



# ST. MICHAEL'S SCHOOL

*Discover the Difference!*



## Parent-Student Handbook

*Revised May 2022*

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## **ST. MICHAEL'S SCHOOL MISSION STATEMENT**

The mission of St. Michael's School is to provide a challenging academic education integrated with Catholic values and morals, which will promote self-discipline, social responsibility, and a life-long enthusiasm for learning.

### **ST. MICHAEL'S SCHOOL STRIVES TO:**

- Encourage the love and respect of all people by providing students with opportunities for serving others in school, church and community and to prepare the students to become productive members of our changing society.
- Provide opportunities for students to develop, demonstrate and share talents.
- Provide a safe and supportive environment, which includes strong family support to ensure students educational success.
- Provide a curriculum, which encourages students to reach their full potential through high expectations and quality education.
- Create a Christian community that provides instruction in the Catholic faith, morals and tradition, as well as opportunities for prayer, self-sacrifice and celebration of the Sacraments.
- Provide a learning atmosphere where students develop a sense of personal responsibility for one's own behavior and learning based on Catholic moral teaching.

### **DISCLAIMER**

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Michael's School and any student or any parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the handbook provisions without notice. Non enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. Parents will be notified promptly of any changes in this handbook.

This Handbook does not create any restriction upon St. Michael's School's right to institute any course of disciplinary action which, at St. Michael's School sole discretion, it believes is necessary and consistent with its Catholic educational mission.

### **NON-DISCRIMINATION STATEMENT for School**

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

The Omaha Archdiocesan Schools admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## BOARD OF EDUCATION & SCHOOL STAFF

The Board of Education was established by the Parish Council of St. Michael's Parish to assist the pastor and chief administrator with governance tasks essential to the maintenance and welfare of St. Michael's Parish Education. The Board is advisory to the pastor, who in accord with canonical law, has ultimate responsibility for the parish. The Board is accountable to the Parish Council in those matters so designated in these bylaws.

**BOARD OF EDUCATION:** A list of board members is in the St. Michael's School registration packet.

**SCHOOL STAFF:** A list of staff members is in the St. Michael's School registration packet.

## ORGANIZATIONS

School related organizations include: Guardian Angels, SOCKS (Support Our Catholic Kids) and Student Council.

### **Guardian Angels:**

St. Michael's Guardian Angels is a parent support group for St. Michael's 5-day school. The Guardian Angels serve as an extension of St. Michael's Board of Education in fundraising activities and in providing volunteer help for St. Michael's School staff.

Membership consists of all parents of children attending St. Michael's School. Dues are set and collected each year as designated by the officers. Meetings are scheduled monthly during the school year. Notices are posted on the school calendar and parish bulletin. Officers must be active members of the organization. Elections are held annually in May.

All Guardian Angels funds are designated to St. Michael's 5-day school. SMGA fundraisers include the Calendar Lottery Tickets in October thru December; Trash bag sales; movie theater nights; and Box Tops, Campbell's UPCs, Our Family UPCs & Tyson A symbols contests throughout the school year. The Guardian Angels organize teacher and staff appreciation week, provide inservice meals, and conduct mini-classes for the students in December.

### **SOCKS:**

SOCKS is a parent support group for St. Michael's 5-day school and PRE students. SOCKS is an extension of St. Michael's Board of Education to pursue social and fund-raising activities for the 5-day school and PRE programs.

Membership consists of all parents and students attending St. Michael's 5-day and PRE classes. Dues are set and collected each year by SOCKS officers. Meetings are scheduled 3 times during the school year. Notices are published in the parish bulletin and school calendar. Officers can serve as husband/wife team, but the office can also be filled by one person.

SOCKS funds are designated by the committee to St. Michael's 5-day school, PRE programs, St. Michael's Youth programs including elementary and high school choirs, Catholic Youth Organizations and activities, and outside donations. Outside donations are subject to approval by the St. Michael's Board of Education.

SOCKS fundraisers include the Deli International food sales in September. The committee also is responsible for the grocery certificates and script cards.

## HANDBOOK RESPONSIBILITY

This handbook contains much of the essential information about St. Michael's School. It is vital that each student and every parent/guardian read this information. It is expected that each student and parent/guardian make a sincere effort to comply with these rules and regulations. Once you have read and understand this handbook and understand the procedures, please fill out the attached form and return it to the school office.

## PARENTAL ROLE IN FAITH FORMATION

You have chosen to send your child(ren) to St. Michael's School for many personal reasons. One is hopefully for their spiritual development and to help them as they work towards everlasting life. As parents, you are their primary model of faith. How you model prayer, attending Mass each week, and your relationship with others and with God will be one of your child's primary ways to learn how faith is lived. May God be with you in this grave responsibility of love.

## ACTIVITY PARTICIPATION POLICY

Activity eligibility lists will be prepared at the end of each week by the upper grade staff. Students are ineligible for activity participation, band, or going with the team or group (excluding graded activities) the following week if they are failing one class, or about to fail two classes. Ineligibility weeks begin on Sunday and end on Saturday. Students will be reported as failing if their cumulative average in class is below 70 percent and students who have an average between 70 and 73 percent will be reported as about to fail. Students will be given academic warning after one week of failing and about to fail grades. If the grades are not improved after the second week, the student will receive an academic ineligibility.

All students who are on the academic ineligibility list will be required to serve time after school throughout the following week. It is the responsibility of the student to make arrangements for transportation home after the study hall is dismissed at 4:00 p.m. Reports of sports ineligibility will be sent home on Friday. Parents will also be called if communication is considered necessary by the staff.

Students who are ill and absent from school for a part of a day may not participate in a sports practice or event occurring on that same day. Any student who returns to school after being ill at the beginning of the school day will remain in school until dismissal time in order to obtain and work on classes missed from the part of the day that he/she was absent.

Exceptions to this rule include students who have a note from a parent requiring a pre-excused absence for events such as: appointments or funerals. An exception will also be made when a student requires medical attention and has a note from a doctor that states why the student was absent and giving permission for that student to participate in practice or a sports event after or during school. St. Michael's staff requests a written note if a student will not be attending a sports practice or game.

St. Michael's School students participating in Boone Central Schools activities also agree to follow the guidelines of Boone Central's Activity Handbook.

These guidelines may be adjusted according to the discretion of administration.

## ADMISSION AND TRANSFER

Kindergarten attendance is a prerequisite for entering the first grade. Our office needs the following documents and information for all incoming kindergartners: doctor's physical exam verification, eye exam, immunization records, birth certificate and Social Security number. State Law requires these items.

For a child to transfer into St. Michael's, parents must request in writing their student's permanent records from his/her former school. The child's most recent report card should also be presented when registering.

If a family plans to move out of our school system, the office should be informed as soon as possible. A form with a parental signature authorizing the transfer of records must be completed before a permanent file can be sent to another school.

## ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at St. Michael's School in 1988, and has been updated (re-inspected) every third year. Our last inspection was conducted on June 18, 2012. We were highly commended, once again, for our attention to the upkeep of the asbestos in our building. Any areas of known or assumed friable or non-friable asbestos will continue to be inspected on a regular basis (every six months) and procedures implemented to assure no health hazards are present.

Our management plan has been filed with the State Department of Health and is on file in the school office. The plan is available for public inspection during normal office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. For further information, please contact Mrs. Schumacher, the school's asbestos program manager at 402-396-2926.

Re-inspections will be conducted every third year so long as asbestos is known or assumed to be in the school. St. Michael's next re-inspection will be in June of 2018

## ATHLETICS

Each grade has P.E. class where the children are taught games, team play, cooperation and sportsmanship. In addition, the 7-8 grade classes may play team sports through Boone Central Schools. For this reason, guidelines set down by Boone Central Schools and the District 1 Conference need to be observed. Please refer to the section of this handbook titled "Activity Participation" for further participation guidelines.

## ATTENDANCE

Regular attendance at school is required to obtain maximum results in learning and is the responsibility of the parents. **Parents are expected to phone the school on the morning of an absence by 8:00 a.m. A written note sent with a sibling on the date of an absence is encouraged.** Someone from the school will attempt to call your home or place of business if your child is absent and we have not been notified. A written note explaining an absence must be sent with the student when he/she returns to class.

In the remote learning environment students are expected to attend zoom classes as though they were in person classes. If not in attendance, they will be counted absent.

A written request from the custodial parent or legal guardian is required for a pupil to leave school before the time of dismissal. Request must clearly state reason(s) for leaving early. This is done to ensure the safety of all students.

Absences totaling 20 days during either semester shall be reason to consider non-promotion of a child. Cases will be considered individually.

### Authorized Dismissal

According to State law, a written request for dismissal must clearly state the reason for a child's absence from school. This request/note must be submitted before the child is dismissed from school or is to be brought to school on the day following an illness. These excuses must be kept on file for a year. If a child is to leave school before the normal dismissal time, parents are required to send a written explanation listing date, time and who will pick him/her up.

If a student will be absent from school for an extended time (e.g. vacation, surgery, or an appointment, etc.) please notify the office with written information at least one week in advance. Also contact your child's teacher to arrange for the completion of classroom make-up work. The student will be given one day to complete make-up work for each day of absence. \*See "Homework" section for more details on make-up work.

### Tardiness

Students will be counted as tardy if they arrive after 8:05 am. A student who has three (3) unexcused tardys will receive a detention and may spend recess time catching up on what was missed. If six (6) unexcused tardys are obtained, a parent conference with the principal will be required and an action/resolution plan will be written. If a student arrives after 8:20 am they will receive an unexcused tardy **and** an unexcused absence (partial day absent). Excessive tardiness may result in additional consequences and impact participation in extracurricular activities at St. Michael's and/or Boone Central.

### Truancy

According to Nebraska state law student absences must not total more than twenty (20) days or equivalent hours for a given year. When a student's absences (excused or unexcused) exceeds five (5) days by the end of the first quarter, eight (8) days by end of the first semester, or fifteen (15) days by the end of third quarter class, or the equivalent hours thereof, the school may:

- a. notify parents of the potential charges of truancy
- b. work with the parents in developing a plan to reduce excessive absences
- c. request professional documentation of absences
- d. request an attendance officer to visit the home

If student absences exceed twenty (20) days or equivalent hours, the school will serve written notice to the parent or guardian, warning him/her to comply with the Nebraska Compulsory Attendance law and advise him/her that failure to do so will be reported to the county attorney. Upon the next failure of the student to attend school, the administrator will file a report with the county attorney.

## **BAND**

Band is offered to all St. Michael's 5-8th grade students. If a student is participating in band and elects to discontinue participation in the instrumental music program, the following procedure must be observed:

1. The student and parent must verbally express the intent to discontinue Band to the instructor at least one week prior to the end of the current semester and at a previously scheduled time outside of class or lessons.
2. The intent to discontinue Band must be presented both verbally and in writing to the principal at least one week prior to the end of the semester.

It shall be left to the discretion of the staff and administration as to whether a student who is struggling academically should continue participation in this elective class.

## **BICYCLES**

Students may ride their bicycles to school if they are able to do so safely. Parking racks are available at the northwest corner of the building. Bikes must be parked in the rack during the school day. The school accepts no responsibility for bikes while they are parked at school. It would be wise to provide and use a lock since bicycles are unattended during the school day. The bikes are not to be ridden in front of school or church before or after school.

## **BOONE CENTRAL SCHOOL CLASSES**

Classes offered by Boone Central Schools (BCS) such as advanced math may be an option for St. Michael's students. Students who are eligible to participate in BCS classes are themselves responsible to attend class at BCS on days St. Michael's is not in session, or to have parents communicate to BCS the child will not be in attendance.

## **BUILDING SECURITY**

Regulations have been set by the Archdiocese and insurance company in regard to building security.

1. All doors to St. Michael's School are to be locked.
2. After entering the building, visitors must report to the office and obtain a visitor's pass.
3. All visitors are to leave the building by way of the front door.

Activities at St. Michael's School after school hours are to follow the same procedure. The front door is never to be left unlocked during meetings or activities taking place in the building.

## **BUSING – via Boone Central Schools**

Parent responsibility: A note must be sent from the parent of the student wishing to ride the bus (ex. want to go home with a friend and student doesn't normally ride the bus). A note from a parent is also needed if an established bus student switches to a different bus to ride home with a friend. Students who ride home with a bus student become the bus driver's responsibility. The driver needs notice from the parent that he/she is aware of the child's after school destination.

Due to the timing of the routes and the importance of staying on schedule, it is appreciated that notes are delivered to the bus drivers. Phone calls to St. Michael's will be transferred to note form and given to the driver only in an emergency.

## CHEATING / PLAGIARISM

*Thou Shalt Not Steal* is the 8<sup>th</sup> Commandment. Cheating and plagiarism involves stealing and lying; it is immoral, dishonest, and unethical. Breaking this commandment is a sin. This policy is designed to provide guidelines for students so that they will use their best judgement and achieve their academic goals with honor and integrity!

### **Cheating/Plagiarism includes, but is not limited to:**

- Copying the work of another person without proper credit or citation.
- Paraphrasing the ideas of others without proper credit or citation.
- Using work or answers written, created or developed by another person without proper citation.
- Recycling previously submitted work done by yourself or another student.
- Using artwork, pictures, or other media without proper citation.
- Inappropriate collaboration with other students.
- Sharing work electronically with others for the purpose of copying, paraphrasing or recycling.
- Supplying answers or giving work to others.
- Failure to report known instances of cheating/plagiarism.

### **Consequences of Cheating/Plagiarism:**

- Loss of grace – seek Reconciliation!
- Admonishment
- A zero on the assignment
- Loss of privileges
- Loss of extra-curricular activity participation
- Removal from Honor Roll and/or other academic recognition
- Detention referral
- Referral to the Principal and/or Pastor
- Parent notification and/or parent meeting
- Conduct/attribute grade lowered
- Documentation put into student files
- In-school suspension
- Expulsion
- Legal action

### **Source used in producing this policy:**

White Station Middle School. Memphis, Tennessee. Plagiarism/Cheating Policy.

[http://www.scsk12.org/schools/whitestation.ms/site/documents/WhiteStationMiddleSchoolPlagiarismPolicy\\_000.pdf](http://www.scsk12.org/schools/whitestation.ms/site/documents/WhiteStationMiddleSchoolPlagiarismPolicy_000.pdf)

## COMMUNICATION

A monthly calendar and newsletter will be **emailed** each month. Weekly notes will also be **emailed** to parents/guardians informing them of the school's coming events, reports, and general information. If any family needs printed copies of these bulletins, please contact the school. Some school news will also be placed in the church bulletin. Communication may also be done through text messaging, email, notes home, website or by phone.

## COUNSELING / GUIDANCE PROGRAM

The principal will help provide families with contact information for local counseling services as needed. St. Michael's School does not have a school counselor.

**Guidance Program:** Teachers at St. Michael's School provide opportunities for students to learn appropriate social skills in various situations, learn how to manage social and emotional stress, and learn appropriate study skills.

The Guidance Program provides a comprehensive, developmental program that addresses academic, career and personal/social development. In partnership with other educators, parents and the community, St. Michael's works to ensure that all students are prepared with the knowledge and skills to contribute at the highest level as productive members of society.



## DAMAGE TO SCHOOL PROPERTY

Parents are urged to help teach their children responsibility in caring for school property. Students are responsible for the repair or replacement of any damage and/or breakage to school property. Fines may be assessed according to the cost of repair or replacement of the item. Deliberate and willful destruction of school property will result in suspension and restitution. Repeated offenses may result in expulsion. School property includes, but is not limited to: textbooks, library books, technology equipment, playground equipment, classroom furniture, and the building itself.

## DISCIPLINE

Discipline prepares a person mentally, morally, socially, and spiritually to be a self-directed, responsible child of God and a contributing member of society. Discipline in school involves guiding conduct of students and staff, one and all, in such a manner that the orderly operation of education is possible. After all, no one has the right to disrupt the educational process. In accordance with this policy, the following procedures may be used in dealing with any problems that occur during school:

- The student may receive a verbal, nonverbal or written warning and be reminded about proper, expected behavior.
- The student may be detained and/or removed from class.
- The student may have playground time restricted.
- The student may be suspended from co-curricular activities, such as junior high athletics.
- The student may receive a detention referral.
- The student may be required to visit the principal to discuss appropriate behavior.
- The student may meet with the principal and parents to develop a behavior contract.
- The student may receive in-school suspensions.
- The student may be expelled.

### Action Plan

The staff at St. Michael's School recognizes that when a student makes a mistake it can be an opportunity for us to help the student grow and become self-disciplined through good communication of staff, students, and parents. Students will be given the chance to recognize their mistakes and learn what to do differently the next time.

### General School Rules:

1. Respect yourself and other as Jesus would.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

### Detention Referrals:

Occasionally a student will be given a detention referral (red slip) for inappropriate behavior during the school day. Students are to have their parents sign the detention referral and return it to school the following day. Students who fail to return the signed detention referral on time may serve an additional day of detention. Detentions are served on the day following the detention referral and are held for 30 minutes immediately after school dismissal. It is the responsibility of the students and their parents to make arrangements for transportation home.

### Suspension/Expulsion:

Reasons for suspending and/or expelling a student include but are not limited to the following:

- a. behavior of the student which presents a moral or physical danger to other students.
- b. behavior that is incorrigible (for example, a student who has been issued many warnings).
- c. possession of a weapon (any instrument or device for attack or defense)
- d. possession of or distribution of alcohol or drugs.

Should it become necessary, parents/guardians may be notified of an impending suspension or expulsion of their child. This is undertaken only in extreme circumstances. A conference with the pastor, principal and parents will be held to determine ways to work with the problem. The student will remain out of school for a period of at least one full day in the case of a suspension. In-school suspension may be an alternative.

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 evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

## DISMISSALS – SEVERE WEATHER

When dismissing for severe weather, St. Michael's School will follow Boone Central schools.

When weather is too severe for school to be held, school closing information will be broadcast in the following ways:

- For an annual fee, parents can be notified via Boone Central's notification system.
- Sycamore and School Website: [www.stmichael.esu7.org](http://www.stmichael.esu7.org)
- Radio Websites: [www.us92.com](http://www.us92.com), [www.kexl.com](http://www.kexl.com), [www.wjag.com](http://www.wjag.com),
- Radio: US92-92.7FM, WJAG/KEXL-780AM/106.7FM, and KLIR-101.1FM.
- Television: KLKN (8/13) and KOLN/KGIN (10/11)

To comply with Nebraska Statute for Compulsory Education in Rule 10, additional days may need to be added at the end of the school year to make up for any weather dismissals.

## DRESS CODE

*How a person dresses will reflect on how that person feels about him/herself and how others will feel about him/her. As part of the school's mission of preparing our students for the future, determining what is appropriate dress is part of the learning process. A dress code reflects on the image of St. Michael's School, offers a sense of unity and equality among the student body, and instills discipline.*

**Administrative Discretion:** It is the discretion of the Principal, Head Teacher, or Pastor to determine questionable dress code attire and consequences related to those decisions.

**NOTE:** When searching for school pants, shorts, etc, please look in the "UNIFORM" clothing section. Parents often recommend these locations: Sears, JCPenney, Walmart, Target, and Old Navy. You may have to search online to purchase uniform style pants, shorts, etc.

### **Boys Pants:**

- Color: Solid colored (no stripes), black, navy blue, or khaki.
- Fit Style: Uniform or cargo style. Boot cut or straight leg are allowed.
- Type: Pants or shorts.
- Length: Shorts must be no shorter than 3 inches above the top of the knee cap when standing upright.
- Not allowed: No baggy pants that sag, skinny pants, denim pants, pants with holes or athletic pants/shorts of any material (including wind pants, sweat pants, fleece, knit styles, etc.). No skorts/skirts/jumpers
- Other: \*Shorts may only be worn before November 1 and after April 1.

### **Girls Pants:**

- Color: Solid colored (no stripes), black, navy blue, or khaki.
- Fit Style: Uniform style. Boot cut, flare or straight leg are allowed. No skinny style pants.
- Type: Pants, shorts, capris, skirts, skorts or jumpers.
- Length: Shorts, skirts, skorts and jumpers must be no shorter than 3 inches above the top of the knee cap when standing upright.
- Not allowed: No skinny pants, leggings/jeggings, denim pants, pants with holes or athletic pants/shorts of any material (wind pants, sweat pants, fleece, yoga, knit styles, etc.)
- Other: Tights or leggings are required under skirts & jumpers from November 1 thru March 31. Shorts & capris may only be worn before November 1 and after April 1.

### **Shirts:**

**\*On Mass days, students should wear polo/collared style shirts.**

- Color: Solid colored (no stripes) white, navy blue, or red.
- Style: Polo/collared styles are preferred - long or short sleeved.  
St. Michael's crewneck t-shirts/sweatshirts may also be worn.  
Only plain or school generated logos are allowed on all shirt styles.
- Length: Shirts must meet the pants - no gaps at the waist – and may be tucked in or untucked.

(cont)...

- Layers: Undershirts may be long or short sleeved but must be white, navy, red, blue or black.  
No designs or lettering on undershirts should be visible.
- Not allowed:** No company logos, sleeveless shirts, or hoodies.
- Other: Hoodies may be worn as a coat for outside, but not inside the classroom.

**Sweaters:**

- Color: Solid colored white, navy blue, or red
- Style: Crew neck, cardigan, button down, or zippered sweaters.

**Shoes:**

- Style: Tennis/athletic shoes or shoes that cover the entire foot. No sandals.  
Boots are allowed if the pants are worn **over** the boot – not tucked in.
- Winter: Snow boots will be worn outside only and shoes will be put back on when returning indoors.
- Not Allowed:** Sandals, crocs, pants tucked into boots & any other unconventional footwear
- Other: Dress shoes and sandals will be allowed on Dress Up Days & Team Days.

~~~~~ **Special Days** ~~~~~

(These days will also follow gender specific dress codes)

**Multi-Colored Mondays (optional)**

Every Monday at St. Michael's students may wear their multi-colored, school generated logo t-shirts with dress code pants. Regular dress code is also allowed (multi-colored Mondays are optional).

\***Not allowed:** Hoodies are not allowed in the classroom on multi-colored Monday's.

**Jeans & T's Days (optional)**

Jean & T's days are held once a month on the last Friday of the month (unless otherwise noted). **Students may wear jeans/casual shorts (not athletic/sport shorts) and an appropriate T-shirt.**

- Shirt: T-shirts or sweatshirts. Only school appropriate designs & messages.
- Pants: **Boys** - pants or shorts. **Girls** – pants, capris, shorts, skirts. No athletic wear.  
Shorts & capris may be worn before November 1 and after April 1.
- Pant Style: Boot cut, flare or straight leg denim jeans are allowed. No skinny style pants.
- Length: Shorts, skirts, & jumpers must be no shorter than 3 inches above the top of the knee cap when standing upright.
- Allowed: Hoodies are allowed in the classroom on casual days.  
Tights or leggings may be worn **under** skirts or jumpers.  
Shirts may have school appropriate designs & messages on them
- Not allowed:** No skinny pants, leggings/jeggings, baggy pants that sag, jeans with holes or athletic wear of any material (wind pants, sweat pants, fleece, yoga or knit styles, etc.).  
No sandals and no sleeveless/tank shirts.

**Comfy Days (optional)**

Comfy days are occasionally held at St. Michael's as a way of celebrating our successes. **Students may wear athletic sweatpants/shorts and appropriate T-shirt.**

- Allowed: **Loose fitting** pants (ex: sweat pants, wind pants, fleece, yoga or knit styles, etc)  
Hoodies are allowed in the classroom on comfy days.  
Tights or leggings may be worn **under** skirts or jumpers.  
Shirts may have school appropriate designs & messages on them  
Sandals (before Nov 1 and after Apr 1) and boots are allowed
- Not allowed:** Skinny pants, leggings/jeggings, sleeveless/tank tops, jeans with holes or sleeveless/tank shirts are not allowed.

### **Spirit Days/Costume Days (optional)**

Spirit Days/Costume Days are special days held several times a year for fun and to share school spirit. Spirit Days are announced in the monthly calendar. Spirit Days usually revolve around a theme, for example - Cowboy Day, Pajama Day, etc.

Follow the guidelines described for “Comfy Days” to help you determine if your child’s clothing is appropriate for a Spirit Day so that there is minimal disturbance to the school day. Costume accessories, crazy hair, temporary hair color and make-up are allowed – but please keep in mind the learning distractions they create.

**\*Note:** If your child is not participating in the Spirit Day, follow the basic dress code.

**\*Not Allowed:** Fake weapons (guns, knives, etc) are not allowed in school.

### **Dress Up Days (optional)**

Dress Up Days are scheduled for school pictures or for other special events happening at school.

**Note:** \*PE requires athletic shoes & appropriate clothing for participation, even on Dress Up Days. Students will be allowed to change into athletic shoes for PE, but there is not time to change into different clothing for PE class. Please consider the weather also.

\*Girls – please be conscious of modesty regarding necklines and clothing fit.

**Fit Style:** Dress pants or uniform pants in boot cut, flare or straight leg style are allowed. No skinny style or baggy pants.

**Type:** Pants, shorts, capris, skirts or jumpers. Girls may wear dresses (no sleeveless).

**Length:** Shorts, skirts, jumpers and dresses must be no shorter than 3 inches above the top of the knee cap when standing upright.

**Shoes:** Dress shoes, sandals or boots are allowed. \*Athletic shoes are required for PE days.

**Allowed:** Tights or leggings may be worn **under** skirts, jumpers or dresses.

Skirts and dresses may be worn year-round for Dress Up Days.

Dress shoes, sandals or boots are allowed. \*Athletic shoes are required for PE days.

**Not allowed:** No skinny pants, baggy pants, leggings/jeggings, denim pants, or athletic pants/shorts of any material (wind pants, sweat pants, fleece, yoga or knit styles, etc.).

Sleeveless, tank or strap dresses are not allowed unless a sweater is worn over them.

### **Team Days (optional)**

Team Days are those days that **junior high** students have a Boone Central school activity in which the coach has asked the team to dress up for the event.

Please follow guidelines for Dress Up Days described above, with the following exceptions:

**Allowed:** Jr. high team members may wear their team jerseys on game days over a red, white, black or navy plain colored t-shirt that has no design on it.

**Note:** \*PE days require athletic shoes & appropriate clothing for participation. Students will be allowed to change into athletic shoes for PE, but there is not time to change into different clothing for PE class. Please take the weather into consideration.

\*Girls – please be conscious of modesty regarding necklines and clothing fit.

### **Other Special Days (optional)**

**Girls/Boys Scouts** will be allowed to wear their scout uniforms for the Veteran’s Day program. If there are other similar days that require an alternate dress code, please contact the school for permission before modifying dress code.

~~~~~ Additional Dress Code Guidelines ~~~~~

**Hair & Accessories**

**Hair:** Hair should be neatly cut and combed in a conservative style. Hair must not distract the student or others from the educational process and be considered appropriate for a conservative, private school. Boys' hair must be trimmed to collar length and not hang below the ear lobe or over the eyebrows. Girls should attempt to keep their hair pulled out of their face.

**\*Not Allowed:** Feathers or other synthetic hair accessories (i.e. clip in braids), faddish/unusual haircuts, unnatural hair coloring (including the entire head, highlighting, or partial coloring), razor cuts, carvings, scalp designs, tails, and partial or completely shaved heads are not allowed.

**Accessories:** Accessories must not distract the student or others from the educational process and be considered appropriate for a conservative, private school. Body piercing is not acceptable except in girls' ears. Tattoos, permanent or temporary, are not acceptable. Fake nails are not allowed. Jewelry and any other hair/body accessories that are a distraction may be asked to be removed.

**Make-Up**

Students in grades K-6 are not permitted to wear make-up to school.

Students in grades 7-8 are discouraged from wearing make-up and excessive use is prohibited.

**Outdoor Clothing**

It is essential that your student wear warm clothing in the winter. Recess and PE are held outside if at all possible.

Coats are required when our thermometer shows a temperature below 60 degrees.

A heavy coat, boots, gloves, hat & snow pants will be requested in winter months.

~~~~~ Consequences for Breaking Dress Code ~~~~~

Students who are not following dress code may receive any of the following consequences:

- A note may be sent home from the teacher regarding the violation and a warning that the student may not wear that item to school again.
- The parent may be called to bring an appropriate item to school.
- The student may be given an item from the "uniform closet" to wear for that day.

**DRUGS, ALCOHOL, TOBACCO USE**

St. Michael's School in accordance with State laws, and as a moral obligation strictly prohibits the use, evidence of use, or possession and/or transfer of alcohol, tobacco, nicotine products (cigarettes, cigars, pipes, spit, spit-less tobacco, e-cigarettes and look alike devices), narcotics, and illegal drugs, or possession of drug-related paraphernalia by students anywhere on school property, at any school activity, or at any extra-curricular activities which are done in cooperation with Boone Central Schools.

If students choose to violate this policy, they may be subject to discipline, up to and including expulsion, and will be referred to the appropriate legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian. Students participating in extracurricular activities at Boone Central Schools are also subject to their Code of Conduct and grounds for extracurricular activity discipline.

**EXTRA CURRICULAR ACTIVITIES**

Students are not to leave class/school for any purpose other than to receive services that directly support the basic educational program. Students who participate in extracurricular activities must do so before and after the regular school day or request permission from administration to be released from school.

## FIELD TRIPS

Educational trips are sometimes scheduled during the school day. Sufficient advance notice to parents/guardians will be given. Permission slips must be signed and returned for each individual **out-of-town** field trip, in order for your child to participate. If the permission slip is lost, a signed note of permission is sufficient. Teacher will only provide field trips that meet class objectives. Education objectives will be clearly stated on the permission slip. K-4 will be limited to 150-mile radius; 5<sup>th</sup>-8<sup>th</sup> is limited to the state of Nebraska, unless given administrative approval.

Volunteer drivers will be required to fill out a driver information sheet and insurance verification forms to be kept on file in the school office. Volunteer drivers should receive Safe Environment Training.

**\*Trips within the Albion community**, under the guidance of parish/school employees, and in support of grade level objectives, will not require parental notice or consent.

## GIFTED IDENTIFICATION

“Learners with high ability shall mean a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires services or activities not ordinarily provided by the school in order to fully develop those capabilities.” (LB 649)

Identification of high ability learners is important to St. Michael’s School. Students may be identified by parents and/or teachers. A Parent Referral form to begin St. Michael’s process of the Identification of Gifted Students may be found in the back of this handbook. Parents may start the process by filling out this form and sending it to St. Michael’s principal.

### General characteristics of high ability learners:

1. Superior reasoning powers
2. Persistent curiosity
3. Wide range of interests
4. Superior quality and quantity of written and spoken vocabulary
5. Reads avidly
6. Learns quickly and easily
7. Shows insight into arithmetical problems
8. Shows creative ability
9. Sustains concentration
10. Sets high standards for self
11. Shows initiative and originality
12. Observes keenly and is responsive to new ideas
13. Shows social poise and communicates with adults in a clear way
14. Gets excitement and pleasure from intellectual challenge
15. Has leadership ability

## GRIEVANCES

### Grievance Procedure

Parents with a grievance are encouraged to follow the proper chain of command:

1. Speak first with the teacher.
2. Speak with the principal.
3. Speak last with the pastor.

If the grievance is with a faculty member, contact the faculty member for a conference BEFORE the principal is contacted. If a grievance is with the principal, contact the principal immediately. If the problem is not solved satisfactorily through parent/faculty conference, then the principal will meet with the faculty member and finally, if necessary, all those involved (parents, students, teacher, principal, and superintendent) will discuss the problem. If the grievance is not satisfactorily resolved, it may be presented to a committee appointed for grievance review.

Please remember the Board of Education is an advisory committee and is NOT a part of the grievance process. When a concern arises, please check with all persons involved before acting on the matter. Any talk about our school which isn’t favorable hurts everyone involved. Please be careful.

## GRADUATION

Upon completion of the eighth grade, the students take part in a ceremony honoring their academic achievement. Details of the May ceremony will be decided among all who are interested or involved. Traditionally, the seventh grade students and their parents plan and prepare the reception following eighth grade graduation.

## HOMEWORK

Assignments/project done at home are a vital part of the learning process and are required on a regular basis. Assignments are expected to be **completed and turned in on time**. Homework is part of the class structure and is graded accordingly. \*In the remote learning environment students are expected to complete homework requested on time and work will be graded as normal and/or given feedback.

### **Incomplete/Missing Work:**

Students who come to school with incomplete or missing assignments may receive a deduction on their grade at the discretion of the teacher. If the assignment is not completed by the following day, the student may receive additional deductions and be asked to stay after school to complete the work (which may impact involvement in extra-curricular activities - including practices and games). Incomplete/missing work may also result in academic detention and lack of eligibility for junior high activities. It is the parents' responsibility to pick up their child if they need to stay after school to complete late/missing homework or make-up work.

### **Make-Up Work:**

School work may be assigned for each day missed regardless of the type of absence.

- Pre-arranged absences (appointments, vacation, school activities, etc):  
The time allowed for students to complete school work for pre-arranged absences will be determined by the teacher(s).
- Absences due to illness:  
One day will be allowed to make up school work for each day missed due to illness, up to a maximum of ten days to complete make-up work.

If school work is not completed, the assignment may be considered incomplete/missing (see above) and/or students may receive no credit for the work required.

### **Middle School - Blue Pre-Arranged Absence Sheets:**

In grades 6-8, the STUDENT is responsible for contacting teachers IN ADVANCE regarding school assignments when they will be missing class for all pre-arranged absences (school activities, appointments, vacation, etc) The blue assignment sheet must be signed by all appropriate teachers/staff before the student will be allowed to leave. \*Failure to get the blue assignment sheet signed by teachers/staff in advance may result in grade deductions, time after school, and/or impact future participation in school activities.

## HONORS LIST

The Honors List will be published at the end of each semester for grades 6-8. "High Honors" will be given to those students who receive all A's in their classes. The "Honor Roll" will include those students who have an A average in their classes. All subject areas will be used in calculating the Honors Lists. Subjects that are not core subjects (art, pe, music, band, etc) are averaged into one grade and listed as "non-core classes".

## LIBRARY / MEDIA

The school library strives to provide the books, periodicals, audiovisual and other resource materials necessary to the fulfillment of the curriculum and for the independent study or recreation reading of students.

Students may check out books on a weekly basis. Children with overdue books will not be allowed to check out other books until the overdue ones are returned. A fine will be assessed for damaged books. Costs of replacement books may be assessed for lost or beyond-repair books. Report cards may be held until books are returned, replaced, or fines are paid.

### **Objectives:**

1. To provide an opportunity for students to develop the skills and attitudes which will encourage library usage.
2. To provide materials that will enrich and support the curriculum, student interests, and staff needs as funds are available.
3. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
4. To provide a background of information which will enable students to make informed judgments
5. To provide materials on a wide range of views on issues so that students may develop the practice of critical reading and thinking.
6. To provide materials representative of many religious, ethnic, and cultural groups and their contributions.

## LITURGIES

Students of St. Michael's participate in the Eucharistic Celebration. The various grades rotate the preparation of this liturgy. If your child has a reading to proclaim, please help him or her at home. Parents are encouraged to attend the Children's Mass and daily Mass as you model for your children the importance of the Eucharist. Masses for the school children are generally scheduled one day each week and First Fridays. Children's Masses will be noted in the monthly calendar and parish bulletin.

## LOCKERS

Students in the upper level classes are assigned lockers. Lockers are to be used as a storage area for books, clothes, and other personal items, not for money or valuables. Lockers are subject to routine cleaning and inspection. Damage to the lockers will be the responsibility of the student.

## LUNCHES

All students participate in USDA's National School Lunch Program (NSLP). Families may apply for free and reduced meal benefits from NSLP at any time during the school year. Applications are sent home in registration packets at the beginning of each year and are available year-round from the school office. All applications are kept confidential.

Other food items may be used within a class period for the following purposes in helping meet objectives: educational, manipulative, reinforcement, and helping students to focus.

Students are allowed to bring healthy snacks and/or birthday treats to school. According to federal guidelines, snacks must be eaten at least one hour before lunch is served and at least one hour following lunch. During snack breaks milk may be purchased. (*more information in Snacks/Birthday Treats section*)

Lunch guests are welcome at St. Michael's. Due to the schools' participation in the Federal School Lunch Program, we ask that parents who join their children for lunch please eat from the school lunch menu. **Please call the school office before 9:00 a.m. on the day you plan to eat to be included in the lunch count.**

### **School Meal Charges**

School families must pre-pay school meals each quarter of the school year. Payment notification is sent home prior to each quarter and is due immediately following receipt. Payment may be made in cash or check to the school office.

As dictated by the USDA, the NSLP, and Nebraska Nutrition Services, schools are not obligated to serve meals to students/families with a negative balance. At St. Michael's School, any families with negative balances at the end of each quarter will be notified by the school office and if necessary the school principal and/or pastor. If payment is not received, the child will no longer be able to participate in the school lunch program.

### **NONDISCRIMINATION STATEMENT for USDA/Lunch Program** (*updated March 2019*)

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

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

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

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

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410;
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



## MEDICATION

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensing of such medications to their child(ren). School personnel will administer only medication that has been prescribed by a physician or nurse practitioner. Medication must be in the original prescription bottle and must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. This policy applies to all prescription medication.

**\*Over-the-counter medication must be sent to school in the original container accompanied by a note signed by the parents with specific instructions as to what time and what amount is to be given to the student.**

### **Asthma Protocol Policy**

St. Michael's School is prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction. Parents of students with a history of asthma or allergic reactions must notify the school and complete an individual care plan to be kept on file.

## NAMES GIVEN

All students will be called by their given legal name listed on their birth certificate. Nicknames derived from legal names will be allowed. Ex: Daniel – Dan, Cheryl - Cheri

## PARENTAL RIGHTS

Any special arrangements of parental rights, child custody, or guardianship must be on file in the school office with copies of legal documentation.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences serve as an excellent opportunity for the exchange of information regarding the progress of your child. They allow parents/guardians and teachers to learn of each other's expectations, which can provide a unified and consistent framework for evaluation. Parents/guardians are expected to attend scheduled conferences held in the fall; and spring conferences are optional. Note the calendar dates. Conferences other than scheduled dates are encouraged when deemed necessary by staff member and/or parents/guardians.

## PHONES

### *School Phone, Cell Phone & Personal Devices*

The use of the telephone is limited to emergency situations only. If a student has forgotten something for school, calling the parents does not build student responsibility. Children and teachers will not be called to the phone during school hours unless an emergency arises, in which case the office will cooperate in every way. It is possible to leave a message by giving your name and phone number. The call will be returned as soon as possible.

### **Cell Phones/Personal Devices:**

If your child needs a cell phone/personal device for after school use, the device needs to be turned off and remain out of sight in a safe place during school hours. Cell phones/personal devices are not allowed in the classroom, lockers or desks; they must remain inside the student's book bag while on school property. Please remember that St. Michael's is not responsible for lost or stolen personal items. Any violations will be handled by the teacher and/or principal according to regular disciplinary procedures and may result in removal of the cell phone until a parent can be contacted.

## PLAYGROUND

*\*See also "School Rules/Guidelines"*

**NO ONE is allowed on the playground after school dismissal until 3:50 p.m. St. Michael's is not responsible for accidents or mischief after school hours.**

All teachers, staff, and parents on playground duty have the right to discipline students. Teaching staff will discuss and implement a set of playground rules to provide for consistency and safety with all students. The playground supervisor will be obeyed by all the students.

It is up to the discretion of the playground supervisor if students should wear coats or be allowed to take them off. Shorts may be worn, weather permitting, before November 1 and beginning April 1.

### ***Playground Rules***

- Students will respect others as Jesus would!
- Students will be in the vision of the supervisor
- All activities, games, and equipment will be played/used in a manner that maintains the safety of the individual and others in the area.
- Students will include others who would like to play
- Students will ask for permission to leave the playground for any reason
- Students will stand only on platforms of tower playset and not on any other playground equipment. Sitting or kneeling is allowed on the "Wave" structure.
- No climbing on fences.
- Students will not misuse or throw rocks, sticks, or snow.
- Students will walk quietly and promptly to line up when the bell rings
- Students will need snow boots to walk in the snow and snow pants to play in the snow
- Students will use appropriate language.
- Students will be humble during competitions
- Students will hit/bounce balls only on the ground – not buildings/fences.
- Students will swing one at a time on single swings & three at a time on tire swings. No underdog pushes or jumping out of swings while swinging.
- Students will use equipment for its intended purpose only

## PRAYER

Students & teachers are expected to include prayer in their daily classroom routine. At a minimum, students and teachers must pray at the beginning of each day, before and after lunch, and at the close of the day. All are encouraged to pray each time a new class enters the classroom. At a minimum, parents are encouraged to pray with their child(ren) before meals, at bedtime and at special moments during the day.

## PUBLIC DISPLAYS OF AFFECTION

Archdiocese of Omaha's Circle of Grace program indicates that one of the signs that a person's boundaries are too open is if they engage in public displays of affection. While St. Michael's respects student's genuine feelings of affection between one another, school represents a formal setting, much like a place of business. Behaviors that are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Please demonstrate respect for yourself and others by conducting yourself in a Christian manner appropriate for a public place. No questionable physical conduct is allowed.

## PUBLIC RELATIONS

As a member of St. Michael's School, your words and actions portray a very clear image of our school to the public. How you talk about the school can have a dramatic impact on our success. There are many wonderful things happening in our school, please be sure to share these positives. And, much like gossip, conversations and/or acts that disgrace or otherwise discredit St. Michael's School or St. Michael's Parish should not take place in public places.

## RECORDS

A file is kept for each student attending St. Michael's which includes grades earned, results of standardized testing, and teacher evaluations. Forms recommended by the Archdiocesan Education Office are used. The records will be forwarded to another school when the student graduates or transfers, and after written permission is received by the parent/guardian, and all outstanding bills are satisfied. Files may be viewed by parents/teachers/guardians but may not leave the office.

## REGISTRATION

Registration for all students is held early each spring for the following year. Kindergarten and seventh grade students are required to take a physical examination before admittance into that grade. Kindergarten round-up/registration is held in April.

## REPORT CARDS / GRADES

Report cards are given four times a year. Evaluation is given in subject area, areas of work habits, and Christian social virtues. Grades posted on report cards are final. Current grade scores are available through the secured Sycamore online student information system: [app.sycamoreeducation.com](http://app.sycamoreeducation.com) \*In the remote learning environment students are expected to complete homework requested on time and work will be graded as normal and/or given feedback.

Report cards may be held until all tuition and fines have been paid.

### Grading

Rating code used for K-5 and for areas broken out of core subjects:

|                           |                        |
|---------------------------|------------------------|
| E - Excellent             |                        |
| S - Satisfactory          | + - indicates strength |
| N - Needs Improvement     | - - indicates weakness |
| blank - not evaluated yet |                        |

Grading scale for 1st - 8th Grade:

|   |            |
|---|------------|
| A | 94-100     |
| B | 86-93      |
| C | 78-85      |
| D | 70-77      |
| I | Incomplete |

6<sup>th</sup> - 8<sup>th</sup> Grade Rating Code:

*High skills – 1 . . . 2 . . . 3 . . . 4 . . . 5 – Low skills*

\* The use of a plus or minus sign indicates a higher or lower rating within the given range.

## RESOURCE SELECTIONS

As a Catholic School, we have an obligation to utilize high quality, unquestionable resources. There is a large selection of resource books and magazines at each grade level. The Internet and computer software are also readily available for student use. If a student is using a questionable resource, the teacher has an obligation and a right to question the student. The student may be asked to select another resource for use during school time. Teachers will use great discretion in choosing resources for their classroom. If a teacher believes that questionable resource may be needed to meet a curriculum objective, it will be shared with the principal and/or Board of Education before being presented to the students.

## RESPECT – BULLYING - HARASSMENT

Show respect to all. The Golden Rule applies no matter who you are. Every day we have opportunities to show others how to properly speak and act.

Put downs, rudeness, unkind words and disrespect for the person is not acceptable behavior. Students and teachers need to model appropriate behavior and thus serve as positive role models.

Cont...

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, bullying or harassment include but are not limited to the following:

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. 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.

### **ANTI-BULLYING**

At St. Michael's School we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore proper relationships. We believe that bullying and harassment is unacceptable and we (students, staff and parents) all share a responsibility for preventing it.

Flowing from our Mission Statement, philosophy and primary goals, we are called to establish relationships which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values, we reject ideas, beliefs, and behaviors which marginalize or victimize people.

This policy builds on the school's primary goals and the *Circle of Care* curriculum to provide clear procedures and strategies to prevent, reduce, and respond to bullying.

### **Definition**

Nebraska Department of Education bullying resources indicate four elements of bullying. When all four elements are present, actions are considered bullying.

- Unwanted aggressive behavior
- Intended to hurt someone physically, verbally, emotionally, or electronically
- Imbalance of power socially, physically, or emotionally
- Repeated over time

### **Strategies to Prevent Bullying**

St. Michael's School curriculum on preventing bullying includes anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency. By creating justice, mercy and hope, we can stop bullying.

Expectations of staff, students, and parents to prevent bullying include:

St. Michael's **Staff** will:

- provide vigilant classroom and transition supervision
- actively supervise students at all times
- be especially vigilant of 'hotspots' – bathrooms, hallways, recess and lunchroom
- take positive action to stop bullying when they observe an incident
- report any observed or reported bullying behaviors to the principal for future action.

St. Michael's **Students** will:

- take positive action to stop bullying when they observe an incident
- report bullying incidents to a teacher as soon as possible
- make it clear to their peers that bullying is not acceptable

St. Michael's **Parents** will:

- listen to their child and encourage their child to speak to their teacher, principal and/or pastor at school about their concerns
- contact the school if they have a concern

### Procedures for Investigation and Follow-Up of Bullying

Any reports of bullying behavior will be investigated and appropriate action will be taken promptly. In discerning appropriate responses to bullying, St. Michael's requires the principal and/or the principal's representative to be responsible for determining whether an alleged act constitutes bullying. In so doing, the principal and/or the principal's representative shall conduct a prompt and complete investigation of each alleged incident. The parents of the students involved shall receive notice from the school concerning the outcome of the investigation (in compliance with current privacy laws and regulations).

- Preliminary interviews will be conducted to ascertain the specific nature of the bullying. These interviews should initially be held with individuals involved (i.e. student being bullied, witnesses of bullying, student(s) engaged in bullying, etc).
- The initial interviews should focus on the safety of individuals. A record of the separate interviews will be kept.

### Factors in Determining Bullying Consequences

The following factors, at a minimum, shall be given full consideration by the principal/pastor in the determining appropriate consequences for each act of bullying.

- Age, development and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior
- Incidences of past or continuing patterns of behavior
- Relationship between the parties involved
- Context in which the alleged incident occurred

### Consequences of Bullying

Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity. Consequences of bullying may include:

- Admonishment
- Participation in guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- In-school suspension
- Out-of-school suspension
- Expulsion or termination
- Legal action

### Remedial Measures of Bullying

Remedial measures will be designed to correct the behavior, prevent another occurrence of the behavior and protect the victim of the act. Remedial measures may include:

- Regular monitoring and follow up with the students involved
- Intervention and support for the person being bullied
- Age appropriate and consistent sanctions for the student who bullied
- Guidance and support for witnesses of the bullying
- Corrective instruction
- Behavior management plans
- Recommend counseling
- Law enforcement involvement
- Where appropriate inform parents and involve them in any action and/or follow-up

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### SAFE ENVIRONMENT TRAINING & CIRCLE OF CARE/GRACE

A three-hour training session for the staff is required by the Omaha Archdiocese. This training includes a background check. All staff, parents and volunteers that work with the students need to show proof of attending Safe Environment Training.

In compliance with the Charter for Protection of Children and Young People, the safe environment program "Circle of Care" will be taught.

## SAFETY PATROL

A Safety Patrol program is established at St. Michael's School according to the needs of the school community. This program is under the direction of the principal in conjunction with the local law enforcement agency. Parents may choose not to allow their child to participate.

Rules, procedures, and training are provided by the Boone County Sheriff's Department and the Albion Police Department.

## SAFETY AND SECURITY

The school facilities of St. Michael's School and the general environment are safe, orderly and supportive of quality learning for all students. A positive atmosphere for learning supports and reflects the work of students. St. Michael's School maintains safe, healthful and sanitary conditions within the school building and on the school grounds and meets fire, safety and health codes.

The Safety and Security Plan of St. Michael's School addresses the safety and security of students, staff and visitors. The Safety and Security Plan includes preparation for and response to potential threats and hazards that may affect the school, staff and students.

The St. Michael's School's Safety and Security Plan is reviewed annually and includes a visit to the school building to analyze plans, policies, procedures and practices and provide recommendations. Any recommendations made as a result of the analysis will be presented to the head to be considered in making revisions to the plan.

The plan acknowledges that potential hazards, emergencies, crisis, disasters and unsafe internal conditions have at least been considered, even if not acted upon.

**Note: All doors are locked. All visitors (including parents) are to check in at the school office upon entering the building to obtain a visitor's pass. Please knock to let someone know you need to enter the building.**

### Safety & Security: Training/Drills

Safety drills and exercises are an essential part of the periodic testing of the process. St. Michael's School has determined the most appropriate training and drills for its needs.

The drills and exercises will be tested regularly for the following reasons:

- Help to alleviate stress that occurs during emergencies
- Provide insight into readiness and response shortcomings of facilities and staff by using various techniques to simulate an actual event
- Allow staff/students opportunities to react without real life penalties for mistakes
- Keep staff and students current with procedures and conditions.

Students will participate only in drills and exercises appropriate for their age, abilities or as required by law (i.e. fire drills). Care will be used when asking students to be role-players or victims, because stress or trauma is possible. Instead, community volunteers and age appropriate students will be used.

Table top exercises - Staff may/will be trained in decision making under pressure. Participants receive a scenario of an incident at a school, and must respond accordingly. Additional information is provided regarding changing conditions, and the participants must respond accordingly.

Role-playing – may be used with staff and emergency responders, but without students.

### Safety & Security: Potential Security/Emergency Concerns

In developing the following procedures, physical safety and emotional security prevention and intervention strategies were considered that will provide a classroom environment conducive to the learning process. *Cont...*

**TORNADO:** Schools are required to hold at least two tornado drills during the second semester. Traditionally drills are conducted in the spring during Tornado Awareness Week. The students and teachers will assemble in the southwest end of the basement filling the restrooms first, with the remainder of the students between the restroom

doors, assuming the correct position. Students in the restrooms may stand; students outside the restrooms will kneel on floor, hands on head, lean forward (curl into a ball). All students will stay in the basement until the “all clear” signal is given, students are directed to move, or it becomes too dangerous to remain in the basement. Each teacher is responsible for counting the students in their charge and will report to the administrator present.

**SNOWSTORMS:** School cancellations will be broadcast as listed on p. 7 of this handbook under “Dismissals – Severe Weather”.

If school is in session, early dismissals will be announced in the same manner. The parent calling tree may also be used to notify parents of early dismissals due to the weather. Walkers should go directly home. In certain situations, it may be necessary to hold students in the classrooms until a dangerous situation passes.

Severe Weather at Dismissal: The students will not be released, but will stay in classrooms or move to the basement.

**FIRE** (or any Unsafe Building Conditions (boiler, gas leak, etc.): Fire Drills are held once a month with exit times reported to the State Fire Marshal’s Office. Fire drills will be held without warning to teachers or students. During the fire drill everyone must evacuate the building and remain 100 feet from the building until signaled to re-enter. Staff and students will periodically participate in fire drills that simulate one exit closed.

When the fire alarm is sounded, staff and students will evacuate the building. In the event of a fire they will move to a distance of 100 feet from the building. In the event of unsafe building conditions, they will be moved to the church basement. Teachers will take roll and report to the administrator. Staff will notify the police and fire department. The administrator or head teacher will meet the emergency crew to explain conditions. Parents will be notified and arrangements for transportation will be made.

**VICIOUS ANIMAL ON PLAYGROUND:** Playground supervisor will separate the students from the animal and send the students inside the building as quickly as possible. The stray animal will be reported to the Albion Police Department. In case of physical contact, the student’s parents will be notified and staff members will follow emergency procedures as indicated on the student’s emergency information sheet on file in the office.

**INTRUDER:** Possibilities such as an intruder in the building have been discussed. Anyone who sees a suspicious person is to notify the secretary/administrator/teacher. If deemed necessary, a “lock down” will be announced to the staff using the phone system pager. The supervisors on the playground will be notified. A staff member will call 911, police or sheriff. Staff will immediately follow the procedures of locking the classrooms, pulling down the shades on the windows and turning off the lights. Students will quietly be gathered into a safe place in the classroom. Students not directly affected by the situation may be evacuated through the windows if necessary. Debriefing/counseling will be provided when the situation is over.

**WEAPONS:** Anyone who sees a student with a weapon is to notify the secretary/administrator/teacher. If necessary, the staff and students will follow the same procedures as if an intruder were in the building.

Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has not school related purpose will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion. A second offense in violation of the weapons policy will result in immediate expulsion. Threats to use a weapon shall be investigated and may be treated the same as possession of a weapon under the school policy.

**BOMB THREAT:** Person receiving the threat will notify the administrator or secretary. Fire alarm/phone system pager will be sounded. Students and staff will evacuate the building to the church basement. A staff member will call 911, police or sheriff.

**TEASING/BULLYING:** Teasing and bullying should be handled by the teacher. The administrator may be notified to talk to the student. In severe cases, the pastor will be informed. Parents will be notified of the events. Refer elsewhere in the handbook for more information on respect, bullying and harassment.

**ASSAULT:** Staff members involved will gather details of the event as soon as possible, apply first aid if needed and comfort the victim. The administrator, pastor, parents and the police will be notified.

**THEFT/BURLARY:** The first one to notice the possibility of theft or burglary will notify the administrator. The pastor and the police will then be notified. If vandalism is discovered before students arrive, staff will use the calling tree to contact parents.

**DESTRUCTION OF PROPERTY/GRAFFITI/VANDALISM:** Destruction of property and graffiti should be handled by the teacher. The administrator may be notified to talk to the student and in severe cases the pastor will be informed. Parents will be notified of the event. In cases of vandalism the police will be contacted.

**UNACCOUNTED FOR STUDENT:** Staff members will lock the building, contact the parents and thoroughly search the building. If needed, the Crisis Team will be put in place.

**DRUGS/ALCOHOL:** Prescription drugs will be distributed according to the medication policy found elsewhere in this handbook.

Suspicion of street drugs or alcohol will result in involvement with parents, administration, and pastor. The police will be notified.

**MEDICAL EMERGENCIES:** Parents are asked to provide the administrative staff/teachers the names of students with medical concerns beforehand. In the event of an emergency, trained staff members will give medication or inhaler as per instructions of parents and call 911

**MEDIA/PRESS RELEASES:** As per Policy #1151, the pastor/principal of St. Michael's School or their designee will make official statements to the public regarding the school.

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### SENSITIVE SUBJECT AREAS

Material and instruction in sensitive subject areas (human sexuality, reproduction, AIDS, etc.) must be approved by the principal. Parents will be notified of the dates these presentations, materials and information are to be covered in the class. A parent may choose to remove his/her child from this portion of the class structure.

### SCHOOL DAY

**School begins at 8:00 a.m.** Children are to arrive at school between 7:50 and 8:00 unless they arrive by bus or have special permission. Parents, please do not send children to school before 7:50 a.m. as there will be no adult supervision before that time. Upon entering the building at 8:00, the student is to report to his/her Home Room teacher. Afternoon dismissal is at 3:30 p.m. Monday through Friday. Upon dismissal, the student is to leave the building and go directly home. If the student is to report somewhere other than home, we ask that a note be sent to the school.

You are urged to arrange **for your child(ren)'s pick up as soon as school is dismissed.** (Please pay close attention to newsletters or other notes pertaining to dismissal time). There is no parking in front of the school where the buses deliver and pick up students. Please park so as to discourage your child from jay-walking. **Parents who "jay-walk" to pick up children set a very dangerous example to children who are watching.**



## SCHOOL RULES/GUIDELINES

Students are expected to follow all guidelines when they are in each of these common areas. These expectations will be posted throughout the school. In addition, these behaviors will be reviewed and practiced to maintain the integrity of the school's commitment.

### In the Classroom

- Students will listen
- Students will ask before leaving the room
- Students will treat others as Jesus would
- Students will follow additional classroom rules which may vary slightly by teacher/classroom

### In the Hallways & Stairways

- Students will keep hands and feet to self
- Students will be silent in the hall with quiet voices and feet
- Students will walk on the right side
- Student will take one step at a time on stairs

### In the Restroom

- One person in each stall
- The door will remain closed when in the stall
- Students will use 1-2 squirts of soap to wash hands
- Students will use 2 paper towels to dry hands and will place towels IN the trash
- Students will enter and exit the restroom quietly and promptly

### On the Playground / Outdoors (\*also see "Playground")

- Students will be in the vision of the supervisor
- Students will not misuse or throw rocks, sticks, or snow.
- All activities, games, and equipment will be played/used in a manner that maintains the safety of the individual and others in the area.
- Students will come down the slide one at a time in the sitting position
- Students will include others who would like to play
- Students will ask for permission to leave the playground for any reason
- Students will stand only on platforms of tower playset and not on any other playground equipment
- Students will walk quietly and promptly to line up when the bell rings
- Students will need snow boots to walk in the snow and snow pants to play in the snow

### In the Cafeteria

- Students will be in one line to receive food
- Students will not share food with each other
- Hands, feet and objects will stay to self
- Students will use a classroom voice at all times
- Students will be silent at designated times to enable time for eating
- Students will put their silverware, trash and tray in designated areas
- When it is time for prayer, students will be signaled and quiet down immediately

### At Church (for Mass or any time inside the Church)

- Students will keep hands and feet to selves
- Students will remain quiet when entering and leaving the Church
- Students will listen and fully participate in the Mass, using the missals to follow along
- Students will use their voices to participate in the mass by speaking and singing prayers, responses, mass parts and songs.
- Students will sit upright and keep their feet on the floor when sitting (not the kneeler)
- Students will kneel upright and...
  - fold hands in prayer
  - keep both knees on the kneeler
  - avoid resting their backside on the pew
  - avoid resting elbows on the pew
  - avoid leaning forward into the pew

### During Arrival and Departure

- Students will **stand** in their lines/designated areas leaving room for people to pass by
- Students will keep hands and feet to selves
- Students will use a classroom voice outside and in the hallway
- Students will walk on the sidewalk
- Students will get permission from the supervisor to enter the building before/after school is in session. The student will check in and out at the office.
- All personal items will remain in student book bags including balls, electronic devices, etc.
- Supervisors will determine whether coats should be worn or not.
- Students will obey safety patrollers.
- Students will stay on school grounds until a designated parent/guardian or bus picks them up, unless they are walking home.
- When the weather is poor, students will enter the building and sit on the floor along the hallway until supervisors are available to bring grades 4-8 to the cafeteria while K-4 remain sitting in hallway.

### On the Bus

- Students will stay back and wait for the bus to come to a complete stop before approaching it
- Students will remain seated while the bus is in motion
- Students will keep the aisles clear
- No food, drinks, gum, seeds, etc
- Students will keep hands, arms and all body parts inside the bus at all times
- Students will not throw objects inside, out of or around the bus
- Pushing, shoving, fighting or physical play is not allowed
- Students will remain silent when the bus is crossing a railroad track or upon driver request
- Students will use classroom voices on the bus
- Students will keep the bus clean and avoid damage to the bus
- Students will keep their feet on the floor
- Students will not change clothes
- Students will treat others as Jesus would

### Other School Rules

- Students will treat others as Jesus would treat them.
- Eating candy or chewing gum is not allowed in the school building or on the playground, except on special occasions when specific permission has been given by the classroom teacher or principal.
- Students will use appropriate language at all times.
- Students are not allowed use of the school phone unless they have permission from their homeroom teacher and the office. This permission shall be given only when necessary.
- Students are not given any medication (including aspirin) without written permission from the parents/guardians.

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### **SNACKS / BIRTHDAY TREATS**

Students are allowed to bring healthy snacks and/or birthday treats to school, but we encourage students, parents and teachers to consider healthy food alternatives for classroom celebrations. The school will provide parents a list of foods that meet healthy standards and ideas for healthy celebrations/parties.

According to federal guidelines, snacks must be eaten at least one hour before lunch is served and at least one hour following lunch. All snacks/treats will be distributed at the discretion of the classroom teacher with regard to the federal guidelines and the least amount of interruption to the education of the students. **Snacks/treats will not be served as a substitute for the regular school lunch menu.**

## STUDENT DRIVERS

Students who live in the country are able to obtain a School Driving Permit when they reach the age of 14. Because of safety issues, St. Michael's School committee and staff do not encourage students to drive to school. However, if a parent judges it to be safe and necessary for the students to drive to school, that student must park his/her car in the parking lot across from the church upon arriving at school and leave the car there until dismissal. The student must follow laws relating to the use of a school permit at all times.

## SYCAMORE

Sycamore is a safe and secure school management and online student information site that offers parents, students, teachers and administration access to school information. By logging in using the school ID number (1459) and entering the family username and password provided for each family, parents and students can access student grades, lunch menus, communicate with staff, view school calendar changes, download documents, and much more. The Sycamore website address is: [app.sycamoreeducation.com](http://app.sycamoreeducation.com)

## TECHNOLOGY ACCEPTABLE USE

Students at St. Michael's School, grades K-8, are privileged to have access to internet, devices and an email account for learning and communication for **educational purposes only**. This agreement applies to both before and after school activity involving use of St. Michael's internet, device or email accounts. The email account is for account login purposes and for the teachers to communicate on school related topics with appropriate grade levels. By signing the acknowledgement form for this handbook, parents and students are agreeing to follow the rules in this policy and to report any misuse of the network to their teacher, technology manager, or principal. Violation of this agreement and any additional agreements related to technology will result in full or partial loss of the device and possible legal charges.

### **Purpose**

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

### **Technology and Network Resources**

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

Access to the ST. MICHAEL'S wireless network WILL be restricted to ST. MICHAEL'S approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

### **Student Responsibilities and Acceptable Use**

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

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

### **Unacceptable Uses of Technology and Network Resources**

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

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass ST. MICHAEL'S's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including ST. MICHAEL'S's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.

- To store or download unauthorized software programs, music, videos, game files or personal photos on ST. MICHAEL'S computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates ST. MICHAEL'S's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

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

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

#### **Guidelines for social networking:**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow ST. MICHAEL'S's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

### **No Expectation of Privacy**

ST. MICHAEL'S sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by ST. MICHAEL'S. All content created, sent, accessed or downloaded using any part of ST. MICHAEL'S's technology or network resources is subject to the rules stated in this policy. ST. MICHAEL'S reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on ST. MICHAEL'S's network will be maintained as private or confidential. Should ST. MICHAEL'S determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

### **Disciplinary Action**

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

### **Access to Inappropriate Materials on the Internet/Disclaimer**

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

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### **Device Usage & Care:**

Devices are school property and students are responsible for the general care and use of the device they have been issued by the school. General usage and care includes, but is not limited to:

- All students/staff will follow the Technology Use policy (described above)
- Educational use only! No personal use allowed.
- Devices may be randomly inspected at any time by St. Michael's School personnel
- Devices that are broken or fail to work properly must be taken to the technology coordinator for inspection.
- Carefully insert/remove cords and cable to avoid damage
- The device and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the school
- The identification label and background placed on the device should never be modified or removed
- Food/drink is not allowed while using the device
- Secure your device at all times. Never leave the device in an unsupervised area where it can be damaged or stolen.
- Avoid placing pressure/weight on the device and/or its screen. For example, don't stack books on top of it or press on the screen.
- Devices are not allowed in backpacks or lockers (or similar type places).
- Avoid bumping the device
- Only appropriate backgrounds allowed (ex: no weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures allowed)
- Every student must have earbuds/headphones available to listen to audio as deemed necessary by the teacher
- Students are responsible for all items on their devices (pictures, apps, extensions, etc) regardless of if they are aware of its existence or not.
- Students must ensure that work is safely stored where it can be located as needed for use
- Students are restricted from downloading or deleting apps or extensions unless instructed to do so by school personnel.
- The technology coordinator will be responsible for doing all updates on devices

### **Device Damage**

Students will be held responsible for damages to their devices resulting from misuse, neglect, or accidental damage including but not limited to broken screens, cracked plastic parts, inoperability, etc. Fees may be waived and/or payment plans will be accepted based on the merits of each case.

#### **Repair costs to be paid by user:**

- 1<sup>st</sup> incident = half the cost of repair/replacement
- 2<sup>nd</sup> incident = full cost of repair/replacement

#### **Lost or stolen without negligence:**

- User pays half the cost of the replacement device

#### **Lost or stolen with negligence:**

- User pays full replacement cost

#### **Full replacement costs will apply to the user:**

- Power adapters
- Cables
- Covers
- Any other school-owned accessories

## TESTING

Testing is part of the continuing process of education. Tests are administered after every unit of class work. These tests are one method used in measuring a child's capabilities and comprehension.

All K-8 St. Michael's students are given the STAR Early Literacy/Reading and Math achievement tests three times per school year. Acadience testing for reading is also conducted three times each year to assess reading skills. Students may take additional STAR or Acadience tests in order to provide adequate data for student needs. Archdiocese Assessments are administered once per year according to the testing schedule.

ACRE tests will be administered to determine achievement growth in areas related to the Catholic faith. The ACRE test is administered to students in grades five and eight each fall.

## TUITION & FEES

No student is refused admission to St. Michael's School because of religion, race, or lack of financial funds (see tuition grant information below). If however, a guardian or parent has not attempted to pay tuition, they are considered past due if no communication, efforts, or arrangements have been made and that student may be denied admission for the following year.

A Catholic education is a gift we can bestow on our children, and we want each child to have this opportunity. Tuition can be paid at the beginning of the year, quarterly, semester or by the month. If you feel that paying tuition creates a hardship, feel free to discuss this with the pastor or principal. This will be kept strictly confidential.

To educate one student at St. Michael's School for one year, the cost would amount to **\$8000.00**. The balance of your child(ren)'s tuition is supplemented by St. Michael's Parish.

- Tuition for children of St. Michael's parishioners:  
Tuition cost for a student of a St. Michael's parishioner is **\$2200** each up to 3 students.  
If you have 4 or more children attending St. Michael's School, there is no additional charge.
- Tuition for children of a different Catholic parish:  
Tuition cost for a student of a non-parish Catholic family is **\$2500** each up to 3 students.  
If you have 4 or more children attending St. Michael's School, there is no additional charge.
- Tuition for children of non-Catholic faith:  
Tuition cost for a student of a non-Catholic family is **\$2740** each up to 3 students.  
If you have 4 or more children attending St. Michael's School, there is no additional charge.

**BOOK FEE:** \$200 per year for each student attending St. Michael's school.

**TUITION GRANT/SCHOLARSHIP:** St. Michael's offers two ways to help reduce tuition: the Children's Scholarship Fund of Omaha and the Marguerite Rose Grant, a local grant. Application information is available on the school website and by contacting the school for additional information.

### **PRESCHOOL TUITION:**

Preschool tuition is **\$100** per month (Sept.-April) for students enrolled in two-day preschool and **\$150** per month (Sept.-Apr) for students enrolled in three-day preschool. May tuition will be prorated according to the number of sessions.

Preschool is not a required attendance by the State of Nebraska. Therefore, St. Michael's preschool tuition payment is required and WILL NOT be waived. Students will be taken off the preschool list if tuition should get behind more than two months. This is different than the policy for K-8<sup>th</sup> grade attendance in which attendance is required by law and no one is to be turned away due to lack of financial funds.

## VIDEOS/MOVIES

Educational videos may be used in the classroom as a means of reinforcing curriculum objectives. These videos are selected and reviewed by the teacher before use in the classroom and must align with subject area objectives.

Movies that are not educational are occasionally viewed as a reward for behavior, the accomplishment of a classroom goal, or for other special events such as Catholic Schools Week. Movie usage is kept at a minimum. The movie must be pre-approved by the principal and reviewed by the teacher before use.

**\*PG movie** viewing will be permissible for all grade levels (Preschool through grade 8) for school celebrations and for educational use.

## VISITORS

We welcome visitors to our school. However, we ask that they come after the first three weeks and before the last two weeks of the school year. Visiting the students is limited to lunch and one-hour class periods. Please request permission from the teacher and school office ahead of time. Stop by the office upon arriving and departing from school. A conference may be arranged with the teacher if it is desired

## WEBSITE & PUBLICATION OF STUDENT INFORMATION

St. Michael's utilizes the school webpage and online social media to promote St. Michael's School and to share news. Our website address is <http://www.stmichael.esu7.org>. Our Facebook address is: [@stmichael.esu7.org](https://www.facebook.com/stmichael.esu7.org)

St. Michael's School strives to maintain an environment that promotes responsible conduct in all online network activities by staff and students and promotes the safety of each individual.

The following standards will be followed regarding the disclosure of student information online:

- Allowed:
  - Student pictures, projects, artwork, etc - identified by **first name only**, unless granted parental permission to do otherwise.
- Not Allowed:
  - Student addresses, phone numbers, parent names or other personal contact information will not be allowed online, unless specifically released by a parent or guardian.

School newsletters, annual yearbooks, and local publications (Albion News and Catholic Voice) also publish student pictures and additional information. **Full names** are used for these publications.

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