

**FAMILY HANDBOOK**  
**2018 - 2019 SCHOOL YEAR**

**THE MISSION OF ST. PIUS X / ST. LEO SCHOOL**

St. Pius X / St. Leo School is a diverse community forming students in the Catholic faith to excel in academics and service to others.



## TABLE of CONTENTS

	<u>Page Number</u>
Mission Statement of St. Pius X / St. Leo School	front cover
Belief Statements & Directed Learner Statements	4
Specific Goals and Objectives	5
St. Pius X / St. Leo School Board Members	5
St. Pius X / St. Leo School Faculty and Staff	6
Absenteeism and Tardiness Policy	9
Academic Achievement	10
AIDS Policy	10
Asthma and Allergic Reactions	10
Attendance	11
Birthdays	12
Book and Software Ordering	12
Care of School and Personal Property	12
Child Abuse	12
Communication	12
Cooperation with Law Enforcement Agencies	13
Counseling Services	13
Curriculum	14
Dress Code	14
Education Committee	18
Emergencies	19
Extended Care Program	20
Faith Development/Cooperative Role	20
Fees	20
Field Trips/Fun Days/Recess	20
Google Apps for Education Agreement	21
Grading Scale	23
Health	23
Homework	24
Insurance	24
Key Expectations of St. Pius X / St. Leo Students	24
Lunch Program	25

Mission Statement for Annual FUNDRAISER	26
Multi-Cultural Education Policy	26
Nebraska Federation of Catholic School Parents	27
Non-Custodial and Custodial Parent Policy	27
P.A.W.S. (Panther Award Winning Students)	27
Personal Electronic Devices	28
Pictures	28
Positive Behavioral Interventions and Support (PBIS)	29
Procedures for Placement on Honor Roll for Grades 7 & 8 Student	29
Promotion/Retention Policy	29
Registration Fees Policy	29
Religion	30
Requirements and Priorities for Student Acceptance for St. Pius X / St. Leo School	30
Respecting All God's People Safe Environment Training	31
School Board Meeting/Visitors	31
School Structure and Curriculum	32
Selling and Endorsing Items	32
Special Academic Needs	32
Special Instructional Needs	33
Student Activities	33
Student Records Policy	33
Technology Use Policy	34
Telephone Use	35
Testing	35
Time Schedules	35
Transportation	36
Tuition	36
Visitors	36
Volunteers	37

**ST. PIUS X / ST. LEO SCHOOL COMMUNITY BELIEVES THAT ALL STUDENTS:**

- will understand the gospel as a way of life and do their best to live it
- will know about and respect God's people from all cultures
- have unique learning styles, gifts, and talents and deserve the opportunity to succeed using those styles, gifts, and talents
- need a safe learning environment whereby they will be respected and encouraged to take risks and problem solve
- need to communicate effectively and work cooperatively
- will see learning as relevant to life and as a life-long process
- need respect and encouragement from all in the school community

**ST. PIUS X / ST. LEO SCHOOL STUDENTS WILL BE DIRECTED DURING THEIR EDUCATIONAL EXPERIENCE TO BECOME:**

1. Adaptable, effective communicators who:
  - relate with an open mind to diverse cultures, families, language and values
  - express ideas and information to others
  - receive, interpret, and analyze information
2. Ethical problem solvers using Catholic values and principles who:
  - manage the world resources in an efficient manner
  - utilize advancing technology
  - demonstrate respect for self, others, and the environment
3. Collaborative community contributors who:
  - demonstrate leadership and organizational skills
  - exhibit skills to work as a team
  - demonstrate involvement in activities that address the needs of school, parish, and global communities
4. Creative, perceptive thinkers who:
  - Identify problems and state possible solutions
  - apply teachings of the Catholic Church to life situations
  - use multiple resources and skills
5. Self-directed learners who:
  - mesh various academic disciplines
  - accept responsibility and risks associated with learning
  - apply learning processes individually and cooperatively
  - evaluate and utilize individual and peer assessment
  - exhibit a need for life-long learning
6. Quality producers and performers who:
  - demonstrate high standards of performance and production
  - support the effort and work of others
  - model time management and organizational skills
  - implement relevant information obtained from research
  - reflect a knowledge of the core disciplines and the fine arts

## **SPECIFIC GOALS AND OBJECTIVES**

As part of the St. Pius X / St. Leo School Improvement and Professional Development Plan, the school will be focusing on various goals. Two of the goals are the following:

### **Goal I: Academic Excellence**

By May of 2022 students will improve reading and math skills as measured by:

- a yearly increase of 3% in the NPR Terra Nova scores
- a yearly increase of 3% in the STARS mean NCE score

### **Goal II: Catholic Identity**

By May of 2022 students' Catholic identity will improve as measured by an increase in the percent of students strongly agreeing to items on the Catholic Identify Program Effectiveness Survey.

The strategies and action steps for these two goals will be shared under 'School Improvement Plan' on the school website.

## **ST. PIUS X / ST. LEO SCHOOL BOARD**

The St. Pius X / St. Leo School Board ("School Board") is advisory to the Pastors of St. Pius X and St. Leo Parishes. The School Board shares in the responsibility, unity and stability of the school. School Board Members respond to a Baptismal call to be involved in the mission of the Church.

The School Board is comprised of the Pastors, the President, Vice President and Secretary (collectively the "Executive Committee") and nine (9) School Board Members appointed by the Pastors. The administrators of St. Pius X / St. Leo School and the Recording Secretary of the School Board are non-voting members of the School Board. School board members serve for one term for the length of three years with the option for a second term of three years.

There are three (3) School Board Subcommittees: (1) Education Committee; (2) Development Committee; and (3) Administration Committee.

Julie Bluvas	14756 Ames Ave	68116	431-8172	St. Leo
Jennifer Christen	15031 Douglas Cir	68154	305-8829	St. Pius X
Mark Jensen	9710 Louis Dr	68114	391-1415	St. Leo
Michaela Smith	5159 Franklin	68104	250-2352	St. Pius X
Geoff Tripp	2503 N 56 St.	68104	553-5968	St. Pius X
Matt Walters	12411 N 69 St.	68152	573-1246	St. Pius X
Herman Weist	12115 N 178 Cir.	68007	238-3344	St. Leo
Martha Wharton	5104 Cuming St	68132	614-3707	St. Pius X

New Members TBD

In addition to the School Board members identified above, the pastors of both parishes are members of the School Board. The administrator(s) of St. Pius X / St. Leo School are non-voting members of the School Board.

**ST. PIUS X / ST. LEO SCHOOL FACULTY AND STAFF**

ROOM NO.	NAME	DEGREE	EXTRA DUTIES
PRE-K	Mrs. Becky Galvan	B.A.	
PRE-K	Mrs. Melissa Sahn	B.S.	Gr. PRE-K Coordinator
PRE-K	Mrs. Sarah Saucier	B.S.	PRE-K Enrichment Coordinator
KA	Mrs. Kelli Swift	B.A.	Gr. K Coordinator
KB	Miss Meg Peitzmeier	B.A.	
KC	Mrs. Jenny Hanna	B.A.	
1A	Mrs. Lisa Wilson	B.A.	Gr. 1 Coordinator
1B	Mrs. Sue Kurtenbach	M.S.	Junior Achievement Coordinator
1D	Miss Shannon Buttell	B.A.	Gr. Pre-K-4 Language Arts Coordinator
2A	Mrs. Denise Johnston	B.A.	Gr. 2 Coordinator
2B	Mrs. Heather Owens	B.A.	
2D	Mrs. Alice Gerraughty	B.A.	Gr. Pre-K-4 Religion & Guidance Coordinator
3A	Mrs. Sarah Franco	M.S.	Gr. 3 Coordinator
3B	Miss Rachel Langenfeld	B.S.	
3C	Ms. Anita Petersen	B.S.	
4B	Mrs. Monica Sheehan	B.A.	Gr. Pre-K-4 Social Studies Coordinator & Woodmen Speech Coordinator
4C	Miss Becky Wessling	B.S.	
4D	Mrs. Mary Holtmeyer	M.S.	Gr. 4 Coordinator, Tutor Coordinator
5A	Mrs. Gabrielle Dalton	M.A.	
5C	Miss Mary McGuire	M.S.	Gr. 5 Coordinator & Student Council Coordinator
5D	Mrs. Jennifer Thompson	M.A.	Quiz Bowl Coordinator
6A	Mrs. Katy Chattin	M.S.	Gr. 6 Coordinator
6B	Mrs. Carisa Dillon	M.S.	
6B	Mrs. Tiffani Herfordt	M.S.	Gr. 6-8 Science Coordinator & SAME Coordinator
6C	Mrs. Misty Banks Noon	B.S.	Quiz Bowl Coordinator
6D	Mrs. Mary Jo Barry	B.A.	
6D	Mrs. Jen Martinez	B.S.	Drama Club Coordinator & Speech Club Coordinator
7A	Mrs. Sarah Stratman	B.S.	
7B	Mrs. Linda Rix	B.S.	Gr. 7 Coordinator & Book Bowl Coordinator
7C	Mr. Jerry Carreon	B.A.	Gr. 5-8 Social Studies Coordinator, Bible Bowl & Geography Bee Coordinators
7D	Mrs. Linda Harrison	M.S.	Gr. 5-8 Religion & Guidance Coordinator
8A	Sra. Mya Hankel	B.A.	
8B	Mrs. Pat Gorski	M.S.	Math Contest Coordinator & MathCounts Coordinator
8B	Mr. Greg Gorski	M.A., J.D.	

8C	Mr. Matt Kable	M.S.	Gr. 8 Coordinator, Gr. 5-8 Language Arts Coordinator
8D	Mr. Ryan Lampe	M.S.	Dean of School
8	Mrs. Tiffani Herfordt	M.S.	
Math Coordinator:	Mrs. Marilyn Mailliard	B.S.	
Spanish Teacher:	Sra. Mya Hankel	B.A.	
Resource Teachers:	Mrs. Mary Scarpello Mrs. Karen Burns Mrs. Jenny Howard Mrs. Laura Osborn Mrs. Michelle Wilson	M.S. B.S. B.A. M.S. B.A.	Coordinator ELL Coordinator
Resource TA	Sr. Roselma Legault		
School Liturgist:	Dr. Anne McGuire	Ph.D.	
Liturgy Assistant:	Mrs. Mary Grenier		
Music:	Mrs. Karen English Mrs. Carol Drvol	B.A. B.A.	Coordinator of Specialty Teachers, Show Choir & Girls Chorus Show Choir & Girls Chorus
Art:	Mr. Larry Stephens	B.A.	
P.E.:	Mr. Troy Nelson Mrs. Chris Peters	B.A. B.A.	PE/Recess Equipment Coordinator
Media/ Librarian:	Mrs. Christy Vogel	M.S.	Gifted Education Coordinator, Coding Club Coordinator & ELL Coordinator
Library Assistant:	Mrs. Cindy Grasmick		
Technology Teacher:	Mrs. Terri Preston	M.S.	Technology & Library Grade Coordinator, Coding Club Coordinator
Technology Specialist:	Mrs. Mary Kay Nelson	M.S.	
Extended Care Bookkeeper:	Mrs. Cheri Freese		

Extended Care

Co-Directors: Mrs. Cheri Freese  
Mrs. Cindy Grasmick

Safety Patrol

Coordinator: Mrs. Monica Taylor

Teacher Mrs. Colleen Donahoe, Mrs. Linda Walz, Mrs. Cheri Freese, Mrs. Melissa Pelley,  
Assistants: Mrs. Gina Sturek, Mrs. Michelle Baldwin, Mrs. Monica Taylor, Mrs. Ann Welsh, Mr. Jason  
Nelson, Mrs. Pat Mueting, Mrs. Jill Melkus, Mrs. Chris Worthy, Mrs. Miana Corey,  
Mrs. Laura O'Doherty, Mrs. Nancy Sak, Mrs. Jenny ten Bense, Mrs. Kim Borne, Mrs.  
Angela Broderick, Mrs. Colleen Morrissey, Mr. Jason Pietramale

Enrichment Mrs. Melissa Geiselman, Mrs. Kristine Ritterling,  
Staff: Miss Amy Duboise

Marketing & Recruitment

Director: Mrs. Kim Ramsey

Major

Gifts: TBD

Development

Assistant: Mrs. Julie Gallegos

Alumni & Donor

Relations Dir: Mrs. Michaela Smith

C.A.R.E.

Coordinator: Mrs. Heidi Leach

Substitute

Teacher

Coordinator: Mrs. Monica Taylor

Business/Personnel

Coordinator: Ms. Mary Greiner

Secretary: Mrs. Kathy Graney

Office

Assistant: Mrs. Lisa Brewster

Sacramental

Coordinator: Ms. Colleen Ciciulla

Sacramental

Secretary: Mrs. Sheryl Fritz

Counselors: Mrs. Jody Jurgens-Byam, C.M.S.W., A.C.S.W  
Mr. Jeff Keogh, L.C.S.W., L.M.H.P.

Nurse: Mrs. Karen Bakewell



Cafeteria  
Manager: Mrs. Mary Jalbert

Cafeteria  
Personnel: Mrs. Doris Dalbey, Mrs. Cindy Horton, Mr. Pat Dunlap, Mr. Robert Sorick,  
Mrs. Bonnie Tuttle

Maintenance  
Supervisor: Mr. Tom Zenk

Maintenance  
Personnel: Mr. Steve Freese

Asst Principal: Mrs. Becky Sluyter M.S.

Asst Principal: Miss Emily Klassen M.S. Gr K-5 Science Coordinator & Woodmen Speech  
Coordinator

Principal: Mr. Cory Sepich M.S.

#### PRIESTS

Fr. Joe Wray, Pastor	St. Pius X Parish
Fr. Craig Loecker, Pastor	St. Leo Parish
Fr. Jerome Dillon, Sr. Associate Pastor	St. Leo Parish

All priests celebrate liturgies and reconciliations with the students. The priests teach religion at various times in the different grades.

### **ABSENTEEISM AND TARDINESS POLICY**

Any student who is absent excessively not continuously for 15 school days will be placed on failure status until all schoolwork is made up to the satisfaction of the administration and teacher(s). This work must be completed within one week of the end of the semester. Any child who is absent for more than 15 days continuously, because of family crisis or illness, must make special arrangements with the administration and teacher(s) for satisfactory completion of missed work.

Any time a child misses two hours anytime during the school day, he/she will be marked absent for 1/2 day. If a child misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration he/she will not be counted tardy or absent unless this time away exceeds two hours, then the child will be marked absent for 1/2 day.

Continuous absences could result in the suspension, expulsion of the student, or the notification of the proper legal juvenile authorities.

Truancy and tardiness cannot be tolerated. Students will be marked tardy if they are not sitting at their desk by 8:15 a.m.

Teachers are to notify the administration of excessive tardiness or habitual absenteeism so the following steps can be taken.

If a pattern of excessive tardiness or excessive absenteeism is developing, a contact to the parent(s) by the homeroom teacher will be made requesting action be taken to alleviate this problem. If the problem

persists, the homeroom teacher will notify administration who will make a second contact with the parent(s).

1. Any absence or tardy requires an explanatory note upon the student's return to school. The teacher is to keep these notes on file. In the event a student keeps forgetting to bring a written excuse, the teacher should call the parents. Tardy slips from the office are also kept.
2. A student who is absent is required to make up all assignments missed. Parents may call and request homework.

### **ACADEMIC ACHIEVEMENT**

The school's curriculum identifies the knowledge and skills which students are expected to master and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance on annual norm-referenced tests and encourage each student to achieve to the maximum of his or her potential.

Teachers also know that diligence and self-discipline are essential to academic success and the full realization of each student's potential. They expect diligence and self-discipline on the part of each student.

Parents who expect diligence and self-discipline of their students, who require development of good study habits, well-done assignments and supplementary reading greatly enable the academic achievement of their student.

We ask that you continue to expect from your child/ren, diligence and self-discipline, that you require of him or her good study habits, well-done assignments and supplementary reading.

### **AIDS POLICY**

#### **Admission and Enrollment**

A current student or student seeking enrollment at St. Pius X / St. Leo School shall not be discriminated against on the basis of that person having AIDS, ARC, or HIV infection. No student shall be suspended or denied enrollment solely on the basis of AIDS, ARC, or HIV infection unless the nature and extent of the illness reasonably preclude that student from being able to continue the customary education responsibilities or the student poses a risk to other students or personnel in the school.

### **ASTHMA AND ALLERGIC REACTIONS**

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

St. Pius X / St. Leo School is in compliance with the state mandated "Emergency Response to LifeThreatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol." The protocol involves the use of an IM EpiPen and nebulized albuterol and calling 911.

The protocol is to be administered by trained responders to ANY student showing life-threatening asthma attacks or other allergic reactions. Responders will be available during the course of regular school hours.

This protocol and its emergency medication is not meant to replace the health care provider's plan for students with a diagnosis of asthma and/or anaphylaxis. The emergency medication (such as inhalers, epinephrine) prescribed for students with known asthma and/or anaphylaxis is provided by the student's parents to the school according to the school's Medication policy.

IF YOU DO NOT WANT YOUR DAUGHTER/SON TO BE TREATED FOR THESE LIFE-THREATENING EMERGENCIES YOU NEED TO SEND THE PRINCIPAL A WRITTEN NOTIFICATION PRIOR TO THE FIRST DAY OF SCHOOL.

**IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications** for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPens, etc. available at school (with a medication authorization form signed by both a parent and physician) and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school, updated every school year.

St. Pius X / St. Leo School teachers, teacher assistants and substitute teachers are notified of the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol" for student(s) in their grade level. Certain foods may not be allowed in particular classrooms due to the allergies of students in those classrooms. The teacher will provide a list of appropriate food items, if any, that may be sent to school.

### **ATTENDANCE**

1. The only recognized legitimate excuse for absence is illness. If a child will be absent from school, a parent or guardian must call the school office, (402) 551-6667, by 8:45 a.m. each day to report this absence. If the school is not called, office personnel will be calling the home or place of work to seek the information on the absence.
2. We strongly encourage regular attendance by the students each school day except when ill. If for some reason, other than illness, your child will be gone from school three days or more, you may request assignments from the teachers ahead of time, but, it is our policy that the teachers do not have an obligation to get the work together before the absence. If they have the time and are able to do so they will, otherwise, the child will be given the assignments upon his/her return.
3. No student will be released from school during school hours without permission of the administrative staff. A sign in/out sheet for students is located in the school office. Students and/or parents are asked to sign in/out when arriving or leaving school. If you are calling for a child outside of regular dismissal time, please come to the school office to get him/her.
4. In bad weather, presume that there will be school unless otherwise notified by radio (KFAB 1110 AM) or television. Please do **NOT** call the rectory or school office.
5. A student who is absent is required to make up all assignments missed. Homework for a sick child will be sent home when requested as soon as the teacher can get it ready. A request for homework may be made if students are going to miss school for vacations. The teachers will make every effort to respond to this request but if not able to do so, the assignments will be given upon their return.
6. We will never allow a student to leave the school grounds during the school day unless the school has notified the student's parent/guardian first. In the event that a parent/guardian cannot be reached, the school will refer to the Emergency Census Card and notify someone delegated by the parent/guardian. In case of an emergency and the school cannot locate the parent/guardian or the family doctor, the school will presume parent/guardian's permission to take the student to the closest emergency service.

7. If in the middle of dismissal there is a major storm (tornado, thunderstorm) we will hold the children until you come to pick them up. We will not let them walk home until the situation has cleared and improved.

### **BIRTHDAYS**

There is an option that allows students to bring treats to share with their classmates to celebrate their birthdays. If treats are sent to school for a student birthday, parents must communicate with the teacher in advance. Certain foods may not be allowed in particular classrooms due to the allergies of students in those classrooms. Teachers will communicate to classroom parents specific allergen(s) not allowed in the classroom (e.g. peanuts, tree nuts). Teachers will provide a list of suggested appropriate items for a classroom treat. Parents have the option of providing "safe snacks" appropriate for their child in the event a snack includes an allergen or is manufactured in a facility that contains an allergen. Our school wellness plan suggests that you might want to consider nonfood items, like a pencil, eraser, etc. for birthday treats. Please take into consideration the time restraints and the learning environment of the classrooms. We do ask, though, that you **do not send pop for birthday treats** since we do not allow pop in the cafeteria either.

Invitations to birthday parties are NOT to be handed out at school. You will have to either mail them or deliver them somewhere other than at school.

### **BOOK AND SOFTWARE ORDERING**

As you know, we send home different book order forms in order to give you the opportunity to buy books for your children. We would like you to know that by our sending the orders home we are not endorsing any or all of the books on these orders.

### **CARE OF SCHOOL AND PERSONAL PROPERTY**

The books and materials provided to the student by the school are expected to be returned in good condition at the end of the term. Students will be held responsible for any damage to books, desks or other school property.

It is strongly recommended that personal property not be brought to school. But if a student chooses to bring personal items to school, it is strictly their responsibility. Each year we have a very large "lost and found" area that we urge the children to look through from time to time.

### **CHILD ABUSE**

The state law requires that if any form of child abuse or child neglect is detected or suspected, the school must contact Child Protective Services and/or the Omaha Police Department.

### **COMMUNICATION**

1. The school phone number is (402) 551-6667. Please initiate all calls for teachers through a note sent with your child or by calling the school office. Please do not contact teachers at their homes.
2. Calls coming through the school office from parents to students should be emergency calls only.

3. Please inform the school office if your home phone number or work number has changed.
4. Parent-Teacher Conferences - regularly scheduled conferences for all parent(s) at the end of the first quarter and "by request only" conferences during the third quarter of the current school year. We encourage parent(s) to contact the school office if they see a need to schedule a conference with their child's teacher(s) at other than times listed above. The teacher(s) involved will then schedule the conference.
5. Cumulative records will not be forwarded to a new school unless parent permission in writing is obtained.
6. A School Newsletter will be sent to the parents' e-mails and also posted to the school's website ([www.spsl.net](http://www.spsl.net)) on a regular basis so the parents or guardians of students can be kept current of school news.
7. School events will be listed on the *What's Happening This Week?* Link on the school's website. The lunch menu will also be included on the website.
8. Please make arrangements for pick up of children, etc. before school each day so as to help lessen the number of calls to the office.
9. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when we hear about something that has not happened in school.
10. We strongly encourage an open communication between home and school to obtain the best moral and academic development of our children. St. Pius X / St. Leo school views the education of a student as a partnership between parents and the school. Parents and students are expected to comply with the school rules, policies and consequences for inappropriate behavior. Parents and students are expected to respect and support the leadership of school officials. Parents reserve the right to withdraw their children and comparatively the school has the right to cancel enrollment of a student if the administration determines that the parent or student demonstrates a refusal to maintain a partnership with the school. This family and school partnership includes, but is not limited to, support both on and off school campus, extra-curricular events and through online communication and social media.

### **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

In cooperation with Law Enforcement Personnel or other Government Agents requesting access to students, administrators will grant such access in accord with the expressed wishes of the student's parent(s) 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 as defined in Nebraska statutes.

### **COUNSELING SERVICES**

St. Pius X / St. Leo School Board and school personnel have determined that it would be beneficial to provide the opportunity for professional help and input in providing for the emotional and social needs of some of our students. The School Board is in a contractual arrangement with a local firm to meet these needs. Personnel from this firm are in the school five days a week.

The counselors are here to help out in the various situations that occur for individuals, and, between individuals in our school. If students are having difficulties between themselves sometimes the counselors will be called in to help mediate and deal with these situations. There are also times when

individual students will ask to see counselors. We will accommodate these requests as we are very concerned about the needs of our students. If we see a need for continued individual work with the counselors, the counselors or the teachers will then contact the parent and have a referral form and permission slip completed by the parent. This permission slip will give on-going permission for the student to be seen by a counselor during their years in our school unless the parent requests a different arrangement. Parents may also request that their child(ren) be seen by a counselor.

## CURRICULUM

Beginning in fifth grade some students are placed in a math program that challenges those students excelling in math. This group is determined by a review of math scores on standardized testing, STAR Math averages, by math grades earned over the last years, end of the year math tests, and by teacher recommendations from the past year. This process of grouping is continued for sixth, seventh, and eighth grades. We have established a criteria for Math Advancement to a higher grade. This is as follows:

1. Student must maintain an A average all 4 quarters.
2. Student has been identified as self-motivated, hard working and learns at an accelerated pace.
3. Student scored at 95% or above on math placement test.
4. Student is recommended by their math teacher and math department chair.

Note: Student is reevaluated for this placement on a quarterly basis.

We also have accelerated literature groups that start during the seventh grade and continue through eighth grade. Students are constantly reevaluated for placement. Students will be moved in and out of groups as their needs change throughout these years.

## DRESS CODE

The dress code pertains to ALL Grade K-8 students of our school. Pre-Kindergarten have a separate dress code discussed at the end of this section.

This dress code has been developed by the Education Committee, made up of parents, with final approval by the School Board. It attempts to be very specific in order to eliminate the necessity of our teachers spending a disproportionate amount of their time enforcing the dress code. We ask the cooperation of all parents to be certain that your child/ren conforms to these rules and presents a neat appearance. If a registered student is a member of a culture that conflicts with these dress code regulations, the student's parent(s) may approach the administration about dress code policies that may affect the student.

Dennis Uniform Co., Educational Outfitters and French Toast will be supplying our school uniforms for this school year. Dennis Uniform Co. and Educational Outfitters will carry all items for boys and girls uniforms, while French Toast will carry skorts, skirts and jumpers for girls uniforms. Pants, shorts, boys and girls white shirts and girls blouses may be purchased at any store, but the navy blue color of pants MUST be of the SAME COLOR and uniform style as those available at Dennis Uniform or Educational Outfitters. Blue and red uniform sweaters MUST be purchased at Dennis Uniform or Educational Outfitters. NO other style or colors will be accepted with the uniform.

Final interpretation of appropriateness in dress code will be handled by the administration.

## Boys Dress Code

The following are the options for purchasing the uniform for the 2018-2019 school year.

1.       Pants-

Plain (no design) navy blue pants

Navy blue pants may be purchased at any store. The style and color of the pants must be the same style and color as from Dennis Uniform Co. or Educational Outfitters. Over the course of time, navy blue tends to fade. Faded navy is not an acceptable color for uniform pants.

2.       Shorts-

May be worn in place of pants through October 31<sup>st</sup> in the Fall and then beginning April 1<sup>st</sup> in the Spring.

Navy blue shorts may be purchased at any store. The style and color of the shorts must be the same style and color as from Dennis Uniform Co. or Educational Outfitters. When shorts are worn as the uniform, boys **MUST** wear navy blue, white or red plain socks. No stripes or colored accents are allowed. The length of the uniform shorts may not exceed the knee.

3.       Shirts-

Plain light blue\* or white oxford shirt, either long or short sleeved, pointed collars required **and/or**

Plain light blue\* or white knit shirt, either long or short sleeved, pointed collars required **and/or**

White short sleeved knit shirt with SPSL logo or SPSL panther screen-printed or embroidered on upper left side of shirt – **MUST** be ordered through the school office

**and/or**

Plain light blue\* or white long sleeved turtleneck, no buttons

\*The style and color of the plain light blue knit shirts must be the same style and color as from Dennis Uniform Co. or Educational Outfitters.

Plain white shirts/turtlenecks may be purchased at any store.

If T-Shirts are worn, they **MUST** be SOLID WHITE, SHORT SLEEVED ONLY.

All shirts, regardless of style, are required to be properly tucked in.

Students are expected to be neat and clean in their appearance.

4.       Sweater-

Red or navy blue crew or cardigan uniform sweater must be purchased at Dennis Uniform or Educational Outfitters. All sweaters must be worn with a uniform shirt or turtleneck.

5.       Sweatshirts-

The navy blue sweatshirts, purchased through the school, may be worn as part of the school uniform.

Uniform shirts/turtlenecks must be worn under the sweatshirt. No oversized or hooded sweatshirts will be allowed.

6.       Shoes-

Suitable shoes, dress or tennis, and socks are to be worn. Sandals, backless shoes, boots or similar shoes are not part of the uniform. Shoes must be tied, strapped or fastened and shoes with eyelets must have laces through the eyelets and must be tied. “Wheelies” shoes are not allowed. Croc-style footwear and “toe shoes” are not allowed.

7.       Socks-

Socks must be worn and visible above the tops of the shoes. They are to be plain navy blue, white, or red socks, except for small logos on the socks are acceptable. Socks with colored accent stripes or colored designs are not allowed.

8.       Jewelry-

Faddish or distracting jewelry such as long chains, large watches, multiple bracelets or wristbands (more than one), rings or ankle bracelets, etc. and buttons or pins are not allowed on any school day.

Religious medallions, chokers, chains and/or other types of necklaces must be worn inside the shirt so that no part is visible. Boys may not wear earrings or have any other type of body piercings. Tattoos are not allowed. Sweatbands are not permitted.

9. Hair-

Hair must be clean, well groomed and not excessively long. Hair that is past the top of the collar of the boy's uniform shirt or that is hanging in the eyes is considered excessively long. No unusual haircuts, hairstyles, or **hair color** is allowed. Hair coloring includes the coloring of the entire head of hair along with highlighting and partial coloring. Razor cuts, carvings, shaving, tails or hair that covers the face will not be allowed. No hair extensions are allowed. Final interpretation of excessively long and/or inappropriateness of hairstyle will be determined by the administration. Hats and bandanas are not to be worn upon entering the school or during the school day with possible exceptions on dress-down days.

10. PE Uniform-

Boys wear their uniform shorts or pants for PE class. If boys take off their uniform pants or shorts for gym class, then they must wear SPSL gym shorts. Athletic shoes that provide stability and support and fit securely on feet are required for PE class. Shoes must either tie or have velcro. Hiking shoes and shoes with metal are not allowed. Shoes with eyelets must have laces through the eyelets and must be tied. All jewelry (including watches) is to be removed prior to coming to PE class.

### Girls Dress Code

The following will be the options for purchasing the uniform for the 2018-2019 school year.

1. Navy blue plaid jumper grades K-4  
Navy blue plaid skort grades K-8 (can be worn the whole school year)  
Navy blue plaid skirt grades 5-8  
Must be purchased at Dennis Uniform, Educational Outfitters or French Toast

The pattern of jumpers, skorts and skirts worn by girls must be an identical match to the pattern sold at Dennis Uniform (Hamilton Plaid), Educational Outfitters (Plaid #36) or French Toast (Navy/Red Plaid, either Item #1047 – jumper, Item #1397 – skort or Item #1065 – skirt). Skirts or skorts should not be rolled at the waist and may not be shorter than three inches from the top of the knee.

2. Blouses-

Plain white tailored/oxford blouses, long or short sleeved, no lace, ruffles, extra trim, colored inner collars. Pointed or round collar with buttons down the entire front. **OR**  
Plain white knit shirt, either long or short sleeved, pointed collars required. **OR**  
Plain white knit shirt, either long or short sleeved, with banded bottom. **OR**  
White short sleeved knit shirt with SPSL logo or SPSL panther screen-printed or embroidered on upper left side of shirt – **MUST** be ordered through the school office **OR**  
Plain white long sleeved turtlenecks without buttons, lace, or ruffles.  
Plain white blouses/turtlenecks may be purchased at any store.

NO wrinkled blouses.

If T-Shirts are worn, they MUST be SOLID WHITE, SHORT SLEEVED ONLY.

All blouses, except for banded bottom shirts, are required to be properly tucked in.

Students are expected to be neat and clean in their appearance.

3. Sweater-

Red or navy blue crew or cardigan uniform sweater must be purchased at Dennis Uniform or Educational Outfitters. All sweaters must be worn with a uniform blouse or turtleneck.



4. Sweatshirts-

The navy blue sweatshirts, purchased through the school, may be worn as part of the school uniform. Uniform shirts/turtlenecks must be worn under the sweatshirt. No oversized or hooded sweatshirts will be allowed.

5. Shorts-

Shorts may be worn through October 31<sup>st</sup> in the Fall and then beginning April 1<sup>st</sup> in the Spring. Navy blue shorts may be purchased at any store. The style and color of the shorts must be the same style and color as from Dennis Uniform Co. or Educational Outfitters. When shorts are worn as the uniform, girls **MUST** wear navy blue, white or red plain socks. No stripes or colored accents are allowed. Shorts should not be rolled at the waist and may not be shorter than three inches from the top of the knee.

6. Pants-

Pants may be worn throughout the entire school year. Pants must be navy blue and of the uniform style. They may be purchased at any store. Over the course of time, navy blue tends to fade. Faded navy is not an acceptable color for uniform pants

7. Shoes-

Suitable shoes, dress or tennis, and socks are to be worn. Sandals, backless shoes, boots or similar shoes are not part of the uniform. Shoes must be tied, strapped or fastened and shoes with eyelets must have laces through the eyelets and must be tied. "Wheelies" shoes are not allowed. Croc-style footwear and "toe shoes" are not allowed.

8. Socks-

Socks must be worn. Plain navy blue, white or red anklets, crew socks, tights or knee highs may be worn. Small logos on the socks are acceptable. Socks with colored accent stripes, lace, or colored designs are not allowed. Plain, not patterned, navy blue, white or red tights (no mid-calf or mid-thigh tights are allowed) may or may not be worn with anklets or socks. **Plain, not patterned, navy blue, white or red leggings may be worn with socks covering the bottoms of the leggings.** Socks or anklets must be visible above the tops of the shoes.

9. Make-up/Polish

Make-up is not allowed on any school day except light make-up for grade 8 girls on picture day. **Only clear nail polish is allowed. No colored nail polish is to be worn.** No fake fingernails or French fingernails are to be worn.

10. Jewelry-

Only small, non-dangling, non-hoop, smaller than the lobe style earrings are allowed. If earrings are worn, like earrings must be worn in each ear and only one earring per ear can be worn and only in the lowest part of the ear lobe. Faddish or distracting jewelry such as long chains, large watches, multiple bracelets or wristbands (more than one), rings, or ankle bracelets, etc. and buttons or pins are not allowed on any school day. Religious medallions, chokers, chains and/or other types of necklaces must be worn inside the blouse so that no part is visible. Body piercings, body jewelry, and tattoos are not allowed. Sweatbands are not permitted.

11. Hair-

Hair must be clean and well groomed. No faddish or unusual haircuts or hairstyles will be allowed nor will **hair coloring**. Hair coloring includes the coloring of the entire head of hair along with highlighting and partial coloring. Razor cuts, carvings, shaving, or hair that covers the face will not be allowed. Hair extensions may be worn, but must be the same color as the natural hair color. Feathers or other synthetic hair accessories (e.g. clip-in braids) will not be allowed. Final interpretation of hairstyle and

objects in the hair will be determined by the administration. Hats and bandanas are not to be worn upon entering the school or during the school day with possible exceptions on dress-down days.

#### 12. PE Uniform-

Uniform skirts or uniform shorts and athletic shoes that provide stability and support and fit securely on feet are required for PE for girls in grades K-4. Shorts should not be too tight or too short and without words on the back side. For girls in grades 5-8, uniform skirts, uniform pants, uniform shorts or the designated SPSL gym shorts, along with supportive athletic shoes, are required for PE. Shoes must either tie or have velcro. Hiking shoes and shoes with metal are not allowed. Shoes with eyelets must have laces through the eyelets and must be tied. "Sperrys" shoes and moccasins are not allowed. All jewelry (including watches), with the exception of post earrings, needs to be removed and left in the classroom prior to coming to PE.

"Dress-down" means casual attire including t-shirts, jeans, sweatpants, shorts, sweatshirts and blouses. We ask that the t-shirts are in good taste without offensive language/graphics. They may not display musical groups, advertise drugs/alcohol or display guns, weapons, or violence. Sleeveless shirts and bare midriffs are not allowed. Jeans and sweatpants must be without holes and tears. Girls may wear leggings, but they must be accompanied with an extra long sweater, blouse or skirt. Capri pants may be worn by girls only. Flannel pants and/or pajama pants may NOT be worn. Students should not wear any clothing that is too tight or too short. Shorts are allowed on "dress-down" day when it is within the time frame when uniform shorts are allowed.

"Dress-up" means that girls may wear dresses or skirts, slacks, blouses, and sweaters and boys can wear dress pants and shirts or sweaters.

As with any school day, the sock, shoe and jewelry code are in effect on both "dress-down" and "dress-up" days, except that the students are allowed to wear any color of socks and any shoes that have the heels and toes closed on "dress-down" days.

"Picture Day" (usually in October) – Students in grades PreK-7 may "**dress up**" on picture day. "**Dress up**" for picture day states that girls may wear dresses or skirts, slacks, blouses, and sweaters and it is acceptable for female students to wear pantyhose instead of socks or tights on Picture Day ONLY. Any color of socks is acceptable on "Picture Day". Also, a student may choose to wear any type of shoe while he/she is getting their picture taken – but, the student must wear shoes that follow the dress code for the rest of the school day. Boys may wear dress pants and shirts, or sweaters. Students may **NOT WEAR JEANS, SHORTS, SLEEVELESS SHIRTS**, tank tops, sweatshirts, sweatpants or T-shirts for picture day. Socks need to be worn on "dress up" day.

#### PRE-KINDERGARTEN DRESS CODE

Uniforms are not required for Pre-Kindergarten students. Any type of comfortable and washable clothing may be worn. Pants that pull off easily and without belts are best. Tennis shoes are recommended because of the different activities that go on daily in the classroom. Shorts are allowed through October 31st and beginning April 1st.

### **EDUCATION COMMITTEE**

The Education Committee is a subcommittee of the School Board. The main purpose of the Education Committee is to act as a liaison between parents and the Administration/School Board. The committee is advisory to the Administration/School Board on such issues as school uniform, parental concerns, school policy formation, and makes related policy recommendations to the School Board.

The Education Committee is comprised of the principal, a number of school board representatives appointed by the President of the School Board, classroom representatives from each grade, Pre-

Kindergarten through 8<sup>th</sup> grade and six ad-hoc members. The school board representatives serve as long as the School Board President appoints them. The ad-hoc members serve for three year terms. The grade level representatives serve for two or three year terms. Empty positions are posted in the spring of each year in the school newsletter and on the Volunteer Sign Up Survey. If more than one person is interested in an open position, names will be picked at random to fill that position.

As a subcommittee of the School Board, meetings are held on the same schedule as the School Board. The committee generally meets in October, November, January, February, March and April. Minutes of the Education Committee are presented at the School Board meeting for review and/or discussion.

The names/contact information of all Education Committee members are listed below. If you have an issue (non-personnel) that you would like addressed at an Education Committee meeting, you may contact anyone on the committee. Your issue will be added to the agenda of the following meeting and discussed as a committee. If you desire a response regarding this discussion, a committee member or the committee chair will respond to you after the meeting. If more information is needed, or a vote is required regarding this issue, it may require several meetings for final resolution. If your issue is out of the scope of the Education Committee, it will be forwarded to the appropriate channels, such as the Administration Committee, the Development Committee or to the Board President, who would bring it to the Executive Committee of the School Board, if it cannot be resolved by a teacher or administrator.

Education Committee Ad-Hoc Members:

Kristine Ericson (19)	402-445-0706
Jennifer Toft (19)	402-216-9502
Michelle Mertz (20)	402-926-9637
Stephanie Basham (21)	402-968-8765
Leyinzca Bihlajama (21)	407-722-9687
Lynn Camerer (21)	402-981-6169

Grade Representatives:

PreK – Jessica Fisher	402-680-3179
K - Mary Morrison	402-319-6182
1 - Kelsey Cunningham	402-813-5773
2 - Dawn Dreher	402-306-8726
3 - Sarah Harr	402-321-1421
4 - Maureen Kubat	402-319-8091
5 - Heidi Berthelsen	402-968-9331
6 - Molly Jones	402-681-7954
7 - Katie Risch Bakhit	402-212-4811
8 - Paul Mihulka	402-350-6905

Michaela Smith – Lead & School Board Member  
Julie Bluvas – School Board Member

**EMERGENCIES**

1. In case of an emergency and we cannot locate the parent or the family doctor, we will presume parent's permission to take the student to the closest Emergency Service. Ambulance transportation may be called in an emergency situation if deemed necessary by the administrator(s), school nurse, or designated personnel. The cost of this service will be the responsibility of the parent.

2. A student will never be sent home ill during the school day unless we have notified the child's parent(s) first. In the event that a parent cannot be reached, we will refer to the Emergency Census Card and notify someone delegated by the parent.

### **EXTENDED CARE PROGRAM**

St. Pius X / St. Leo School administers an Extended Care Program for students who are enrolled in St. Pius X / St. Leo School and will be in the kindergarten through eighth grades. The program is held from 6:30 A.M. until 8:00 A.M. and 3:25 P.M. until 6:00 P.M. each school day. The program is also available on scheduled early dismissal days until 6:00 P.M. The program is NOT open on snow days or free days. Please request a brochure from the school office that provides information about the program as well as gives information on the fees charged.

### **FAITH DEVELOPMENT - COOPERATIVE ROLE SCHOOL AND PARENTS**

The school provides for all students:

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

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

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

### **FEES**

1. A book and materials fee as well as a registration fee is charged for each student. This fee helps to offset the cost of our Textbook Revision Plan that constantly updates our textbooks so that our students are getting the best education possible. A technology fee is also charged for each student. This fee is used for a replacement cycle for our present computers, the purchasing and upgrading of software throughout the school, and, the repairs of our technology equipment. Each child's registration fees **MUST** be paid at the time of final registration in May.
2. Books, chromebooks and/or chromebook bags that have been lost or damaged will have to be paid for in full.

### **FIELD TRIPS / FUN DAYS / RECESS**

Each grade usually takes two field trips a year; one cultural and one educational. If there is a special reason for other field trips, permission must be given by the principal. A fee will be collected at those

times to cover transportation and admission. A written permission form will be sent home with the student prior to the field trip explaining the purpose of the field trip, where the field trip is being held, method of transportation, time of departure from the school, and time of return to the school. The permission form must be returned to the school with a parent's signature in order for the student to participate on the field trip.

Many "at home" field trips are provided throughout the year at no cost to the student. The school arranges for speakers, entertainers and demonstrations appropriate for the different grade levels.

**Occasionally we will treat different grades of students to recess, fun day activities and/or educational activities at the adjacent public park to the west of our school property. If you object to your child(ren) going to the park, please inform us in writing within the first week of school so he/she will not go with the class or group.**

### **GOOGLE APPS FOR EDUCATION AGREEMENT**

St. Pius X / St. Leo School has implemented Google Apps for Education (GAFE) for students and faculty.

**Google Apps** is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any Internet connected device.

**Google Apps for Education (GAFE)** is a special setup of the popular Google Apps, tailored specifically for educational institutions. For example, accounts are managed by the school (and not by Google) and all advertisements are turned off. This service is available through an agreement with Google St. Pius X / St. Leo School. GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Each student in Kindergarten and up will be issued an spsl.net email address which will serve as their login to GAFE. This account will be used by the student through 8<sup>th</sup> grade or when they leave our school.

The Google agreement with SPSL provides access to Google applications and storage. While Google hosts these services off-site, SPSL maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that SPSL can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

SPSL students in Kindergarten and up will have access to the core suite of Google Apps which include Gmail, Calendar, Contacts, Drive & Docs, Sites. All students in Kindergarten and up and their parents are required to agree and adhere to the following:

- Agree to Google's GAFE terms of service found at [https://gsuite.google.com/intl/en/terms/education\\_terms.html](https://gsuite.google.com/intl/en/terms/education_terms.html)
- Student GAFE accounts are to be used for educational purposes related to St. Pius X / St. Leo School and may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)

- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of SPSL's staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Agree to SPSL's Technology Use Policy (AUP) found in the family handbook.
- School technology staff have access to student GAFE accounts for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Agree, but not limited to the following safety standards:
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a user provide his or her password to another person.**
- Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. SPSL maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred.

### **Children's Online Privacy Protection Act (COPPA)**

In order to meet its educational goals, St. Pius X / St. Leo School may utilize third party websites and online services, such as Google Apps, Prezi, Animoto, Overdrive, etc. for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have education specific versions that enable teacher control/monitoring. The school, when possible and appropriate, will utilize the education specific versions and also restrict the use of the services and access to posted material to the classroom which your student is involved in.

Under COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing personal information are created for them on third party websites or online services.

*At most*, SPSL enters only the following information about students when creating accounts in these services:

- First Name
- Last Name
- Student Library ID
- Email Address ending with spsl.net

SPSL utilizes this information, as opposed to randomly generated usernames, etc, to provide consistency for students and to leverage educational services. By doing this students can use the same username and password for ALL school technology resources and services regardless of whether they are local or hosted offsite. In some cases less information is entered, dependent on the need.

In order to ensure we meet the requirement of COPPA SPSL requires verifiable parental consent to create accounts for ALL students.

To learn more about COPPA visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

### GRADING SCALE

In order for you to better understand our grading scale, we have included the numerical value range or the meaning of the letter grade that is on your child/ren's report card.

A+ = 100,99	B+ = 92,91	C+ = 86,85
A = 98,97,96,95	B = 90,89	C = 84,83,82,81,80,79
A- = 94,93	B- = 88,87	C- = 78,77
D+ = 76,75	F = 69-0	
D = 74,73,72		
D- = 71,70		
E = Excellent	M = Most of the time	+ indicates student excels
S = Satisfactory	P = Part of the time	no mark indicates average
N = Needs Improvement	N = Not yet	a check indicates student needs improvement

### HEALTH

1. A school nurse from the VNA visits St. Pius X / St. Leo School. She organizes screening of vision, weight, height, and hearing and notifies parents if problems are suspected. She assists with student health needs and sees that all current requirements of the state of Nebraska Health Department are met by the school. Volunteers from the school/parishes serve as Health Chairman and assist with screenings.
2. The following procedure will be used in the dispensing of medication in our school:
  - a. Medication will be given to a student only if the administration has in writing the permission of the parents or legal guardian **AND** a written statement from the doctor. The physician's written statement must include the name of the drug, the recommended dosage and time interval to be given.
  - b. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
  - c. The medicine will be stored in a locked container in the office or in the refrigerator.
  - d. Medications will be given by school personnel designated by the administration.
  - e. No unauthorized medication **OR** over the counter medication (i.e. Tylenol, aspirin, cold medicine, etc. with the exception of cough drops) shall be administered by any school personnel, even with parent's permission. There must be written permission by both parent or legal guardian **AND** a physician. The school does not assume responsibility for non-prescription medications brought to school by students. It is against school policy for any students to carry unauthorized medications.

3. PHYSICAL EXAMS - Nebraska State Law requires a physical examination for all students entering both kindergarten and seventh grade. A dental examination is also recommended. Completed health forms must be on file in the school office for every kindergartner and 7th grader **before** the opening of school each fall. Nebraska State Law also requires a physical examination for all students entering Nebraska schools from other states. Also, all students entering kindergarten or transferring from an out-of-state school must provide proof of a vision evaluation prior to school entrance according to Nebraska State Law.

The Nebraska School Immunization Law requires that all students be immunized and provide proof of immunization against the diseases of diphtheria, whooping cough, tetanus (DTP), polio, measles, rubella (German Measles), mumps (MMR), Hepatitis B, and varicella before entering school. The school must have a current record for these immunizations **before** a student may be admitted into classes. Immunizations can also be obtained through the Omaha/Douglas County Health Department's Immunization Clinic (444-6163).

4. COMMUNICABLE DISEASE - Students with rashes or other symptoms that are questionable as to whether the condition is communicable to other students are to be sent home at the discretion of school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or the condition is no longer present.
5. FEVER OF 100 DEGREES OR HIGHER – Take your child's temperature if he/she is complaining of feeling tired, headache, sore throat or stomach ache. **A child should be fever-free for 24 hours without the use of medication before returning to school.**

### HOMEWORK

It is our recommendation that a specific place be set aside where your child/children can study. The amount of time needed to do homework varies with each child. Many times, the assignments given will cause the average child to spend between 15-20 minutes for the lower grades to possibly 1-2 hours for the upper grades. If you feel your child is spending an excessive amount of time on homework or on a specific project, please call the teacher and talk about the situation. Check it out. You owe this to yourself, your child, and his/her teacher.

The student's home and the school must work closely together in all areas of concern for the individual. If a student becomes involved in a minor discipline problem, or fails to do assigned work, he may be kept after school. No student remains after school for such offense unless his/her home has first been contacted.

### INSURANCE

St. Pius X / St. Leo School does not offer student insurance coverage while the student is attending school. Any insurance claims for injury to students during school hours must be filed with the family's insurance agent.

### KEY EXPECTATIONS OF ST. PIUS X / ST. LEO STUDENTS

- Respect self, other and property.
- Abide by all school rules.
- Follow directions given by teachers and staff.
- Display academic diligence and self-discipline that is focused on learning.



## LUNCH PROGRAM

St. Pius X / St. Leo School has contracted with Westside Nutrition Services to provide a hot lunch program with quality food and a balanced diet. Students who choose to bring sack lunches from home may purchase milk at school. The lunch count will be done at the time that attendance is taken each morning. Children will be asked to indicate whether or not they will be taking hot lunch.

### **The process for purchasing hot lunches is as follows:**

- The menu can be found on the school website each month.
- Initial deposits for school lunch accounts will be requested the first week of school. \$60.00 deposits are suggested but you may choose to deposit more or less.
- Clearly label the envelope with the student's name and homeroom number and the words "lunch money".
- Each student will have his/her account set up at the beginning of the school year or at the time of enrollment. A lunch/library/ID card will be issued to each student at that time. Cards will be collected as students move through the lunch line. Each card will be scanned and the price of a lunch/milk will be deducted from the student's account after the student receives his/her lunch/milk. Milk only purchases will be kept separate and only charged for milk. Cards will be returned to the classrooms at the end of the day.
  - Lunch cards should not be taken home.
  - Replacement cost of a missing or damaged card is \$2.00.

### **Lunch Prices:**

We encourage parents to get on the volunteer cafeteria crew to help us keep lunches at the lowest prices possible. Hot lunch/milk prices for the 2018-2019 school year are:

- Gr K-5 lunches are \$3.00/meal or \$60.00/20 meals
- Gr 6-8 lunches are \$3.15/meal or \$63.00/20 meals
- Extra milk or milk for cold lunch is \$.60/milk or \$12.00/20 milks

The price of hot lunch includes a carton of milk.

If a parent joins their SPSL student for lunch, the parent's cost for lunch is \$4.00. If the parent brings along one of their other children who is not a grade K-8 student at SPSL, the cost for that child's lunch is \$3.15. Parents will need to call the school office the day prior to when they would be coming for lunch to "pre-order" their lunch.

### **Low Account Notices:**

- When a student's lunch account drops below \$5.00, an email will be sent to the parent(s) each day until a deposit is made.
- When a student's lunch account accrues a substantial negative balance, a phone call/letter will go to the parents by the cafeteria staff.
- Students (and their parents) in grades K-8 can check their lunch balances on-line through their PowerSchool account.
- Families who have delinquent cafeteria accounts will be unable to access PowerSchool after a certain date in May (still to be determined) and report cards will be held until the account is paid in full.

**Please Note:** The hot lunch program receives funds from the federal government. As stated in USDA Policy: "Under the law, the regulations, and the guidance, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay." USDA Policy Memo 94-77

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,

religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

**Our Lunch Room Policies:**

- Food from a restaurant may not be ordered to be delivered or brought in to students at lunchtime or any time during the school day.
- No pop is allowed in the cafeteria.
- Parents may join their child for lunch. Parents will need to call the school office the day prior to when they would be coming for lunch to “pre-order” their lunch. We also ask that parents sign-in at the office upon arrival. Parents of students in K-2 (only) may also go out to lunchtime recess. Parents/siblings should not participate in morning or late afternoon recesses.

**Lunch Schedule:**

Grades 2, 3 & 4	11:00 a.m.
Grades K & 1	11:30 a.m.
Grades 5 & 6	12:00 p.m.
Grades 7 & 8	12:30 p.m.

**MISSION STATEMENT FOR ANNUAL FUNDRAISER**

The St. Pius X / St. Leo School Board has established that the purpose of the annual FUNDRAISER is to encourage inter-parish fellowship through community building activities. It is also the intent that these activities will help to fund the extraordinary needs of the school and the Endowment Trust Fund with a certain percent used for the regular budget of the school.

The proceeds from this major fundraiser will be used according to the following:

- 32% - Capital Improvements
- 30% - Use for Regular Budget
- 20% - Technology and Educational Resources
- 13% - Professional Growth Reimbursement for Teachers and Teacher Classroom Stipends
- 5% - St. Pius X / St. Leo School Educational Endowment Trust Fund

The development committee will evaluate the annual FUNDRAISER in accordance with the St. Pius X / St. Leo School Board stated mission. The committee will work with the development committee if there are any major changes.

**MULTI-CULTURAL EDUCATION POLICY**

It is the policy of St. Pius X / St. Leo School to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern day United States of America by observing the following objectives.

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will assist them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.

## **NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

The Nebraska Federation of Catholic School Parents is a statewide organization of Catholic school parents. It was created to:

- INFORM the Catholic school community about public policy affecting Catholic school students and parents;
- ADVOCATE for parental choice in education without economic penalty as a just and viable means of assuring well-educated citizens;
- MOBILIZE the Catholic school community to communicate with legislators and other public officials regarding educational rights and public policy;
- ENHANCE the advocacy efforts of the Nebraska Catholic Conference with a visible, well-informed Catholic education network in Congressional and legislative districts across the state.

The St. Pius X / St. Leo School Board approved the use of a portion of the registration fees to be used to register all our school families with the Nebraska Federation of Catholic School Parents. We will provide them with your name, home address, e-mail address and phone number when we send in the fee to register our school families. Periodically you will receive information from them. If you do not want us to register you, please let us know by calling the school office at (402) 551-6667 by September 1 of each year.

### **NON-CUSTODIAL AND CUSTODIAL PARENT POLICY**

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

- is 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.

A child may not be released during the school day to anyone except the custodial parent unless permission is provided by the custodial parent. If the parents are separated and/or neither is the primary custodian of the child, the school may release the child to either parent unless the school has evidence of a legally binding instrument or court order to the contrary.

Any contacts by non-custodial parents with the child during the school day will be governed by the legally binding instrument or court order in effect unless the school has received permission from the custodial parent providing for contact. Such permission must specify the type of contact.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

### **P.A.W.S. (PANTHER AWARD WINNING STUDENTS)**

St. Pius X / St. Leo students will be rewarded for their exemplary behavior going above or beyond the school's student expectations.

## PERSONAL ELECTRONIC DEVICES

It is strongly recommended that personal electronic devices not be brought on school grounds or to school sponsored events. Students are not to use and/or have any personal electronic devices or wearable technology **connected to the internet and/or using a data plan** during school hours. Those personal electronic devices include but are not limited to, cell phones, texting devices, iPods, smart watches, fitbits or other comparable devices.

If a personal electronic device is brought to school during school hours, the following conditions must be followed:

1. Personal electronic devices must be stored in the student's backpack.
2. Personal electronic devices must be kept in the OFF position.
3. The personal electronic device may not be used for picture taking or recording.
4. Personal electronic devices may not be used for game playing, internet or email access, social media, texting, gambling or making purchases of any kind.
5. Use of any personal electronic device during instructional time will result in confiscation and possible disciplinary action. If any personal electronic device is taken away from a student, it will need to be picked up from the school office. On the 1<sup>st</sup> offense, the student may pick it up in the office at the end of the day. On the 2<sup>nd</sup> offense, it must be picked up in the office by a parent. In the event a personal electronic device is found at school or at a school sponsored event, the school reserves the right to review all photos, text messages, voicemails, etc. on the personal electronic device.
6. If there is a specific reason a student needs to use a personal electronic device during school hours, a parent or guardian should seek permission from the administration.
7. Those who violate any of the rules regarding personal electronic devices may forfeit their privilege of bringing them to school.

No harassment or threatening of persons via a personal electronic device is permitted. St. Pius X / St. Leo School expects students to conduct themselves morally and with Catholic behavior when using personal electronic devices. Students involved in using personal electronic devices in a way that violates the philosophy and policies of St. Pius X / St. Leo School are subject to disciplinary action.

If a personal electronic device is brought on school grounds or to a school sponsored event, it is strictly the student's responsibility. **St. Pius X / St. Leo is not responsible for lost, stolen or damaged personal items brought on school grounds or to a school sponsored event.**

## PICTURES

Grades Pre-Kindergarten through 7 have individual and class pictures taken in the fall of each year. The 8th grade graduation pictures will be taken the same week, but on a different day. In each case it is the option of the parents and students as to whether or not they wish to purchase the pictures.

**In enrolling your child at St. Pius X / St. Leo School, you agree that the school or school hosted affiliates may publish the names and pictures of students on the appropriate website, social media (e.g. Facebook, Instagram, Twitter), in our newsletter, school e-mails, marketing materials, and any other school related public media, and may release same to the local media, such as the Catholic Voice. In the event that you do not wish your child's name and/or picture to be so used, you must notify the administrators in writing by September 1st.**

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)**

A separate handbook will be maintained for PBIS. Sections on Student Management Policy and Student Offensive Conduct, previously included in this family handbook, will be included in the PBIS handbook.

**PROCEDURES FOR PLACEMENT ON HONOR ROLL FOR GRADES 7 & 8 STUDENTS**

All subjects will be given numerical grades. These numerical grades will be averaged at the end of each quarter. The numerical grades from the major subject areas - religion, science, math, reading, geography/history, Spanish (in 8th only), and language arts - will be given full "weight", while the minor subjects of vocabulary (in 7th grade), physical education (a numerical grade will be given to P.E. only if it is a U for 7th and 8th) and Spanish (in 7th grade only) will be given half "weight" and music and art given one-fourth "weight" in figuring the average. If the average of all of these subjects is 94.5% or above and there are no N's or U's in general conduct, the student will be placed on the First Honor Roll for the quarter. If the average of all of these subjects is 89.5% to 94.4% and there are no N's or U's in general conduct, the student will be placed on the Second Honor Roll for the quarter. Students who achieve either level of Honor Roll will receive a certificate with their report card for that quarter.

**PROMOTION / RETENTION POLICY**

The decision of retention or promotion will be made by the administration with the recommendations of the teacher(s) in accordance with procedures to be adopted by the administration.

**PROCEDURE FOR RETENTION**

**Grades K - 4**

If the student evidences the ability to do the academic work, but experiences serious difficulty in a consistent pattern a meeting will be held with the parent(s) to determine the assistance the child needs.

**Grades 5 - 8**

If a student evidences the ability to do the academic work, but fails, by averaging the percentage of four quarters of work in at least three major academic areas or two major and two minor academic areas he/she may be retained. Any average 69% or below is considered failing.

**Major Subject Areas**

Religion            Reading  
Science            Social Studies  
Math                Language Arts  
                         Spanish (8)

**Minor Subject Areas**

Spelling  
Art  
Music  
Physical Education  
Spanish (6 & 7)

If a student is doing failing or near failing work, much communication will be held between the parent, student, and teachers. If failure continues, there will be a notice of possible retention.

**REGISTRATION FEES POLICY**

Registration Fees of \$100 per child for the first three children of a family, half for the fourth child and none for the fifth or sixth children will be collected at Final Registration in late April or early May of each year. These fees are non-refundable. The rest of the fees, book and material as well as technology, can be added to the SMART payment plan.

**Procedures on Refunding of Book & Materials Fees, Registration Fees and Technology Fee**

Registration fees handled by policy listed above.

Up until the first day of school, the total of the book and material, as well as technology fees paid will be refunded totally if the parent changes their mind and the child is not coming to our school.

If the student leaves anytime during the first semester of school, only half of the book and material, as well as technology fees paid will be refunded.

If the student leaves anytime during the second semester of school, there will be no refund on the book and material, as well as technology fees paid fees.

#### Procedures on Refunding of Tuition

Up until the first day of school, the total of the tuition paid will be refunded totally if the parent changes their mind and the child is not coming to our school.

After the first day of school, the tuition will be figured on a 9 month basis. If the student leaves anytime during a month, the parents will have to pay for that month and any previous months their child has attended. If the child leaves during the following months, this is what will be charged.

August/September = 1 month  
October = 2 months  
November = 3 months  
December = 4 months  
January = 5 months

February = 6 months  
March = 7 months  
April = 8 months  
May = 9 months

### **RELIGION**

St. Pius X / St. Leo School has a heritage of strong religious formation for our students. We believe that the Catholic philosophy and faith-life must permeate our entire school day. Much emphasis is put on the development and growth of the faith-life of our faculty and staff so that this love and knowledge of God can be shared with those being taught. Students have formal religion classes each day.

The students will be attending liturgy three times per month if at all possible. These liturgies are especially planned for a given grade level with much student participation. These liturgies are listed on the monthly calendar. Parents are invited to attend at any time. During the current school year liturgies will be held at 8:30 a.m.

Throughout the year there are also Prayer Services and all-school Masses.

Students in second grade receive the Sacraments of Reconciliation and Eucharist for the first time, with students being confirmed in eighth grade. **We strongly encourage family celebration of the Sacrament of Reconciliation, but do have opportunities for each child to participate in this sacrament once each year with their class.**

The Seasons of the Church Year are emphasized along with devotions to Mary and the saints. Our students have many opportunities to grow in the image and likeness of Christ.

### **REQUIREMENTS AND PRIORITIES FOR STUDENT ACCEPTANCE FOR SPSSL SCHOOL**

It is important that all present parents and parents of future students in St. Pius X / St. Leo School have a clear understanding of the requirements for continuance or first time acceptance into our school. In order

to be admitted or to continue as a student in our school, the student and his/her parent(s) need to support the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.

- 1) Preference will be given to the admission of children of parents actively engaged in one of our two parishes. Actively engaged means:
  - a. One or both parents are Catholic and the child is being raised as a Catholic.
  - b. Registered member of one of our parishes
  - c. Active Church participation
  - d. Supporting Church according to parish plan
- 2) Preference will be given to all students currently enrolled in our school.
- 3) If parents are active members of a neighboring parish, but due to filled classrooms in their parish school, need to have one or more of their children in our school, they would be able to remain in their present parish and pay the book and materials fee, plus, tuition based on the cost per pupil for the year they are attending.
- 4) If a classroom has more than two openings, we will accept students of other faiths on a first come, first serve basis if the parents are willing to pay the book and materials fee, plus, tuition based on the cost per pupil for the year they are attending. These students will attend religion classes and participate in religious practices as appropriate with Catholic Church teachings. Students will be accepted into our school according to the following priorities:
  - a. Brothers or sisters of present students.
  - b. First child starting in our school. Length of time registered in either parish - - emphasis placed on greatest amount of time and working down to least amount of time.
  - c. Child/ren from other parishes where they have previously been enrolled in a Catholic school or just planning to begin kindergarten in a Catholic school.
  - d. Students of other faiths. (Once students of other faiths are accepted, they will be able to continue as long as all policies are being followed. Brothers or sisters of these students are not guaranteed a place unless there are at least two openings per classroom for future parishioners.)

All acceptance or continuation in our school is contingent upon our school's ability to meet the child's academic and emotional needs. This will be determined by the administration.

### **RESPECTING ALL GOD'S PEOPLE SAFE ENVIRONMENT TRAINING**

Both salaried and volunteers who have one-on-one contact and are alone with children in the Catholic schools in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools. A complete Child Protection Policy manual is available in the local school office.

Please know that the list of Nebraska Registered Sex Offenders can be found online at [www.nsp.state.ne.us/sor/find.cfm](http://www.nsp.state.ne.us/sor/find.cfm)

### **SCHOOL BOARD MEETING/VISITORS**

According to our School Board policy, our meetings are always open to the public for observation unless we are in Executive Session. We want parents to feel welcome as observers of the meeting's procedures, but, because you would not be on the agenda, you would not be recognized for comments and/or questions during the official meeting. If you do have concerns, the following are the procedures that we suggest you use to deal with them. They are as follows:

### Discussion of Concerns-Resolution of Concerns:

If the matter of concern pertains to the classroom, the parent is strongly encouraged to first contact the teacher for clarification. If the teacher is not able to satisfy the concern, the parent would then contact the administration.

Concerns are most effectively addressed and resolved when parties to the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to effective instruction of groups of students.

The administration is responsible for the day-to-day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns. If the matter of concern is a non-classroom item, the parent is strongly encouraged to come to the administration directly since this is the responsibility of the administrators. Other options would be to take the non-classroom concern to one of the members of the Education Committee or the Board President. The Education Committee is made up of Board members and Ad Hoc members from both parishes. The Education Committee discusses non-classroom educational issues such as uniforms, special activities, parent education, etc. They also recommend policies to the full School Board. The Board President would bring the concern to the Executive Committee of the Board.

### **SCHOOL STRUCTURE AND CURRICULUM**

Our school has a Pre-Kindergarten program for children that are 3 and 4 years old by July 31<sup>st</sup> and are potty trained. The rest of our school is composed of three/four rooms/classes of each grade in grades K-8. Over 85% or more of our students attend local Catholic High Schools.

The structure for fifth grade consists of homeroom classes for part of the day in which language arts and social studies classes are taught. Departmentalized classes are held for religion, science, and math.

Students in grades 6, 7 and 8 have departmentalized classes for all subjects.

### **SELLING AND ENDORSING ITEMS**

It has always been the policy of our school that selling of items to students and staff is not encouraged. It has been difficult for the faculty and staff members to buy from some and not others and puts undue pressure on them.

We send home different book or math order forms so that you can have the opportunity to buy books or materials for your children. We would like you to know that by our sending the orders home we are not endorsing any or all of the books or math materials on these orders.

### **SPECIAL ACADEMIC NEEDS**

Students who have special academic needs, but do not qualify for a special program in their local public school, are provided with some extra resources in our school. We wish we could provide more extra services, but do not have the resources to do so.



Resource Room - Students who qualify for this extra help receive this help three to four times per week within a small group session. The help is usually within the reading, language arts academic area. New students may be screened through our resource staff. This screening will be done without notification to parents. If ongoing service is recommended parents will be contacted.

OPS  
Title 1  
Program - A teacher provides tutoring help in math or reading to students in grades in K-5 who qualify according to public school attendance zone and achievement test scores. The students are seen by this teacher depending upon the student's level of needs.

### **SPECIAL INSTRUCTIONAL NEEDS**

The St. Pius X / St. Leo School Board supports the concept of Catholic or universal education for all school age youth of our two parishes. If needs of an individual student arise, a Student Success Team will be held. The Student Success Team is a general education intervention team at St. Pius X / St. Leo School. The team provides assistance to regular education teachers, along with any other individuals who work with the student, by offering suggestions and strategies for working with students who may have specific needs. The SST is an intervention that occurs to best assist the student to be successful. The purpose of the team are 1) to provide a forum for teachers to develop intervention strategies for the student being discussed, 2) to provide personnel resource for determining appropriate interventions for students in the school, 3) to work together as a team with the parent to best serve the student at St. Pius X / St. Leo School, and 4) to help faculty serve as a "community of learners" themselves.

There are times that resources are unavailable to meet a student's educational needs at St. Pius X / St. Leo School.

### **STUDENT ACTIVITIES**

Through the eighth grade, students have the opportunity to participate in the parish sponsored athletic program offering soccer, basketball, track, girls volleyball and boys baseball.

Band instruction is available for students in grades five through eight with honor band participation being a possibility after successful tryouts. The band program is a parent paid program with large group band instruction before school and small group instruction during the day.

Seventh and eighth grade students have the opportunity to participate in 7<sup>th</sup> and 8<sup>th</sup> grade Girls Chorus and 7<sup>th</sup> and 8<sup>th</sup> grade Show Choir. Participation is a possibility after a successful tryout. Girls Chorus tryouts are open to all 7<sup>th</sup> and 8<sup>th</sup> grade girls. The chorus performs before the 2<sup>nd</sup> and 4<sup>th</sup> grade Christmas musical in December. Show Choir is open to all 7<sup>th</sup> and 8<sup>th</sup> grade girls and boys. This choir performs before the 1<sup>st</sup> and 3<sup>rd</sup> grade musical in March.

There are numerous academic based clubs and competitions available to students, as well as Student Council for students in Grades 5 to 8.

### **STUDENT RECORDS POLICY**

St. Pius X / St. Leo School voluntarily complies with the provisions of the Buckley Amendment regarding student records.

Each student has an official file in the school office which contains the following: 1) academic transcript, 2) attendance record, 3) records of educational or related testing, 4) discipline related records, 5)

emergency information, and, 6) required health information. Only factual, not observational comments will be written in the student files.

### **TECHNOLOGY USE POLICY**

1. Access to the Internet at school must be related to the student's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.

2. The use of the Internet is a privilege, not a right, and inappropriate use, **whether in school or outside of school**, may result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of administration team, and their decision is final.

3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.

4. Some examples of unacceptable uses of the Internet or technology are:

- a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
- b. Unauthorized downloading, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals and their work;
- d. Using another user's password or account;
- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal words, images or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
- g. Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites (including, but not limited to, Facebook, Twitter, Instagram and Snapchat) or Electronic Communication Devices (ECD's) such as cellular telephones, iPods, iPads, or other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
  1. Use of illegal or controlled substances, including alcoholic beverages;
  2. Violence or threats of violence, intimidation, or injury to the property or person of another;
  3. Use of degrading language to describe or refer to another student, faculty member, or school official; or
  4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, social media apps, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet.
- h. Damaging computers, computer systems or computer networks.

5. Your school accounts and passwords are confidential and must remain so. Do not use another individual's accounts and confidential passwords.

6. The school reserves the right to monitor student use of school computers, including Internet use and email use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet, or email.

### **TELEPHONE USE**

In an emergency, students may use the telephone in the office. The student must obtain a permission form and signature from his/her teacher. The student will bring the signed permission form to the office. After the student has completed his/her call, a member of the office staff will sign the slip, note the time and return it to the student. The student must return the slip to the teacher when returning to class.

### **TESTING**

Students in grades 3, 4, 5, 6, 7 and 8 take the TerraNova Achievement Tests in September as directed by the Archdiocesan Office of Education. This is a tool we find very valuable in gearing our instruction to properly deal with the children's individual needs.

### **TIME SCHEDULES**

1. The school day begins each day at 8:15 a.m. for grades K-7 students and will dismiss at 3:25 p.m. Eighth grade students will begin at 8:15 a.m. and be dismissed at 3:30 p.m. Pre-Kindergarten academic sessions run from 8:15-11:15 a.m. and from 12:25-3:25 p.m.
2. Students will be allowed in the school building at 8:00 a.m. Patrol students do not go on duty until 7:50 a.m. Crossings to be used are the ones on 69th Street by the church steps and 69th & Decatur Streets. No other crossings may be used. Patrol students are on duty until 8:10 a.m. and are to be respected and obeyed.
3. Lunch periods are as follows:

11:00	-	Grades 2, 3 & 4	11:30	-	Grades K & 1
12:00	-	Grades 5 & 6	12:30	-	Grades 7 & 8
4. If your child is going home for lunch, we must have a note from the parent(s) beforehand. The child must check out at the office upon leaving and check in at the office upon returning from lunch.
5. A child must go home directly after school unless kept by the teacher. The fact that he/she rides in a car pool will not excuse him/her from detention. You will be notified of a detention. It is then your responsibility to provide transportation. Students should NOT be in the gaga pit after school unless supervised by a parent or guardian.
6. In the event of bad weather, please listen to Radio Station KFAB (1110 AM) for closing of school or early dismissal. In case of emergency dismissal, students will be sent home as per directions given on the emergency closing sheet unless we are notified otherwise. In the event of bad weather and NO early closing, children can be released early only if parents come to school to pick them up or have given written or phone permission for someone else to pick up their children. This also includes car pool rides. If St. Pius X / St. Leo School has to close all day because of bad weather, KFAB (1110 AM) radio will broadcast this between 5:30 and 9:00 a.m.

## TRANSPORTATION

You may drop-off students in the morning in the following parking lots only:

- \* Church front parking lot. You may not make a left turn from this parking lot when you exit. There will be no way to turn south on 69th Street. When leaving the church front parking lot, the only way you can leave and turn is to turn right onto Blondo Street.
- \* Lot east of 69th Street
- \* South church parking lot

Please do not use the lot west of the north school building for dropping off students unless you have a Pre-K student. If you do, you may park in the west lot or the north side of our new building.

You may use the following lots for parking if you need to come in the building in the AM:

- \* Outside area of the lot east of 69th Street
- \* Outside area of the south church parking lot

Please do not park in the church front (north) parking lot until school has begun at 8:15 A.M. Then you may use this lot in order to park for our school Masses.

**For picking up your children after school you may park in any of the lots except the church front parking lot or the west parking lot.** At dismissal time we need to keep the church front lot free of cars as all of the students come out of school directly into this lot. Safety is a major concern, so therefore, the lot must be free of cars. The west lot and the small lot north pre-kindergarten is only for picking up Pre-K students. If you wish to meet your children, you may park in one of the other lots, and walk to the church front parking lot to meet your children.

## TUITION

Tuition is charged for students attending St. Pius X / St. Leo School. Tuition can be paid at registration time in May, by August 1, or through the SMART payment program. Some financial assistance is available. Please contact the school office for more information.

## VISITORS

We do encourage visitors; however, visitors are to report to the school office first and obtain a nametag. While we do encourage parent involvement in our school, we also need to be mindful of the learning environment when parents wish to observe their child's classroom at any other time than a scheduled volunteer time. Any visitor to the classroom can potentially have an adverse impact upon a classroom's learning environment and an individual student's educational experience. We respectfully request that anyone wishing to visit for a classroom observation contact the homeroom teacher and the school administration to schedule a suitable day and time.

## VOLUNTEERS

Volunteers are used extensively in our school. Parents, grandparents, and other parishioners work each day in our classrooms. Volunteers are also used greatly in the cafeteria (ten per day at lunch time), library, and for many committees and special events. All volunteers in our school must be safe environment certified with the exception of cafeteria volunteers.

**\* Please Note: This handbook details operational guidelines and expectations. The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add 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. Also, please refer to the Policy Book of the Archdiocese of Omaha School Board for further policies and details. These policies have also been approved by the St. Pius X / St. Leo School Board.**

**Be it resolved that St. Pius X / St. Leo School 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 this school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**