

SAINT COLUMBKILLE

CATHOLIC SCHOOL



GROWING IN SPIRIT, MIND, AND BODY AS DISCIPLES OF CHRIST.

## Family Handbook 2021-2022

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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 CATHOLIC SCHOOL MISSION, VISION, AND VALUES

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

**Vision:** St. Columbkille Catholic School strives to provide an environment where students grow as Disciples of Christ through service and faith formation in a vibrant, inclusive Catholic community. Students will reach their full potential through superior academic preparation and will exemplify positive Christ-like character in our community and beyond.

**Values:**

Faith and Discipleship: Our school is a faith-filled community made up of students, staff, parents, and guardians. We live out our Catholic faith in words and actions everywhere we go and live as Disciples of Christ.

Commitment: Academic excellence and continuous school improvement are achieved through targeted professional development, high quality curriculum, and effective instruction that meets the needs of all learners.

Integrity: We believe that persistence, honesty, positivity, and self-discipline are essential to student growth and the development of moral standards.

Inclusion: Our school environment is welcoming, open, and diverse. Each of us is uniquely created by God to fulfill his plan, and we possess incredible gifts to be used for His greater glory.

## **I. THE SCHOOL DAY**

### **DAILY SCHEDULE**

6:30 AM	Crusader Kid Care program opens
7:30 AM	Teachers and Staff on duty
7:45 AM	Students may enter the building and report to classrooms
8:00 AM	Classes in session
11:00 AM	Lunch period begins
12:35 PM	Lunch period ends
3:15 PM	Students in all grades are dismissed Crusader Kid Care program begins
3:30 PM	Teachers and staff off duty
3:45 PM	School Office closes
6:00 PM	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 make up missing work within the time allotted. Students who are absent for illnesses will have an equal number of days to make up missing work. 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 absent. Please send an email to the office staff at [attendance@saintcolumbkilleschool.org](mailto: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.

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.

## **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. Students not picked up by 3:30 will be taken to the school office.

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 that school is canceled because of inclement weather, the closing of school will be announced via text message (Parent Alert) and on 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/or the Papillion LaVista Community Schools closing announcement. If either is announced, school will not be in session

## **LATE START INFORMATION**

If circumstances make delaying the start of school a safe alternative to closing school for an entire day, that decision will be made by St. Columbkille administration independently from other schools or districts. Parents will be notified via text message (Parent Alert), email, and the school Facebook page. In the event of a late start, here is what you need to know:

- Late starts will only be announced the evening before; if conditions worsen overnight, an all day cancellation could be announced by 6:00 AM.
- School will start at 10:00 AM; doors will open at 9:45 AM.
- There will be no AM Crusader Care.
- Our first lunch period will not start until 12:35 PM.
- Westside will still deliver lunches, however the menu options may be reduced and/or different, and we will not know ahead of time. As always, students may bring a cold lunch.
- School will dismiss at 3:15 and PM Crusader Care will be open.
- Please remember that you always have the option of making decisions that are best and safest for your family.

## **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, text message (Parent Alert), on our school's Facebook page, and through local media.

If school is canceled once it is in session, students will be dismissed to their parents or regular carpool 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.

## **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 at 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.

St. Columbkille Catholic School views the education of a student as a partnership between parents and the school. Parents and students are expected to comply with the school rules, policies, and consequences for inappropriate behavior. Parents and students are expected to accept and support the authority of school officials. Just as the parent reserves the right to withdraw a child, the school has the right to cancel the enrollment of a student if the administration determines that the parent or student demonstrates a refusal to maintain a partnership with the school.

In addition to your stewardship commitment, the tuition rate is per student preschool 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.

St. Columbkille 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.

### **ENDOWMENT FUND**

St. Columbkille Parish has an Educational Endowment Fund which supplements our 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 a 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 employee 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 fundraisers.

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.

### **Fundraisers**

The HSA sponsors one major fundraiser each 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 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. Service opportunities can be found on the school and parish website and additional opportunities will be communicated to parents via email and the school newsletter.

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 a 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 parishioners of St. Columbkille Parish are expected to spend an average of one hour a week in service to the parish or community. School parents are asked to complete Parent Stewardship Hours annually. 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 accordance with the Charter for the Protection of Children and Youth drafted by the United States Conference of Catholic Bishops, 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.

Parent Stewardship hours are administered as follows:

- Stewardship Hours are accrued March 1 through February 28. "Annually" refers to this time frame.
- Parents or legal guardians are asked to complete a total of 50 stewardship hours per family annually. At least 30 hours should be to the school and/or parish.
- Single parent families, single legal guardians, or families with a parent deployed are asked to complete 25 stewardship hours annually. At least 15 should be to the school and/or parish.
- Families who are new to St. Columbkille are asked to complete 30 stewardship hours, which will accrue Sept. 1 through Feb. 28. At least 15 can be to the school and/or parish.

*Parents 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.*

- Parents 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, Moms of Faith, etc. shall count for stewardship hours.
- Hours spent organizing or coordinating any school or parish activity, event, organization, or program shall count for stewardship hours.
- Hours spent in faith formation activities such as Adoration, prayer groups, or Bible studies shall count for stewardship hours.
- Any participation or attendance at family centered parish or school activities such as STEM Night, Family Literacy Night, Movie Nights, etc. 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).
- Donations such as store-bought items purchased for a lunch, gift cards, etc. may be counted for one hour per event.

Parents 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.

**We require that you:**

- Check in at the school office and wear a badge at all times on school grounds.
- Respect school rules and support the authority of the teachers and administrators.
- Do not post pictures of students other than your own child on personal social media pages.
- Remember that the school exists for the students and will treat all students the way Jesus would treat them if He were the volunteer.
- Ask for instructions and assistance when needed.

**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.

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**

Every other Wednesday when school is in session, the Columbkille Chronicle, our school newsletter, will be sent via email and the Wednesday Envelope will be updated on the school's website. The Wednesday Envelope is an online location for flyers, permission slips, and other important school paperwork. Parents and guardians should make a habit of reading the Newsletter and viewing the Wednesday Envelope regularly. It will be our primary means of communication between home and school.

Additional communication from school will come via email or can be found on the school's website. School information (announcements, calendars, lunch menus, newsletters) will be posted on the school website, [www.saintcolumbkilleschool.org](http://www.saintcolumbkilleschool.org). If any family does not have reliable access to the internet, they should notify their child's teacher.

Parents who wish to speak with their student's teacher may telephone the school office and leave a message for the teacher or e-mail the teacher. 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 the parent as soon as possible. Parents who wish to speak to 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.

### **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 the 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 name tag while in the building.

## **SCHOOL EMERGENCY PLAN**

St. Columbkille Catholic School, in conjunction with local authorities, has developed a school emergency plan which is coordinated by the administration, school The School Safety Committee and the Crisis Response 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 Response Protocol 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 of an evacuation, parents will be notified via email of their child's location.

- **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 procedure is used in the event of a severe storm or similar situation.

## **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 the 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 and pray together, formally and informally, several times daily. Preparation for Sacraments is coordinated through the Parish Religious Formation Office. 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, we live out our Catholic faith in words and actions everywhere we go and live as Disciples of Christ.

### 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 (4-5)

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.

### Middle School (Grades 6-8)

Middle School 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.

**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 have a written statement from his/her physician on file in the office.

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 the 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 through the Columbkille Chronicle and 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 is 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, social media, 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 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.

Students who are absent due to illness will have an equal number of days to complete the work missed. For other absences, the teacher will determine the due date of work missed. It is the responsibility of the student to work with his/her teachers 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 Parent/Teacher Conferences. Second, Third, and Fourth Quarter Report Cards are made available in your Facts Family Portal at the end of each quarter.

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 DiGiorgio's Sportswear are our official uniform suppliers. Jumpers, skirts, skorts, cardigans, sweaters and sweatshirts must be purchased from either Dennis Uniform, DiGiorgio's, or the HSA sponsored Uniform Exchange Program.

### **General:**

- One Christian medal or cross on a necklace may be worn. 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, or perfume.

### **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 1/4" as a guide for minimum shortness).

### **Shirts** (boys and girls):

- Polo shirts do not need to be purchased at Dennis Uniform or DiGiorgio's, but must be in the style of a uniform shirt. No pockets, puffy sleeves, pleated sleeves, cap sleeves, ruffled trim, decorative trim, or emblems (with the exception of the school logo) are allowed.
- Polo shirts must be red and may be in the traditional style or have a banded bottom. They may be either long or short sleeved.
- Shirts purchased from DiGiorgio's, 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, DiGiorgio's, 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, DiGiorgio's, or the Uniform Exchange.
- The plaid uniform jumper may be worn in grades P-4.
- The plaid uniform skort may be worn in grades P-8.
- The plaid uniform skirt may be worn in grades 5-8.
- 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 DiGiorgio's.
- 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.

**Pants (boys and girls):**

- Pants must be in the style of uniform pants but do not need to be purchased from Dennis Uniform or DiGiorgio's.
- Navy blue uniform pants may be worn (no cargo pants).
- Belts (navy, brown, or black) must be worn.
- Faded or torn pants may not 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).

### **Cell Phone and Personal Technology Policy**

Electronic devices such as cell phones, smart watches, FitBits, iPads, bluetooth headphones and other such devices with wireless or bluetooth technology may not be used, worn, or carried during school hours. If for safety reasons, parents want their child to bring a cell phone to school, **the phone must be turned off and kept in the student’s backpack or locker, and may not be used in school during the school day.**

If a student’s cell phone (or other wireless or bluetooth enabled device) is used during the day (text message, etc.) or is a distraction in any way, it will be confiscated and taken to the school office. The device must be picked up by a parent or other designated adult. Parents who need to get a message to their child during the school day may contact the office, and a message will be sent to the child before the end of the day.

Students are expected to conduct themselves morally and with Catholic behavior when using cell phones and other devices. Students involved in using personal electronic devices in a way that violates the philosophy and policies of St. Columbkille School are subject to disciplinary action. The school is not responsible for the loss or destruction of any electronic device or cell phone brought to school by a student.

### **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 the Music in Catholic Schools Band program. Instruction is held during the school day twice a week at St. Columbkille. The Music in Catholic Schools program will send information home during the first few weeks of the school year. For more information please visit [archomaha.org/music-in-catholic-schools/](http://archomaha.org/music-in-catholic-schools/)

### **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. Treats containing nuts are not permitted. Other food allergies may be present in the classroom as well, so 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. 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 may not enter any of the campus facilities (the church, Sacred Heart Center, McWilliams Center, etc.).

### **LUNCH PROGRAM**

Children need healthy meals to learn. St. Columbkille Catholic 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 Hiland 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.

Most food allergies are not considered a medical condition. Occasionally a student has a life-threatening allergy (e.g. peanuts). If a medical meal accommodation is needed for your student, please contact the hot lunch coordinator to obtain the forms required by the Nebraska Department of Education Nutrition Services. 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. **It is the responsibility of the parent to preview any school hot lunches ordered for safety if their child has a food allergy:** <https://schools.mealviewer.com/school/WestsideContractMeals> ("allergen" filter tab to left of menu)

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.

Guests are not allowed in the lunchroom.

St. Columbkille School's Wellness policy states that students may not bring pop/soda in their lunches.

**\*\*\*When school dismisses at 12:00 PM or earlier, there is no hot lunch. \*\*\***

## SCHOOL HEALTH PROGRAM 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 a parent/guardian for each student at the beginning of every school year. This update is completed electronically through the FACTS System. A new health update should be completed during the school year for any significant changes in a student's health status. The Student Health Update is completed yearly so the school has the most current and accurate health information on each student at all times. It is important that school staff members are aware of any special circumstances regarding their students' health and safety.

Parents are required to provide written medical documentation for students known to have **Diabetes, Asthma, Life-threatening Allergies, and/or Seizures**. This documentation includes emergency action plans and medication authorization as directed by the student's physician.

An Emergency Medical Action Plan is a written outline of directions provided by your doctor that will help direct staff to care for your child at school. This allows school staff to be proactive and respond appropriately to emergency situations. Medical Action Plans need to be updated annually and more frequently as the condition warrants.

All St. Columbkille School Emergency Response Team Members have received training in the Nebraska Attack on Asthma Protocol-Rule 59 (call to 911, administration of an EpiPen injection and Albuterol provided through a nebulizer) and its implementation for any breathing emergency. The Emergency Response Team members are also certified in CPR/AED and First Aid.

### 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**. If a concussion is suspected at school, parent/guardian will be notified immediately and the child will be unable to return to learn/play until cleared by a licensed medical professional. The licensed medical professional and the parent must provide written permission to return to learn/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 learn/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 the pediatric population.

4. **Fever: Fever:** A fever is considered to be **100.4** degrees fahrenheit or above. Students may not be in attendance at school until they have been afebrile (**fever-free**) **for 24 hours** (72 hours during an infectious disease outbreak as determined by the local health department and school officials) **without the use of fever-reducing medications** (Tylenol, Motrin, Advil, etc.). Any student sent home from school with a fever, **may not attend classes the following day** in order to fulfill the minimum 24 hour requirement. 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: Nausea, vomiting, or diarrhea:** Keep your child at home for the duration of these symptoms. Any student sent home from school with vomiting or diarrhea **may not return the following day.**(The return to school time may be increased during times of Norovirus concerns) .Be sure the child is able to drink fluids ,eat food, and toilet normally before returning to school.
8. **Recess/Physical Education: Recess/Physical Education:** A parent/guardian note requesting a child be excused from recess and 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 a 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 screenings for height, weight, vision, hearing, and dental shall be performed yearly for those grades included under the requirements of the Nebraska Department of Health and Human Services guidelines.

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 is 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:

1. A parent may request their child to sit at a designated NUT FREE table in the lunchroom. Students with allergies to nuts may invite non-allergic friends to join them with a school hot lunch (does not contain nuts).
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](http://attackonasthma.org), which directs the response to severe asthma or anaphylaxis (severe allergies). This requires any parent who has a child with severe allergies or asthma to have an Emergency Action Plan on file and updated yearly at school with the prescribed emergency medications.
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 at school. Communicate this information to parents regarding any items being sent to school for the completion of projects.
6. If requested by a parent or guardian, provide an allergy-free computer 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 a 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.

### **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 safest learning environment possible 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 the Nebraska state law, each school is required to keep the immunization history of the students enrolled on file. Parents and 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, as outlined by the Nebraska Department of Health and Human Services..
- 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 the Omaha Archdiocese Policy

*#3503.1: Immunization Policy for Catholic Schools of the Archdiocese of Omaha.*

## **PHYSICAL EXAMS**

Nebraska State Law requires all students **entering kindergarten, 7th grade, or transferring from another state** have a physical examination by a physician, physician assistant, or advanced practice registered nurse within six months prior to the start of school. Exams by a **chiropractor** are **not** acceptable under this law. A copy of the physical examination is due in the health office prior to the first day of school.

Children are exempt from this requirement when the parent/legal guardian provides a written statement of objection/waiver.

## **VISION EXAMS**

Nebraska State Statute also requires that all students **entering kindergarten or transferring from another state** provide evidence of vision evaluation within six months prior to entry. The evaluation may be performed by a physician, physician assistant, advanced practice registered nurse, or vision professional (optometrist or ophthalmologist). The exam shall include testing for amblyopia ("lazy eye"), strabismus (eye misalignment), internal and external eye health, and visual acuity.

Children are exempt from this requirement when the parent/legal guardian provides a written statement of objection/waiver.

## **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.

**All students represent the St. Columbkille School community.**

This means that student behavior must reflect the school values on and off campus. Student conduct off-campus can have a detrimental effect upon our school's reputation. The administration reserves the right to discipline students for conduct away from school that has a negative impact upon individuals within our school.

## **PROCESS TO ADDRESS BULLYING**

St. Columbkille School utilizes a Bullying Prevention Plan to promote positive peer relationships. This plan revolves around educating students, parents, and teachers about the true definition of bullying and how they can best prevent it. The school depends on timely reporting by bystanders, use of anonymous reporting boxes, and teaching students to report and equip themselves with strategies that research has shown to best eliminate bullying incidents.

**Purpose:**

At St. Columbkille Catholic 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.

**Bullying is** when an individual (or a group of people) with more power repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond.

**Bullying is not** a single episode of social rejection or dislike, single episode acts of nastiness or spite, random acts of aggression or intimidation, mutual arguments, disagreements or fights.

**(National Center Against Bullying, 2018)**

**Responsibility:**

The role of parents is to stay in close and open communication with teachers if bullying concerns exist. It is the responsibility of everyone 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.

**Offensive Conduct and Harassment**

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person’s gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Offensive conduct, bullying, or harassment may result in suspension or expulsion.

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

1. Explicit and offensive sexual references or gestures.
2. Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advances or suggestions of a sexual nature.
3. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

4. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

**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)**

## **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.

### **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.

## **EXCLUSION FROM SCHOOL**

### **Suspension (In School/Out of School)**

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. Suspension may be in school or out of school and will be decided by the Principal.

#### **Procedures for suspension:**

1. The decision to suspend a student is the responsibility of the principal after consultation with the student's teachers.
2. The Pastor will be notified.
3. The parents of the student will be notified of the measures being taken and the reasons for the suspension as soon as possible.
4. When a student has been suspended, the school may, as a condition for returning to school, require the student 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.
  - c. 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.
  - d. 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.

### **Expulsion**

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

#### **Procedures for expulsion:**

1. The decision to expel a student rests with the Principal and Pastor.
2. Prior to exclusion, the student's parents/legal guardians will be formally notified of the measures being taken and the reasons for the exclusion.
3. The student's parents/legal guardians may request a hearing with the pastor.
4. The Principal will notify the Superintendent of Catholic Schools and the public school authorities and, upon request, provide records of the evidence justifying expulsion of the student.

### **Suspensions and Expulsions:**

Reason for suspensions and/or expulsions may include, but are not limited to, the following:

1. Physical, psychological, or moral danger that presents a danger to anyone in the school.
2. Fighting or serious disruption of a class or school situation.
3. The possession, transmission and/or use of tobacco, drugs, look-alike drugs, drug paraphernalia, or alcohol.
4. Possessing any dangerous weapon, substance, or obscene materials.
5. Abusive/foul language or actions toward another person.
6. Out of control, unreasonable behavior.
7. Threats, written or verbal, towards another person.
8. Damaging, vandalizing, or stealing school property or another's personal property.
9. Inappropriate use of technology or the Internet (Please refer to the Technology Use Policy).

10. Violating the philosophy and/or policies of St. Columbkille Catholic School.

## **References: Suspension and Expulsion Archdiocesan Policy #5031**

### 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.*

**Other offenses may be 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.**

## **TECHNOLOGY USE POLICY**

### 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 internet or technology include the following:
  - 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.

- h. Abusive communication includes, for example, posting or dissemination of written materials, graphics, photographs or other representations that communicate, depict, promote, or encourage:
  - i. Use of illegal or controlled substances, including alcoholic beverages;
  - ii. Violence or threats of violence, intimidation, or injury to the property or person of another;
  - iii. Use of degrading language to describe or refer to another student, faculty member, or school official; or
  - iv. Lewd, offensive, sexually suggestive, or other inappropriate behavior on webpages, web sites, blogs, bulletin board systems, in email communication or attachments, in discussion groups, user groups, chatrooms, 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 communication is prohibited, except with the express permission of the principal.
7. Using school equipment to create a website 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 website 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 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.