

St. Bernadette Family Handbook 2019-2020



FORWARD

This Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Bernadette School and any student or any parent/guardian of any student.

The information contained in this Handbook provides a general description of rules and regulations.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

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

St. Bernadette School reserves the right to add, modify, or abolish any of the Handbook provisions at any time with or without notice.

St. Bernadette School Administration

ST. BERNADETTE CATHOLIC SCHOOL FAMILY/STUDENT HANDBOOK

St. Bernadette School / 7600 S. 42nd Street / Bellevue, NE 68147

Contact Numbers:

School Office: 402-731-3033

Fax: 402-731-8735

Parish Offices: 402-731-4694

OSCS Offices: 402-590-2810

Extended Care: 402-731-3033 Ext. 110

School Hours

Grades 1-8:

Classes begin at 7:50 a.m. and dismiss at 3:00 p.m.

Grades K and full day PK:

Classes begin at 7:50 a.m. and dismiss at 2:55 p.m.

Half Day PK Programs:

Classes begin at 7:50 a.m. and dismiss at 11:00 a.m.

Office Hours

Office hours are from 7:30 a.m. until 4:00 p.m. on school days or by appointment. During the summer months, the office hours vary. Summer hours will be posted at the start of summer. Please call ahead to ensure the office is open.

Change of Family Information

Please notify the school office immediately of any change of address, phone number, or place of employment. **It is imperative to keep this information up-to-date in case of emergency.**

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MISSION

Mission Statement

The Omaha Catholic School Consortium challenges all students to be disciples of Jesus Christ by empowering them to reach their fullest potential through quality academic, spiritual, and social experiences.

School Philosophy

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

- ** to proclaim the mysteries of faith
- ** to foster community
- ** to encourage worship and prayer; and
- ** to motivate service to others

The primary purpose of St. Bernadette School is to assist parents in the Catholic education of their children. Through the sharing of the Lord's Gospel, the school builds upon the Christian ideals and attitudes established at home and strives to cooperate with parents in the development of true Christians who love the Lord, who desire to share this love, and who approach the problems and challenges of life with the mind of Christ.

St. Bernadette School strives to be a faith-sharing community which is a part of the larger Christian community of St. Bernadette Parish. In an effort to build a Christian community, we become increasingly more aware that we need one another to grow in faith, that the bond that unites us is our shared belief in Jesus Christ, and that prayer is essential to our growing in love of the Lord and one another.

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

The curriculum of St. Bernadette School concerns itself with the whole child in his fully human and, specifically, Christian development. Working with parents and parish, we strive for the total development of students enabling them to relate faith and Gospel teachings to all aspects of human knowledge and life and to function in the world community with a sense of justice, concern and hope.

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

Focus of St. Bernadette School

1. To develop an appreciation and interest in our Catholic heritage that leads to active living of the Gospel message.

2. To make students aware of their dignity and potential.
3. To provide students with opportunities to worship God and to express their everyday faith experiences through liturgy.
4. To provide students with adult role models of Christian living.
5. To create a community atmosphere that is conducive to happy and successful learning.
6. To provide a curriculum that enables students to acquire the basic knowledge and skills in academic as well as non-academic areas.
7. To prepare students to live in a changing world.
8. To help students appreciate our national heritage with its blessings and obligations.
9. To develop in students a global awareness that leads to understanding and acceptance of all people.

ADMINISTRATION

The Principal

The Principal, under the direction of the Executive Director and the Board of Education, is the chief administrative and supervisory office of the school, and as such, serves as an ex officio member of the Omaha Catholic School's Board of Directors. The principal is the official representative and spokesperson for the school and is the administrator primarily responsible for insuring the policies enacted by the OCSC Board of Directors and Omaha Catholic School's Office are put into action.

The Pastor

The Pastor of the parish acts as the official delegate of the Archbishop in the "teaching mission" of the Roman Catholic Church. All Catholic Schools/programs and their personnel are responsible to the Archbishop and his delegates in all matters concerning the Catholic Faith. This includes serving as the officially designated spiritual leader of St. Bernadette School, monitoring the Catholic Faith identity and quality Religious education curricular offerings of the school, and overseeing the sacramental preparation for the students of St. Bernadette.

Executive Director

Under the supervision of the Superintendent of Schools, the Executive Director serves as Chief Executive Officer and works closely with the Board of Directors in directing all internal and external activities of the Consortium. The Executive Director meets regularly and works closely with the priests who are pastors of the parishes where Consortium schools are located, especially in the insurance of Catholic Faith Identity and the celebration of the liturgy and the sacraments. The Executive Director supervises the principals of the five Consortium schools and collaborates with them in all aspects of school operations, including Catholic Faith Identity, academic excellence, school improvement procedures, personnel issues, student discipline issues, extra-curricular activities, use of facilities, scheduling, and other related school issues.

The Executive Director delegates all the administrative responsibilities of the school to the principal. These responsibilities include, but are not limited to: the operation of the school program and premises, management

of the staff members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership.

Superintendent/Catholic Schools Office

The Archdiocesan Catholic Schools accept the authority of the Superintendent as delegated by the Archbishop. St. Bernadette Catholic School will work in cooperation with the Catholic School's Office.

OCSC Board

In accordance with the policies and guidelines of the Omaha Archdiocese Catholic School's Office, the Board of Directors is responsible for establishing uniform policies on all matters pertaining to the school sites, including matters pertaining to employees, salary scales, educational, athletic and related programs, the school calendar, development, finances, physical plans, public relations, educational standards, recruitment, and applying Catholic principles to the educational programs and all catechetical courses. The board also is responsible for establishing a formula for the financing of the school sites.

OCSC 2019-2020 Board of Directors

Members:

Tammy Blossom
Dr. Sarah Kottich
John Maginn
Jay Vankat
Doug Wilwerding
Shannon Brommer, Director of the office of Stewardship and Development
Dr. Michael Ashton, Superintendent of Schools
Mrs. Chris Nelson, Executive Director

Omaha Catholic School Consortium Staff

Chris Nelson	Executive Director	402-590-2810
Chris Feuerbach	Business Manager	402-590-2810
Daisy Mora	HR/Payroll Manager	402-590-2810
Brandi Diaz	Admin Assistant	402-590-2810
Hazel Deman	Admin Assistant	402-590-2810
Beatrice Arellanes	Coordinator Latino School Enrollment	402-557-5570

OSCS Offices are housed at St. Stanislaus Dual Language School:
4501 South 41st Street / Omaha, NE / 68107

Teacher Qualifications

Any teacher employed by St. Bernadette School will:

- have a current Nebraska teaching certificate with endorsements appropriate for the teaching assignment.
- reflect a commitment to Gospel Values and the Christian tradition.
- strive to live in accordance with the teachings and precepts of the Catholic Church
- be prepared in subject matter and methodology and exhibit competency in teaching secular and religious subjects.

Teachers recognize and respect the primary role of the parents/guardians in the education of their children so that they can work as partners with them in every phase of education.

ADMISSION

Schools of the Archdiocese are established as religious schools; therefore, preference in admissions is given to contributing members of the diocesan Catholic community. Being a Consortium school, preference in admissions to St. Bernadette School is given to the children of parents actively engaged in a Consortium parish with priority given to returning students and their siblings.

No one shall be admitted as a student to St. Bernadette School unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies of the school and the Archdiocese.

No student shall be admitted unconditionally to St. Bernadette School unless he/she has a reasonable, well-founded hope of successfully completing our educational program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

St. Bernadette School admits students of other faiths with the understanding that students will attend religion classes and participate in religious practices as appropriate with Catholic Church teachings. St. Bernadette School, in providing a faith-based education for students of other religions, incorporates in its programs a respect for the traditions of other religions.

The Principal of St. Bernadette School will place all new students on probation for their first eight weeks. Any act of violence or aggression by a student on probation is cause for dismissal.

The overall academic and behavioral status of any student seeking to transfer into St. Bernadette School affects whether the student will be admitted.

Non-Discrimination Enrollment

St. Bernadette School will not discriminate against students on the basis of race, ethnic background, or sex. Since we are religiously oriented for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served.

Admission Guidelines

The Principal will make the decision concerning your child's acceptance and placement into our school. We will use the following criteria in descending order when we have a waiting list.

1. The family has current students attending St. Bernadette School.
2. The family has siblings of accepted, new students.
3. The family is a registered and active member of St. Bernadette Parish (length of registration may be a factor).
4. The family is a registered and active member of another Consortium parish.
5. The family is Catholic, non-parishioner
6. The family has students planning to attend our K-8th grade program (this applies only to preschool and prekindergarten programs).

7. The family is non-Catholic; date of school application will be taken into account.

NOTE: Families who delay in registering may have their students on a wait list if that grade is full. Families may discuss special circumstances with the principal.

Admission Age

St. Bernadette School complies with Nebraska State age requirements for kindergarten and grade one students.

Kindergarten Age Requirements: Children entering kindergarten must be **five years old on or before July 31st**. Parents/Guardians are required to produce a birth certificate as well as a Baptismal certificate. A physical and updated immunization record are required for admission. Dental exams are also recommended.

Admission Requirements

Prior to the admission of a Pre-kindergarten student, or any transfer student, the parents must provide the following information:

1. St. Bernadette School complies with State law requiring that a birth certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office. After a copy is made, the original will be returned to you.
2. An up-to-date health record.
3. An up-to-date immunization record.
4. Sacramental records -- parents/guardians are required to submit a baptismal certificate.
5. For students transferring to St. Bernadette, the following will be required:
 - a) a copy of the most recent report card/grade report;
 - b) a copy of records from previous schools attended; and
 - c) a signed release to speak to staff at previous school.

This information is kept in the child's confidential permanent records. Please notify the school of any additions and/or corrections so that the records are always current and complete.

Enrollment

Enrollment for students currently attending St. Bernadette School will begin in February for the following school year. Confirmation of enrollment is the payment of the Registration Fees and completion of paperwork or completion of on line forms. School Enrollment is held in February/March for the upcoming school year.

Wait List

If a class is full and a student is placed on a waiting list, the student fee will not be collected. To be placed on a waiting list, the parent communicates with the Principal. When an opening occurs, the parent will be notified by the school. Within three (3) days of notification, the parent must pay the student fee and tuition according to the option chosen in the FACTS program. Any special considerations to the above policy must be approved by the Principal with involvement from the Executive Director as needed.

TUITION / FEES / FINANCIAL AID

Registration Fees

All families are required to pay a \$100 **nonrefundable** registration fee per child each year. This fee is expected even if students enroll during the school year. It will secure a position in St. Bernadette Catholic School.

Tuition and Student Fees

Tuition/Student Fees will be reviewed and established annually by the OCSC Board of Directors. Parent/guardians will be advised of tuition and fees in the spring prior to the opening of the school in the fall. Tuition is to be paid either annually (due June 30), or using one of the payment options available in FACTS.

Tuition guidelines have been established in order to create a viable financial structure and process for school families and parish administration.

It shall be the policy the Omaha Catholic School Consortium that:

Unless an exception is made by the Executive Director, no student will be allowed to re-enroll in a subsequent semester if tuition is not current.

In addition, all fees (such as lunch, library, damaged text books service hours, etc..) from the year must be paid in full prior to re enrollment or registration being finalized.

Registration fees will be collected at the time of registration for all students. No space will be reserved until the fees and any required paperwork are received.

Payment plans are set up through the FACTS program.

Full Payment Discounts

Full payments made by June 30 will be discounted. Inquire for details.

Refund Policy

Tuition fees will be refunded on a pro-rated basis in the event of voluntary withdrawal or expulsion.

Scholarships – Financial Aid

There is an application process for all financial aid / scholarship opportunities. Paperwork for financial aid / scholarships can be provided to you upon request from the school office.

The Men's Club, Ladies Altar Society, and parish offer an opportunity for several 8th grade students to receive a scholarship to a Catholic High School.

STUDENT HEALTH

Emergency Information

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

Health Information

Safety and health requirements are annually reviewed by school administrators and authorities in order to be in compliance with federal and state laws applicable to private schools. According to state guidelines, our school is required to verify immunizations, verify physicals for students in grades kindergarten and grade seven, and provide health screenings. School health screenings are not diagnostic nor is it intended to replace regular

preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek proper medical attention. Creighton University student nurses help St. Bernadette each year with this screening and recording process.

IMMUNIZATION REQUIREMENT

The Nebraska School Immunization Rules and Regulations effective July 1, 2004, require the following immunizations for students before attending classes.

Grades Preschool and Kindergarten

4 doses of DtaP, DTP, or DT vaccine

- 3 doses of Polio vaccine
- 1 dose of MMR given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 3 doses of Hepatitis B Vaccine
- 1 dose of varicella (chickenpox) given on or after 12 months of age

Students entering K or 1st grade for the first time, students entering 7th grade and out of state transfer students

- 3 doses DtaP, DTP, DT or TD vaccine with at least one dose at or after 4 years of age.
- 3 doses polio vaccine
- 2 doses MMR vaccine with first dose at or after 12 months of age and separated by at least one month
- 3 doses hepatitis B vaccine

1 dose of varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age. If 13 years of age 2 doses of varicella separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

All other students

- 3 doses DtaP, DTP, DT or TD vaccine
- 3 doses polio vaccine
- 2 doses MMR vaccine with first dose at or after months of age with the 2 doses separated by at least 28 days
- 2 doses of varicella
- For 2011- Every student will be required to have TWO doses of the varicella vaccine

All students enrolling in St. Bernadette School must be fully immunized before enrollment. The law does permit a parent/guardian to present a written waiver based on religious or health reasons. Waivers must be signed by a doctor, although St. Bernadette reserves the right to not accept such students. Students who are not in compliance with the immunization requirement, or have not provided a qualified waiver, will not be permitted to attend St. Bernadette School until they have complied with the immunization policy. (Please note: history of disease without serological or epidemiological confirmation is NOT proof of immunity for Measles, Mumps, or Rubella). Immunizations may be obtained by calling the Douglas County Health Department. Costs are the responsibility of the parent. It is the expectation of St. Bernadette that all vaccinations will be complete and current.

PHYSICAL EXAMINATION REQUIREMENTS

A physical examination is required prior to school entrance for all Kindergarten and 7th grade students. The cost of the physical exam is the responsibility of the parent. Forms are available from the school office.

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. A dental examination is also recommended at this time. The cost of physical examinations, immunizations, and medical treatment is the responsibility of the parent/guardian.

Student Illness

Each time a student misses three consecutive days of school due to illness, the parent/guardian must provide a doctor's note in order for the child to return to school. In addition, once a child has been absent for 15 cumulative days a doctor's note will be required for re-admittance. Special consideration may be taken on a case by case basis upon review of the principal. Any student absent from school due to illness is not eligible to participate in school/parish sponsored extracurricular activities or sports occurring on that same day.

If a child becomes ill at school, the parent or designated guardian will be notified. In the event a parent or guardian cannot be contacted, the emergency contact person will be called. Students will be sent home when they are vomiting, have an undetermined rash, or are in extreme pain or discomfort. Students running a fever will be sent to the office for observation. Parents will be notified and depending on the degree of the fever and the illness circumstances the child may be sent home.

Any child that has been ill during the night or has had a fever of 100 degrees or higher should be kept home from school for a minimum of 24 hours. Students should NOT return to school until they have been 'fever-free' for 24 hours without the assistance of fever reducing medications.

Under no circumstances will a sick child be able to walk home.

In case of emergency, a parent/guardian will be contacted. If a parent/guardian cannot be located, the family doctor will be called. If neither can be located, the Principal will assume the parent/guardian's permission to take the student to the closest emergency service at the parent/guardian's expense.

Student Accidents

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

An emergency unit will be called when deemed necessary. These units are dispatched by county officials for our location and are usually required to take patients to the nearest hospital. The school has no control over the hospital to which the student will be taken. The parent/guardian is responsible for the expense of the emergency unit.

The police will be notified if deemed appropriate. They will be called in all cases involving injury caused by vehicles or assault.

First Aid

Basic medical supplies for emergency first aid and for minor accidents are available at all times. An adult on duty will attend to these cases. Several staff members have First Aid and CPR refresher training each year.

Medication

In accordance with Nebraska State regulations, St. Bernadette School personnel will not dispense medication (including aspirin, ibuprofen, acetaminophen) without **written permission from a parent / guardian and physician**. The following procedures will be followed:

Medication Policy

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

- Medication cannot be administered by school personnel without a completed medical authorization, which has been signed by both a parent / guardian **AND** a physician. This applies to **BOTH** over the counter and prescription medications.
 - Medication must be in a current prescription container with a pharmacy label outlining directions for administration.
 - Over the counter medications (Motrin, Tylenol etc.) must be in the original container labeled with the student's name, and manufacturer's directions legible.
 - No expired medications of any kind will be accepted by the school.
 - The school reserves the right to refuse to administer medications.
 - The school does not assume responsibility for reactions to medications brought to school.
 - At the end of the school year, a parent / legal guardian must claim any unused medications in the school office. Medications will not be sent home with students. After June 1 each year, the school will dispose of any unclaimed medications.
1. The Principal shall have a written, signed, and dated statement from a parent / guardian and physician for any student requesting that the student be supervised in the taking of medication during school.
 2. A written statement from the doctor which includes the name of the drug, the medical condition for which it is being prescribed, the recommended dosage, and the time intervals for medicine to be given must be presented with any prescriptive medicine. A form is available in the office for this purpose. In place of the form, a doctor may write out the necessary information (child's name, the name of medication, the medical condition for which it is being prescribed, the dosage, the frequency of the medication and the doctor's signature.)
 3. All medication must be brought to school in a container appropriately labeled by the pharmacy, physician, or manufacturer. All medications and prescriptions will be stored in the school office and will be dispensed from there. **No medication (except cough drops) may be kept by the student or teacher in the classroom.** (Exceptions may be made on a case by case basis with the principal involved in the situation.)
 4. The school does not assume responsibility for non-prescription medications brought to school by students or for reactions to prescription medication. **It is against school policy for any student to carry unauthorized medication.**

Please inform the Principal immediately about any special medical problems.

Self-Administration of Prescription Asthma or Anaphylaxis Medication

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - (c) permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - (f) be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign a Release and Indemnification form available at the school office before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Students with Nut Allergies

It will be the policy of our school to do its best to eliminate or minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school

of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

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

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

Health Screenings

Volunteers from Creighton University have agreed to work with us to assist with health screenings.

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

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

The 'Annual Student Health Update' form is sent home at the beginning of the school year with restriction materials, etc. It is completed by the parent/ guardian for each student and returned to school as soon as possible so the school staff is aware of your child's health status. A new health update form should be completed during the school year for significant changes in a student's health status. It is the **parent's responsibility** to notify the school office or school nurse if changes occur.

Immunization Requirements

Immunization Policy for Catholic Schools of the Archdiocese of Omaha

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

General Rule

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine] • Polio • Measles, mumps, and rubella [MMR or MMRV] • Hepatitis B • Chicken pox [MMRV or Varicella]
- Tdap (7th grade)

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

Exemptions

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical Exemption requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to

practice medicine and surgery or osteopathic medicine and surgery; the term “physician” does not include a chiropractor.

The Religious Exemption requires “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the “tenets and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church’s teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to

this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

Chicken Pox

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

http://dhhs.ne.gov/publichealth/Pages/immunization_school_i.aspx

Reference the above website and scroll down to forms. Click on the Summary of the School Immunization Rules and Regulations for the most current regulations.

Appendix to Immunization Policy for the Archdiocese of Omaha

The use of vaccinations currently required under Nebraska State law for students of all public and private schools does not constitute a direct violation of Catholic moral teaching.

According to the Church's teachings, competent government authorities have the right and obligation to secure the common good, of which the health and life of the community is constitutive. Vaccines against pathological agents which can cause significant health risks are a good for society, and so are rightfully under the government's purview in collaboration with the medical community.

According to the Church's teaching, the duty of obedience requires all to give due honor, respect, gratitude and good will to rightful authority. (CCC 1900) All Catholics are required, each according to their position and role, to promote the common good in society, which includes health and life. (CCC 1913). Catholics have the moral obligation to submit to just laws regarding vaccinations. Some vaccines do pose moral problems.

Currently, vaccines for Rubella and chicken pox are derived from cell lines originated from aborted fetuses and there are no alternatives available in the United States. Submitting to these vaccines constitutes passive and remote material cooperation in evil. However, according to the Pontifical Academy for Life (2005), avoiding this cooperation is not morally necessary since there are grave reasons for getting vaccinated. For instance, if a pregnant woman comes into contact with a student who carries Rubella, also known as German Measles, her unborn child can suffer several congenital malformations and even death. For this reason, the Catholic Church teaches that for the sake of the common good it is morally licit and advisable for a parent to submit to the vaccines despite their problematic origins.

Nevertheless, because of the offensive nature of the vaccines, all Catholics who do submit to the Rubella and chicken pox vaccines derived from aborted fetuses are obliged to formally object to the producers of the vaccines and demand that alternative forms of the vaccines be created. A form for that objection is provided by the Archdiocese of Omaha. Furthermore, Catholics have a grave responsibility to make sure that the vaccines they receive for Diphtheria, Tetanus, Pertussis, Polio, and Hepatitis B are the alternative vaccines which are morally acceptable.

- 1. Suspected contagious conditions:** such as undiagnosed rashes or red eyes with drainage. The child must be sent home until identified symptoms are evaluated and conditions for return to school are provided in writing by a licensed health care provider. **Title 173 Chapter 3 Standards will be followed.**

http://dhhs.ne.gov/publichealth/Pages/immunization_school_i.aspx

2. **Diagnosed Disease Conditions:** Exclusion period from school will follow the guidelines set forth by the county / state health department. These guidelines will supersede any personal health care provider's note submitted to school regarding re-entry.

Reference the above website and scroll down to forms. Click on Title 173-Control of Communicable Diseases-Ch3 Exclusion periods from school will follow the guidelines set forth by the Nebraska Department of Health and Human Services 173 NAC 3 Attachment 1. These guidelines will supersede any personal health care providers note submitted to school for re-entry.

Wellness Policy

In order to comply with the Child Nutrition and WIC Reauthorization Act of 2004, St. Bernadette School has devised a Wellness Policy to address the areas of Nutrition, Physical Activity and Health. This policy was enacted with the foundational belief that guidelines for good nutrition, physical activities/education, and health/nutrition education are essential for our students and staff. Research shows, that children who begin each day as healthy individuals, are better learners.

Physical Education (P.E.)

All students in grades K-4 will receive physical education class for 60 minutes per week for the entire school year. All students in grades 5-8 will receive physical education class for 80 minutes per week for the entire school year. All physical education will be taught by a physical education teacher. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Daily Recess

Students in grades PK-4 will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Students in grades 5-8 will participate in supervised recess as the schedule allows on a daily basis.

Physical Activity After School

After-school Extended Care will provide and encourage –verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Meals Served

Meals served at St. Bernadette School will:

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet, at a minimum, nutrition requirements established by local, state, and federal statues and regulations
- Offer a variety of fruits and vegetables
- Serve only low-fat 1% and fat free milk
- Ensure grains served are whole grain - rich

Meal Times and Scheduling

St. Bernadette School will:

- Provide students with at least 20 minutes for lunch
- Schedule meal periods at appropriate times, between 11:00 am and 1:00 pm
- Will not schedule tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities
- Provide students access to hand washing or hand sanitizing before they eat meal or snacks

Sharing of Food and Beverages

St. Bernadette School discourages students from sharing their food or beverages with one another at their table during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Share Table

Sharing Table **for grades 5-8**: The idea is that we will minimize our waste and students will have the opportunity to eat food that others choose not to eat. Students will be able to place any **unopened prepackaged food** or **unpierced/unpeeled fruit** on a designated Sharing Table, and then other students will have the opportunity to take from the table food they would like to eat on a rotating basis. Students will not be allowed to share directly with other students; food must be placed on the table. **Please have a discussion with your child(ren)** about whether or not you would like for them to add their own food (especially for lunches brought from home) or take food from the Sharing Table. Uneaten food from the table will be stored in the cafeteria, provided that there is enough room.

Food containing major allergens such as peanut butter and peanuts will not be allowed to be placed on the Sharing Table. Examples of food that will be allowed to be placed on the sharing table are:

- Unopened yogurt cups or yogurt tubes
- Unopened fruit cups
- Unopened crackers (not containing peanut butter)
- Unpierced or unpeeled fruit, such as apples, oranges, bananas
- Unopened juice boxes
- Unopened milk
- Unopened cheese sticks

Nutrition Education and Promotion

St. Bernadette School aims to teach, encourage, and support healthy eating by students by providing nutrition education that:

- Is offered at each grade level designed to provide students with the knowledge and skills necessary to promote and protect their health
- Is part of not only PE/Health education classes, but also classroom instruction in subjects such as math, science, language arts, and social studies
- Promotes fruits, vegetables, whole grain products, low-fat and fat free dairy products, healthy food preparation methods, and health-enhancing nutrition practices
- Links with school meal programs, other school foods, and nutrition-related community services

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally recommended amount of daily physical activity (i.e., at least 60 min per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities such as watching television
- Opportunities for physical activity will be incorporated into other subject lessons
- Classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.

Attire

Dress Code:

The dress code pertains to all students. Parents are encouraged to enforce this code and to be certain that children are dressed neatly and appropriately. In doing so, the time teachers must take from instructional time to enforce the dress code could be eliminated. Final interpretation of the appropriateness of dress will be determined by the school administration. A uniform is required for boys and girls in St. Bernadette School throughout the year except for special days deemed appropriate by the principal. Brownie, cub, girl, boy scout uniforms are acceptable on meeting days without a note. Uniforms may be purchased from the Dennis Uniform Manufacturing Co., 726-740 North 109th Court, Omaha, Nebraska 68154, (402) 496-9911. Store hours vary from month to month.

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.

There is a uniform shop located in the school. Please contact the main office for assistance. Uniforms help ensure that clothing does not become a distraction to the learning environment. More importantly, the uniform is a symbol of the community that all students in St. Bernadette Catholic School share. Uniforms are not meant to suppress individuality; rather the wearing of the uniform frees students to demonstrate their individuality in more meaningful ways: through their efforts, their personality, through their spirituality and through service to others.

It is expected that students come to school neatly dressed, in clean clothes, properly bathed, with hair combed, and nails clean. If a child comes to school without a complete uniform, the child may be required to borrow an article of clothing or complete uniform from the uniform shop. In the event that a uniform or article of clothing is borrowed, the clothing must be washed and promptly returned the next school day. Parents may also be contacted and asked to bring a change of clothes, if necessary.

It is under the discretion of the principal to determine questionable attire and consequences related to those decisions.

Appropriate Dress (From Archdiocesan Policy #5038)

The Executive Director and principal will set policy and accompanying criteria relative to appropriate dress for students. The criteria identify standards of modesty, respect for self, cleanliness, and good condition for both uniform and non-uniform days. Student conduct codes will establish consequences for violation of the dress code policy.

Preschool Program for 3 year old students: Uniforms are not required for preschool. We ask that all children wear tennis shoes and socks to school as well as t-shirts (no tank tops). If we feel that if further clarification of dress code is needed during the year we will communicate at that time.

Pre-Kindergarten Program for 4 and 5 year old students: Uniforms are required.

Girls:

Navy Blue Skort, uniform shorts, uniform pants

White polo shirt (short or long sleeve)

Uniform Sweatshirt (order at school) or navy blue cardigan sweater

Socks: white, navy or black

Tennis Shoes (Boots can be worn in the winter to and from school and for recess only)

Boys:

Navy Blue uniform shorts, uniform pants

White polo shirt (short or long sleeve)

Uniform Sweatshirt (order at school)

Socks: white, navy or black

Tennis Shoes (Boots can be worn in the winter to and from school and for recess only)

Grades K-4: Jumper or skort – Campbell Plaid – appropriate length – slightly above the knee.

Grades 5-8: Skirt or skort - Campbell Plaid – appropriate length – slightly above the knee.

Grades K-8: Blouse/shirt – White with collar, long or short sleeve oxford, long or short sleeve polo style are acceptable. Students may wear plain white t-shirts under their uniform shirt (no logos or other print) if they so choose.

Uniform Shorts (boys and girls):

Navy blue. No logos or designs, modest and appropriate length (typically the short needs to be longer than the finger tips with arms at their side while standing.) No cargo shorts. All shorts must be worn at the waist. Belts must be worn with shorts if they have belt loops in place when they are purchased. Shorts may be worn the beginning of the school year until October 15th and April 1st until the last day of school.

Uniform Pants (boys and girls):

Navy blue. No logos or designs. No cargo pants. (Wide-legged, baggy, oversized pants are not allowed). All pants must be worn at the waist. Belts must be worn with pants if they have belt loops in place when they are purchased. Students in grades PK and K who wear elastic waist do not need a belt if the pants do not have belt loops when they are purchased.

Sweaters (girls):

Navy blue or white. Not allowed: monograms, logos, loose weave sweaters, sweatshirt materials, cable knit or shaker knit sweaters. The uniform blouse or shirt must be worn underneath the sweater.

Sweatshirts (boys and girls):

The uniform sweatshirt with our logo may be worn as an alternative to the sweater option. The uniform blouse or shirt must be worn underneath the sweatshirt.

Shoes:

All shoes must cover the toe, heel and side of the foot. Tennis shoes are preferred. Tennis shoes must be fastened (i.e. shoe laces, Velcro closures, NO zippers, No Heelies.) Tennis shoes that are made with eyelets for shoelaces must be worn with shoelaces in place and tied. Sandals, platform shoes, clogs, moccasins, and boots are not permitted. Shoes that resemble slippers are not permitted. If inclement weather necessitates a student wearing any type of boots to school, the student must bring a pair of shoes to wear in the building. Non tennis shoes are allowed with flat or low/modest heels.

Tennis Shoes MUST be worn for physical education classes. Tennis shoes must have non-marking soles.**Socks:**

All socks must be visible (above the shoe and on the heel), solid white, solid navy blue or black socks are acceptable. Girls may wear white, navy blue or black tights under their uniform skirt or jumper.

Solid black leggings fully covered by socks at the ankles are permitted to be worn on cold weather days as if they are tights. Leggings with any design or cut out as part of design on the legging is not permissible. Leggings shorter than ankle length not covered by socks are also not permissible.

Leg warmers, and nylons are not permitted.

Jewelry:

Christian medals or crosses on a necklace may be worn. 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. Boys may not wear earrings of any kind. Watches worn on the wrist are allowed. (Students will be asked to remove a watch if it poses a distraction in any way.)

Make-up / Cologne:

Students may not wear make-up, cologne, or perfume. If make-up is worn, the student will be sent to the office to remove it. (Often girls will wear mascara or eyeliner. These items are considered make-up and are not permitted as part of the dress code.)

Nail Polish:

Girls are permitted to wear nail polish provided it does not cause a distraction to the learning environment. Jewels and other embellishments on the nails are not permitted. Fake fingernails or French fingernails are not permitted. If nail polish causes a distraction the student will be asked to remove the polish at school.

Body Piercing:

Body piercing and wearing jewelry in such piercing is not permitted.(i.e. nose, eyebrow, lips, tongue etc.) Tattoos, permanent or temporary, are not acceptable.

Hair:

Hair should be neatly cut and combed in a conservative style. Feathers or other synthetic hair accessories (clip-in-brands, etc.) will not be allowed. No faddish or unusual haircuts or hair styles will be allowed nor will hair coloring. Hair coloring includes the coloring of the entire head of hair along with highlights or partial hair coloring. Mohawks, razor cuts, carvings, shaving, or hair that covers the face will not be allowed. For the

boys, no “tails” or hair longer than collar length is allowed. Partial or completely shaved heads are unacceptable (1/4” as a guide for minimum shortness.) Designs shaved into the scalp are also unacceptable. The standard for haircuts is that they should not draw attention to a child as this disrupts the learning environment. Final interpretation of hair style 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.

Adolescent boys at some point may show development in facial hair. When boys have noticeable facial hair they will need to begin the process of shaving. (Boys as early as 4th grade have been known to begin shaving.) Final interpretation for the timeline of shaving will be determined by the administration. Questions regarding this timeline should be directed to the principal.

Spirit Days:

On spirit days’ students must wear a St. Bernadette School t-shirt or sweatshirt. Students may wear solid colored jeans, sweatpants, or uniform pants. Shorts (that are mid-thigh length) may be worn during the designated months. Students who wear shorts shorter than mid-thigh will be expected to call home for a change of clothes or will be expected to wear uniform pants or skirt from the uniform shop. No logos or words written on or across the jeans, sweatpants or shorts are allowed.

Students may not wear saggy jeans, metal studded (going down the legs or other as these scratch the furniture) jeans, jeans that have holes or are frayed, bib overalls or jeans that are low riding or worn around the hips. Students may not wear tight leggings as pants. Please note that spirit days are considered uniform dress code days and jewelry, shoes, make-up etc., that does not comply to the uniform dress code guidelines are not permitted.

Picture Day:

Students in grades PK-8 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. 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 dress shirts, or sweaters.

Students may not wear spandex skirts, spandex dresses, miniskirts, mini dresses, jeans, shorts, oversized pants, oversized shirts, sleeveless shirts, tank tops, sweatshirts, sweatpants, warm-up suits, t-shirts, or any other article of clothing designated as casual for picture day. Socks need to be worn on Picture Day. The sock, shoe, and jewelry code found in the family handbook is in effect on Picture Day.

Winter Weather Clothing:

It is essential that your student wear warm clothing in the winter. We recommend that your student wear boots, mittens, and snow pants. Outside play is part of our program. When weather conditions are unfavorable, the teacher may decide not to take the children outside for recess.

*****Please mark all clothing with your child’s name.*** Clothing in lost and found is periodically taken to Goodwill.**

Consequences for Violating the Uniform Code

Students will be sent to the office and may be loaned appropriate uniform clothing to wear. If parents do not wish to have their student borrow uniform clothing from the uniform shop to wear, they must send a written notification to the school office no later than August 30th. Correctable violations may also be dealt with as a

part of the classroom discipline plan. Repeated violations may lead to expulsion until proper uniform attire is obtained.

SCHOOL ACTIVITIES

Liturgical Celebrations

As a faith community, our school will celebrate liturgical seasons and feast days, generally integrating the life of the Church within the everyday life of the school. Mass is attended on a weekly basis and students will learn to prepare liturgies and also participate when appropriate. Older students will serve as acolytes and help the priest prepare for the Mass. All children are expected to participate actively. Parents are encouraged to attend whenever possible.

Library

The library is available for use by the students/faculty/parents and is computerized. The computerized card catalog program allows students to search for books by title, author, or subject. There are also encyclopedias, dictionaries, and other reference materials available for research. Every week each class will have a regularly scheduled time when materials may be withdrawn. Each student has a library card. Any materials borrowed from the library must be checked out at the desk, and the students are responsible for books charged to them. Lost or damaged books must be paid for by the borrower.

Flag Display

When in session, the American flag is displayed outdoors. Each class also shares in saluting our U.S. flag in the classroom each morning. The historical significance of national holidays is presented to the students and suitable recognition is given to their observance.

Assemblies

Assemblies will be a regular part of the school program since they provide a broad scope of opportunities for our students. We are deeply appreciative to the Home and School Association for providing funds to help pay for many programs that have a cost and for helping to arrange dates and times for such programs to come to St. Bernadette School. These programs may be curricular, seasonal, safety, culturally or artistically oriented.

Field Trips

The field trip is an extension of the classroom program to be used when it is a practical means of emphasizing or acquiring a significant learning experience. A well-planned field trip serves to broaden the horizons of our young people and awaken them to the cultural and economic advantages of the community. Field trips are not optional. Arrangements for field trips will be initiated by teachers in conjunction with the Principal. All arrangements for trips must be cleared through the Principal. Parents will then be given a permission slip to fill out and return to their child's teacher. Children are transported on contracted school buses. Any parents who drive students must provide a copy of their driver's license and proof of insurance before the field trip. Field trip and bus expenses are the responsibility of the student.

Parent chaperones participate on field trips to assist with school aged children on the trip.

Parent chaperones are not allowed to bring any other children along while acting as a chaperone.

Parents chaperones attending field trips must be safe environment certified. The school will check on certifications prior to the field trip. No exceptions.

Classroom Parties

Parties will be held at designated times of the year. Generally, there are three parties a year (Halloween, Christmas, and Valentine's Day). Room coordinators (must be safe environment trained) will make arrangements with the teacher in each class prior to the party. Monies provided by the Home and School Association help to defray the party expenses. Any other parties must have prior approval from the principal. Parties will start at the designated time. Parents/ room coordinators will not be allowed to enter the classroom prior to the party for set up. The instructional setting will remain in place until the designated time line of the party. Please prepare your items for the party prior to arriving at school.

Note: all adults helping with the classroom parties must have completed their safe environment class and hve their certification up to date.

Halloween – All parents who attend the Halloween parties will be expected to join the school in watching the student's Halloween parade. After the parade has ended the parents may return to the classrooms to set up and start the parties.

Birthdays

There is an option that allows students to bring treats to share with their classmates to celebrate their birthdays. All students must be included. All such celebrations are to be arranged after contact with the classroom teacher by the parent/guardian. We would ask that you communicate with the teacher, as to what is appropriate for treats. **Certain foods may not be allowed in particular classrooms due to the allergies of students in those classrooms.** We suggest that you might want to consider nonfood items, like a pencil, eraser, etc. in place of 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 can only be handed out at school if:

- **All students in the class are receiving the invitation – or –**
- **All the girls are receiving the invitation – or –**
- **All the boys are receiving the invitation**

For all other groupings parents will have to either mail them or deliver them somewhere other than at school. The school cannot give out family email and address information. Parents can access this information on their own in Sycamore.

All treats brought for school parties after the school day has started will be taken to the office and delivered to the student by school personnel. If there are left over treats the student will be permitted to put them in the teacher's lounge if they do not want to take home the extras.

Service Activities

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

Band for Grades 5--8

This is offered as a parent-pay program. Students enrolled in these lessons are instructed either during the regular school day or after school. The band teacher from Gross High School is the instructor. This is a great program for our students and we encourage families to take advantage of the program. If obtaining an instrument is a problem, please contact the school office for assistance.

School Photographs

School pictures are taken each year by a commercial photographer as a service to parents. Students may purchase these photographs, but there is no obligation to do so. Individual student pictures are taken in the fall. This is a 'dress-up' day for students. Preschoolers are welcome to have their pictures taken as well.

Academic Competitions

Students may participate in a number of academic competitions; they will compete with teams from other schools. Some students may participate in contests such as the Bible Bowl, Geography Bee, Math Counts, Book Bowl, etc.

Servers

Students in Grades 5--8 should be encouraged to assist the priests at school masses and Sunday masses. Servers are trained in 5th grade and are then paired with experienced servers. 8th grade students are eligible to receive the Serra Club award for their service to the church.

Information for Parents of 7th Graders

It is tradition that the 7th grade parents plan the awards night, dinner and dance for the 8th grade graduating class. The planning process begins in February. All parents are expected to participate in some way. You will receive information about a planning meeting in February.

COMMUNICATION

School / Family Communication

School and family will experience the greatest success for the child when a free and easy flow of information takes place between the school and home. It is the goal of the school to facilitate this communication whenever possible. Every effort is made to inform parents of school events and student progress both formally and informally. Information sent home to parents from the school will be identified as such or signed by a member of the faculty/administration. Parents/guardians are encouraged to contact the school whenever they feel a need.

The school Principal maintains communication with parents by way of school newsletters, a monthly calendar, scheduled meetings and appointments, Sycamore, and the phone / e mail message system. Events such as Back to School Night, Curriculum Night, and Catholic Schools Week provide parents/guardians and teachers with an opportunity to visit briefly and informally.

Formal communications include progress reports and report cards. Parents are asked to discuss these reports with their children, set goals accordingly. Parents have access to grades and report cards on Sycamore. Parent/teacher conferences are held twice a year; other conferences may be scheduled by parents, teachers, or the administration as needed. Teachers will be in communication with individual parents regarding a student's progress between reporting periods.

Parental Concerns and Procedures to Follow

A parent/guardian who has a question or concern regarding a situation involving his/her child should follow these procedures:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teachers can be made by writing a note or sending an e mail to request a conference or by calling the school office and asking that the teacher return the call as soon as possible. It is important that parents schedule a time to talk with the teacher if it is in regards to a concern. Teachers have direct responsibilities to their students at arrival and dismissal times. Parent / teacher conversations or conferences at those times make it difficult to properly address all concerns.
- If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the Principal. After discussing the situation with both parties, the Principal will act as a facilitator making every effort to resolve the issue.
- If the concern is still unresolved after discussing the problem with the teacher and the Principal, and the parent still feels that the concern has not received proper consideration, the Executive Director will be asked to assist in resolving the situation.

Every effort should be made to resolve questions, concerns, and problems immediately in a manner that is appropriate for Christians.

Sycamore Education

Sycamore Education is a program that allows parents and staff to communicate online. Each registered family will be given an access code and password. Families and students will have access to the school calendar, lunch menu, school news, teacher classroom pages, student assignments, and student grades.

Calendar

The calendar is published annually listing student days of attendance, teacher in-service days, parent/teacher conferences, holidays, and activities. Dates and events may be subject to change as necessary. Timely notice will be provided whenever possible. A monthly calendar can be accessed on Sycamore and is updated regularly with new events. Monthly dates of activities are also listed in the monthly newsletter.

Newsletter

During the year a parent newsletter is generated once each month and sent home electronically to each family. This communication is intended to keep parents informed of all aspects of the school. If a parent needs a printed copy, they must notify the office and one will be provided.

St. Bernadette Home and School Association

The St. Bernadette Home and School Association is an organization of parents whose goal is to assist teachers in their role as primary educators by organizing volunteer support and raising funds.

If anyone would like to be on the agenda for a Home and School Association meeting, please contact the President or the school Principal at least **two weeks in advance of the meeting**.

Part of the Home and School dues goes toward membership in the Nebraska Federation of Catholic School Parents. This organization, affiliated with the Nebraska Catholic Conference of bishops, unites Catholic school parents of Nebraska in promoting Catholic education statewide. It helps to foster legislation that will support parental choice in education; it also helps provide funding of textbooks to the Catholic schools.

ATTENDANCE

Early A.M. Arrivals

Students arriving between 7:00 a.m.-7:40 a.m. must assemble in the Social Hall under the supervision of a St. Bernadette staff member. This staff member will be in the Social Hall to supervise all students arriving during the designated time. Designated certified staff will be on duty in the Social Hall at 7:30 a.m. Students will **NOT** be allowed in the building prior to 7:00 a.m.

Students arriving after 7:40 a.m. should report directly to their classrooms.

We encourage parents to bring their children to school from 7:40 to 7:50 a.m. Once a student is on school property, he/she will not be allowed to leave the school premises before dismissal time without approval from the office. **Playground supervision will not be provided before or after school; therefore, children are not permitted to play on the playground equipment or playgrounds before school or at dismissal time.**

Authorized Dismissal from School

A written request from a parent/guardian is required for a student to leave school before dismissal time. Parents are encouraged to schedule appointments as close to the beginning or end of the school day as possible. No student will be released from school during school hours without permission of the administration. Students will be dismissed only to a parent/guardian or an authorized person designated in a written request. The parent or authorized person must come to the office and sign the student out and then the student will be dismissed. Students need to notify their classroom teacher so the teacher can have the student ready at the time requested. This will cause less disruption of the class. **If a student returns to school before dismissal, it is required that the student be signed back in at the office by the parent or authorized person.**

When a child is tardy because of a doctor or dentist appointment, he/she will not be marked tardy on his/her report card if a parent note was received by the teacher.

Compulsory Attendance

St. Bernadette School complies with Nebraska State Law that requires 1,032 hours of instruction a year. The progress of each child at school depends to a great extent on the regularity and punctuality of attendance. A child should never be allowed to stay home to avoid being tardy.

Excessive Absenteeism and Truancy

Regular attendance by students is essential for students to obtain the maximum benefits of St. Bernadette's educational and religious programs.

If a student is not at school to attend a school-related activity, he or she will not be considered absent.

Excessive absenteeism occurs when a student misses so many days of school, whether excused or unexcused, that his or her educational growth suffers. If any student has accumulated a total of 5 (excused or unexcused) absences per quarter, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the school Principal, the student's parent/guardian, the student, and any other school officials deemed necessary by the Principal. The goal of such meeting or meetings will be to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes to solve the excessive absenteeism.
3. Educational evaluation when appropriate to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by the specific efforts by the school to help remedy any condition diagnosed.
4. Investigation by the Principal to identify the condition contributing to the excessive absenteeism problem. If services for the student and the student's family are needed, the investigator shall meet with the parent/guardian and student to discuss any referral to appropriate agencies to remedy the conditions.

Students are subject to the disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Principal to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism.

If a student is absent for more than 20 days per year, the Principal shall notify the county attorney of the county in which the student resides and shall also notify the Catholic School's Office.

Tardies

Students reporting to school after the 7:50 a.m. bell has rung will be considered tardy. Habitual tardiness, more than four times a quarter, will result in notification to the parent and require the establishment of a correction plan. (This does not include absences for doctor and dentist appointments.) For chronic tardy problems of more than 10 per quarter, additional tutoring may be recommended so that students are able to meet learning standards. When a student misses two hours anytime during the school day for any reason, he/she will be marked absent for ½ day. If parents anticipate that their child is going to be tardy in arriving at school, the parent/guardian must notify the school and send a note explaining the child's late arrival.

Absence

In case of a child's absence, a parent/guardian is required to call the school before 8:00 a.m. each day. The school will contact the parent/guardian when the absence has not been reported by 8:00 a.m. The school office may inquire about the nature of the child's illness to allow the school to be aware of the possibility of exposure to other students or staff members.

Assignments may be requested when a child is ill from school. The assignments should be requested when a parent calls in the child's absence by 8:00 a.m. The homework can be picked up in the school office at or about dismissal time or sent home with a sibling or friend. Arrangements will be made by the teacher with the parent/guardian and the student, if possible, to make up other work that was missed during the absence. An

absence of more than two hours in length shall be recorded as one-half day absence. **Students will receive one day for each day gone to make up missed homework.**

Family Vacations

Parents occasionally wish to take their children out of school for several days because of family matters. St. Bernadette School encourages families to limit the time students miss due to family vacations. **Families are encouraged to plan such vacations when school is not in session.** Even though students' complete assignments, valuable teacher/student instructional/classroom time cannot be made up. Attempts to send work with the student will be made, however, it may not be possible in all cases. It is up to the student to make arrangements for making up any work missed as soon as the student returns to school. **Students will receive one day for each day they are gone to make up missed work.**

Transfers

When a new student is registered, ordinarily parents will have requested the transfer of records from the original school. If not, our school will ask the parents to sign a release form for enclosure with the school's request for transfer of academic/health/diagnostic screening records.

If a student is transferring from St. Bernadette School, the school should be notified in ample time of departure so it can assist in the transfer procedures.

FAITH FORMATION

Faith Formation

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

Liturgy of the Mass

The Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught about Mass and given opportunities for participating at Masses appropriate to their age level. Grades 1-4 attend Mass on Wednesdays at 8:00 a.m.; grades 5-8 attend Mass on Tuesdays at 8:00 a.m. All-School Mass is held on Fridays at 8:00 a.m. for PK-8th grade students. Pre-Kindergarten all day program students and Kindergarten students will attend Friday Masses once they have been prepared and All School Special Masses as well as church holy day and special occasion Masses. Information about special Masses will be communicated in the newsletter and often times by School Messenger e-mails. Parents are invited to attend Mass when possible. Students are allowed to sit with parents or grandparents during Mass.

Sacramental Preparation

Students receive special intense preparation for Reconciliation, Holy Eucharist, and Confirmation. This is done in cooperation with the parent/guardian. Students will receive the sacraments only if they are adequately prepared. Reception of the sacraments is celebrated jointly by families in both the five-day school and catechetical program. The sacraments of Reconciliation and Holy Eucharist are ordinarily received for the first time by second grade students. Meetings are scheduled during the year so parents may review the content of preparation, deepen their own understanding of the sacrament being received, and help prepare their children for receiving these sacraments.

Preparation for Confirmation involves 7th and 8th grade students and requires candidates to participate in special retreats and service activities. Confirmation is received in 8th grade; a mastery of basic religious doctrine is required. There are also parent meetings for this sacrament.

Prayer

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer daily. Prayer services are planned for special liturgical seasons and feasts such as Advent, Lent, May Crowning, Thanksgiving, etc.

Religion Instruction

Each student receives daily instruction in religion. The instruction follows the Archdiocesan Curriculum Guidelines. Content includes Doctrine, Scripture, Tradition and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith, Church personnel, and being a Catholic. The Pastor teaches in the classrooms on a regular basis.

Service

Service to others is one way children learn the responsibilities of belonging to a caring community. Each classroom participates in service projects during the year, either as a class or in conjunction with all-school projects. Some service projects are coordinated with parish activities, directed toward the parish or toward the larger community of neighborhood, city, country, or world. In addition, 30 family service hours are required for each school year. **Information regarding services hours can be found in the monthly newsletters.**

Family Life/Human Sexuality Education

As children and young people advance in years, they should be given positive and prudent instruction on human sexuality/chastity. (Vatican II Declaration on Christian Education, No. †1, †1965). We continue to regard this education in human sexuality/chastity as an important priority in Christian education, met in part through diocesan-approved family life education in Catholic schools and other instructional programs. Family life education refers to the broad program in family living designed to impart knowledge regarding practices, values, and attitudes affecting family life in accordance with the teachings of the Catholic Church. St. Bernadette School provides education in family life and human sexuality/chastity which is in accord with Archdiocesan guidelines and official church teaching.

Guidelines:

1. The program in human sexuality/chastity education will have the following characteristics:
 - to embrace the entire person - moral, spiritual, psychological, emotional, physical;
 - to include all important biological and scientific information within the context of the moral teaching of the Church;
 - to respect the age, maturity and circumstances of life of the learner;
 - to present both the beauty and giftedness of sexuality/chastity and the ways that society has abused and distorted sexuality through hedonism, sexism and consumerism.
2. The rights of parents as primary religious educators are respected at every level.
Materials for parents that parallel what is being taught in the classroom are available to assist parents in educating their child.

3. It is essential that teachers: a) have a faith commitment to Catholic moral values and teachings; b) accept themselves in their own sexuality and the developing sexuality of those they teach; and c) have the enthusiasm and ability to handle course content intelligently and sensitively.

CURRICULUM

Curriculum

St. Bernadette School complies with Nebraska state law regarding the instructional program. St. Bernadette School will have a minimum of 1,032 hours of instruction for all students. The academic curriculum includes:

Religion	Social Studies	Physical Education
Reading	Mathematics	Library Skills
English/6 Traits Writing	Art	Computer Technology
Handwriting	Science	Health
Phonics	Music	Spanish
Spelling/Vocabulary		

The school calendar will be designed each year to reflect this compliance while specifying school hours, the number of school days, the number of teacher in-service days, parent/teacher conference days, and total teacher contract days.

The classroom teacher is responsible for scheduling instruction in all curriculum areas on a daily and weekly basis in compliance with time expectations and curriculum guidelines of St. Bernadette School, the Archdiocese of Omaha, and the State of Nebraska. Schedules are subject to change as necessary in the professional judgment of the teacher, and /or administration.

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

Exit Outcomes

All graduates of St. Bernadette School will demonstrate, according to their age:

- ** Religious knowledge, virtues and practices
- ** Knowledge of core disciplines and the fine arts
- ** Higher order thinking skills
- ** Effective communication skills
- ** Effective social interaction skills
- ** Independent learning skills
- ** Knowledge of practices essential to:
 - * sound health

- * stable families
- * good stewardship
- * effective citizenship
- * life-long learning

Multi-Cultural Education

It is the policy of St. Bernadette 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.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflect racial, ethnic, or cultural bias.

ACADEMIC PROGRAM

Grading Scale

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

96 - 100	A	
94 - 95	A-	
92 - 93	B+	S - Satisfactory
88 - 91	B	P - Progressing
86 - 87	B-	N - Needs Improvement
84 - 85	C+	U - Unsatisfactory
80 - 83	C	
78 - 79	C-	
76 - 77	D+	
72 - 75	D +	
70 - 71	D-	
Below - 70	F	

Honor Roll

We offer our students in grades 7-8 the opportunity to participate in our Academic Honor Roll. Honor Roll is based on the individual student’s grade point average (GPA). A student cannot have a D or an F in any subject to make honor roll (this includes students having missing or late assignments) Teachers have the option to work with students and use their best judgment in regards to missing and late assignments.

The Criteria for Honor Roll is as follows:

High Honors:

4.00-3.75 (GPA)

First Honors:

3.74-3.50 (GPA)

Second Honors:

3.49-3.00 (GPA)

Letter Grade = Points Awarded

A---4 B---3 C---2 D---1

The letter grades from those classes that meet five days a week will be ‘weighted’ or counted four times. The letter grades from Specials will be ‘weighted’ or counted twice. Electives are ‘weighted’ or counted twice. The total number of points will then be divided by 35 to get the GPA.

Homework

Homework is an important aspect of the educational program; it is assigned to reinforce material taught, to encourage thinking skills, and to foster habits of independent study, self-discipline, and organization. It is the student’s responsibility to see that homework is completed on time and returned to the school by the due date. We encourage parents to be supportive in this process but we also ask that they allow their children to be the responsible party in getting things turned in to the teacher. **Homework assignments may not yet be determined prior to a student leaving for vacation.** It is up to the student to make arrangements for making up any work missed as soon as the student returns to school.

Homework should create an awareness in parents of the type of material being presented in various subject areas, and serves as a practice for skills and content introduced in class. Parents should encourage their children to fulfill assigned homework as well as classroom assignments. Meaningful homework should be given as needed Monday through Friday for each grade level. The suggested amount of homework per grade level is:

Grade 1: 20 to 40 minutes

Grade 2: 20 to 40 minutes

Grade 3: 20 to 40 minutes

Grade 4: 20 to 40 minutes

Grade 5: 30 to 60 minutes

Grade 6: 30 to 60 minutes

Grade 7: 60 to 90 minutes

Grade 8: 60 to 90 minutes

Homework can be given on weekends and holidays. Long term assignments may be given as well, allowing students to practice time management skills.

Grades K-8: Please communicate daily with your classroom teachers regarding his or her homework policies.

When a student is absent from school, a parent / guardian may request that their work be prepared by the classroom teacher and brought home by another person. If a parent wishes this, the parent will need to send a note in the morning or contact the school stating they want the homework to be sent home. The school work will be left at the school office at or around the end of the school day unless otherwise directed. Students will have one day for every day missed to complete and turn in their homework.

Progress Reports/Report Cards

Mid-trimester progress reports are prepared and in Sycamore for students in grades 1-8. Parent/teacher conferences are scheduled **twice** during the year. The **first conference is mandatory** and is used to discuss report cards, student talents, and any special needs a student may have. The **second conference is optional** and may be requested by either a parent or teacher. **Students in grades 5-8 are required to attend conferences.** Report cards will be prepared each trimester for grades PreK--8. A paper copy of the report card is provided at the fall conference and at the end of the school year. All other reporting times, grades can be accessed on Sycamore. The grading system for achievement and effort is explained on the report cards.

Failing Work

Parents of students who are failing or doing unsatisfactory work in any subject area will be notified prior to the end of the trimester. This notice may be in the form of a parent letter, a progress report, a phone call, a request for a conference or other correspondence. Students who are failing a subject at any time will be asked to stay after school with the classroom teacher until the student has earned a passing grade. Parents will be notified by a phone call from the classroom teacher to work out arrangements to improve the student's grades.

Promotion and Retention

A child will be promoted on the recommendation of the teacher and the Principal. The child will have evidenced mastery of the required curriculum and a maturity level that supports continuous progress.

The teacher and Principal will notify parents/guardians immediately of any difficulty a child is experiencing in meeting the academic, psychological, and social requirements for promotion. After a concerted effort has been made by the teacher, parents/guardians, and Principal to help the student acquire the needed skills, a decision will be made as to promotion or retention.

Testing

Terra Nova Tests are given annually usually during the first quarter of school to grades 3, 4, 5, 6, 7 and 8. Results are provided to parents and are used by teachers to identify and address strengths and weaknesses of students. Schools of the Archdiocese fulfill State requirements relative to criterion-referenced assessments.

STAR

St. Bernadette utilizes a computer-adaptive assessment called Renaissance Star Assessments. Star Assessments are a comprehensive pre-K – 12 assessment solution that helps to accurately measure students' reading and math achievement and growth.

Star Benchmarking Assessments can be given as often as three times a year (fall, winter, and spring). Benchmarking helps educators plan and deliver the most appropriate instruction by giving them reliable data and information about each student. Star Assessments can also be used to set and track student progress toward individual goals. Individualized goals can be measured as often as weekly and allows teachers to monitor student progress toward those goals. The Star Assessments program then provides instructional resources that teachers can assign to address individual needs. Some of these assignments may be worked at home or students may participate with others during class time. The goal is improved learning on targeted standards.

Students with Special Needs

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will be made to help students develop skills affecting academic growth.

Enrichment instruction shall be offered when possible and deemed appropriate by the teacher in consultation with the parent(s) or guardian and the Principal.

When academic delays and behavioral impairments exist to the degree that school adaptation is difficult, the Principal and classroom teacher(s) will conference with parents. Diagnostic testing services are available to students through the Omaha Public Schools and after consent by parent or legal guardian. Teacher recommendation and testing results will be used to determine a student's level of need.

When the diagnosis is made through the Omaha Public Schools, suggestions for helping the student will be reviewed by the school and public school representatives. Recommendations will be made to the parent based on the information gathered through assessments, teacher recommendation and observations. Parents may be encouraged to seek tutoring or other support services offered through the Omaha Public Schools. If this assistance does not result in significant progress within a specified time, the Principal will assist parents in locating a more helpful educational situation or setting for the student.

Student Records

In compliance with the Federal Family Rights and Privacy Act, St. Bernadette School maintains a policy that requires parents/guardians be given access to their child's educational records and prevents the school from allowing information to be released to others without parental consent. The only information that may be released without parental consent is referred to as 'directory information' which includes name, address, phone number, and names of the parent/guardian.

In addition to directory information, student files consist of:

Academic Information - Attendance and health records, grades, narrative reports, etc.

Psychological Information - Psychological evaluations, tests, and guidance-related data
(if such information has been obtained by the school).

Disciplinary Information - Disciplinary measures administered by professional personnel.

When a student is transferring or graduating from St. Bernadette School, records will only be released when a 'release of information' form has been signed by a parent and sent to school. **St. Bernadette may refuse to release records if all fees and fines are not paid in full.**

Class Size

The number of students in a classroom will be determined by the Executive Director and Principal. If a class is full and additional students wish to enroll, their names will be placed on a waiting list. The principal will communicate with parents and teachers in regards to placement of twins and siblings in the same grade when there is an option for two home rooms.

Textbooks/Supplies

Textbooks/textbook loan books are the property of St. Bernadette School and the Omaha Public Schools. They are available for student use through the payment of the student fees or on loan from the public school. If any book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay an appropriate fine. To make it possible for these books to be used for a normal period of time, **students are required to have all textbooks and consumables covered with book covers at all times.** Any type of adhesive paper is never allowed to be used to cover books.

Supply List

A supply list is prepared by the teachers for each grade level. Only those supplies listed should be purchased. Toys, pets, radios, nuisance items, etc., are to be left at home unless requested by the teacher for various projects. If children persist in bringing unauthorized items to school, the staff will bring those items to the office. Items may not be brought to school for trading or selling. If a student attempts to bring items to school to trade or sell, that student will be disciplined.

Lockers

Lockers have been purchased for students in grades PK-8. The lockers are the property of St. Bernadette School. They are available for student use throughout the school year. No inappropriate material of any type may be displayed or stored in the locker. Only magnets may be placed on the locker surface (no tape of any kind). The school reserves the right to periodically check the lockers.

Rights of Non-Custodial Parents to School Information

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the Principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. A court document showing legal custody of the child must be given to the school office. Unless the school is given a copy of legal custody documents which indicate otherwise, it will be assumed that both parents continue to have the same rights, privileges, and obligations which existed prior to the separation/divorce.

1. Court Orders

At the time of registration and/or as the parents become aware, court orders must be presented to the Principal by either or both parents.

2. Records

Non-custodial parents may submit written requests for their children's records unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has a right to the student's records unless a court order, to the contrary, has been provided.

3. Conferences and Information

Non-custodial parents may attend regular parent/teacher conferences or arrange special parent/teacher conferences unless they have been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, are not considered part of a student's records. The school is not required to provide such information to non-custodial parents, but may comply with requests if it is feasible to do so. The school strongly encourages both non-custodial and custodial parents to attend conferences together whenever possible.

4. Other Contacts

If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes unless restricted by a court order. The school must be notified to specific restrictions regarding visitation of non-custodial parents.

5. Joint Custody Information

If parents have joint custody, each parent will have the same rights unless restricted by court order. The school will require a copy of the legal document indicating who is the custodial parent and may also require identification from the non-custodial parent.

Sharing of Information Policy

It is the policy of St. Bernadette School that personal student information (and information on his or her family) will not be released to any outside sources. Exceptions to this include those required by law or Archdiocese policy requirements or when the family agrees to the release of specific information.

TECHNOLOGY

Technology Use

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in 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 the Principal, and his or her decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
 - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
 - g. Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites (including, but not limited to, Facebook, Twitter, and MySpace) or Electronic Communication Devices (ECD's) such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 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, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
5. Your St. Bernadette School account and password are confidential and must remain so. Do not use another individual's account and confidential password.
6. Use of a photograph, image or likeness of one's self or of any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
7. Using St. Bernadette School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
8. Employees are prohibited from permitting any other individual or entity from creating a web site for the St. Bernadette School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, or parent for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
9. Employees are not permitted to allow a non-employee to use a St. Bernadette School computer or other equipment unless the non-employee is an authorized volunteer.
10. St. Bernadette School reserves the right to monitor employee and student use of St. Bernadette School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of St. Bernadette School computers, the Internet, or email.

SCHOOL DISCIPLINE

Rights and Responsibilities

The following is a list of rights and responsibilities of all students, teachers, and other adults involved at St. Bernadette School:

- * All students have the right to learn.
- * All students need to participate in a positive way to the learning environment.
- * All teachers have the right to teach.
- * All persons have the right to feel safe, both in body and in feelings.
- * All adults in the building have the right to do their job without interference from others.
- * All persons are responsible for following the school rules.

Beyond classroom discipline, the adults also work toward a consistent Discipline Cycle for the total school. Occasionally, it will become necessary for adults to take immediate steps to remove a student from the group in order to protect a student and/or the learning environment of the school.

This is necessary when a student

1. is in physical or psychological danger;
2. is being unreasonable and cannot decide for themselves the best course of action; or
3. is testing his/her abilities and pushes beyond the limits of respect by using abusive language or actions.

If possible, the adult who removed the child will work quickly to help the child get him/herself under control.

School Rules

The way a student conducts himself or herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals. Three school-wide rules are expected to be followed by all students at all times. These rules are:

- 1. Be respectful to yourself and others as children of God;**
- 2. Be responsible**
- 3. Be safe**

Students are expected to comply with additional individual classroom rules and procedures.

Cafeteria Rules

- Students should enter and leave the cafeteria in an orderly manner (no running).
- Student should talk quietly and remain seated while they are eating.
- Students should not leave the cafeteria without permission from their teacher or the cafeteria supervisor.
 - The throwing of food will not be tolerated.
 - Respect yourself and others.
 - Students are expected to clean up their area prior to leaving the cafeteria.
 - Follow the rules of the cafeteria.
 - Students are not allowed to share food or drink with others at their table.
 - Share table rules are listed on page 22 of this handbook.

Playground Rules

- Students are expected to follow all rules of games and activities.
- Students will participate in outdoor recess unless specified by a physician.
- Students are not allowed to leave the playground without the permission of the teacher on duty
- Students will keep hands, feet and objects to themselves. Students will not be permitted to push, shove, tackle, hit, kick or come into physical contact with other students. Games such as Red Rover and tackle football are not permitted.
- Students will be respectful and follow the directions of all staff members.

Inappropriate Behavior

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school, during school activities, or while a student is acting as a representative of St. Bernadette School, they are considered serious offenses. This list is not intended to be all inclusive. Students may be disciplined or suspended for any of the following:

- Violations of the philosophy and/or policies of St. Bernadette School;
- Serious disruption of a class or school situation;
- Use of abusive, rude, disrespectful, or inappropriate language and/or response in an in-subordinate manner to teachers, teacher assistants, volunteers, or other authorized adults on the property;
- Physically harming, harassing, threatening force, violence, coercion, or intimidation of any person (adult or child) on the premises;

- Damaging or stealing school property or another's personal property;
- Possessing any dangerous weapon, substance, or obscene materials;
- The possession, transmission, and/or use of tobacco, drugs, or alcohol;
- Cheating, copying work of others, or any form of academic dishonesty;
- Excessive tardiness (when not health related);
- Rowdy behavior, i.e., running, pushing, shoving, yelling, etc.;
- Bringing a nuisance item (pager, cell phone, CD player, walkman, matches, lighters, toys, etc.) that might cause a disruption; or
- Signing any person's name other than his/her own will be considered forgery.

Student Offensive Conduct, Bullying or Harassment

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

- Examples of offensive conduct, bullying or harassment include but are not limited to the following:
- Explicit and offensive references or gestures;
- Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

The following is a commonly referenced definition of bullying:

"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

- **Bullying or Normal Conflict-** Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
- **Bullying or Harassment-** Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.
- **Types of Bullying-** Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm..

Procedures for Reports and Investigations Relative to Offensive Conduct, Bullying or Harassment

An individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow.

St. Bernadette School will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

St. Bernadette School will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature than the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People, will take effect.

Fighting and Other Disturbances

When a fight occurs, the possibility of injury or damage to other persons or property exists. For the protection of persons and property, such activities will not be tolerated at school. Throwing snow balls, rocks, or other objects also involves the possibility of injury or damage to persons or property. Such activities will not be tolerated. If students choose to violate this policy, they may be suspended; repeated violations of this rule may result in expulsion.

Conflict Resolution:

All staff will work with students to resolve conflict peacefully. The following steps may be taken to assist students in resolving conflicts. Each situation will be handled on an individual basis. Situations will be handled at the discretion of the staff and Principal and may result in immediate action or removal of the student for his/her safety as well the safety of classmates and staff.

1. Verbal Reminder
2. Cooling off period in designated 'safe space' in classroom.
3. Cooling off period in a buddy classroom. Teacher will call parent/guardian.
4. Cooling off period at the office.
5. Conference with Principal.
6. Principal may call parent/guardian. Conference may be requested.

Cell Phones

Due to the distraction electronic devices create to the educational purposes of the school, cell phones, portable media players and other electronic data and communication devices are to be turned off during school hours. Cell phones and portable media players should be stored in backpacks in the lockers.

1. The school will not be responsible for lost, stolen, or damaged electronic signaling devices.
2. The use of electronic signaling devices at any time during the school day is not permitted. (This includes the use of a cell phone for calling, texting, photographing, videoing, playing games etc. These same examples are in effect for portable media players.)
 - a. These regulations will be enforced from the time a student is dropped off to the time they are picked up to return home (including any time at the after-care program.) There are school phones that can be used at any time to reach parents or to make important arrangements.
3. Electronic signaling devices are to be on power-off mode at the start of the school day and remain that way until the end of the school day. Leaving an electronic signaling device on the vibrating mode is not permitted.

Students relinquish any reasonable expectation of privacy when they use cell phones to call, send text messages, take photos / videos or play games at school. If a cell phone rings, buzzes, flashes, etc. the school staff has the right to confiscate the phone and search the call log to determine who has been contacting the student. In the event the call was initiated at school or used inappropriately, appropriate disciplinary action according to the discipline outlined below will be taken against everyone involved.

Phones ringing or buzzing in school lockers will be considered in violation of this policy.

Students will be permitted to possess and use cell phones during the school day in response to a health related emergency when a licensed physician has indicated in writing that the device is essential for the health of the student and the student has received prior permission from the school Principal or designee to possess and use electronic devices in response to health related emergencies.

Discipline: When a device is used at school it will be confiscated, taken to the school office, and held until a fine of \$20 is paid. If it is determined that the device has been used for cheating, harassment, or some other inappropriate behavior, the device will be returned to the parent at the end of the school year with the potential for additional discipline beyond the \$20 fine.

Smoking

State laws and St. Bernadette Parish prohibit students from carrying and/or using tobacco products on parish property, at parish-sponsored activities, or when representing St. Bernadette School in any capacity. Students who violate this policy are subject to suspension, and repeated violations of this rule may result in expulsion.

The St. Bernadette School is a non-smoking environment at all times. Use of tobacco products by anyone is prohibited.

Alcoholic Beverages

State laws and school policy strictly prohibit student possession or use of alcoholic beverages on school property or at any school-sponsored functions. Students who violate this policy may be suspended, referred to legal authorities, or be required to participate in a counseling program at the expenses of the parent/guardian. Repeated violation of this rule may result in expulsion.

Illegal Drugs

State laws and school policy strictly prohibit the use, evidence of use, possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look-alike pills of any type, or possession of drug-related paraphernalia, anywhere on school property or at any school-sponsored activity. If students choose to violate this policy, they may be suspended and/or expelled, referred to the appropriate legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian. Repeated violations of this rule may result in expulsion.

Alleged Violations of Drug Policy

When school officials are informed by law enforcement officers or other credible sources that students may be involved in violation of school drug policies, the following investigative steps will be taken:

1. Parents will be provided with the same information that has been provided to the school and asked to meet with the Executive Director, the Principal, and the student to discuss the information. The school will divulge the name of any student who is alleged to be in violation of drug policies only to that same student and to the student's parent(s) or legal guardian.
2. School officials and involved law enforcement officers will continue to monitor any situation which has given rise to alleged student violation of school drug policy.

Weapons

Students are forbidden to possess, handle, transmit, or use knowingly and voluntarily, any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used in a threatening or violent action will be considered a weapon and will be considered a serious offense.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives, or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion. A second offense in violation of the weapons policy will result in immediate expulsion.

Nuisance Items

Nuisance items which may cause disruptions in school are not allowed. All nuisance items brought to school will be taken by staff members and sent to the office. Nuisance items include, but are not limited to: pagers, cell phones, CD players, CD's, Walkman's, iPod, matches, lighters, any type of trading cards, collectibles, toys, stuffed animals, etc.

Fire Hazards

Items considered fire hazards (e.g., fireworks, smoke bombs, matches, lighters, etc.) are prohibited on school property. Students who violate this regulation may be suspended.

Suspension and Expulsion

Reasons for suspension and/or expulsion include, but are not limited to, the following:

- Physical or psychological behavior that presents danger to anyone in the school
- Fighting or serious disruption of a class or school situation
- Possessing any dangerous weapon, substance, or obscene materials
The possession, transmission and/or use of tobacco, drugs, look-alike drugs, drug paraphernalia, or alcohol
- Abusive in tone or gesture
- Responding in an insubordinate manner to teacher, teacher assistant, parent volunteer or other authorized adults on the school property
- Out of control, unreasonable behavior
- Damaging or stealing school property or another's personal property
- Violating the philosophy and/or policies of St. Bernadette School.

Suspension (In School/Out of School)

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. The student will do homework as well as other activities determined by the Principal. Suspension may also be out of school.

The following procedures will be followed for suspension:

1. The decision to suspend a student rests with the Principal, but the Executive Director will be notified when appropriate.
2. The student will be removed from the situation and taken to the Principal.
3. The Principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.
4. If suspension is necessary, prior to the suspension of the student, the parents/guardians will be called for a conference with the Principal. Student and parent/guardian will be notified of the reasons for the suspension, the length of the suspension, the type of suspension (in-school or out-of-school), and the conditions for returning to school.
5. When a student is suspended, all school work is due on the day the student returns to class. Tests and quizzes need to be made up. Students who are suspended are able to receive full credit for work completed appropriately and correctly.

Expulsion

Expulsion is the permanent exclusion of a student from school and school activities. St. Bernadette School will use expulsion only when the student's behavior is a hindrance to the welfare, safety, learning and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules and regulations of the school.

The following procedures will be followed for expulsion:

1. The decision to expel a student rests with the Principal.
2. The student will be removed from the situation and taken to the Principal.
3. The Principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.

4. Parents/guardians will be involved in all the procedures leading to expulsion.
5. Upon expulsion, the student's parents/guardians must be notified in writing of the measure being taken, and the reasons for the expulsion.
6. The expulsion may be reconsidered by the Assistant Superintendent upon a written request from the parents/guardians.
7. The Principal will notify the Superintendent of Catholic Schools and, upon request, provide record of the evidence justifying expulsion of the student.
8. The Principal will notify the public school authorities of the expulsion.

Cooperation with Law Enforcement and Other Governmental Agencies Requesting Access to Students

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal of the school and state the nature of the inquiry or investigation.

2. Student Interviews. In cases where Law Enforcement Personnel wish to interview a student, the Principal shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal shall remain present during the interview unless otherwise directed by the Interviewing Officer.

3. Notification.

- a. Parental Notification. In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.

In all cases where a student is taken into custody and removed from school premises, the Principal shall promptly notify the student's parent or legal guardian.

- b. Superintendent of Catholic Schools Notification. In all cases where a student is interviewed or apprehended, the Principal shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.

4. Documentation. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

HOT LUNCH

Hot Lunch Program

School Meals Program Tickets are available for purchase daily. Meal and milk process are reviewed annually.

Children are expected to pay for their lunches before being served. However, if a child forgets his/her lunch money, he/she may charge a lunch. If parents would like to eat lunch with their child, the cafeteria should be notified in writing, or by a phone call (731-3033), or through their child by 9:00 a.m. so sufficient food can be prepared. Cafeteria workers are allowed free lunch and/or milk on days they serve. **When a student brings cold lunch, it cannot include commercial items from fast food restaurants; pop is not permitted with any lunch. Parents are also not allowed to bring to their child(ren) lunch from a fast food restaurant. No Exceptions.**

Children purchasing lunch/milk tickets should bring payment in an envelope clearly labeled ‘Lunch money’ and having the student’s name and home room number on it. This should be given to the home room teacher at the beginning of the school day.

Families are invited to complete the free/reduced lunch forms. All information is kept confidential. Non-discrimination statement: This explains what to do if you believe you have been treated unfairly.

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

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

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

- Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- Fax: (202) 690-7442; or
- Email: program.intake@usda.gov

This institution is an equal opportunity employer.

SCHOOL PROCEDURES

School Closing

When St. Bernadette School has to close because of inclement winter weather, this information will be broadcast on **television stations**. St. Bernadette School is included under Omaha Catholic Schools on most occasions in school cancellations. St. Bernadette School will follow the decision made by Omaha Catholic Schools and will be included in their school closing announcements. However, in the event that the school may be called off due to other unique circumstances, St. Bernadette School will be announced as its name. If school closes after the day has begun because of bad weather, we will follow the same procedures as above. Students will be dismissed in accordance with requests made by parent/guardian as shown in Sycamore. Because so many of our parents work outside of the home and may not have the ability to leave work, the school will make every effort to remain in session.

In the event of any extreme weather conditions, parents/guardians have the right (and are encouraged) to use their own judgment in sending children to school, keeping them home, or in picking them up early. A child will be dismissed only with adult supervision and with the permission of the administration.

Students Remaining Inside for Recess

Dedicated to the development of the whole human being, St. Bernadette School provides a period of time when students can experience social interactions with fellow students. Students go outside when the weather permits. Any child who is to stay indoors will need a note from a parent/guardian or a doctor stating the reason. Special arrangements should be made with teachers for children who have chronic health problems that prohibit them from being outside on certain days. Students need to dress appropriately for weather. Coats, hats, scarves and gloves should be worn on cold weather days as students may still go outside.

Reporting Of Suspected Child Abuse/Neglect

State law requires that any St. Bernadette employee is required to notify Child Protective Services of the Nebraska Department of Social Services and law enforcement officials if they believe a child has been subject to abuse or neglect. St. Bernadette School cooperates in the investigation of such cases.

Smoke Free/Drug Free Facility

St. Bernadette educational facility is a smoke free/drug free environment.

Visitors

Anyone who comes to the school during school hours must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents, should come in the main entrance near the bell tower. Students are expected to show courtesy to parents and special guests who are present in our school.

Items brought to school for students must be brought to the school office to avoid disruptions in the classroom settings. These items must be labeled with the student's name, room number, and teacher.

Continuity of instructional time during the day is important. Parents who would like to meet with a classroom teacher will be asked to schedule an appointment with the teacher ahead of time.

Pets

No pets of any kind are allowed at/in school, this includes arrival and dismissal times.

Volunteers

Volunteers are used extensively in our school. Volunteers need to go to the office for a volunteer/visitor pass. Areas of needed assistance are the classrooms, cafeteria, library, and for many committees and special events. The staff and students appreciate the volunteers giving of their time, talents, and energy.

Asbestos

In compliance with AHERA regulations, we hereby notify you that asbestos containing materials do exist in the building designated as St. Bernadette School. These materials are kept in good repair. These areas received their 3-year inspection in **June, 2018**.

Lost and Found

All items lost or found should be reported or brought to the school office. Students should **not** bring large sums of money or valuables to school; the school is not responsible for loss of personal items or money. Those who have lost anything should inquire at the school office. Items remaining in lost and found will periodically be donated to the Good Will or St. Vincent De Paul Society.

Lost and Damaged Books

Students are responsible for school library books checked out to them. If a book is damaged, the student who checked the book out must pay either the cost of the book or an amount determined by the librarian which will be based on the extent of the damage. If the bar code on the back of the book is removed and then put back on, the fine is 25¢. If a book is lost, the student must pay for the book. If the student later finds the book, he/she will be refunded the cost of the book less the fine. The fine will be determined based on the day the book is reported lost to the day of payment.

Students are also responsible for St. Bernadette textbooks and the Textbook Loan books from Omaha Public School that are loaned to us. If the book is new and is lost or damaged, the student will have to pay the new book price; for a used book, the price will be adjusted.

Care and Use of Parish, School and Personal Property

Student desks, lockers, and other storage areas are the property of the school. Students are allowed to use them with the understanding that the school property may be inspected by authorized persons at any time for concern of health, safety, or the welfare of the school community. Students who damage or destroy school / parish facilities and their contents, or the personal property of any student or employee of the school / parish, will be required to pay restitution. Appropriate disciplinary action will be taken.

Telephones

Each classroom has a telephone installed. The teacher will use his/her professional judgment when allowing the student to use the phone. The phone should never be used during class time unless it is an emergency. Before and after school, students must get permission to use the phone from the office. Teachers will not allow students to call home for forgotten homework. In regard to telephone messages, teachers and students are only called to the phone during class periods in the case of an emergency. Messages may be left at the office and office personnel will deliver it to the student. We discourage phone calls in which a child calls home for forgotten items. (Student cell phones will not be used to make phone calls at school. Classroom phones and the office phone will be used.)

SAFETY

Fire, Tornado, Disaster and Crisis Drills

In accordance with Nebraska State regulations, fire drills are held once a month and tornado/disaster/intruder/bomb drills are held at least once a year. Procedures for each have been defined by the Fire Department and the Civil Defense Department, respectively. Directives for classroom evacuation to shelter areas are defined and posted in each classroom as well as directives for exiting procedures in case of fire. All school personnel are versed in the defined procedures for emergencies, and students will always be under supervision. Students are expected to maintain quiet during any drill to ensure maximum safety for all. Please do not endanger yourselves trying to get to school if an actual warning is sounded; all precautions will be taken.

Crisis Response Team

St. Bernadette School has a Crisis Response Team consisting of the Pastor, Principal and designated staff members. A Crisis Response Manual is in place to facilitate effective management of crisis situations.

Safety Concerns

Students are asked to walk on the sidewalk at all times unless otherwise directed. Students are not allowed to climb on the retaining wall located outside the lower level doors. **Students are not allowed to climb trees or play on or around the playground equipment before school or at dismissal time.**

Students are not allowed to kick or throw balls at arrival and dismissal times except in designated areas. This type of activity can be unsafe to those not participating in the activity and not paying attention to their surroundings.

Dismissal: Due to a review of our dismissal procedures we have decided to make some changes for the upcoming school year. The following process will begin the first day of school and will provide a safer dismissal process for our students.

- Parents and all others picking up students must park in a parking stall.
- Students will not be released from their teacher until the parent or other adult picking up has walked to the sidewalk.
- Once on the sidewalk the students will notify their teacher that they see you and will be dismissed.
- We will not allow students to enter the driveway and get into a car as this causes a dangerous situation for students and causes a backup in the flow of traffic.

Safety Patrol/Fire Patrol

The school operates a Safety Patrol; these members will be on duty at the appointed times. When the temperature or the wind chill is below zero, there will be no safety patrol on duty; this is done for the safety of patrol members. Parents are responsible for their children crossing streets if they walk on those days. The school also operates a fire safety patrol; the patrol members are in charge of exits during the monthly fire drills.

Driving and Parking Procedures

Arrival and dismissal procedures are most critical for the safety of our students including the Safety Patrol. (See diagram at end of the Handbook.) Use the Margo Street entrance for the upper parking lot only. **Upon entering the lower lot at the bottom east drive, stay to the right, then circle to the left to exit. (See diagram at end of the Handbook.) During school hours' cars are to use the lower (southeast) entrance. Drivers are not to take down ropes, move cones, or drive on the grass to go around the ropes.**

Afternoon pick-up: Dismissal: Due to a review of our dismissal procedures we have decided to make some changes for the upcoming school year. The following process will begin the first day of school and will provide a safer dismissal process for our students.

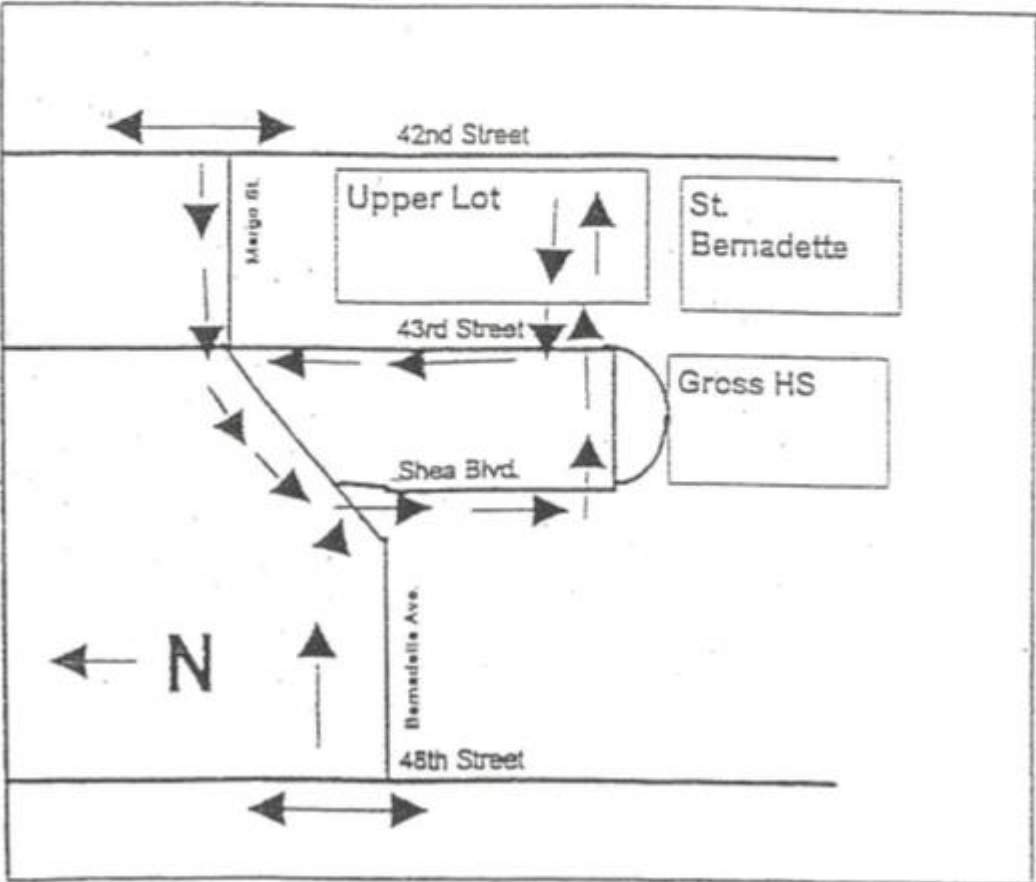
- Parents and all others picking up students must park in a parking stall.
- Students will not be released from their teacher until the parent or other adult picking up has walked to the sidewalk.
- Once on the sidewalk the students will notify their teacher that they see you and will be dismissed.
- We will not allow students to enter the driveway and get into a car as this causes a dangerous situation for students and causes a backup in the flow of traffic.

Grades PreK-3: At arrival, drive counter-clockwise. Children may be dropped off near the curb/sidewalk by the southeast school entrance. If you have children only in these grades, please use the southeast lower parking lot. Parking of cars may take place in the stalls only. At dismissal, drivers must park in the parking stalls and wait for children to walk to the car; no parking is allowed elsewhere.

Grades 4-8: If you have children only in these grades, please use the upper north parking lot. At arrival, drive counter-clockwise or park in a parking stall. At dismissal, park in a parking stall and wait for your children to walk to the car.

Drop-off/Pick-up maps

The diagram below indicates the traffic pattern in the UPPER LOT to be used when dropping off or picking up children in Grades 4-8.



The diagram below indicates the traffic pattern in the LOWER LOT to be used when dropping off or picking up children in Grades K-3.

