grades of A, B, C, D, and F on their report cards.

A = 94 - 100

B = 86 – 93

C = 78 – 85

D = 70 – 77

F = 0 - 69

Students in grades K through 2 will receive grades of 1 (Below Standard), 2 (Approaching Standard), 3 (Meets Standard), and 4 (Exceeds Standard) on their report cards.

First quarter report cards are given out at first quarter conferences. At the end of second semester, report cards are sent home with students. During the third quarter, conferences are held at the halfway point in order to give students ample time to improve grades before report cards are sent home. Fourth quarter reports are sent home with students on the last day of school.

To be eligible for High Honors, students in grades 7 and 8 must earn all As, and in Self Discipline Skills and Homework Completion must earn all 3s and 4s. For students to be eligible for the regular Honor Roll, the student must earn all As and Bs, and in Self Discipline Skills and Homework Completion must earn all 3s and 4s.

Final report cards may be withheld until the following requirements have been met:

1. All tuition, fees, and/or fines have been paid
2. Textbooks have been returned in reasonable condition *

* Students may be assessed fines for textbooks that are returned in damaged or unusable condition. These fines will be used for textbook replacement.

UNIFORM DRESS CODE

Dennis Uniform Company and Educational Outfitters are our official uniform suppliers. Jumpers, skirts, skorts, cardigans, sweaters and sweatshirts must be purchased from either Dennis Uniform, Educational Outfitters, or the HSA sponsored Uniform Exchange Program.

General:

- One Christian medal or cross on a necklace may be worn under the blouse or shirt. Other necklaces, bracelets, pins, and rings may be allowed on designated holidays or events which will be announced.
- Students may not wear scarves, bandanas, or hats during the school day.
- Girls may only wear stud-type earrings, and boys may not wear earrings.
- No body piercings, tattoos, make-up, perfume, or colored nail polish is allowed.

Hair:

- Hair should be well brushed or combed, neatly styled and clean, out of the eyes, and for boys, above the shirt collar.
- No artificial hair color or haircuts such as mohawks or razor cuttings or carvings.
- Partially or completely shaved heads are not allowed (use ¼" as a guide for minimum shortness).

Shirts (boys and girls): Polo shirts do not need to be purchased at Dennis Uniform or Educational Outfitters, but must be in the style of a uniform shirt. No pockets, puff sleeves, pleated sleeves, cap sleeves, ruffled trim, decorative trim, or emblems (with the exception of the school logo) are allowed.

- Polo shirts may be white or red and may be in the traditional style or have a banded bottom. They may be either long or short sleeved.
- Shirts purchased from Educational Outfitters, Dennis Uniform, or Uniform Exchange may be embroidered with the school's logo.
- Shirts (unless they are banded bottom) must be tucked in at all times.

- If a student chooses to wear a t-shirt or tank top as an undershirt, it must be plain white.

Sweaters and Sweatshirts (boys and girls):

- Sweaters and sweatshirts must be purchased from Dennis Uniform, Educational Outfitters, or Uniform Exchange.
- Sweaters may be navy blue or red and may be a crew neck, v-neck, cardigan, or vest.
- Sweaters or sweatshirts may be worn at any time of year. The uniform polo must be worn underneath the sweatshirt.
- Oversized or faded sweatshirts may not be worn.

Skirts, Skorts, and Jumpers (girls): Skirts, skorts, and jumpers must be purchased from Dennis Uniform, Educational Outfitters, or the Uniform Exchange.

- The plaid uniform jumper may be worn in grades K-4.
- The plaid uniform skirt may be worn in grades 5-8.
- The uniform plaid skort or navy blue skort may be worn in grades K-8.
- Jumpers, skorts, and skirts must be modest in length- slightly above the knee is acceptable. When a student kneels down, the hem should touch the back of her calf.
- Girls may not roll the waistbands on their skirts or skorts.
- Shorts should be worn under skirts and jumpers.

Shorts (boys and girls): Shorts must be in the style of uniform shorts but do not need to be purchased from Dennis Uniform or Educational Outfitters.

- Navy blue uniform shorts (no cargo shorts or Bermuda style shorts).
- Belts (navy, brown, or black) must be worn with shorts.
- Shorts may only be worn during Daylight Savings time.

Slacks (boys and girls): Slacks must be in the style of uniform slacks but do not need to be purchased from Dennis Uniform or Educational Outfitters.

- Navy blue uniform slacks may be worn (no cargo pants).
- Belts (navy, brown, or black) must be worn.

Socks:

- Socks must be worn and visible above the tops of the shoes.
- Socks may be solid white, red, navy or black.
- Socks may have a small logo in white, navy, black, or gray.
- No colored accent stripes, designs, lace, ruffles, beads, etc. are permitted.
- Girls may wear tights or knee socks following the same color guidelines.
- Girls may wear navy leggings that are snug to the leg and extend to the ankle beneath the socks (no capri length or lace trimmed leggings).

Shoes:

- Shoes must have a closed toe and fasten securely to the foot.
- No boots, crocs, sandals, slippers, light up shoes or moccasins are to be worn.
- Students may wear boots to school on snowy or wet days but need to change into appropriate shoes for the school day.

“Spirit Days” On Spirit Days students may wear:

- Any St. Columbkille school, church, or athletics t shirt or sweatshirt.

- Jeans, athletic pants (no leggings or yoga pants), or uniform bottoms.
- Follow the regular shoe policy.

Dress Down Days: Occasionally, students will be given the opportunity to “Dress Down.” On these days, the uniform code is not being followed but appropriate dress is still required. Please follow these guidelines:

Acceptable Clothing:

- Jeans, capris, khakis without holes, rips, or tears
- Athletic pants or sweatpants
- Leggings underneath a skirt or dress

Unacceptable clothing:

- jeggings, leggings, yoga pants, or any pants with words on the seat
- shorts (except uniform shorts during daylight savings time)
- shirts with rude or offensive wording or that promote weapons, violence, etc.
- low cut or off the shoulder shirts, tank tops, or bare midriff shirts
- pajama pants

Winter Weather Clothing:

Please send your child to school prepared to play outside every day in the winter. We recommend that you send a coat, hat, gloves, snow boots, and snow pants. Outside play is part of our program, and our policy is to go outside as long as the “feels like” temperature is 10 degrees or warmer.

GENERAL RULES

Lockers, desks, and shelves are school property and may be inspected by school personnel as the need arises. Only items necessary for instruction and school activities are to be stored there.

Students may not use the playground equipment immediately before (7:30 to 8:00 AM) or after school (3:15 to 3:30 PM).

ACTIVITIES

Field Trips

Teachers plan field trips to broaden and enrich the students’ educational experiences. These field trips are considered to be an extension of instruction/classroom time. If a student is present at school on the day of the planned activity, participation is not optional. Parents must submit written permission for field trips per Archdiocesan requirement.

Band

5th through 8th graders may participate in Gross High School’s Junior Cougars Band program. Instruction is held during the school day once a week at St. Columbkille and after school once a week at Gross High. For more information, contact Gross High School at 402-734-2000.

PARISH SPORTS PROGRAM

St. Columbkille's sports program is coordinated by the Parish Athletic Council. Both intramural and interscholastic programs are provided for students. The program is supported by fees paid by participants.

GRADUATION REQUIREMENTS

To receive a diploma, a student must have passed all classes for all semesters in 7th and 8th grades. Remediation of failing semester grades will be accepted only as approved by the principal.

RETENTION OF STUDENTS

The decision of retention or promotion will be made by the administration with recommendations of the teacher(s). Every effort will be made to work with students and parents to ensure each child's success.

ROOM ASSIGNMENTS

The placement of students with homeroom teachers at St. Columbkille Catholic School is an administrative responsibility. Many factors are considered when determining how students are placed each year. The administration and faculty are professionals who consider the needs of all students during this process.

PARTIES AND TREATS

Classroom parties are held at the discretion of the teacher with the approval of the administration. Room parents may be asked to assist with parties.

*Please note that arrangements for school use of any parish space must be made by school office staff.

In lieu of birthday treats, children are encouraged to contribute a library book through the Library Birthday Book Club program. Any parent wishing to send birthday treats to school must get approval from the classroom teacher ahead of time. Students are not to deliver birthday party invitations or exchange gifts at school.

VALUABLES

Students should not bring valuables to school. The loss of such items is not the responsibility of the school.

AWARDS

The St. Thomas Aquinas Award (Grades 4-6) and the St. Catherine Siena Award (Grades 7-8) are academic excellence awards given to two students from each grade. Students who are awarded these honors show consistently high achievement in all subject areas, demonstrate mastery of information, pose a challenge to others to excel in scholastic activities, demonstrate higher level thinking and a grasp of underlying

principles, do not avoid difficult activities, and are willing to place academic needs of the group ahead of their own personal interests.

The St. Joseph the Worker Award an award given for effort and improvement to two students in each grade 4-8. Students who earn this award show consistently high effort, are cooperative and helpful, pose a challenge to others by their effort, continually strive to improve, and demonstrate improvement over time.

The St. Thomas More Award is a Christian witness award presented to two eighth-grade students each year. These students exemplify cooperative behavior and a helpful spirit, are likely to reach out in heart and spirit to make others feel better, and pose a challenge to others to be better. Their faith is evident, and they have a genuine interest and support for prayer and liturgical activities in and out of school.

The St. Columbkille Award is presented to one outstanding girl and one outstanding boy from the eighth grade graduating class each year. Students awarded this honor have a positive attitude toward school work and strive to do his or her best work. They are involved in and support service to school, conduct themselves well in public, and contribute to school spirit.

IV. SUPPORT SERVICES

BEFORE AND AFTER SCHOOL SUPERVISION

Students are not permitted to arrive before 7:45 AM and are expected to leave the school grounds by 3:30 PM. There is no supervision for students outside of these hours.

It is expected that students who arrive before or after these hours are attending Crusader Kid Care, our before and after school care program. Crusader Kid Care is not available on early dismissal days or on days when school is not in session. There is a registration fee and an hourly per student charge for this program. Crusader Kid Care hours are 6:30 to 7:45 AM and 3:15 to 6:00 PM. The school does not accept responsibility for the well-being of your child once s/he has been dismissed unless s/he is attending Crusader Kid Care.

Students waiting in the church parking lot should not enter any of the facilities.

LUNCH PROGRAM

Children need healthy meals to learn. St. Columbkille School participates in the National School Lunch Program and offers healthy meals every full day of school. We contract with the Westside Community School District to supply hot lunches and with Prairieland Dairy for our milk. Meals for our students are prepared at the Westside Nutrition Services kitchen and delivered to our school. Lunches are planned to meet the USDA guidelines for recommended daily intake for an elementary age child.

Our school uses offer versus serve for food service. Students may refuse up to two of the five meal components. The only exception is that they must take at least ½ cup of a fruit or vegetable. The five components are grain, meat, fruit, vegetable, milk. Students must be able to choose which, if any, components they wish to refuse.

Most food allergies are not considered a medical condition and can be accommodated easily by the offer versus serve option. Occasionally a student has a life-threatening allergy (e.g. peanuts). A medical statement is needed to verify the extent of the allergy. *Please note that peanut butter items are not served on the elementary school menus by the Westside Community School District. A peanut/tree nut free table is provided in the lunchroom for students with severe allergies.

Your children may qualify for free or reduced price meals. To apply for free or reduced price meals, please request a Free and Reduced Price School Meals Application form from the assistant principal. We cannot approve an application that is not complete, so be sure to fill out all required information. Students who qualified for free or reduced price lunches during the prior school year are automatically approved for the first 30 days of the current school year, but a new application must be completed every year in order to avoid interruption of services.

Parents are welcome to have lunch with their child/ren on occasion. If you wish to purchase a hot lunch, please call the office and order your lunch no later than 8:30 AM, and we will charge a lunch to your child's account.

St. Columbkille School's Wellness policy states that students may not bring pop in their lunches. When circumstances are such that you must bring in a commercial lunch for your own child, please do not bring pop. You may bring a juice box or purchase milk. Thank you for your cooperation.

*****When school dismisses at 11:30 AM or earlier, there is no hot lunch.*****

SCHOOL HEALTH PROGRAM

School Health Policies:

Optimum health and wellness is the goal for each student attending school. With that in mind, the school has adopted the following procedures.

An annual student health update is completed by parent/guardian for each student at the beginning of every school year. A new health update form should be completed during the school year for significant changes in a student's health status. These are completed yearly so the school has updated and accurate health information on each student. It is important that school staff is aware of any special circumstances regarding their students' health and safety.

An emergency medical action plan is requested at school for the following conditions:

Diabetes, Asthma & Life-threatening allergies, and Seizures and is a written outline of directions provided by your doctor that will help direct school staff to care for your child at school. This helps allow school staff to be proactive and help to prevent and respond appropriately to emergency situations. Medical action plans should be updated annually or as the condition warrants.

Procedures:

1. **Absence due to illness:** Each time a student misses three consecutive days the parent/guardian must provide a doctor's note in order for the child to return to school. In addition once a child has been absent for 15 cumulative days a doctor's note will be required for re-admittance. Special consideration may be taken on a case by case basis upon review of the principal. Any student absent from school due to illness is not eligible to participate in school sponsored extracurricular activities occurring on that same day.
2. **Accidents and Illness:** In case of an accident or illness at school, the student will be sent to the office where care will be given and a parent/guardian notified when necessary. When a parent/guardian cannot be contacted, the person listed as the emergency contact will be called. Current emergency contact information is extremely important. When professional assistance is required, the rescue squad will be summoned and will provide transportation to a medical facility as necessary. The cost shall be the parent's/guardian's responsibility.
3. **Concussions:** The Concussion Awareness Act, which took effect July 1, 2012 states that all student athletes suspected of having sustained a concussion in practice or competition will be removed from play (this includes physical education class and physical play at recess). The student athlete's parent/guardian will be notified immediately and the athlete will be unable to return to play until cleared by a licensed medical professional. The licensed medical professional and the parent must provide written permission to return to play. If a concussion occurs outside of school hours, it is the parent's/guardian's responsibility to notify the school in writing by the next school day, and submit the licensed medical professional's return to play plan. Licensed medical professional is defined as a physician or a licensed practitioner under the direct supervision of a physician. This includes a certified athletic trainer, a neuropsychologist or some other qualified individual who (a) is registered, licensed, certified or otherwise statutorily recognized by the State of Nebraska to provide health care services and (b) is trained in the evaluation and management of traumatic brain injuries among a pediatric population.
4. **Fever:** A fever is considered to be 100.0 degrees Fahrenheit or above. Students may not be in attendance at school until they have been afebrile (fever-free) for 24

hours without the use of fever-reducing medications (Tylenol, Motrin, Advil, etc.). This is important to reduce the spread of illness at school.

5. **Head lice:** Nits are not a cause for school exclusion. Parents/guardians of students with live lice will be notified and the child must be treated prior to return to school. Only persons with active infestation need to be treated. Avoid head-to-head contact. No exclusion of siblings is required.
6. **(MRSA) Staph infection:** A physician note is required for school re-entry. **Keep lesions covered at school.** Good hand washing and sanitation practices are necessary. No sharing of personal hygiene items.
7. **Nausea, vomiting, or diarrhea:** Keep your child at home for the duration of these symptoms. Students should be symptom free for 24 hours, WITHOUT the use of medication to reduce symptoms. Be sure the child is able to drink fluids and eat food without difficulty before returning to school.
8. **Recess/Physical Education:** A parent/guardian note requesting a child be excused from recess or physical education class will be accepted for one school day. Consecutive days will require a written physician's note. Exclusion from physical education class will also include physical play at recess, unless otherwise stated in physician's note.
9. **Suspected contagious conditions such as undiagnosed rashes or red eyes with drainage:** Your child will be sent home until identified symptoms are evaluated and conditions for return to school are provided in writing by a licensed healthcare provider.
10. **Diagnosed Diseases/Conditions:** Exclusion period from school will follow the guidelines set forth by the county/state health department. These guidelines will supersede any personal healthcare provider's note submitted to school regarding re-entry.

Health Screening Policy

School health screening is not diagnostic nor is it intended to replace regular preventative health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be re-screened. Parents will be notified in writing of findings in the school health screening indicating a need for further evaluation, and necessity of a professional evaluation for the child, in accordance with Neb. Rev. Stat. 79-248. The cost of such evaluation shall be borne by the parent or guardian.

Exemption: A child is not required to submit to school health screening if his or her parent or guardian provides school authorities with a statement signed by a physician stating that such child has undergone the required screening within the last six months preceding the school's scheduled health screening.

Nut Policy

It will be the policy of St. Columbkille Catholic School to do its best to eliminate or minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school if their child has any peanut or tree nut allergies. Communication between the school and the home is important to ensure the continued safety and welfare of all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

To minimize the risk of exposure to nuts for our students, our schools will:

1. Designate tables as NUT FREE in the lunch room. Students with allergies to nuts may invite non-allergic friends to join them with a nut-free lunch.
2. Direct the school lunch program to limit its offering of peanut butter products and items containing other nuts.
3. Discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. The school encourages students who have nut allergies to bring their own supply of snacks to school to lessen the risk of exposure.
4. Promote the implementation of guidelines from attackonasthma.org, which directs the response to severe asthma or anaphylaxis (severe allergies) and requires any parent who has a child with severe allergies or asthma to have an Action Plan on file with the school. This plan will contain Action Plan forms completed by the child's physician or school nurse and by the parent or guardian.
5. Discourage the use of candies and other products (ex. M & Ms) that were processed or packaged in places where other nut products are prepared in activities or projects in school and communicate to parents that items bought for the completion of projects should be checked that they do not contain nuts and were not processed in a factory that manufactures nuts.
6. If requested by parent or guardian, provide an allergy-free computer (or more, if necessary) for use by students with nut or other life-threatening allergies.
7. In classrooms of students with life-threatening allergies, educate the other students and their parents about the allergy and ways to minimize exposure of nuts or other life-threatening foods to affected students.

Medication Policy:

If a student is required to take medication during school hours, medication will be administered only under the following guidelines:

- Medication cannot be administered by school personnel without a completed medical authorization signed by both a parent/legal guardian and a physician. This applies to both prescription and over the counter medications.

- Prescribed medication must be in a prescription container with pharmacy label outlining directions for administration.
- Over the counter medications (Motrin, Tylenol, etc.) must be in the original container labeled with the student's name, and the manufacturer's directions must be legible.
- No expired medications of any kind will be accepted by the school.
- The school reserves the right to refuse to administer medications.
- The school does not assume responsibility for reactions to medicine brought to school.
- At the end of the school year, a parent or legal guardian must claim any unused medications at the school office. Medications will not be sent home with students. After June 1 each year, the school will dispose of any unclaimed medicine.

Self Management of Allergy/Asthma:

Request for self-management of asthma/anaphylaxis condition or diabetic condition will be allowed only if Nebraska 79-224 and 79-225 statutes are followed. This includes the following be submitted each school year:

- Current medical management plan signed by the physician. This plan must include:
 1. Identify the health care services the student may receive at school relating to such condition.
 2. Evaluate the student's understanding of and ability to self-manage his or her condition.
 3. Permit regular monitoring of the student's self-management of his or her condition by an appropriately credentialed health care professional.
 4. Be signed by the student's parent or guardian and physician responsible for treatment of the student's condition
- Parent/guardian written request to school
- Parent/guardian signed statement to indemnify and hold harmless the school against any claim arising from the student's self- management
- The medical management plan must be kept on file at the school
- Once the medical management plan is in place, the student shall be allowed to self-manage his or her condition on school grounds, during any school related activity, or in any private location specified in the plan.
- If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline.

The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

- It is recommended that back up supplies of medications needed to manage his or her condition be kept in the school office.
- For asthma/anaphylaxis, the student shall notify a school staff member when he/she has self-administered his/her medication

All St. Columbkille School Emergency Responder Team Members have received training on the Nebraska Attack on Asthma protocol (call to 911, administration of an EpiPen injection and Albuterol provided through a nebulizer) and its implementation. The protocol (emergency treatment plan) may be implemented by a trained team of emergency responders (school nurse and designated staff members trained and certified in the emergency procedures required by the protocol).

Parents are required to provide written medical documentation for students known to have asthma or an allergic condition, medications as directed by the student's physician and an authorization for administration of medication form with instructions.

School Vision and Physical Exams

Nebraska School Law requires all students entering kindergarten, seventh grade, or transferring from an out of state school to have a physical examination by a physician, physician assistant, or advanced practice registered nurse within six months prior to the start of school. A dental examination is also recommended at this time.

State law also requires students entering kindergarten or transferring from an out of state school to provide proof of a vision evaluation within six months prior to the start of school. The vision exam must be performed by a physician, physician assistant, advanced practice registered nurse, or optometrist. The exam shall include testing for amblyopic (lazy eye), strabismus (cross eye), internal and external eye health, and visual acuity.

Exception to the physical and/or vision examination requirements may be made if the parent/guardian submits a written statement of objection (waiver) to school.

EMERGENCY INFORMATION

Each child must have an up-to-date emergency information form on file, listing both parents' daytime telephone numbers and alternate persons to be notified in case of illness or injury.

Parents will be informed of any kind of serious laceration, bump, fever, or head injury. If the school staff determines that the child should not be in school, the parents will be notified and will be asked to pick up the child within one hour of notification. If parents are unavailable, the alternate persons on the child's emergency information form will be

contacted to pick up the child. If no one can be notified, the school staff may choose to hold the child in the office to monitor his or her condition. If the staff believes it is necessary, 911 may be called. Parents will assume financial responsibility for medical treatment that may be administered to the child which is authorized by the school staff in the event that the parents cannot be reached.

If your child has any health problems or needs special attention, the school nurse, teacher, and administration should be informed so the best possible learning environment can be provided.

Parents who do not give permission for the school nurse to forward health information on a need-to-know basis will need to notify the school office in writing. This would include alerting teachers and staff to watch for symptoms and to give resources to EMS in case of an emergency.

IMMUNIZATIONS

Vaccination Policy

All students are required to have the immunizations mandated by law. In the event of a disease outbreak, an unvaccinated child will be asked to leave the building (without prejudice to academic standing) until the disease is contained.

According to Nebraska state law, each school is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- A statement signed by a physician that the required immunization would be injurious to the student or a member of the student's family or household (medical waiver).
- The only religious waivers allowed will be those complying with School Policy #3503.1: *Immunization Policy for Catholic Schools of the Archdiocese of Omaha*.

PHYSICAL EXAMS

Nebraska law requires that a student entering kindergarten, 7th grade, or moving from another state have a physical examination. A completed physical examination form is due prior to the first day of school.

Nebraska State Statute also requires that all students entering kindergarten provide evidence of vision evaluation within six months prior to entry. The evaluation may be performed by a physician, physician assistant, advance practice registered nurse, or vision professional (optometrist or ophthalmologist). Children are exempt from this requirement when the parent/legal guardian provides a written statement of objection.

V. DISCIPLINE

It is the expectation that each student who attends St. Columbkille Catholic School will make behavior decisions based on good manners, Christ-like living, and school expectations.

DISCIPLINE WITH PURPOSE

In an effort to help students learn self-discipline skills, St. Columbkille Catholic School adopted the Discipline With Purpose program. There are 15 skills that build a self-disciplined person. The 15 discipline skills are taught and used as a framework for making decisions about a person's growth in self-discipline. They serve as an objective standard. The skills are grouped developmentally. When we look at children's behavior in light of skills, we learn that inappropriate behavior provides us with an opportunity to teach a new skill.

The 15 self-discipline skills identified in the Discipline With Purpose program are:

1. Can listen.
2. Can follow instructions.
3. Can ask a question when something is not understood.
4. Can share.
5. Can be trained in the essentials of social skills.
6. Can work cooperatively with others.
7. Can understand and explain the reasons for rules.
8. Can select and develop procedures for accomplishing an objective.
9. Can be trained to be a leader.
10. Can learn the essentials of good communication skills.
11. Can set your own schedules and time limits.
12. Can work together to resolve problems.
13. Can take the initiative to resolve problems of mutual concern.
14. Can distinguish fact from feeling.
15. Can sacrifice from a motive of love.

EXPLANATION OF RIGHTS AND RESPONSIBILITIES

All students have the right to learn.

This means that no one is to behave in such a way that keeps students from being able to participate in class, complete their work, and work to the best of their abilities. Students are expected to follow classroom and school rules so that the class can run as smoothly as possible.

All teachers have the right to teach.

This means that no one is to behave in such a way that keeps the teacher from beginning or continuing to teach. Students are not to create distractions that will stop the teacher from doing his or her job.

All persons have the right to feel safe, both in body and in feelings.

We believe that school is a place where people should be treated with dignity and respect. This means that students are expected to treat adults and other students

respectfully and adults are to treat students and other adults respectfully. We expect all persons to do their best in being respectful in all situations. We believe that even when people disagree with each other, the disagreement can be resolved in a respectful manner.

All persons are to solve problems in a way that does not cause additional problems for anyone else.

It is normal to have a problem now and then. Sometimes our problems involve others. How those problems are solved in school is very important to the smooth running of the building. We expect people to solve problems/arguments/etc. in ways that do not make the problem bigger or cause additional problems for anyone else in the world.

All adults in the building have the right to do their jobs without interference from others.

This means that people are not to behave in such a way that will keep adults from completing the duties of their jobs. For example, the lunchroom workers have the right to serve lunch without students causing a disturbance in the serving line, the custodian has the right to maintain the building without students making messes that would cause the custodian to have to do additional things that would take time away from his regular job, the secretary has the right to complete the many things she has to do without being interrupted by people going to the office without an important reason.

All persons are responsible for the things that are used in the school.

This means that we are all responsible for using the things in the building in such a way that shows that we are taking care of those things. This means that we expect students and adults in every part of the building and on school grounds to behave in such a manner that takes care of the things around us so that they can be used in the best possible way.

At St. Columbkille School we try to do everything we can to help each student be successful. We also make every effort to maintain an appropriate and safe learning environment for all students in the school. If the behavior of one student disrupts the learning or safety of other students on a regular basis, action must be taken to prevent this from continuing. The teacher will work with the student and parents to help him or her change the behaviors. If these efforts are not successful, the student will be referred to the principal and a meeting set up with the teacher(s), student, and parent(s) to determine if the student's needs can be met at our school or if a transfer is in order.

CLASSROOM DISCIPLINE

The teacher is responsible for maintaining the learning environment, implementing school policies, and setting classroom procedures and expectations, so students know how to act appropriately at St. Columbkille Catholic School.

Inappropriate behavior is routinely handled by the teacher through teaching self-

discipline skills, constructive criticism, problem solving, behavior modification plans, enlisting the assistance of parents, and rewards or punishments.

DETENTIONS

Detentions are mandatory 45 minute after school periods assigned for various violations to be served within 2 days of the notification. Parents will be contacted when a detention is given and a written explanation sent home to be signed and returned with a parent signature the next school day. Some examples of when a detention might be given include the following:

1. Scuffling (play fighting) with another student.
2. Excessive tardies: arriving to school late ten or more times per quarter.
3. Disrespect/Defiance: talking back, rudeness, excessive talking, refusal to accept teacher, staff, or adult correction or direction.
4. Chronic classroom misbehavior: the final consequence of the classroom discipline plan.
5. Inappropriate display of affection: kissing, hand holding, or other similar displays at school and/or school-sponsored function.
6. Campus supervision: the student is in an unsupervised area without permission or an appropriate pass. The student crosses the street at unsupervised place.
7. Lunch room: the student is involved with throwing food or drink or any behavior not acceptable by a well-mannered person--running, yelling, horseplay, etc.
8. Inappropriate restroom behavior
9. Chronic violation of dress code
10. Other: as approved by the principal.

EXCLUSION FROM SCHOOL

Suspension and Expulsion (Archdiocesan Policy #5031)

On occasion, students will be suspended and/or expelled. Reasons for suspending and/or expelling a student include:

- a. behavior of the student which presents a moral danger to other students or*
- b. behavior that is incorrigible* or*
- c. frequent absences.*

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

** Incorrigible means the student has been corrected a number of times but refuses to change his or her behavior.*

The decision to suspend a student is the responsibility of the principal after consultation with the student's teachers. The pastor will be notified. The parents of the student will be notified of the measure being taken and the reasons for the suspension as soon as possible. The suspension may be served either in the school or at home, and this will be decided by the principal.

When a student has been suspended, the school may require the student, as a condition for returning to school, to receive a thorough evaluation by a mutually agreed upon health professional(s) to determine:

- a. whether the child is capable of controlling behavior or
- b. if the child is not capable, what steps should be taken to assist the child.

These recommendations must be in writing and the parent must agree to carry out these recommendations to the satisfaction of school officials as a condition for continued enrollment.

A student may be temporarily readmitted to school if the appointment for evaluation is confirmed by the school office before the student returns to school.

For violation of rules for suspension or expulsion, the principal may, at the end of a semester or school year, choose not to allow a student to be re-enrolled after consultation with the pastor.

Expulsion during the school year shall be utilized only when other means of discipline and correction have failed, and/or the student's conduct is a definite hindrance to the welfare and progress of the school community. The final decision to expel a student(s) is the responsibility of the principal after consultation with the pastor.

Prior to exclusion, the student's parents/legal guardians will be formally notified of the measures being taken and the reasons for the exclusion. The student's parents/legal guardians may request a hearing with the pastor.

Suspensions: (at least one full day)

Some examples of when a suspension might be given include the following:

1. Fighting: willfully hitting, slugging, kneeing, tripping, shoving, etc. with the intent to injure another person.
2. Student becomes unreasonable and/or out of control.
3. Student causing physical, psychological, or moral danger to self or others.
4. Abusive/foul language or actions toward another person.
5. Multiple (two or more) detentions for the same behavior defined as incorrigible.

Long Term Suspension or Expulsion

1. A repeated offense under the SUSPENSION category.

Students who commit one of the following acts may be excluded from class for more than five days or expelled from school. The principal may also choose to notify law enforcement authorities of these acts.

2. Smoking or unsupervised lighting of matches on school grounds or at school related events.
3. Use of violence, force, coercion, threat or intimidation.
4. Vandalism/damage to private or school property. In addition to consequence, student must repair/replace property that was damaged.
5. Theft of, or attempting to steal, private or school property of substance OR repeated theft of small value. In addition, student must replace or pay for property that was taken.
6. Trespassing in school building(s) in unsupervised areas without permission.
7. Possession, sale, dispensing, or use of controlled substance or alcoholic beverage.
8. Possession of or handling a weapon.

Weapons (Archdiocesan Policy #5036)

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 that could be used to injure another person will be considered a weapon.

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, explosives or other chemicals. The pastor/principal/president will make the final determination regarding what constitutes a weapon.

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.

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

9. Use of gang signs, symbols, and/or actions at school.
10. Other as determined by the principal and pastor.

The principal is the final recourse in all discipline actions and may waive any disciplinary action for just cause.

PROCESS TO ADDRESS BULLYING

Purpose:

St. Columbkille School is a Catholic-Christian school. We strive to create an environment where our students can grow in Christian virtues of love for one another, compassion, kindness and respect toward others. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be accepted. These incidents will be acted upon when they are related to school activities or

school-sponsored activities on or off campus.

Definition:

Bullying is a repeated pattern of abusive behavior over time in an environment of an imbalance of power that includes, but is not limited to:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation

Responsibility:

It is the responsibility of everyone, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher Associates
- School Counselor
- Administration

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 “bullying” type behavior, the behavior will be dealt with using school discipline procedures. When the appropriate authorities identify repeated behavior that is consistent with bullying, the following steps will be taken:

- The Administration will be informed.
- Parents will be informed.
- A corrective behavior plan will be developed to address the situation.
- Consequences up to and including suspension and expulsion may be enacted.

Confidentiality:

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

References:

Student Offensive Conduct, Bullying or Harassment (Archdiocesan Policy #5032)
Procedures for Reports and Investigations Relative to Offensive Conduct, Bullying or Harassment (Archdiocesan Policy #5033)