

**ST. WENCESLAUS CATHOLIC SCHOOL  
FAMILY/STUDENT HANDBOOK**

**TABLE OF CONTENTS**

	<b>PAGE</b>		<b>PAGE</b>
Letter from Pastor	1	<b>Welfare of Students</b>	
Letter from Principal	2	Student Emergency Card	15
Introduction	3	Student Illness	15
Mission/Belief Statements	4	Student Accidents	16
<b>Philosophy</b>		Medication	16
School Philosophy	4	Asthma Protocol	17
Goals	5	Recess	18
Administrator's Role	6	Volunteers	18
Teacher Qualifications	6	Visitors	18
<b>Admissions</b>		Student Health	19
Non-Discrimination	7	Reporting Child Abuse	21
Admission Requirements	7	Safe Environment Training	21
<b>Communication</b>		Hot Lunch	22
Home/School Comm.	8	Newsletter	22
Total Ed. Committee	9	Care/Use of Property	22
Parental Concerns	9	Elevator	23
<b>Attendance</b>		Lost and Found	23
Instructional Hours	10	Lockers	23
Calendar	10	Nuisance Items	23
School Hours	11	School Telephones	24
Office Hours	11	Fire, Tornado, Disaster Drills	24
Early AM Arrival	11	Safety Concerns	25
Tardiness	11	Smoke Free/Gum Free/ Drug Free/Asbestos Free Facility	25
Absence	12	Traffic Pattern	26
Authorized Dismissal	12	Safety Patrol	27
Truancy	12		
Family Vacations	13		
School Closing	13		
Transfers	14		
School Directory	14		
Change of Family Info.	14		

<b>Academic Program</b>		<b>Attire</b>	
Class Size	27	Uniforms	44
Curriculum	27	Girls Uniform	44
Religious Formation	28	Boys Uniform	45
Pregnancy	30	Boys/Girls Uniform	45
Student Copyright	31	Additional Uniform Guidelines	46
Multicultural Ed.	31	Other Attire	47
Special Needs	31	<b>Finances</b>	
Guidance/Counselor	32	Instructional Fees	48
Homework	32	Tuition	48
Textbooks/ Supplies	33	Registration	49
Technology/Internet Use	33	Fundraising Policy	49
Grading Scale	34		
P. Reports/Report Cards	35	<b>School Activities</b>	
Testing	35		
Promotion/Retention	36	Flag Display	49
Student Records	36	Assemblies	50
Parental Rights	37	Field Trips	50
		Service Activities	51
<b>School Discipline</b>		Band and Suzuki	51
Discipline With Purpose	37	D.A.R.E.	51
Appropriate Behavior	38	Outdoor Ed.	51
Inappropriate Behavior	38	Classroom Parties	52
Offensive Conduct	40	Birthdays	52
Smoking	40	Yearbook	52
Drug/Alcohol Abuse	40	School Photographs/ Media Publications	52
Weapons	41	Parent Organizations	53
Fighting/Other Disturbances	41		
Fire Hazards	41	<b>Extra-Curricular Activities</b>	
Care/Use of Property	41	Values of Program	53
Criminal Offenses	42	Sunday Policy	54
Law Enforcement Access	42	Athletic Program	54
Suspension	42	Academic Activities	54
Expulsion	43	Eligibility	54

Dear Parents,

I welcome you as we are about to begin a new year at St. Wenceslaus School. As a parish, we devote a considerable amount of energy and resources to the religious education of your youth. In this rapidly changing world, it is important for us to have our young people anchored in our faith tradition. We want them to grow with values that are consistent with the life of Jesus. It is because of this that we place so much emphasis on their faith formation and education in their primary years. We feel strongly that our school will have a positive impact on our children's lives and on the life of the Church in the future.

We are all educators. You are the primary educators of your children; we are in partnership with you "to teach as Jesus did." We have been selected and called to this important work. Let us together reverence those we teach, love those we instruct, and touch them with the devotion and dedication of our lives lived in Christ. May the Lord accompany us as we begin this new year.

Sincerely in Christ,

Fr. Mel Merwald  
Pastor

Dear Parents,

Welcome to St. Wenceslaus Catholic School! It is with joy that we approach a new school year.

This handbook has been prepared for your convenience and information. It contains policies and operational procedures of St. Wenceslaus School. As a Catholic parochial school, these policies and procedures are necessary to guarantee a fair, safe Christian education for each individual. Please keep it as a reference throughout the school year in your family binder. It will hopefully answer any questions that may arise. We request that you and your children that attend St. Wenceslaus School review the handbook. Each of you is asked to sign the agreement form and return it to school. These signatures will indicate your compliance with the stated school policies and procedures. You are encouraged to call the office (330-4356) for additional information or clarification.

The staff and I are mindful of the responsibility that you have asked us to share with you. The greatest resource of our future is our youth. The self-worth and potential of each student should be recognized and developed. We want to teach the children about their faith and foster positive attitudes about the family and community they live within. We pledge ourselves to do our best and pray that joining together with you, we will achieve the best we can for our students. May God bless all of our efforts.

Peace Always,

Mary A. McGuire  
Principal

# FAMILY/STUDENT HANDBOOK

## ST. WENCESLAUS CATHOLIC SCHOOL

### INTRODUCTION

The St. Wenceslaus Family/Student Handbook details operational guidelines and expectations. The information contained in the Handbook provides a general description of rules and regulations. Handbook statements have been developed in accordance with applicable Archdiocesan policies and Nebraska state statutes. A copy of the Archdiocese School Board Policies is available in the school office. 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. This Handbook does not create any restriction upon St. Wenceslaus School's right to institute any course of disciplinary action that in St. Wenceslaus School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

### DEFINITIONS:

School - The word "school" shall refer to St. Wenceslaus School, where no specific name of the school is mentioned.

Parent(s) - Refers to either the natural or adoptive parent of the child/student as well as a person who is the legal guardian of the student.

# MISSION STATEMENT

St. Wenceslaus Catholic School educates students spiritually, socially, academically and physically. Our mission is to develop individuals who will proclaim and live their faith while actively serving their local and global communities.

## BELIEF STATEMENTS

- > Education is a shared responsibility of parents, students, staff and parish community.
- > All students will come to know and practice Catholic Christian values through prayer, liturgy, sacraments, service and instruction.
- > All students possess dignity and a potential for achievement.
- > All students deserve to be challenged through a variety of learning experiences.
- > Learning is a lifelong interdisciplinary process leading to future success.

## PHILOSOPHY

### SCHOOL PHILOSOPHY

St. Wenceslaus School is a Catholic elementary school committed to the four purposes of the educational ministry of the Catholic Church:

1. To proclaim the message of faith and morals;
2. To foster community;

3. To encourage worship and prayer;
4. To motivate to serve others.

The primary purpose of St. Wenceslaus School is to assist parents in the Catholic education of their children. The school builds upon Christian ideals and attitudes established at home, and strives to cooperate with parents in the development of true Christians in a faith sharing community. We approach the problems and challenges of life with belief and trust in Christ, knowing that prayer is essential to grow in love of the Lord and one another.

St. Wenceslaus School is committed to academic excellence for all students, keeping in mind the differences and needs of each individual student. We believe that each child is a person of infinite dignity and self-worth. We seek to assist the child in developing his/her highest potential by providing a variety of learning experiences in a positive, affirming environment.

In the words of the Bishops' Pastoral, TO TEACH AS JESUS DID, "The Catholic School (St. Wenceslaus School) strives to relate all human culture eventually to the news of salvation, so that the life of faith will illuminate the knowledge which students gradually gain of the world, of life and of mankind." All those involved in St. Wenceslaus Catholic School -- parents, priests, teachers, administrators--earnestly desire to make it a community of faith which is living, conscious, and active.

### **GOALS OF ST. WENCESLAUS SCHOOL**

1. To develop an appreciation and interest in our Catholic heritage that leads to active living of the Gospel message.
2. To make students aware of their dignity and potential.
3. To provide students with opportunities to worship God and to express their everyday faith experiences through liturgy.

4. To provide students with adult role models of Christian living.
5. To create a community atmosphere that is conducive to happy and successful learning.
6. To provide a curriculum that enables students to acquire the basic knowledge and skills in academic as well as non-academic areas.
7. To prepare students to live in a changing world.
8. To help students appreciate our national heritage with its blessings and obligations.
9. To develop in students a global awareness that leads to understanding and acceptance of all people.

### **ADMINISTRATOR'S ROLE**

The School Administration is responsible for the operation of the school in accord with Archdiocesan policy, local policy and the mission and goals of the school. These responsibilities include, but are not limited to spiritual leadership, operation of the school program and premises, management of staff members, establishment of educational programs and management of student behavior.

### **TEACHER QUALIFICATIONS**

A teacher employed by St. Wenceslaus School will:

1. Have a current Nebraska teaching certificate with appropriate endorsements for the teaching assignment.
2. Enroll in the "Foundations of Faith for Catholic School Teachers" program and/or any other program as designated by the Archdiocese.
3. Reflect a commitment to Gospel Values and the Christian tradition.

4. Strive to live in accord with the teachings and precepts of the Catholic Church.
5. Understand and accept the “Code of Ethics for the Catholic School Teacher”.
6. Be competent in subject matter and methodology.

Teachers recognize and respect the primary role of the parent in the education of their children so that they can work as partners with them in every phase of education. The school must be a community whose values are communicated through the interpersonal and sincere relationships of its members. Mutual respect needs to be exhibited by students, parents and staff.

## **ADMISSIONS**

### **NON-DISCRIMINATION ENROLLMENT**

St. Wenceslaus School does not discriminate against students on the basis of race, ethnic background, religion, sex or disability. Since we are religiously oriented for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served. A copy of the admission guidelines and registration forms are available upon request from the school.

### **ADMISSION REQUIREMENTS**

For the admission of a kindergarten student or any transfer student, the parent must provide:

1. A state birth certificate with a raised seal must be on file in order for a student to attend school. This original should be brought to the office to be copied.
2. An up-to-date health record. Record of a physical exam, including vision screening, by a doctor within six months prior to entrance to school is required of any student entering kindergarten, seventh grade, and of all students who transfer

in any grade level from outside Nebraska. A dental examination is also recommended at this time.

3. An up-to-date immunization record.
4. Parents must submit a baptismal certificate, and other sacramental records if applicable.
5. A copy of records from the previous school attended.

This information is kept in the child's confidential permanent record file.

## **COMMUNICATION**

### **HOME/SCHOOL COMMUNICATION**

Every effort is made to inform parents of school events and student progress both formally and informally. Information sent home to parents from the school is identified as such or signed by a member of the faculty/administration. Parents are encouraged to contact the school if they feel a need to initiate communication.

The school staff maintains communication with parents by way of weekly newsletters, a monthly calendar, scheduled meetings, parish website, e-mail, written notes, appointments and the telephone. Events such as Open House, Back to School Curriculum Nights and Catholic Schools Week activities provide parents and teachers with an opportunity to visit briefly and informally. Teachers write curriculum letters each quarter.

Formal communications include progress reports and report cards. Parents are asked to discuss these reports with their children, set goals accordingly, and return any forms with required signatures promptly. Parent/teacher conferences are held twice a year. Our goal is to have 100% of our parents/students represented at Parent/Teacher Conferences.

Parents, teachers, or the administration may schedule other conferences as needed.

### **TOTAL EDUCATION COMMITTEE**

The Total Education Committee assists the pastor and administration through the functions defined in the committee's bylaws. The Total Education Committee is composed of three subcommittees: Parish School, Catechetics, and Youth Ministry. All three subcommittees share the common goal of fostering faith in the parish community. The committee meets on the first Thursday of each month at 7:00 P.M. Each subcommittee has its own monthly meeting. Parishioners are encouraged to attend.

The School Subcommittee assists the administration as an ongoing strategic planning group who coordinates and monitors the effectiveness of the plan in compliance with the Archdiocesan School Improvement Plan. It proposes policies necessary for the religious, moral, academic and physical welfare of participants in the programs. It also reviews and modifies long range plans and budgets presented to the Committee.

### **PARENTAL CONCERNS/PROCEDURES TO FOLLOW**

A parent who has a question or concern regarding a situation or specific program or activity involving his/her child is urged to follow these procedures:

1. Contact the child's teacher at school to discuss the concern and work with the teacher to arrive at possible solutions.
2. If the concern cannot be resolved with the teacher, the parent should then request a conference with the administrator. After discussing the situation with both parties, the administrator will act as a facilitator making every effort to resolve the issue.
3. If the concern is still unresolved after discussing the issue with the teacher and the administrator, and the parent still

feels that the concern has not received proper consideration, the pastor will be asked to assist in resolving the situation.

Every effort should be made to resolve questions and concerns at the earliest possible stage in a manner appropriate for Christians.

If a parent or guardian is dissatisfied with an aspect of the school's program or activities which the school's administration has deemed as integral to the school's goals, they may wish to exercise their option of choosing another school for their child or children. If dissatisfaction results in continued agitation on the part of a parent/guardian, the school's administration will assess the situation, and after discussion of the matter with the parent/guardian, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

## **ATTENDANCE**

### **REQUIRED INSTRUCTIONAL HOURS**

St. Wenceslaus School complies with Nebraska Department of Education regulations that require 1,032 hours of instruction a year for elementary students and 400 hours for kindergarten students. The progress of each child at school depends to a great extent on regular and punctual attendance.

### **CALENDAR**

The school administrator develops an annual calendar, which provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning. The calendar is published annually, listing student days of attendance, teacher in-service days, parent/teacher conferences, holidays and activities. Dates and events may be subject to change as necessary. Timely notice will be provided

whenever possible. A monthly calendar accompanies the newsletter at the beginning of each month.

### **SCHOOL HOURS**

Classes begin at 8:15 A.M. and dismiss at 3:15 P.M. for Gr.1-8. Kindergarten hours are:

A.M. Kindergarten 8:15-11:15

P.M. Kindergarten 12:15-3:15

Students are to be ready to begin when the bell rings at 8:15 AM.

### **OFFICE HOURS**

Office hours are from 7:30 A.M. until 4:00 P.M. on school days or by appointment. During the months of June and August, office hours are 8 A.M. until 3:30 P.M. During July, replies to phone messages will be made in a timely manner.

### **EARLY A.M. ARRIVALS**

Children who arrive at school before 8:00 A.M. will assemble in the social hall or other designated area. A teacher will be on duty at 7:45 A.M. Appropriate school behavior will be expected. The students will be allowed to go to their rooms at 8:00 A.M.

Teachers will be in their classrooms at that time. Once a student is on school property he/she will not be allowed to leave the school premises before dismissal time without approval from the office.

If a child arrives before 7:45 AM, or is at school after 3:30, they will be expected to enroll in the Extended Care program. Please contact the Director at 330-5297.

Playground supervision is not provided before or after school. Children must be supervised by a parent/guardian if using the playground equipment outside of stated school hours.

### **TARDINESS**

Students will be reported “TARDY” to the office if they are not in their classroom by 8:15 AM. A student who is tardy will be given an admit slip to their class at the office when he/she arrives. An excessive number of tardies by any student is disruptive to the class and the missed instructional time cannot be made up. Repeated tardiness may result in the student making up lost time in a manner determined by the teacher and administration.

### **ABSENCE**

**If a child is absent, a parent is required to call the school office before 8:45 A.M. each day.** The school will contact the parent when the absence has not been reported by 8:45 A.M. This guideline is for the protection of our students. An absence of more than two hours in length shall be recorded as one-half day absence. When a child returns to school following an absence, a note of explanation, dated and signed by the parent is required. This note is to be given to the classroom teacher.

### **AUTHORIZED DISMISSAL FROM SCHOOL**

A written request from a parent/guardian is required for a student to leave school before dismissal time. Requests must clearly state reason(s) and time for leaving early. Please try to schedule doctor, dental, etc. appointments and vacations during scheduled vacation days. If an appointment must be made during a school day, parents are encouraged to schedule appointments as close to the beginning or end of the school day as possible.

No student will be released from school during school hours without permission of the administration. Students will be dismissed only to a parent/guardian or an authorized person designated in a written request or on the Student Emergency Card. The parent or authorized person must come to the office and the student will be dismissed from there. Students need to notify their teacher when it is time to leave to be at the office.

## TRUANCY

Truancy is the violation of Nebraska's Compulsory Attendance Law through excessive absences from school. Administrators carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. They also advise parents of the following guidelines.

When a student's absences (excused or unexcused) exceed five days or equivalent hours per quarter, or twenty days or equivalent hours for a given year, the school may/shall:

- Notify parents of the potential for charges of truancy;
- Work with the parents to plan how to eliminate excessive absences.

If the student fails to meet the conditions of the documented plan, the school will serve written notice to the county attorney.

## FAMILY VACATIONS

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family matters during these times so as to eliminate the need to interrupt a child's learning process. Missed teacher/student instructional time can never be made up. Teachers should be notified when a student absence is planned. Teachers will not be expected to provide homework in advance for families. Instead, students are encouraged to review material as well as read ahead in their school subjects while absent. The teacher will determine conditions, procedures, and time limits for making up work after the student returns to school. **Families who choose to schedule vacations during parent/teacher conferences will not be able to request conferences at another time.**

## SCHOOL CLOSING

When St. School closes because of inclement winter weather, this information will be broadcast on radio station KFAB (1110 AM) and local television stations. St. Wenceslaus School will follow the decision made by **Omaha Catholic Schools** and will be included in its school closing announcement.

If school closes after the day has begun because of bad weather or some other emergency, we will follow the same procedures as above. We will make an announcement to dismiss early only when conditions warrant. Likewise, parent requests to have students dismissed, before an announced emergency dismissal, is very disruptive. Students will be dismissed only to persons listed by parents on the **Student Emergency Card**. Whenever school is closed because of the weather, all school events scheduled for that day or evening will generally be cancelled.

## TRANSFERS

When a new student is accepted, the parent needs to request the transfer of records from the previous school. This includes the transfer of academic, health and diagnostic screening records.

If a student is transferring from St. Wenceslaus, the school should be notified in ample time of departure and the school will assist in transfer procedures. All financial obligations should be met before a family transfers.

## SCHOOL DIRECTORY

The Home and School Association publishes a school directory at the beginning of the school year. It lists names, addresses and phone numbers of all students. One directory is distributed to each family. Additional copies are available for a small cost. Families are responsible to fill out a form at the beginning of the school year in order to be included in the directory.

## CHANGE OF FAMILY INFORMATION

Please notify the school office of any change of address, phone number, or place of employment. It is imperative to keep this information up-to-date on each child's student emergency card, which is utilized during a variety of situations that may occur.

# WELFARE OF STUDENTS

## STUDENT EMERGENCY CARD

In case of illness or injury, it is important that we can reach a parent or a designated person(s). An emergency card is kept on file for each student in the office. It is the parent's responsibility to notify the school of any changes of information.

## STUDENT ILLNESS

If a child becomes ill at school, the parent or designated person will be notified if school personnel deem it necessary, using information on the **Student Emergency Card**. School personnel will call if a child has a temperature, develops a rash or is experiencing a great deal of discomfort or pain. A child who has been ill during the night or has a temperature should be kept home until symptom-free for at least 24 hours. Please respect the welfare of other students and staff.

A student who contracts a contagious illness will be excluded from school until seen by a doctor, treated for at least 24 hours, and has clearance to return to school by the physician. These illnesses include, but are not limited to the following:

- A. Undiagnosed rash or open sores
- B. Pink Eye
- C. Ringworm (red outer ring usually clearing center)
- D. Strep Infection
- E. Whooping Cough
- F. Chickenpox – Exclude until **all** vesicles are dry.
- G. Head/lice
- H. Measles - The child will have a blotchy rash beginning at head and neck and gradually covering whole body lasting approximately two weeks. The child is excluded until the rash and clinical symptoms are gone as determined by the doctor. This disease must be reported to the Health Department and to the school.

## STUDENT ACCIDENTS

In case of an accident at school, emergency first aid will be administered and the parent will be notified. If the school is unable to reach a parent, emergency phone numbers listed on the **Student Emergency Card** will be used. Under no circumstances will an injured child be allowed to walk home.

An emergency unit will be called in cases deemed necessary by the administration. These units are usually required to take patients to the nearest hospital. If there is a charge for the emergency unit service, it is the financial responsibility of the parent. The police will be notified if deemed appropriate.

Basic medical supplies for emergency first aid and for minor accidents are available at all times. An adult on duty will attend to these cases. Designated members of the staff are certified in first aid and CPR training.

## MEDICATION

St. Wenceslaus School personnel will not dispense any medication without written permission from a parent. The following procedures will be followed:

- A parent must bring any medication into the office and sign a form in order to have the medicine administered.
- A written statement from the doctor which includes the child's name, the name of the drug, the medical condition for which it is being prescribed, the recommended dosage and time intervals for the medicine to be given must be presented with any prescription medicine. A form is available in the office for this purpose. In place of the form, a doctor may write out the needed information. It must include the doctor's signature.
- Non-prescription medicine (i.e. Tylenol, Advil, etc.) **must be in the original container**. The medical condition for which the non-prescription drug is being administered and specific directions for administering non-prescription

medication from the parent must be stated. No medication brought from home will be dispensed in the school office unless the above conditions are met. Non-prescription medication will be administered for no longer than 3 continuous days. After that time, a physician's approval must be obtained. We will not administer medication more often than the manufacturer's recommendation.

- All medication must be brought to school in a container appropriately labeled by the pharmacy, physician, or manufacturer. Medication, prescription or otherwise, will be kept in a locked file in the school's office and will be dispensed from there. No medication, with the exception of cough drops, authorized inhalers or diabetes pumps, shall be kept by a student or teacher in the classroom. The school does not assume responsibility for reactions to medications administered. It is against school policy for any student to carry unauthorized medication.
- Students are prohibited from transferring, delivering to or receiving any medication from any student. If this occurs, the medication will be confiscated and the students will be subject to disciplinary action.

### **ASTHMA PROTOCOL**

Several staff members have been trained to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systematic allergic reaction. The protocol:

- Call 911 first
- EpiPen injection is given
- Albuterol is provided through a nebulizer

Parents must provide to the school staff for students having a known allergic condition or asthma:

- Written medical documentation and instructions to follow
- Medications as directed by a physician
- If applicable, a signed release and indemnification agreement form from the parent/guardian authorizing the school to allow their child to self-administer medications.

### **RECESS**

Students who have scheduled recess time are expected to go outside when the temperature and conditions allow. Students should dress appropriately for the weather conditions. Students will have inside recess on days when the outside temperature or wind chill index is zero degrees or below. Special arrangements should be made for a child who has a chronic or acute health problem that prohibits him/her from being outside.

**Families with children in Gr. 1-5 are assigned to playground duty and need to be present on the date assigned. We rely on these parent volunteers to meet insurance liability requirements for adult/child ratios at recess.**

### **VOLUNTEERS**

Volunteers are used extensively in our school. The staff and students appreciate the volunteers' giving of their time, talents, and energy. In order to comply with requirements of the Archdiocese, any person who would like to volunteer in any capacity must have completed all the requirements of the archdiocesan Safe Environment training program for the protection of children. Safe Environment training sessions are offered in the archdiocese at various times of the year.

### **VISITORS**

We welcome your participation and involvement at school.

**Anyone who comes to the school during school hours must first report to the school office and receive/wear a visitor's badge.** This is done to ensure the safety of all students and staff. Visitors, including parents, must come in the main entrance. Other entrances will be locked during school hours. If you would like to visit a classroom, please arrange ahead of time with the classroom teacher.

Visitors to the school, younger than 18, must be accompanied by an adult unless they are an alumnus of the school. Visiting

students from other schools create a safety and supervisory issue, and will not be admitted while school is in session without an accompanying adult. Visiting students and alumni may visit only during lunch and at the end of the school day, unless present for a specific activity.

Anyone who brings an item to school for a student must bring it to the school office with the item labeled with student's name, room number, and teacher. Please do not take the items to the room, as this could be disruptive to the class.

Due to health and safety concerns, no pets will be allowed in school when family members or other visitors come to the school building. Only animals brought in by trained personnel for educational programs will be allowed, (i.e. Fontenelle Forest, Gifford Farms, etc.)

## **STUDENT HEALTH**

### **1. Healthy School Environment/Wellness**

In order to create a healthy environment for the prevention of childhood obesity and to combat problems associated with poor nutrition and lack of physical activity, the federal government has mandated that each school will have a “wellness” policy in place. The policy will include:

- a. goals for nutrition education and goals to provide a variety of physical activities at school;
- b. nutrition guidelines for food available on school grounds;
- c. guidelines for the nutrition provided by school meals;
- d. development of a plan to measure the policy’s success.

In accord with these guidelines, no pop or high caffeine energy drinks will be allowed to be brought to school for treats or for lunch. Treats, high in sugar content, are also discouraged for classroom parties or birthday treats.

### **2. Physical Examination**

Record of a physical examination, which includes vision screening, by a doctor within six months of the start of a school year is required of any student entering kindergarten, seventh grade, and of all students who transfer in any grade level from outside Nebraska. A dental examination is also recommended at this time. The cost of a physical examination, immunizations, and medical treatment is the responsibility of the parent.

### **3. Immunization Requirements**

St. Wenceslaus School complies with Nebraska State health requirements and immunization requirements. According to State Law, all students must have up-to-date immunizations in order to attend school.

### **4. Annual Student Health Update**

The “Annual Student Health Update” needs to be completed and returned to school for every student at the beginning of each school year. This informs school personnel of your child’s health status and any physical limitations. Parents should notify the school office or school nurse if changes occur.

### **5. Health Screenings**

A registered nurse is employed to work approximately 8-10 hours per week. The nurse supervises major screening tests and maintains a health record for each student that includes physical exam and immunization compliance. The nurse also provides important health information to teachers and parents, identifies students with special health needs, follows emergency action plans for identified students, and trains school personnel to implement plans.

School health screenings are not diagnostic, nor are they intended to replace regular preventive health care. Annual health screenings may include: height/weight, vision, hearing, postural and color vision. Not all grade levels are screened for each type. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial

screening will be re-screened by the school nurse and a parent will be notified of abnormal re-screening results. Volunteers assist the nurse with the screenings.

### **REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT**

State law requires that any St. Wenceslaus employee, through the principal, be required to notify Child Protective Services of the Nebraska Department of Social Services and law enforcement officials if they believe a child has been subject to abuse or neglect, or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect. The school cooperates in the investigation of such cases; therefore, the school may be prevented from informing parents of such suspicions or investigations.

### **SAFE ENVIRONMENT TRAINING**

Churches, schools and youth organizations are required by law to ensure that children and youth who worship, study or participate in activities sponsored therein can do so in the safest and most secure setting possible. The Charter for the Protection of Children and Youth requires that the archdiocese establish “safe environment” programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to develop and maintain a safe environment for children. Standards of conduct have been developed with regard to sexual abuse. Training sessions are offered in the archdiocese at various times of the year.

The training for children has been incorporated in the **Circle of Grace** program developed by the archdiocese. **Circle of Grace** aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other’s) dignity in mind, body, and spirit. It also teaches children and young people to seek help through their relationships with trusted adults.

### **HOT LUNCH**

St. Wenceslaus School maintains a government subsidized hot lunch program. No commercially prepared food from a restaurant may be brought into the cafeteria during the time hot lunch is being served. Hot lunch and milk will be available on the first full day of school. Monies need to be deposited into Family accounts before a child eats hot lunch, and need to remain with a positive balance during the year. If a family continues to run a negative balance, parents may be required to provide a “brown bag” lunch for their children. If a parent would like to eat lunch with their child, the office should be notified in writing, by a phone call or through the child by 9:00 AM, so enough food can be prepared.

The social hall is considered a “dining room” and good eating habits and manners are promoted. Students are expected to use the same manners required in the classroom. Courtesy and cooperation toward others are in order at all times.

In order to comply with our nutrition and wellness guidelines, students will not be allowed to have soda pop for lunch or treats, nor energy drinks that are high in caffeine and sugar content.

### **NEWSLETTER**

A weekly newsletter is prepared and posted on the school website by dismissal time on Thursday when school is in session. Special bulletins may be sent on other days. These communications are intended to keep parents informed of all aspects of the school. Should a family not have computer access for the website, other means will be used to provide a newsletter for the family. If an individual or organization has an item to include in the newsletter, please phone the school office or send a note by Tuesday at noon.

### **CARE /USE OF PARISH AND PERSONAL PROPERTY**

Student desks and other storage areas are the property of the school. Students are allowed to use them with the understanding that the school property is subject to inspection by authorized school personnel at any time. Students who damage or destroy parish property, contents, or facilities, or the personal property of any student or employee of the parish, will be required to make restitution and other appropriate disciplinary action will be taken.

### **ELEVATOR**

An elevator is available for any person who may need it. Use of the elevator is authorized through the administration.

### **LOST AND FOUND**

All items lost or found should be reported or brought to the school office. Students should not bring valuables and large amounts of money to school. The school is not responsible for loss of personal items or money. All unclaimed items may be donated to a local charity after a reasonable time has elapsed.

### **LOCKERS**

A locker is assigned to each student (grades 3-8) at the beginning of the year. The lockers are the property of St. Wenceslaus School and are subject to inspection by authorized school personnel. The school will provide a combination lock if a student desires one. A student will be responsible for the cost of replacing any lock that is lost or damaged. The school is not responsible for lost or stolen items. Abuse of lockers will result in appropriate disciplinary action.

### **NUISANCE ITEMS**

Palm pilots, cell phones, mp3 players, compact disc players, electronic games, digital cameras, etc. are useful devices and common in our society. Displaying or using them during school hours will not be allowed unless authorized by staff to do so. **All electronic devices must be in a backpack or locker and turned off inside the school building.** If a student chooses to

violate these guidelines, the item will be confiscated. Toys, radios, video games, collectables, etc., are to be left at home unless approved by the teacher to be brought to school. Items should not be brought to school for trading or selling between students.

### **SCHOOL TELEPHONES**

Students may use the school phone only in an emergency and only with the permission of the teacher AND office personnel. Teachers and students are only called to the phone during class periods in case of an emergency. Otherwise, the office staff will take a message and deliver it to the proper person. Students will be discouraged from using the telephone after school to make arrangements to go to another student's home.

### **FIRE, TORNADO, AND DISASTER DRILLS**

In accordance with regulations of the State Fire Marshal's office and the Omaha Fire Department, fire drills are to be held ten times a year, and tornado/disaster drills are to be held at least once a year. Procedures for each have been defined with input from various agencies. Directives for each classroom to get to shelter from tornado or disaster are defined and posted in each classroom. Directives for exiting procedures in case of fire are defined and posted in each classroom. Students are expected to maintain quiet during any drill to ensure maximum safety for all. All school personnel are versed in the defined procedures for emergencies, and students will always be supervised. Please do not endanger yourselves to try to get to school if an actual warning is sounded. All reasonable precautions will be taken.

Plans of actions have also been developed for a variety of crises that may develop during school hours. The safety of the students and staff will always be the highest priority. Should an emergency occur that necessitates evacuation of our school and/or premises and prohibits re-entry to the school building (such as a broken gas or water main, a fire etc.), reciprocal arrangements have been made to evacuate to a neighboring

school if possible. We would keep you informed of any such emergency via radio and television. In a situation where students are not allowed to return to the building, they will be released to a parent/guardian from the designated location through a checkout process using the **Student Emergency Card** information.

### **SAFETY CONCERNS**

Students are asked to walk on the sidewalk at all times unless otherwise directed. Students who ride their bicycles or scooters to school should dismount from them when they reach the sidewalk at the second level parking lot or at the Pacific Hollow gate, and then walk to the bike rack. Students are encouraged to wear helmets.

Students are not allowed to climb on or slide down the railings located outside or inside the building, or to climb on any church property, not intended for that use.

Students are not allowed to stay unsupervised at school for sports practices. School supervision of students stops at 3:25 unless pre-arranged with a teacher. Students are to go home or to extended care unless supervised by an adult.

Students are encouraged to go directly to their cars after school instead of congregating at crosswalks and stairs. We ask students whose rides are not here at dismissal time to go back up by the building and stand in front of the gym to wait for their ride to come. Please refrain from arriving late to pick up students in order to avoid the traffic or to allow your students to “visit”. Physical education classes use the parking lots on the school side for class sometimes and the parking lot spaces will not be available for parking for dismissal until 3:05 PM.

### **SMOKE FREE/GUM FREE/DRUG FREE/ASBESTOS FREE FACILITY**

St. Wenceslaus educational facility is considered a smoke free, gum free, drug free, and asbestos free environment/facility.

### **TRAFFIC PATTERN**

The safety of the children is our primary concern in routing traffic. Students should go to the designated area (generally the Social Hall) if they arrive before 8:00 A.M. After 8:00 A.M., students may go directly to their classrooms. If a parent needs to come into the office or school, please park away from the traffic route. Parking areas are indicated on the map below. NOTE - BOTH SIDES OF THE MAIN DRIVE CAN BE USED. PLEASE DO NOT DROP OFF STUDENTS IN THE CIRCLE BY THE CHURCH. Children are to be left off near the sidewalk on the top level on either side. PULL UP AS FAR AS POSSIBLE along the sidewalk to allow 8-10 cars to unload at a time. All students should get out when the car stops.

**COOOPERATE BY FOLLOWING THE PATTERN  
ACCCEPT RESPONSIBILITY  
RESPECT EVERYONE  
ENCOURAGE SAFETY**

## **SAFETY PATROL**

Sixth grade students volunteer to be members of the Safety Patrol. The Safety Patrol is on duty at dismissal time at 3:15 P.M. At dismissal time, students are allowed to cross the parking lots only at the designated crossing guard stations. All students and parents are asked to give their full cooperation and respect to members of the Safety Patrol. Parents should also help patrol the parking lots at dismissal time.

# **ACADEMIC PROGRAM**

## **CLASS SIZE**

The maximum number of students in a kindergarten classroom is 24 students. The maximum number of students for Gr. 1-8 is 32 students per homeroom. However, individual classes in Gr. 6-8 differ in size due to grouping in different subject areas.

Kindergarten and Grade 1 have full-time teacher assistants in each classroom. Each Gr. 2-8 classroom teacher has a half-time teacher assistant. Teacher assistants are added for other teachers, as the principal deems necessary.

## **CURRICULUM**

St. Wenceslaus School complies with Nebraska state law regarding the instructional program. St. Wenceslaus School will have a minimum of 1032 hours of instruction for full time students and a minimum of 400 hours for half-time kindergarten students. The academic curriculum includes:

Religion	Social Studies	Physical Education
Reading	Mathematics	Library/Media Skills
English	Art	Computer Technology
Handwriting	Science	Health
Phonics	Spanish	Music
Spelling	Vocabulary	

The classroom teacher and administration are responsible for scheduling instruction in all curriculum areas on a daily and weekly basis in compliance with suggested time guidelines of St. Wenceslaus School, the Archdiocese of Omaha, and the Nebraska Department of Education. The instructional program will be based on the mission and goals of the school. Curriculum guidelines are available to preview upon request in the school office. Schedules are subject to change as necessary in the professional judgment of the staff.

The school staff is committed to a quality academic program with continuing evaluation so as to ensure the best means of instruction. Textbooks are reviewed and updated on a regular basis. A standardized testing program is administered each year in grades 3-8. Ability tests are given at specified grade levels to monitor student academic potential. In addition, teachers use many commercial and individually developed assessment and diagnostic instruments.

## **RELIGIOUS FORMATION**

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

### **1. Liturgy/Mass**

The Mass is the focus of our public worship of God and the focus of our parish community. Students are taught about Mass and given opportunities to participate at Masses appropriate to their age level. Older students serve and help the priest prepare for the Mass. Grades 1-4 attend Mass on Thursdays at 8:30 A.M.; Grades 5-8 attend Mass on Wednesdays at 8:30 A.M., unless an all-school Mass is held. All-school Masses will be celebrated for holydays and other special occasions. Dates and times will be noted on the monthly calendar and weekly newsletter.

Kindergarten students are invited to attend Mass on holydays and special occasions. Family members are encouraged to participate in our school liturgies.

## **2. Sacramental Preparation**

Students receive special, intense preparation for Reconciliation, Holy Eucharist and Confirmation. This is done in cooperation with the parents. Students will receive the sacraments only if they are adequately prepared. Families in both the school and catechetical program celebrate reception of the sacraments together.

The sacraments of Reconciliation and Holy Eucharist are ordinarily received for the first time by second graders. Meetings are scheduled during the year so that parents may review the content of preparation, deepen their own understanding of the sacrament being received, and help prepare their children for receiving these sacraments.

Preparation for Confirmation involves grades 7-8 and requires candidates to participate in special retreats and service activities. Confirmation is generally received in 8th grade. There are meetings for this sacrament which involve the students, parents, and sponsors.

## **3. Prayer**

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons such as Advent and Lent. The Rosary is prayed on Thursday mornings at 7:50 in the community room. All students, staff and parents are invited to participate.

## **4. Religion Instruction**

Students receive daily instruction in religion. Content includes teaching of the Creed, Doctrine, Sacraments, Prayer, Scripture, Church History and Christian Living. Topics are taught using

methods appropriate to the various age levels. The parish priests teach in the classrooms weekly. Integrated with this instruction is the formation of a student's conscience, morals, and attitude. It is important that children have joyful, religious experiences, and positive attitudes about faith, practicing faith, Church personnel, and being a Catholic.

## **5. Service**

Service to others is one way children learn the responsibilities of belonging to a caring community. Each classroom participates in service projects during the year, either as a class, or in conjunction with all-school projects.

## **6. Life Issues**

The continuing public debate and media presentations regarding abortion, euthanasia, assisted suicide and capital punishment, make it imperative that schools provide students, as appropriate for their respective ages, with a knowledge and understanding of Catholic Church teachings regarding these issues.

## **7. Family Life/Education for Chastity**

St. Wenceslaus School has a responsibility to provide programs that educate and form students in the virtue of chastity. These programs will be in accord with Nebraska Catholic Conference and Archdiocesan guidelines. Family life education is designed to impart knowledge regarding practices, values and attitudes affecting family life in accordance with the teachings of the Catholic Church. Religious education programs of parishes and schools supplement and enhance the educational efforts of parents. The religious education programs provide and encourage, at appropriate ages, the development of knowledge and understanding of the Church's teachings regarding modesty, sexuality and the virtues essential to living a chaste and holy life.

## **PREGNANCY**

In the event of a student pregnancy, the pastor and administration of St. Wenceslaus School will deal with the affected parties involved according to the best interests of the school.

## **STUDENT COPYRIGHT PRIVILEGE**

Should a student's work be chosen for publication or to be entered in a contest, the permission of the parent needs to be given before it is entered. A form to grant or deny permission will be completed in the fall by parents.

## **MULTICULTURAL EDUCATION**

St. Wenceslaus School will utilize the various resources to reflect the racial, ethnic, language, and cultural heritage of both historical and modern day United States of America. This will include:

- To select materials and methods that will eliminate bias and stereotype in our school;
- To conduct in-service programs that will enable staff to understand how to utilize a multicultural approach;
- To encourage all students to develop their self-esteem and utilize their academic and human potential;
- To guard against the grouping of students that reflects racial, ethnic, or cultural bias.

## **STUDENTS WITH SPECIAL NEEDS**

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will be made to help students develop skills affecting academic growth. Enrichment instruction shall be offered when possible and deemed appropriate by the teacher, parent and administration.

When developmental delays and behavioral impairments exist to the degree that school adaptation is difficult, the school's student assistance team, after consultation with the parent, will initiate a referral to the appropriate agency or resource. Diagnostic testing services are available to students through the public school

system or privately. Cost of private testing is the responsibility of the parent.

After diagnosis by qualified persons, the test results will be reviewed, and recommendations from the student assistance team will be implemented where feasible. Resource teachers and a reading specialist are available to work with those students who are identified as needing additional assistance in academic courses. Parents may also be encouraged to seek tutoring or other support services. If this assistance does not result in significant progress within a specified time, the parties involved will make a decision concerning the educational placement of the student.

## **GUIDANCE/COUNSELOR**

St. Wenceslaus provides guidance and counseling services. A counselor is available to students and their families at St. Wenceslaus to confer about any issues that may impact a student's social, emotional, or academic well-being and development. Students wishing to see the counselor can make arrangements themselves or with the help of a teacher or parent. Parents may schedule a conference with the counselor by calling school. Whenever a child is referred to the counselor, a "Parent Consent for Counseling Services" form must be signed and returned by the parent to the counselor before a second visit is scheduled with the child.

The counselor also makes classroom visits, school presentations for parents and students, and conducts classroom observations of students for teachers. A teacher may request the assistance of the counselor to help with a classroom concern. Under some circumstances a student may be required to participate in a counseling program with an area agency as a condition of enrollment or to continue enrollment at St. Wenceslaus.

## **HOMEWORK**

Homework is an important aspect of the educational program. It is assigned to reinforce material taught, understand thinking skills, and to foster habits of independent study, self-discipline, and organization. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date. Homework allows students to share newly learned skills with their families and indicates to parents how well their child is able to understand material presented. Parents should encourage their children to do all assigned homework.

When a student is absent from school due to illness, a parent should contact the student's homeroom teacher in the morning to request homework, or send a note or contact the school office in the morning to arrange for homework. Parents could also ask another student to get their child's homework. Materials can be sent home with a sibling or friend. Students in Gr. 6 through 8 can also check for assignments on [www.edline.net](http://www.edline.net), connected to our school website.

## **TEXTBOOKS/SUPPLIES**

Textbooks are the property of St. Wenceslaus School. They are available for student use through the payment of the instructional fees. If a book is torn, marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay an appropriate fine. To make it possible for these books to be used for a normal period of time, students are to have required books covered.

The teachers for each grade level prepare a supply list. Only the supplies listed should be purchased.

Students may carry their books and supplies to school in backpacks. However, backpacks will not be used during the day to carry books and supplies.

## **TECHNOLOGY/INTERNET USE**

We want to provide our students with hands-on experiences in computer technology as a tool to enhance their learning. In our

Catholic Christian setting, students are expected to conduct themselves in a responsible, ethical, and polite manner whenever or wherever they are using computer technology and its associated hardware and software.

Use of the Internet is for specific educational purposes only, and shall be monitored at all times by staff members. To have access to the computers and software connected to the Internet, students and parents must agree to abide by the Acceptable Internet Use Guidelines. The guidelines and signature sheet are for students in grades 6-8. The use of the Internet is considered a privilege, not a right. Violations of the Internet Use Guidelines may result in temporary suspension from computer usage in the school and an in-school suspension. Additional violations may result in loss of computer usage at school for the rest of the school year.

## **GRADING SCALE**

Students are graded according to achievement using either numerical or letter grades:

100-99	A+
98-96	A
95-93	A-
92-90	B+
89-87	B
86-85	B-
84-83	C+
82-79	C
78-77	C-
76-75	D+
74-73	D
72-70	D-
69- 0	F

The following scale is used for achievement, behavior, and effort grading, where the following grades are used:

S+	Student excels; does more than is expected
S	Satisfactory

S- Student does less than expected

U Unsatisfactory

Grades may be modified for those students on Individual Education Plans (IEPs).

### **PROGRESS REPORTS/REPORT CARDS/CONFERENCES**

**Report cards** will be issued each quarter for grades 1-8. Kindergarten report cards are given at the end of each semester (second and fourth quarters). The grading system for achievement and effort is explained on the report cards.

**Mid-quarter progress reports** are given to students in Gr. 4-5. Progress reports are to be signed and returned to the classroom teacher. Gr. 6-8 academic progress reports are posted on [www.edline.net](http://www.edline.net) every other week, beginning in mid-September.

**Parent/teacher conferences** are scheduled twice during the year to discuss student progress. Special conferences are arranged as needed and/or requested by either a parent or teacher.

### **TESTING**

Standardized tests (Iowa Test of Basic Skills) are given annually to students in grades 3-8. It is one measure of student achievement and school effectiveness. This test is a general survey of a student's basic skills. It is usually administered during the first quarter. Results are provided to parents, and are used by teachers to identify and address strengths and weaknesses of students, and to evaluate our curriculum standards and guidelines. Test results become a part of the student's permanent record.

Criterion based evaluation of students is monitored in accordance with State of Nebraska requirements. In addition, the CoGat Abilities test is given to students in grades 4 and 7. All other tests are administered and evaluated at the discretion of the teacher. Make-up tests will be administered in the event of an excused absence from class.

Students in selected grade levels will participate in the assessments designed by the Archdiocese of Omaha. Grade level results will be shared with the archdiocese.

### **PROMOTION AND RETENTION**

A child will be promoted on the recommendation of the teacher and the principal. The child will have evidenced mastery of the required curriculum and a maturity level that supports continuous progress. The teacher will notify the parent of any difficulty a child is experiencing in meeting the academic, psychological, and social requirements for promotion. After a concerted effort by the teacher, parent, and administration to help the student acquire the needed skills, a decision will be made as to promotion, retention, or enrollment at another educational setting.

### **STUDENT RECORDS**

In compliance with federal guidelines, St. Wenceslaus School maintains defined procedures that allow a parent access to their child's educational records and prevents the school from allowing information to be released to others without parental consent. The only information that may be released without parental consent is referred to as "directory information", which includes name, address, date and place of birth, phone number and name of parent. Other information necessary for identification and recognition of a student may also be included. An example would be the height and weight of members of athletic teams. Parents must notify school officials that they do not consent to the release of this information.

In addition to directory information, student files consist of:

- academic information - attendance and health records, transcript of grades
- record of educational testing or guidance related data
- factual disciplinary information
- standardized test results (ITBS/CoGat)
- emergency information

Records will only be released to another school when a parent has signed and presented a "Release of Information" form to the school.

### **PARENTAL RIGHTS ISSUES**

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate.

Unless such rights are restricted by a legally binding instrument or court order, the custodial and the non-custodial parent:

- are entitled to exercise all parental rights regarding student records;
- may obtain information from their child's records on a regular basis;
- may receive general notices;
- may attend regularly scheduled teacher conferences or have separate conferences scheduled.

The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. A non-custodial parent may visit the student at school unless restricted by a court order.

## **SCHOOL DISCIPLINE**

### **DISCIPLINE WITH PURPOSE**

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, so they may effectively work together in order that learning can take place. Just as academic learning is an on-going process, so too, is the mastery

of discipline skills. The goal of discipline is that each student will become self-disciplined and self-directed. An unacceptable action on the part of an individual child generally interferes with the education of others. Development of values, character, proper attitude, and citizenship are stressed. Positive methods of discipline are encouraged and used. The following fifteen skills will be taught to students and integrated with all other instruction at various grade levels.

1. Listening
2. Following Instructions
3. Asking questions appropriately
4. Sharing: time, space, people, things
5. Demonstrating Social Skills
6. Cooperating
7. Understanding the reasons for rules
8. Accomplishing a task on his/her own
9. Demonstrating Leadership
10. Communicating Effectively
11. Organizing time, space, people, things
12. Resolving a problem
13. Taking the initiative to resolve a problem
14. Distinguishing fact from feeling
15. Sacrificing/Serving Others

Source: DWP, Inc.

### **APPROPRIATE BEHAVIOR**

St. Wenceslaus School provides a safe environment for all individuals. The way a student conducts himself or herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals. Students follow three school-wide "Guidelines for Success".

They are:

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

Teachers and students will establish and discuss expectations and procedures that will help students have successful experiences.

## **INAPPROPRIATE BEHAVIOR**

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school, during school activities, or while a student is acting as a representative of St. Wenceslaus, they are considered serious offenses. This list is non-inclusive, that is, other behaviors or actions may constitute grounds for disciplinary action, suspension, or expulsion. Students may be disciplined for any of the following actions.

1. Violations of the philosophy and/or policies of St. Wenceslaus School;
2. Serious disruption or rowdy behavior in a class or school situation;
3. Use of abusive, rude, disrespectful, or inappropriate language and/or response in an insubordinate manner to any authorized adult;
4. Physically harming, harassing, threatening force, verbal or written threats, cyber bullying, violence, coercion or intimidation of another person (adult or child);
5. Damaging or stealing school property or another's personal property;
6. Possessing any dangerous weapon or substance, fire hazard, or obscene materials;
7. The possession, transmission and/or use of tobacco, drugs, or alcohol;
8. Cheating, copying work of others, abuse of Internet use, or any form of academic dishonesty;
9. Excessive tardiness or absences;
10. Public displays of affection that violate acceptable school morals and values;
11. Displaying or using a nuisance item (Palm pilot, cell phone, CD player, mp3 player, matches, lighter, etc.) that might cause a disruption;
12. Signing another person's name will be considered forgery.

**The following section is a further explanation of various inappropriate behaviors. Any of these inappropriate behaviors may result in suspension or expulsion.**

## **STUDENT OFFENSIVE CONDUCT AND HARASSMENT**

Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment.

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

- explicit and offensive references or gestures;
- unwelcome physical contact of a sexual nature
- unwelcome verbal, written, or physical advances or suggestions;
- name calling, taunting, or 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;
- cyber bullying

## **SMOKING**

State laws and parish policy prohibit students from carrying and/or using tobacco products either on parish property, at parish sponsored activities, or when representing St. Wenceslaus in any capacity. The St. Wenceslaus educational wing is a non-smoking environment at all times; therefore, use of tobacco products by anyone will be prohibited.

## **DRUG AND ALCOHOL USE AND/OR POSSESSION**

State laws and school policy strictly prohibit student possession or use of alcoholic beverages, use or possession of any controlled substance defined by law as a drug, use of or possession of any

look alike pills of any type or drug-related paraphernalia anywhere on school property or at any school-sponsored function. Besides disciplinary action, a student who violates this policy may be referred to legal authorities, and/or required to participate in a counseling program at the expense of the parent.

### **WEAPONS**

Students are forbidden to possess, handle, transmit, or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. 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. Threats to use a weapon will be investigated and treated the same as possession of a weapon.

### **FIGHTING AND OTHER DISTURBANCES**

When a fight occurs, there is a possibility of injury or damage to other persons or property. For the protection of persons and property, such activities will not be tolerated at school or school events or when a student is representing the school in any situation. Throwing snowballs, rocks, or other objects also involves the possibility of injury or damage to persons or property. Such activities will not be tolerated.

### **FIRE HAZARDS**

Items considered fire hazards (e.g. fireworks, smoke bombs, matches, lighters, explosives, etc.) are prohibited on school property.

### **CARE AND USE OF SCHOOL PROPERTY**

Students who damage or destroy parish facilities or property will be required to make complete restitution, and appropriate disciplinary action will be taken.

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

In the event of criminal charges against a student, the school will take action deemed in the best interest of the school.

### **LAW ENFORCEMENT/STUDENT ACCESS**

In cooperation with law enforcement personnel or other government agents requesting access to students, the administrator of the school will grant access in accord with the wishes of the student's parent or legal guardian. Exceptions to parental wishes must be made in the case of warrants for arrest and in the case of suspected child abuse or neglect.

### **SUSPENSION**

Suspension is a temporary exclusion of a student from school and school activities. St. Wenceslaus School staff strives to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student by suspension. No student will be suspended unless a parent is notified. The conditions or circumstances that may lead to these disciplinary actions include but are not limited to those behaviors/actions listed under "Inappropriate Behavior". The decision to suspend a student rests with the administration.

The following procedures will be followed for suspension:

1. The student will be removed from the situation and taken to the administrator.
2. The administrator will investigate the situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.

3. If a suspension is deemed appropriate, the school administrator will notify the student's parent or guardian. They will be informed of the reasons for the suspension, the length of the suspension, the type of suspension (in-school or out-of-school), and the conditions for returning to school.
4. When a student is suspended, all schoolwork is due on the day the student returns to class. Tests and quizzes need to be made up. A suspended student is able to receive credit only for tests, quizzes and projects.

During an in-school suspension, a student is removed from the classroom but remains in school. He/She is isolated throughout the day from the other students and supervised by an adult. The student will do all of the daily assignments provided by the teachers. When these assignments are done, the student will be given other productive activities to do.

### **EXPULSION**

Expulsion is the permanent exclusion of a student from school and school activities. Expulsion will be used only when other means of discipline have failed and the student continues to disregard the philosophy, policies, rules, and regulations of the school, or the student's conduct is a hindrance to the welfare of the school community. The decision to expel a student rests with the principal and pastor.

The following procedures will be followed for expulsion:

1. The student will be removed from the situation and taken to the principal.
2. The principal will investigate the situation.
3. A parent or guardian will be notified and involved in the process leading to expulsion.

4. Upon expulsion, the student's parent or guardian must be notified in writing of the measure being taken, the reasons for the expulsion, and their right to a hearing.
5. The principal and pastor, upon a written request from the parent or guardian for a special hearing, may reconsider the expulsion.
6. The principal will notify the Superintendent of Catholic Schools and upon request provide record of the evidence justifying expulsion of the student.
7. The principal will notify the public school authorities.

## **ATTIRE**

### **UNIFORMS**

A school uniform has been adopted by St. Wenceslaus School and is worn by all boys and girls during the school year except for special days deemed appropriate by the principal. The uniform is a symbol of the community that all students in our school share. Uniforms help ensure that clothing does not become a distraction to learning, and serve to foster a sense of equality within the student body. Students are expected to dress modestly and neatly and to wear the school uniform in the manner in which it was intended. Uniforms are not meant to suppress individuality; rather, the wearing of a uniform frees students to demonstrate their individuality at more meaningful levels: through personality, spirituality, attitude, and service to others.

**All uniform slacks, shorts, skorts, jumpers, skirts and sweaters must be purchased at the Dennis Uniform Co. No visible label/logo/insignia other than the label of the Dennis Uniform Co. is permitted on any clothing component.**

### **GIRLS UNIFORM:**

**Gr. K-4:** Dunbar Plaid Jumper

**Gr. 5-8:** Dunbar Plaid Center Box Pleat Skirt

**Gr. K-8:** Navy Blue Skort

**Gr. 5-8:** Dunbar Plaid Skort

Skirts, jumpers, and skorts may be worn no shorter than 4 inches above the middle of the knee

**Blouse/Shirt:** White peter pan collar or oxford shirt, or white knit shirt, short or long sleeve. Shirts and blouses must be tucked in.

**Slacks:** Navy slacks may be worn at any time.

**Knee-Highs/Tights/Socks:** Only white, navy, burgundy, or gray colors may be worn. Socks must be visible above the shoes being worn and cover the back of the heel.

### **BOYS UNIFORM:**

**Slacks:** Navy slacks may be worn.

**Shirts:** White knit or oxford shirt, short or long sleeve. Shirts must be tucked in.

**Socks:** Only white, navy, burgundy or gray socks may be worn. Socks must be visible above the shoes being worn and cover the back of the heel.

### **BOYS AND GIRLS UNIFORM COMPONENTS**

**Uniform Shorts and Slacks:** Uniform shorts are an acceptable part of the St. Wenceslaus School uniform. Shorts and slacks must be purchased at Dennis Uniform Company. Uniform slacks may be worn at any time. Uniform shorts may be worn from the first day of school until November 1st, and then beginning April 15th until the end of the school year. Parental discretion should be used regarding the proper temperature to wear shorts during these times. Uniform shorts should be worn no shorter than 6 inches above the middle of the knee. No shorts should extend below the knee.

**Gr. K-8 Sweater:** Certain sweater options are available to be purchased from the Dennis Uniform Co. They include a navy or burgundy cardigan, pullover or sweater vest.

**Sweatshirt:** St. Wenceslaus sweatshirts may be worn at any time. A uniform shirt or blouse is required to be worn under the sweatshirt. Sweatshirts are sold at school. Non-school sweatshirts cannot be worn in class during school hours.

**Shoes:** Any suitable style and color of shoe may be worn. No sandals, sandal-type dress shoes, slippers, or tennis shoes with open backs are allowed due to safety concerns. Shoes should be non-marking and not be cause for distraction.

### **ADDITIONAL SCHOOL UNIFORM GUIDELINES**

Tops of skirts, skorts, slacks, and shorts should be located at the waist. No “baggy or saggy” slacks or shorts are allowed. Students are encouraged to wear a belt if they have difficulty keeping the slacks or shorts at waist level. Clothing should always be modest in style, not oversized or too tight fitting.

If a t-shirt is worn under a blouse or shirt it must be plain, white, and short-sleeve.

Scout uniforms may be worn to school on meeting days.

Turtlenecks are not part of the school uniform.

Mark all clothing and school materials with the child's name.

The responsibility for enforcement of the St. Wenceslaus uniform guidelines rests with the school staff. Parents can support the staff's efforts by knowing the uniform guidelines and enforcing them with their children at all times. Parents and students should not try to be “exceptions” to the guidelines. If a student chooses

not to wear the appropriate uniform to school, a parent/guardian may be called to bring the appropriate uniform for the student.

### **OTHER ATTIRE**

**Dress Down Day** -- The students are allowed to wear clothes other than their uniforms, or wear the type of clothes designated for a particular type of dress (i.e. jeans day, spirit day). No shirts will be allowed with any offensive message. No sleeveless tops, biking shorts, or short-shorts will be allowed. On dress down days, if shorts are allowed, uniform shorts will be worn.

Exceptions to this would be field days, when other modest shorts may be worn. Lengths of shorts, skirts, etc. for dress down days, should be the same as designated in the uniform guidelines.

**Dress-Up Day** -- On these days students are encouraged to "dress-up" in clothes that would include dress slacks, a nice dress or skirt, etc.

**IF A STUDENT CHOOSES NOT TO PARTICIPATE IN THE PARTICULAR TYPE OF DRESS FOR A DESIGNATED DAY, HE/SHE SHALL WEAR THE SCHOOL UNIFORM.**

**Makeup** None allowed on any school day.

**Jewelry** Piercings and tattoos are not allowed with the exception of pierced ears for girls.

**BOYS** - No earrings are allowed. Excessive or distracting jewelry is disallowed.

**GIRLS** - Earrings are allowed. Large or dangling earrings are discouraged for safety reasons. Excessive or distracting jewelry is disallowed.

### **Hair**

**BOYS** - Hair must be well groomed and of such a length as to be above a boy's shirt collar. No faddish or unusual

hairstyles will be allowed nor will inappropriate hair color be allowed.

**GIRLS** - Hair must be well groomed. No faddish or unusual hairstyles will be allowed nor will inappropriate hair color be allowed.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

## **FINANCES**

St. Wenceslaus Parish continues its commitment to the Catholic education of parish children by funding approximately 40% of the school's annual operating expenses. Tuition and instructional fees fund approximately 60% of the school's annual operating expenses. Parents shall be advised of tuition and instructional fees for the upcoming school year, prior to the end of the current school year. Tuition and church support are separate financial responsibilities of parents.

### **INSTRUCTIONAL FEES**

Fees are recommended and approved yearly by the Total Education Committee, Parish Council, and the Pastor. These fees are used to purchase books, materials, supplies, and classroom equipment. Instructional fees are paid beginning in June, or upon acceptance to the school. Instructional fees are non-refundable unless the family moves out of the parish or city.

### **TUITION**

Tuition is paid according to a schedule recommended by the Total Education Committee, Parish Council, and the Pastor. Payment options are selected in the spring prior to the beginning of the following school year. There are four payment options: monthly, quarterly, semester, and annual. All options, except the annual option, will be done by ACH payments.

The Pastor, Principal, and/or parish finance committee will deal with family tuition accounts if there are delinquencies in payment to evaluate. If a student's tuition payments are considered past due, that student may be denied admission in the future.

### **REGISTRATION**

Registration for students currently attending St. Wenceslaus will be done in early January for the following school year. Families must have a current God's Plan pledge card on file in the parish office as part of the process. School registration is held in January for those who will enter Kindergarten and those wishing to enroll children in other grades for the coming school year who do not currently attend St. Wenceslaus. Notice of registration dates will be published in the school newsletter and parish bulletin. Instructional Fees/Tuition Payments for the ensuing year begin in June.

Families accepted for kindergarten will pay a \$100 registration to secure placement in Kindergarten. This amount is not included in the total for tuition and instructional fees. When a parent elects not to enroll their child after being accepted, the family will forfeit the registration fee.

### **FUNDRAISING POLICY**

It is the policy of St. Wenceslaus Parish that all solicitation and/or fundraising activities, including annual events, special projects, and donation campaigns (except those campaigns initiated by the Archdiocese) have the prior approval of the Pastor and/or the Parish Council.

## **SCHOOL ACTIVITIES**

### **FLAG DISPLAY**

When in session, the American flag is displayed outdoors. Each class also shares in the saluting of the flag in the classroom daily.

The historical significance of national holidays is presented to the students and suitable recognition is given to their observance.

### **ASSEMBLIES**

Assemblies are a regular part of the school program since they provide a broad scope of opportunities for our students. We are deeply appreciative to the Home and School Association and to those individuals who give special financial gifts to the school that provide funds to help pay for programs that have a cost. Individuals have also helped in making program arrangements in cooperation with the school administration. These programs may be curricular, seasonal, safety, culturally, or artistically oriented.

### **FIELD TRIPS**

Classes schedule appropriate age-level field trips throughout the school year. The purpose of field trips is to enhance the curriculum and specific units being taught, and to expose our students to cultural opportunities, community service and community resources. Students may be denied participation if they fail to meet academic or behavior expectations.

Permission slips signed by a parent or guardian must be turned in prior to the day of the field trip. Without the required signed permission slip, the student will not be allowed to participate in the field trip. The school will accept a faxed copy of the original permission slip signed by the parent/guardian. A telephone call will **not** be accepted in lieu of the field trip permission slip.

Children are generally transported on contracted school buses. If private vehicles will be used, parents will be informed of this change. Any parent who drives must provide a copy of his/her driver's license and proof of insurance before the field trip. All students will use seat belts when private vehicles are used.

Students are expected to show respect to the bus driver and chaperones and to observe usual classroom conduct while on the bus and during the field trip.

If adult chaperones are to be used on a field trip, they must have completed all the requirements of the archdiocesan Safe Environment training program.

All monies collected for a field trip are non-refundable.

### **SERVICE ACTIVITIES**

Service to others is a way children learn the responsibility of belonging to a caring community. Throughout the school year, the students participate in service projects. Some service projects are coordinated with parish groups, some are directed toward the parish, others toward the larger communities of neighborhood, city, country, or world communities.

### **BAND & SUZUKI**

These two programs are offered as parent-pay programs. The band program is under the direction of Music in Catholic Schools. This program offers students in grades 5 through 8 the opportunity to participate in a structured band program. St. Wenceslaus School provides a location for lessons and permits students to be excused from classes to participate. All costs, personnel, and arrangements are under the control of the archdiocesan director. If interested in the Suzuki program, you will need to contact the school for the instructor's name.

### **D.A.R.E.**

A trained officer of the Douglas County Sheriff's Department teaches Drug Abuse Resistance Education to students in Gr. 5.

### **OUTDOOR EDUCATION**

Outdoor Education (during 6th grade) provides learning activities for children and teachers that deal directly with the natural resources and life situations found in nature.

### **CLASSROOM PARTIES**

Parties will be held at designated times of the year - generally there are three parties a year (Halloween, Christmas, and Valentine's Day). Room coordinators will make arrangements with the classroom teacher prior to the party. Monies provided by the Home & School Association help to defray expenses. Any other parties must have prior approval from the principal.

### **BIRTHDAYS**

Birthdays may be celebrated during the school day. All such celebrations are to be arranged after the parent contacts the classroom teacher. In accord with our wellness guidelines, no pop or high caffeine energy drinks will be allowed for treats. Food treats high in sugar content are also discouraged for birthdays.

If planning a birthday party outside of school, invitations will only be distributed if all members of a classroom or grade, or all members of one sex of a classroom or grade are invited. Please do not plan to distribute them during school hours otherwise.

### **YEARBOOK**

A yearbook is planned each year with photos displaying classes, school groups, and activities that happen throughout the year.

### **SCHOOL PHOTOGRAPHS/MEDIA PUBLICATIONS**

A commercial photographer takes school pictures each year. Students may purchase these photographs, but there is no obligation to do so. Pictures are taken in the fall. This is a "dress-up" day for students. Class composites will be available as well as a number of photo packages. Eighth grade students will also have pictures taken in early spring for graduation.

Occasionally the school receives requests for photos or news stories of students to be used in various publications such as local newspapers, television stories, or on our website. Parents who do not wish their children's photographs to be placed in public

media must indicate so on the form available at the beginning of the school year.

### **PARENT ORGANIZATIONS**

Parents are encouraged to join the Home and School Association. This organization provides support, both financially and in providing volunteers, for many of the school programs. Information concerning the organization's mission and activities is distributed at the beginning of the school year or upon enrollment. Home and School Board meetings are generally held on a monthly basis, and all parents are welcomed to attend. The bylaws of the Home and School Association are posted on the Home and School portion of the school's website.

Parents are encouraged to join the Nebraska Federation of Catholic School Parents. This organization is affiliated with the Nebraska Catholic Conference of Bishops, and unites Catholic school parents of Nebraska in promoting Catholic education statewide. It also helps to foster legislation that will support parental choice in education.

## **EXTRA-CURRICULAR ACTIVITIES**

### **VALUES OF PROGRAM**

All extra-curricular activities and programs should support our Catholic school mission. Participation, development of skills, teamwork, and good sportsmanship will be emphasized in all programs and activities. Students will not leave school property for any authorized school activity without adult supervision. Students are to have proper adult supervision at all times during extra-curricular athletic and academic activities and practices. In order to be eligible to participate in the following activities, students must maintain a satisfactory academic and behavior standing. Students must attend school for at least a half-day if they wish to participate in any extra-curricular activity on the same day.

### **SUNDAY POLICY**

In accordance with Archdiocesan policy, all scheduled non-religious use of the parish and/or elementary school on Sunday will begin no sooner than 12:00 Noon.

### **ATHLETIC PROGRAM**

The goal of the athletic program is to teach and demonstrate self-discipline, good sportsmanship and fairness, and to instill Christian values. St. Wenceslaus Parish is a member of the Parochial Athletic League. Athletic teams are open to all eligible members of St. Wenceslaus Parish. Participation generally begins in Grade 5 or 6, depending on the activity. The Athletic Committee selects coaches, and reviews policies and procedures in regards to athletics. Coaches must have completed all the requirements of the archdiocesan Safe Environment program for the protection of children. Physical examinations are required for participation in athletic programs and activities. No student is allowed to practice or compete without written parental permission.

### **ACADEMIC ACTIVITIES/COMPETITION**

Students may participate in a number of academic competitions. Students compete with teams from other schools. Some of the contests that our students have been involved in include: Speech Club, Bible Bowl, math contests, Wits Clash, Science Olympics, Geography Bee, and spelling bee.

### **ELIGIBILITY**

In order to be eligible to participate in Extra-Curricular Activities, students must maintain a satisfactory academic standing (C- or better) **and** effort/self-discipline grades in the satisfactory range. Any student who does not meet one of these criteria will be in writing of their ineligibility. The student will remain ineligible for at least one week. The student may not participate in practices, games or activities until the criteria are satisfied.