

St. Bernadette School Family Handbook 2022-2023



Member of the
Omaha Catholic School Consortium



OMAHA CATHOLIC SCHOOL
CONSORTIUM

“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.”

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St. Bernadette Catholic School
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St. Bernadette School Contact Numbers

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Parish Offices	402.731.4694
OCSC 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 / PS / PK: Classes begin at **7:50 a.m.** and dismiss at **2:55 p.m.**
Half Day PS and PK: 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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ST. BERNADETTE MISSION STATEMENT

I am a Disciple of Christ from St. Bernadette.

I will follow God's plan to be the best version of myself

through my learning,

my interactions with others

and my relationship with Jesus.

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.

INTRODUCTION

The Consortium was founded after a study of our Archdiocese completed by the Meitler Group. Archbishop Lucas had the goal to ensure that Catholic education was affordable and accessible to families in southeast Omaha for generations to come. In an effort to achieve that goal, a unique governance model began in 2012—the Consortium. Initially, it brought together five schools: Holy Cross, Our Lady of Lourdes, St. Bernadette, St. Thomas More, and Sts. Peter and Paul. In 2018, we opened the Dual Language Academy, increasing our school number to six. These six schools operate at individual locations but share one leadership team and one business office. The Consortium proudly serves 13% of the overall elementary school student enrollment for the entire archdiocese. The Consortium provides academic, administrative and financial support to its schools to ensure students have access to an exceptional education in nurturing and culturally unique environments, where they are encouraged to explore their Catholic faith and become disciples of Christ.

Consortium Mission Statement

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

Guiding Beliefs

The Omaha Catholic School Consortium will....

1. provide an excellent community of faith and learning.

2. nurture students who will develop a personal relationship with God by witnessing their faith through participation in the sacraments, community worship, and service to others.
3. develop students of character and self-discipline who model personal and social responsibility and who display a concern for others.
4. Empower our students to be critical thinkers who are fully prepared to use technology in an ethical way to further their learning.
5. provide a safe and nurturing educational environment guided by a collaborative, professional administrative practices.

Philosophy

Each member of the OCSC community is a person created in the image of God with infinite dignity and self-worth and each has the desire, the capacity, and the responsibility to learn. Each Consortium school admits students of any race, color, and national or ethnic origin. The faculty, parents/guardians, the parish, and the OCSC leadership share responsibility for providing learning opportunities for each child and each child has the responsibility to take advantage of those opportunities. The faculty and staff are responsible for providing a positive, affirming environment for learning that challenges every student and offers every individual the opportunity to experience success and God's love. The parent/guardian is responsible for supporting the school program, ensuring family participation in parish life, and providing time and encouragement for home study and independent reading. The parish is responsible for providing the school with spiritual resources and guidance and education in the faith. The OCSC is responsible for providing leadership and financial support in order to ensure that Catholic education is feasible for as many people as possible.

Purpose of Handbook

This Handbook is provided for informational purposes only and does not constitute a contractual agreement between any Consortium 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 any Consortium school's right to institute any course of disciplinary action which, in any Consortium school's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Each Consortium school reserves the right to add, modify, or abolish any of the Handbook provisions at any time with or without notice.

ADMINISTRATION

Episcopal Supervision

The Archbishop of the Archdiocese of Omaha, Nebraska, as chief representative of the Church's teaching authority, is the head of the school system in the Archdiocese. Practically, the Archbishop delegates comprehensive regulatory and general supervisory

authority, including policy-making, to the Archdiocesan Superintendent of Schools, Executive Director of the Consortium, and the Pastor of the Parish. The Archdiocesan Catholic Schools accept the authority of the Superintendent as delegated by the Archbishop. All Consortium schools will work in cooperation with the Catholic School's Office.

Executive Director

The Executive Director serves as Chief Executive Officer of the Omaha Catholic School Consortium and works closely with the Board of Directors in directing all internal and external activities of the Consortium. The Executive Director meets annually and works closely with the priests who are pastors of the parishes where Consortium schools are located, especially in the assurance of Catholic Faith Identity and the celebration of the liturgy and the sacraments. He/She supervises the principals of the 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.

OCSC Board of Directors

In accordance with the policies and guidelines of the Omaha Archdiocese Catholic Schools 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.

Board of Directors

Members:

Mrs. Vickie Kauffold, Superintendent of Schools

Mr. Mike Goetz, Executive Director

Tammy Blossom, Board Chair

Shannan Brommer, Dr. Sarah Kottich, John Maginn, Fr. John Pietramale, Jay Vankat, John Wilhelm

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 a Consortium School, monitoring the Catholic Faith identity and quality Religious education curricular offerings of the school, and overseeing the sacramental preparation for the students of said School.

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. The principal is the official representative and spokesperson for the school and is the administrator primarily responsible for assuring the policies enacted by the OCSC Board of Directors and Omaha Catholic Schools Office are put into action.

SCHOOL IMPROVEMENT PROGRAM (SIP)

Each school must create and maintain a School Improvement Program(SIP). The SIP team is comprised of teachers from varied grade levels, including Specials. This group is responsible for the overall School Improvement Process. This process formalizes our School Improvement Process as we analyze the whole institution—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students. The SIP teams at each site will be responsible for guiding this continued process of achieving academic excellence at each Consortium school.

HOME AND SCHOOL ASSOCIATIONS

The Home and School Association is the organization at the school level that maintains good communication between the home and the school, provides a vehicle through which parents/guardians can provide service to the school, offers a mechanism for parent/guardian education, organizes fundraising activities, and serves as a structure for political action. Membership is open to all parents/guardians of school children. For information on your school's H&S, please contact your administrator.

GRIEVANCE PROCEDURES

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns should be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern and a possible solution. In cases relating to specific school policies or procedures and outside their child's classroom, parents/guardians should begin with a discussion with the principal.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the principal.
3. Should the principal, upon hearing the concerns of the parent/guardian, feel it is necessary, he/she may schedule a meeting that involves the parent/guardian, teacher(s) and the principal to help facilitate a solution to the concerns being addressed in the classroom.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Assistant Superintendent should be contacted. The Executive Director has the ultimate authority for all educational operations in the school.

ADMISSIONS

Admission Guidelines

The principal at each individual school site 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 the desired school.
2. The family has siblings of accepted, new students.
3. The family is a registered and active member of the Parish directly connected to the school (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; date of school application and availability of parish school will be considered;
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.

As a way to better acquaint them with the given school, all parents/guardians and students will be required to meet with the Principal at school as part of the enrollment process. Each Consortium school requires all parents/guardians to give the school a copy of their child(ren)'s birth certificate and baptismal certificate.

Nondiscrimination Enrollment Policy

All parishioners, non-parishioners, and non-Catholics are welcome to attend a Consortium school. OCSC does not discriminate and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Since we are religiously oriented for the Catholic community, we give preference to members of the Catholic Church, but welcome members of the other denominations after our own community is served.

Admission Age Requirements

OCSC complies with Nebraska State age requirements for kindergarten. Children entering kindergarten must be five years old on or before July 31st.

Prekindergarten Requirements

To be eligible for the 4/5-year-old class prekindergarten classes, your child must be 4 years old on or before July 31.

Preschool Requirements

To be eligible for the 3-year-old preschool class, your child must be three years old on or before July 31. Students must be independently toilet trained.

New Student Admissions

For the admission of a kindergarten student or a transfer student, the parent/guardian must follow these guidelines:

1. **BIRTH CERTIFICATE**

OCSC complies with Nebraska 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 to be copied.

2. **HEALTH RECORD**

An up-to-date health record must be on file with the school office. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended as well.

3. **IMMUNIZATION RECORD**

An up-to-date immunization record must accompany the health record.

4. **SACRAMENTAL RECORDS**

Parent/guardian is required to submit a Baptismal Certificate regardless of religion.

5. **CUMULATIVE RECORDS**

For students transferring into any Consortium school, a copy of records from the previous school attended is required.

Enrollment

Enrollment for students currently attending a Consortium school will begin in February for the following school year. Confirmation of enrollment is the payment of the Registration Fees, completion of paperwork or completion of on-line forms and, when needed, a meeting with the principal. Open 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.

Registration Fees

All families are required to pay a \$100 **non refundable** registration fee per child each year. For families with multiple children, OCSC will collect \$100 per family and the remaining fees will be rolled into tuition. This fee is expected even if students enroll during the school year. It will secure a position in the desired 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 payments made by June 30 will be discounted. Inquire for details.

Withdrawal

Should it become necessary for a student to leave a Consortium for a reason such as moving or transferring to another school, the parent/guardian must give the Principal at least 48-hour notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and tuition must be current for OCSC to release any records. If you withdraw a student after school begins for the fall, you will be responsible for the entire trimester of tuition that the student attended. Records cannot follow a student without the completion of a Transcript Request form from the child's next school. All dues, fees and tuition must be paid in order for transcripts to be sent.

PARENT'S ROLE IN EDUCATION

At OCSC, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of a Consortium school involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at OCSC, we trust you will be loyal to this commitment. During these formative years (PreK- 8th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet

nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner in education will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers/administration will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence. Together let us support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at a Consortium school, parents are expected:

1. To set rules, times, and limits so that your child:
 - a. Gets to bed early on school nights
 - b. Arrives at school on time and is picked up on time at the end of the day
 - c. Is dressed according to the school dress code
 - d. Completes class assignments on time
 - e. Has lunch money or sack lunch everyday
2. To actively participate in school activities such as Home & School, Parent/Teacher Conferences, etc.
3. To notify the school with a written note/email when the student has been absent or is tardy.
4. To notify the school office of any changes of address or important phone numbers.
5. To meet all financial obligations to the school.
6. To inform the school of a special situation regarding the student's well-being, safety and health.
7. To complete and return to school any requested information promptly.
8. To read school notes and newsletters and to show interest in the student's total education.
9. To support the Home & School Association, HOPE program, the Church festival, the Annual Gala, or other school events to help meet the essential building needs of the school.
10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy, uniform policy and all procedures in this handbook.
12. Parents/guardians are encouraged to provide input; however, they are expected to treat staff, teachers and administration with respect and courtesy. Discussion on any

student or school issues should be done in a professional and respectful manner. If a parent/guardian's behavior is disrespectful, rude or disruptive to the educational program, or damages the reputation of the school, the school administration will decide whether the child(ren) will be allowed to continue education at the school.

Rights of Noncustodial Parents to School Information

OCSC policy on the rights to school information by a parent/guardian who do not have custody of their children is as follows:

1. Court Orders: At the time of registration and/or as the parent/guardian becomes aware, court orders must be presented to the principal by either or both parent/guardian.
2. Records: Noncustodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so.
3. School personnel may assume that the noncustodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. School personnel do not need permission from the custodial parent/guardian to provide records to the noncustodial parent/guardian, but it will notify the custodial parent/guardian that it intends to comply with a request from the noncustodial parent/guardian.
5. Conferences and information: Noncustodial parent/guardian may attend regular parent/guardian/teacher conferences or arrange special parent/guardian/teacher conferences unless he/she has been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, is not considered part of a student's records. The school is not required to provide such information to noncustodial parent/guardian but may comply with requests if it is feasible.
6. Other contacts: The school will not release a child to the noncustodial parent/guardian unless asked to do so in writing by the custodial parent/guardian. If custody has not been decided, the student may leave with either parent/guardian, unless a court order to the contrary has been provided. Noncustodial parent/guardian may visit the student's classes unless restricted by a court order.
7. Joint Custody Information: If parents/guardians have joint custody, each parent/guardian will have the same rights unless restricted by court order. The school may require a copy of the legal documentation of custody and may also require identification from the noncustodial parent/guardian.

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.

Service Hours

OCSC recognizes the unique blessings and capabilities of each child. We encourage students to give selflessly to others and to offer their time and talent for the betterment of

their school, parish, and community. We ultimately recognize, however, that the best teaching approach is modeling. No one will be admitted, readmitted or be allowed to remain as a student in a Consortium school unless that person and his/her parents/guardians subscribe to and follow the school's philosophy and agree to abide by the educational policies and regulations of the school, the entire staff, administration and the archdiocese.

Many school families already contribute much appreciated time, talent, and resources to our school communities. For their giving, we are grateful. For other families, stewardship (time, talent, and treasure) has yet to become a priority. In recognition that we need to practice what we teach, many of our Consortium schools hold the expectation that all families participate in stewardship opportunities through Parent Participation Programs (at home parish, other Consortium parishes or at the school).

SBS Family Service Hours Required

- 2 parent household = 30 hours a year / \$5 per hour not served
- 1 parent household = 20 hours a year / \$5 per hour not served

Information regarding options for services hours can be found in the monthly newsletters.

Required Parent Meetings

Back to School Night

In early August each year, parents/guardians come to open their lunch accounts, register for Extended Care, sign-up for membership and volunteer projects with Home & School, and shop for Used Uniforms, if available.

Curriculum Night

This is an evening for parents, a time to meet with and learn about your child's teacher and classroom routines and expectations.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences. Parent or teacher-initiated conferences may take place at other times throughout the year. Specific details will be sent home via school newsletters regarding conferences.

PROGRAMS

Preschool Information

PreS Program-- The PreS philosophy is that all children can learn in a play-based setting. A young child learns life-long skills through play. The child must be completely and independently toilet trained and must turn 3 by July 31. Absolutely NO pull-up diapers allowed. The PreS program will provide many opportunities for the 3-year-old to enhance his/her growth and development. Each child will learn a host of skills and acquire the

confidence and self-esteem to succeed in future school readiness.

Prekindergarten Information

PreK Program-- The PreK philosophy builds on the preschool program to continue the academic growth to meet the high expectations of the kindergarten program. School readiness is at the core of the PreK program. Students entering the PreK program must turn 4 by July 31. The PreK program places emphasis on academics, attention span, and cognitive skills. Each PreK student will be well prepared to meet the challenges at our Consortium schools.

The child's original birth certificate (with raised seal), immunization records, and \$100.00 non-refundable registration fee are required at the time of registration.

Hot Lunch Program

All of our Consortium schools offer hot lunch programs for our families. The payment program for each school site is handled specifically and information regarding that can be found in the site-specific portion of this handbook.

Students are not permitted to eat at local restaurants on their own or to order food for delivery. **Fast food delivery by parents is not allowed.** Students may not bring pop/soda to drink with their lunch. Students are not permitted to leave the school for lunch with a parent/guest. Other specific details can be found in the site-specific portion of this handbook.

Since we participate in the federal government subsidy program, free and reduced prices for lunches are available to children whose families meet the income guidelines. Applications are available at registration or at any time in the school office. All information is confidential, and much care is taken to ensure that students receiving aid are not made to feel or appear different from any other lunch purchaser. Any family that qualifies for this assistance is encouraged to participate.

Even if you qualify, but do not wish to participate, we encourage you to apply due to the fact that the number of families in the area who qualify for free and reduced lunch determines the number of other services made available to our community schools, public and parochial, such as Title I services.

All families will be charged full price for 'extras,' including those on free and reduced lunches. Parents are encouraged to track their child (ren)'s accounts to make note of extras. Students are only permitted to choose one 'extra' per day.

USDA Nondiscrimination Statement

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

To file a 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.

Extended Care (Tiger Den)

Each Consortium school offers before and/or after school for students. Registration materials including information about costs may be obtained from the school office.

The disciplinary policy of each school applies to its before and after school program.

K-8th GRADE ACADEMICS

Counselor

In partnership with Catholic Charities OCSC school have a licensed behavioral therapist available one day per week. The therapist will provide services to students to facilitate the emotional and social development of our school communities. The therapist will serve as a resource for family members and students on issues that are related to or impact the student's school life. Also, the therapist will be available to the principal for consultation regarding school related issues.

Curriculum

Our curriculum provides for the proper education of the student at each grade level. The subjects of Religion, Language Arts, Math, Science, and Social Studies are taught in each grade. Basic instruction in the core subjects is enhanced by placing additional emphasis on the processes of learning, creativity and the acquisition of study skills. Each school offers

added support to students and their families through our resource program.

Professional Development

OCSC teachers spend countless hours throughout the year, especially during summer months, preparing their classrooms, creating engaging lessons, and enhancing their teaching techniques. The week before school starts, faculty members attend meetings and ready their classrooms in anticipation of the upcoming school year. Once school starts, teachers continue to meet and communicate how best to serve the students numerous in-service opportunities. Staff serve on multiple committees related to curriculum and improving access to the latest technology.

Specials

Visual Art

All students are scheduled to have art once per week. For some schools, this is taught by a classroom teacher, while others have a part-time designated art teacher. Exploration in art helps our students with the development of motor skills, language skills, social skills, decision-making, and creativity.

Music

K-8 Students are scheduled to have Music class at least once a week. Once each year, the students will showcase their musical abilities to their family and friends with a performance that will be scheduled. See the school calendar for more details. In addition to vocal music, students may experience instruments like the recorder, guitar and keyboard. Students also have the opportunity to participate in Music in Catholic schools band program.

Physical Education

Students are scheduled to have PE class at least once per week. On P.E. days, students should wear appropriate shoes (tennis shoes). If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class. PE grades will be based on participation, and behavior.

Spanish

Spanish is offered to all K-8th grade students. The emphasis in grades K-6 is to create a solid foundation of basic vocabulary, reading and written skills. Students in grades 7-8 cover about the same material as the first semester of level one Spanish. Students learn vocabulary, grammar, and how to conjugate verbs. This class is intended to provide a knowledge base so they can successfully participate in High School Language.

Library/Media

Students in K-4th grade have a scheduled weekly library/media period. During this time they learn library skills and have the opportunity to check out books. In many of our buildings, the library media specialist may teach classes on video, animation, coding, or other digital media. Students in grades 5-8 are provided set times during the week to check out books for personal enjoyment or for research purposes.

RELIGIOUS FORMATION

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, 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.

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.

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.

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.

Sacramental Preparation

Students receive special 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.

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.

STUDENT SERVICES

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.

Graduation Requirements

Please be advised that it is the policy of our school that if your child has earned an F for two trimesters in one or more subjects, he/she will not participate in the graduation ceremony. Failure for two trimesters means that the student has not met the requirements in that subject. Students are given all the assistance needed to be successful, whether it be extra tutoring from a teacher(s), or from outside help, working with school staff to complete work, or redoing work to be certain students have understood the concepts taught. Failure in a class would only result from a lack of cooperation in completing assigned tasks.

Parents/guardians should be aware from first trimester and then second trimester grades if their son/daughter is in jeopardy. Frequent communication between parents/guardians, teachers, and students will occur during the third trimester to help students achieve passing

grades.

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 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 schoolwork 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.

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.

Report Cards

Report cards are usually sent home on the first Tuesday following the end of each trimester. Trimester progress reports are indicators of progress at the mid-point in the trimester and are not recorded on the student's cumulative folder. Trimester grades must be recorded on the cumulative folder along with attendance at the end of each trimester.

Retention

A teacher may recommend retention of a student after conferring with the principal and the parent/guardian. Reasons for retention include, but are not limited to:

1. Low grades
2. Excessive absences
3. Immaturity/inability to interact with peers
4. Emotional immaturity

After conferring with the parent/guardians and teacher(s), the principal will make the final decision as to the appropriate placement and/or retention of all PreK-8th grade children.

STAR Assessments

Our Consortium utilize 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.

Student Assistance Teams (SAT)

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.

The Student Assistance Team (SAT) is comprised of the resource teacher and several classroom teachers. Classroom teachers with concerns regarding student performance may initiate the SAT process. The classroom teacher will bring samples of work and strategies or modifications that are already being used in the classroom. The team will offer additional suggestions and strategies for classroom implementation or will recommend resource support if needed. If significant progress has not been made, the team may suggest further testing by the local public-school district.

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.

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.

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.

SCHOOL INFORMATION AND POLICIES

Asbestos

The Asbestos Hazard Emergency Response Act, passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. All asbestos areas will continue to be inspected on a regular basis as required by law, and procedures implemented to assure no health hazards are present. All materials containing

asbestos are sealed and in good condition and will be kept that way. The management plan has been filed with the Nebraska Department of Health and is on file in the office of the school's maintenance engineer/asbestos program manager. Copies of the management plan will be provided to requesting parties for the cost of reproduction.

Attendance

According to Nebraska State statute, 20 (five or more a quarter) absences in a school year are considered excessive. State statute section 79201

(Compulsory attendance law) reads as follows:

“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such child to attend regularly the public, private, denominational, or parochial day's schools...each day that such schools are open and in session, except when excused by school authorities...”

The school calendar is provided to all families each spring, and is available on line through Sycamore. Please use this calendar when planning vacations or other non-school related activities/events which would be considered unexcused. We also ask that you do all you can to schedule doctor/dentist appointments when school is not in session. Removing children from the learning environment is detrimental to the educational process and should be avoided if at all possible. Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused. This would also include a child coming later in the morning or leaving early in the afternoon for appointments or other non-school related activities.

***Unexcused Absence: a student who engages in unexcused absences may be considered truant as per state law (Ne. Rev. Stat. 79201). Truancy is a violation of school rules. When a student is going to be absent or tardy, a parent/guardian is to telephone the school office (551-3773) by 8:25 a.m. This is necessary for safety reasons as well as record keeping. An answering machine is connected outside office hours to make calling more convenient for parents/guardians. When leaving a message, please give the following information: Your name, student's name, homeroom teacher's name, reason for absence or tardy, expected time of arrival, and whether or not your child(ren) will order a hot lunch for that day. Each morning the lunch count is placed by 9:00 a.m. If a student is tardy, arrives past 9:00 a.m., and has not made arrangements to order lunch for that day, he/she will be unable to order hot lunch. The student must bring a sack lunch. If an absence occurs without a parent/guardian reporting it, school personnel will notify the parent/guardian or the emergency contact person as soon as possible.

Attendance Protocol:

1. If a child accumulates 5 absences within a quarter, the principal will send a letter of concern home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required.
2. If a child accumulates 8 absences within a semester, a letter of concern will be sent

home to the parents/guardians. This letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required. Also, parents will be required to meet with the principal to discuss attendance problems.

3. If a child accumulates 10 absences within a semester, a letter of concern will be sent home to the parents/guardians and an attendance report will be sent to the Douglas County Attorney's office for violation of the Nebraska compulsory attendance law. **According to the Nebraska State Statute, 20 (ten or more a semester) absences in a school year are considered excessive.** The parents/guardians will also be expected to contact the principal's office.
4. If the student's attendance continues to be a problem, the child's status for promotion to the next grade level will be in jeopardy. This decision will be up to the principal after she consults with the child's teacher(s) and others if necessary. Other mandatory action may include:
 - a. required summer school time and work
 - b. working with a social worker
 - c. public health nurse
 - d. a petition to family court due to educational neglect
 - e. other to be decided by principal

Tardy Policy***

A student is considered tardy if he/she is not in the classroom at the time the bell rings.

1. Students are expected to receive a pass from the school office before going to their classroom if they are late for school.
2. Parents/Guardians are expected to call if their child(ren) is going to be late for school.
3. Parents/Guardians are responsible for writing a note indicating why their child(ren) is late for school, and must come into the building to sign the child(ren) in.
4. Three or more tardies for a quarter will disqualify students from receiving perfect attendance for that quarter and/or a total of eight for the total perfect attendance award at the end of the year.
5. A student who is tardy/gone for more than two hours during the day will be counted as absent for ½ day.

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.

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.

Books and Classroom Materials

Each child is responsible for the care and proper use of schoolbooks, equipment, and school property. Students are to care for school/parish property in a respectful manner. Students, who lose, deface or damage school/parish property or the property of others will pay a financial restitution. The parent will be billed for any lost, damage and appropriate disciplinary measures will ensue as determined by the principal.

Bullying Policy

OCSC strives for an environment in which our children can grow academically, behaviorally and spiritually in a compassionate and respectful environment. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during school activities or school-sponsored activities on or off campus will be addressed.

Definition:

Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of individual including gender, race, religion, disability, or age

- unwelcome physical contact, verbal or written suggestions
- name calling or taunting

Responsibility:

It is the responsibility every member of the each OCSC community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

Guidelines/Procedure:

When the appropriate authority receives a first complaint of “bullying” type behavior, it will be promptly investigated and if valid, addressed using discipline policy. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved. Continued repeated bullying behavior that has been identified by the appropriate authorities, will be investigated by the school. Consequences for repeated bullying behavior may include, but are limited to:

- notification of the parents of both students
- meeting with one or more of the following people: classroom teacher, principal, parents, students
- detention
- in/out of school suspension
- Saturday School/Extended Day
- Expulsion
- contact with the police

Final decisions for actions taken and consequences given are at the discretion of the principal.

Confidentiality:

Reasonable efforts will be made to keep a report of bullying and the result of the investigation CONFIDENTIAL; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

Consortium schools will not tolerate retaliation against any employee or student who complains in good faith of offensive or bullying behavior or provides, in good faith information in connection with any such complaint.

Cell Phones

Students are encouraged to leave cell phones at home. If a child brings a cell phone to school, he/she must observe the following:

Due to the distractions electronic devices create to the educational purposes of the school,

cell phones are to be turned off during school hours and must be stored in the pocket holder, in their homeroom teacher's closet. Students are allowed to bring cellphones to school with the following stipulations:

1. The school will not be responsible for lost, stolen or damaged cell phones.
2. The use of cell phones during the school day is allowed by teacher-directed permission only.
3. Cell Phones 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 (including Tiger Den Hours). Leaving a cell phone on vibrating or silent mode is not permitted.

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages 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, appropriate disciplinary action according to the discipline outlined below will be taken against everyone involved. Phones ringing or buzzing in back packs/lockers will be considered in violation of school 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: The device will be confiscated, taken to the school office, and held until a parent or guardian comes to pick it up. There is a \$20 fee issued to the student to receive their phone after the incident has occurred. 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 discretion of the principal, with the potential for additional disciplinary actions.

Cheating

Cheating is defined as representing another's work as your own, manipulation of information to gain an unfair advantage, and enabling others to use your work as their own. This includes, but is not limited to the following:

- Providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Appear to be providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Plagiarizing any portion of reports, essays, papers and other assignments/projects.
- Submitting information from the Internet without proper documentation.

In cases when cheating has been determined, the student may receive a zero for the test, quiz, assignment or project. The parent/guardian will be notified by the teacher or the principal and additional disciplinary action may be taken.

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.

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.

Dress Code / Uniform Policy

In adherence with the mission statement, all Consortium schools adopted a uniform policy to enhance the learning environment. Personal appearance and hygiene should reflect an attitude of self-worth and school pride on the part of the student. Any teacher(s), staff member and/or principal will determine compliance with the dress code and necessary disciplinary actions will be given as deemed appropriate.

Only the principal may excuse students from following the uniform code. Scouting uniforms may be worn by boys and girls on days of meetings.

Please label your child's clothing, particularly boots, sweaters, and sweatshirts. The following are general guidelines.

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.

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 – no shorter than 3 inches above the middle of the knee cap.

Grades 5-8: Skirt or skort - Campbell Plaid – no shorter than 3 inches above the middle of the knee cap.

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 no shorter than 3 inches above the middle of the knee cap. 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.

Belts (Grades 3-8 only)

A solid color (no embellishments) navy, black, or brown belt must be worn with slacks or walking shorts that have belt loops. Students in grades K-2 may choose to wear a belt but it is not required.

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), white, navy, grey or black socks are acceptable. Girls may wear white, navy, grey or black tights under their uniform skirt or jumper.

Solid white, navy, grey or 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:

Students are discouraged from wearing jewelry to school. Small earrings may be worn in the smallest part of the ear lobe, but for safety reasons, are not allowed to hang below the student's earlobe. No hoops or dangling earrings are allowed. Like earrings must be worn in each ear and only one earring per ear. Very simple religious chains / crosses are acceptable. No other neckwear is allowed. Wrist watches may be worn as long as they are not a distraction. **Watches that can receive texts (Example: Apple Watches) are not allowed.** Bracelets are allowed to be worn on the wrist as long as they are religious in nature and not a distraction. Ankle bracelets are not allowed. Medical alert identification products are not considered jewelry.

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.)

Nails:

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. Fingernails should be no longer than the end of their fingertip. Girls who have a dip or shellac manicure must have the nails trimmed to the end of their fingertip.

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:

Student's hair must be clean, well groomed, and have no unusual color, cut, or style. Boys should have neatly trimmed hair with at least the bottom half of the ears exposed and a length not touching the top of the collar. Hair on forehead cannot be longer than eyebrows or touching eyebrows. 'Sweeping' the hair across the forehead, to mask the length, is not acceptable. Mohawks, partial shaving, and designs shaved into the scalp are unacceptable. No "tails" or hair longer than collar length is allowed.

Girls may wear barrettes, ribbons, and headbands as long as they are not distracting and/or dangling to keep hair out of the student's face. Headbands with ears or large poms or bows are not allowed. Mohawks, partial shaving, and designs shaved into the scalp are unacceptable.

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. 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 must not be shorter than 3 inches from above the kneecap and can only be worn until October 15th and from April 1st until the last day of school. No logos or words written on or across the jeans, sweatpants or shorts are allowed. Dresses / Skirts must not be shorter than 3 inches above the middle of the knee cap.

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. Students who do not choose to wear spirit clothes must wear the school uniform on these identified days.

Picture Day:

Students in grades PS-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. After the picture is taken, 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.

Early Dismissal or School Closing

If school closes during the day, we will follow the instructions you gave on your child’s emergency card. For that reason, please be sure to notify us of any changes of address, phone numbers, and/or emergency contact persons.

Those students enrolled in the after-school Extended Care Program will report to the Extended Care facility until someone arrives to pick them up.

Electronics at School (Other than Cell Phone)

Students are **not permitted** to bring electronic devices (other than cell phones) to school. This includes, but is not limited to handheld games, iPods or other audio players, etc. These items are costly, distracting, and often cause problems among peers. Any such item visible during the day will be confiscated by faculty will be turned over to the principal.

Devices will be released only to the student's parent/guardian. Consequences, such as detentions, will occur if this policy is continuously violated. Teachers and the principal retain the right to remove any item that could be distracting to students in the classroom.

Evacuation Plan

An evacuation plan has been developed by each school's Safety Committee if the entire student body needs to evacuate the school buildings and reassemble at an alternate site. Depending on the situation, parents/guardians would be notified either by a phone call, School Messenger / Remind, or through the media. If there should ever be an occasion to utilize this plan, please be advised that students will not be released to anyone except their parents/guardians and those listed as an Emergency Contact on the student's census card. Parents/guardians or Emergency Contact persons will need to come to the specified site, where they will be asked to sign out their child(ren).

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.

Fountas and Pinnell Benchmarking

Benchmark assessments are used to help a teacher determine his/her students' reading level so that instruction can occur at that level. OCSC teachers use Fountas and Pinnell Assessment Kits to help schools to determine those reading levels.

A baseline assessment is given at the beginning of the school year for grades 1-8 and at the beginning of the second semester for kindergarten students. A final assessment is given at the end of the year and is used to track growth. Additional assessments may be given at other times during the year if the classroom teacher believes it will be helpful instructionally. Classroom teachers will communicate student progress with parents at the end of each assessment period.

Harassment and offensive Student Conduct

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

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

1. Explicit and offensive sexual references and gestures.
2. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
3. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

Lockers and student desks

Lockers and desks 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 and desks.

Playground Rules

Following is a list of rules for the playground, but they are not all inclusive:

1. No food or drink will be allowed on the playground
2. Only school equipment or equipment approved by the teacher will be allowed on the playground - no toys from home are allowed. Students bringing balls to school for recess assume the risk of loss/damage to their personal equipment.
3. Children must ask permission to enter the building during recess
4. Children are to change shoes if/when the weather is wet
5. If/when the temperature (including the wind chill factor) is at 10 degrees or lower, the principal will consider not having outdoor recess

Playground Equipment Area

1. No running
2. No jumping off the equipment
3. Slide down the slides only (feet first); no climbing/walking up is allowed
4. No games of tag are permitted
5. Do not throw mulch at any time

Blacktop/Basketball Hoops

1. Stay on the blacktop
2. Stay out and off the mounds of the snow.
3. Stay off the fences and retaining wall.

Safety to and from School

The school's Safety Patrol has been established to help provide safe passage across the busy intersections around our school. Please help our patrols by insisting on respect for them and obedience to the rules and regulations of our school.

Remember the Safety Patrol boys and girls are providing a service for our school and must

be on duty in rain, sleet, snow and frigid weather. Please ensure that students on patrol duty are dressed appropriately.

***The Safety Patrol asks students and adults to follow a few commonsense rules:

1. Cross with the Safety Patrol.
2. Listen to the Safety Patrol for directions.
3. Walk while crossing the street.
4. Stand behind the Safety Patrol while waiting to cross.
5. Do not arrive before specified times.

***Parents/guardians are urged to drive with extreme caution at arrival and dismissal times.

School Calendar

The school administrator with the cooperation of the school board and staff develops an annual calendar which:

1. Provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
2. Fulfills the minimum state and applicable accrediting agency requirements;
3. Gives priority to the number of instructional days and length of each school day.

Skateboards, Roller-skates/Blades, Scooters

For safety reasons, skateboards, roller skates/blades, or scooters are prohibited on school grounds before school, during school hours, or at dismissal time. Storage of these items would be difficult at school and riding them on crowded sidewalks on the way home would pose a danger.

Snow Days

In the event of bad weather, please listen to Radio Station KFAB or KKAR and watch channels 3, 6, and/or 7 for closing of school, late start or early dismissal. If school is closed or dismissed early due to inclement weather, all events or activities after school will be canceled or postponed to a later date.

In case of early dismissal, students will be sent home their usual way--walking, carpool, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made. OCSC will follow the recommendations of the Catholic School Office regarding announcements made concerning dismissal because of weather. In the event of bad weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian to take their child home.

Supplies, Equipment, and Books

A school supplies list is made available to parents/guardians each spring and can be found on the school website. Textbooks and many classroom materials are provided with a percentage of their cost covered by the annual book/materials fee. Students and/or parents/guardians are expected to pay for lost or damaged books, supplies and equipment.

Students and/or parents/guardians will be held responsible to pay for willful damage to any school property.

Desks, lockers, or any other storage equipment remain the property of the school and as such can be opened, inspected, or cleaned at any time. The school is not responsible for items left in these storage spaces.

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. Parents are encouraged to check Sycamore regularly.

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.

Technology

Computers and other technologies provide teaching and learning opportunities for students and staff. They are installed in the school for the benefit of all learners. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school, computer lab, and classrooms. The following general policy statements and guidelines pertain to all technology usage at Consortium schools. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions (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 her decision is final.

No student shall intentionally cause damage to any school equipment including hardware and software.

1. All computer use must be for educational purposes.
 - a. Use the technology resources for academic purposes as directed by the teacher.

- b. Downloading or playing any non-educational games on a school computer is prohibited.
 - c. Any instant messaging or chat programs is prohibited.
 - d. Downloading or playing music or videos from the Internet is prohibited, unless directed by the teacher.
 - e. Using any non-school e-mail address while at school is prohibited.
2. Personal privacy must be respected.
- a. Do not give out any personal information about anyone (home address, telephone number, social security number, etc.)
 - b. Do not send anyone your picture without parent or teacher permission
 - c. Do not give password(s) to any other users.
 - d. Use personal computer account only and don't use anyone else's login id and/or password.
 - e. Do not respond to messages that make you feel uncomfortable.
 - f. Never agree to get together with someone you have only 'met' online.
 - g. Always represent yourself honestly online.
 - h. Conduct yourself online as you would in any public place, keeping in mind that you represent your family and community to a world-wide audience.
 - i. Remember the values and morals of yourself, your family, and your church; do not purposefully seek out information online that is inappropriate or immoral.
 - j. Follow the rules of network etiquette, which include use of appropriate language and polite responses.
 - k. Abusive language (including name calling and swearing) and bullying is prohibited.
 - l. Do not copy, change, read, or use files that belong to another user.
3. Software and ideas are protected by copyright laws.
- a. Do not copy information received from any source and submit it as your own work.
 - b. List all sources of information used in projects and work.
 - c. Do not make copies of any software found on school equipment or on the Internet.
 - d. Do not copy any personal software onto any computer at school.
4. Educational technology is available for the use of all students.
- a. Do not deface, damage, or destroy the equipment.
 - b. Do not waste or take supplies, such as paper, printer supplies, or disks provided by the school.
 - c. Follow the school's computer use rules.
5. Follow county, state, and federal rules when using technology.
- a. Do not try to bypass the security measures of any computer equipment.
 - b. Do not knowingly create or introduce any virus to school equipment.
 - c. Do not send or distribute unethical, illegal, immoral, inappropriate or

unacceptable information of any type through electronic mail or telecommunications.

- d. Follow the rules listed above or expect to lose computer privileges and face other consequences.

Computers and other technologies provide teaching and learning opportunities for students and staff. They are installed in the school for the benefit of all learners. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school, computer lab, and classrooms. The following general policy statements and guidelines pertain to all technology usage at OCSC.

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.

(Policy developed from Archdiocesan Policies #5032, # 5033)

Vandalism

Our school and school equipment is OCSC property. Willfully damaging or destroying this property is vandalism and is cause for immediate suspension and possible expulsion.

In addition, it is the student and/or parent/guardian's responsibility to repair or replace any damaged property. If a student accidentally causes damage, it should be reported to a teacher immediately so that the damage is not misconstrued as vandalism. No student is to forcibly open or "jimmy" a locked door on school or church property at any time. Doors are locked for a reason. To break into a room through a locked door is considered breaking and entering and is punishable by law.

Visitors

ALL PARENT VISITORS & VOLUNTEERS MUST CHECK IN AT THE SCHOOL OFFICE. Everyone, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) 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/guardians, should come in the main entrance. Other entrances will be locked during school hours. Parents and visitors are welcome to visit school classrooms for special presentations. **Drop-in visits, however, tend to be disruptive and are strongly discouraged.**

If you need to visit with your child's teacher outside of scheduled conferences, please

contact the school office, send a message, via email, or send a note in with your child to schedule a time to visit your child's teacher before or after school hours.

SCHOOL ACTIVITIES

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.

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.

Awards Night Planning

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.

Band for Grades 5--8

Music in Catholic Schools provides band opportunities for students in fifth through eighth grade. This is a service offered to families at cost and is coordinated by an employee of the Archdiocesan Catholic Schools Office. Participating schools provide a location for lessons and permits students to be excused from classes twice per week for 30-minute sessions. All costs, personnel, and arrangements are under the control of the Music in Catholic Schools coordinator. Students are responsible for all work missed in class due to band.

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. Students will not be allowed to walk through the building offering treats to staff members during instructional time.

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). **All volunteers (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 timeline 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 have their certification up to date.

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

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.**

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.

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 students 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.

Student 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.

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.

SCHOOL OFFICE

Drug-Free And Alcohol-Free Zone

Tobacco: State laws and school policy strictly prohibit students from carrying and/or using tobacco products on school property or at school-sponsored activities. Students who violate this policy may be suspended. Repeated violations of this rule may result in expulsion. This may include:

- Cigarettes
- E-cigarettes and vaping devices
- Chewing tobacco

The Nebraska Clean Indoor Air Act (*Nebraska Statute Sec. 71-5701 to 71-5713*) prohibits smoking in any form in any place of employment or public building. A person in violation of

the Nebraska Clean Indoor Air Act is guilty of a Class V misdemeanor for the first offense and a Class IV misdemeanor for the second and any subsequent offenses.

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

Drugs: State laws and school policy strictly prohibit the use, evidence of use, or 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. Students who violate this policy may be suspended, referred to the appropriate legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian. Repeated violation of this rule may result in expulsion.

Family Information

Parents/Guardians are requested to notify the school in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

Lost and Found

Lost articles, clothing or school materials may be claimed at the Lost and Found box in the school. Twice each year (January & May), unclaimed items are donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

STUDENT HEALTH

Absence due to 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.

Emergency Information

In case of illness or injury, it is important that we can reach a parent or a designated person. An emergency sheet (printed from Sycamore) 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. By doing this we can help to update your personal information in Sycamore.

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.

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.

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

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.

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.

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.

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.

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. The school will accept any form that is used by your health care provider that includes all the necessary information.

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.

Sick Children

When a child becomes sick at school, the school office will call the parents. If a student is too ill to return to class, he/she must be picked up by a parent/guardian or an emergency contact. Sick children will NOT be kept at school.

- If a child has a temperature of 100 degrees or more or flu like symptoms. Flu symptoms include acute respiratory illness, such as fever, chills, plus cough or sore throat. Other possible flu symptoms are runny nose, feeling very lethargic/fatigue, body aches, headache, loss of appetite and in some cases, nausea, vomiting, and diarrhea. A child should not return to school unless they have been fever-free and/or

- free of flu like symptoms for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication to treat the infection for at least 24 hours before returning to school.
 - All rashes are considered contagious unless otherwise diagnosed by a physician and parents/guardians will be contacted. Child may return to school with documentation that the rash is not contagious, or the rash is resolved.
 - If a child vomits or has other flu like symptoms at school, they must be picked up by a parent/guardian or emergency contact.
 - Parents are required to notify the school office of communicable diseases such as influenza, pink eye, or head lice.

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 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.

Wellness Policy

The Archdiocese of Omaha recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires that all members of the school and community maintain an environment that enhances maximum student potential.

Wellness Committee

- Lynn Schultz (Principal)
- Becky McIntyre (Parent / Teacher)

- Jodi Newsome (Teacher)
- Daniel Mettler (Teacher)
- Student
- Student
- Community Member - Michaela Flanagan, Betsy Harding (parents)

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. This policy is assessed every three years by a representative from the State of Nebraska Education Department. St. Bernadette will comply with recommendations made at the time of each review.

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.

In addition:

- Evening Extended Care uses the social hall and/or outside play areas on campus.
- The students are also able to participate in school sponsored sports teams.
- Specials classes are located on all floors of the building to increase walking between class transitions.
- The school gym is located at Gross Catholic High School. This is a 3 to 5 minute walk from their classroom.
- School Field Day happens annually.
- Heart Healthy Challenge participation

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.

Teachers attempt to take their students outside daily. The times they would opt to stay indoors would be on inclement weather days. On those days' indoor activity is encouraged:

- Go Noodle Activities

- Activity time for indoor recess
- In place of recess on cold weather days a short outdoor walk for exercise and fresh air.

Students who are not allowed to participate in recess due to behavior have the option of walking the lot for exercise during recess time. This is monitored by the staff member on duty.

Nutritional Goal

At St. Bernadette School all food and beverages served in the lunch line will comply with the state standards for nutrition in schools.

- St. Bernadette participates in the free and reduced lunch program
- Through participation in the program, the school follows the USDA nutrition guidelines outlined by this program for lunch and after school snacks.
- Follows the offer vs. serve guidelines
- Water at no cost is available at lunch students are encouraged to hydrate throughout the day by allowing students to have a water bottle in the classroom.
- Fruit and vegetables are provided in the lunch line
- Menu choices are available for the main course including Yogurt and cheese stick or peanut butter and jelly sandwiches.
- Students are allowed to choose their main course at the beginning of the day when they identify the lunch count in the classroom.
- There are no other times that food is sold during the school day.
- There are no vending machines for student use.

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, nutritional requirements established by local, state, and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Serve only low-fat 1% and fat free milk
- Ensure that half of the served grains are whole grain

Mealtimes 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 meal times 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 during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout students' PK-8 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime. 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
- Students in the middle school have the opportunity to participate in composting. In addition, they plant the garden and see it through from garden (farm) to table. The fresh vegetables grown are served to the children on the lunch line.
- 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
- The cafeteria has posters that teach about the food groups.
- Staff has a set of guidelines and rules for the students to follow in the lunchroom to ensure an enjoyable environment for lunch.
- The menu is posted on Sycamore for all parents to access from home or on a mobile app.
- Links with school meal programs, other school foods, and nutrition-related community services

Nutrition Promotion

- Food and beverages are not used as rewards for student performance or behavior
- The staff members on duty monitor the lunchroom environment and report any issues to the school principal for further assistance when needed.
- Healthy Classroom Celebrations
 - Students are allowed to bring in prepackaged healthy items to share for birthday treats. Some examples include: Crackers, raisins, fruit roll ups, fruit snacks, yogurt, cheese sticks, fresh fruit, carrots / celery, fruit cups, jello cups, pudding cups. Non-food items such as pencils, stickers, erasers, pencil

sharpeners, crayon boxes, etc are also acceptable.

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.

Goals:

- 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.
- 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.
- Walking Club: 15 minutes of walking before or after school at designated times of the school year.

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.

Public Notification

- Families are provided this policy in the family handbook and have access to it electronically throughout the school year
- Modifications of the policy are communicated to the parents at the time the changes are made. (Communicated by school messenger)

Monitoring and Evaluation

- Lynn Schultz, principal, will ensure compliance with the nutrition and physical activity policies of Bernadette Catholic School.
 - lschultz@stbernadetteschool.net
 - (402)-731-3033
- This policy will be reviewed annually and updated in the Family Handbook.
- The Omaha Catholic School Consortium Board of Directors will receive an annual

summary report. The Consortium Board will be provided a copy of this policy for review. Upon request any additional information will be provided.

DISCIPLINE

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.

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.

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 snowballs, 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.

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.

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.

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.

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.

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.

Positive Behavioral Intervention and Supports (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of

greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions & Supports).

The foundation of PBIS happens in Tier 1, which supports ALL students. The core principles guiding Tier 1 PBIS include:

- Effectively teaching appropriate behavior to all children
- Early intervention before unwanted behaviors escalate
- The use of research-based interventions whenever possible
- The monitoring of student progress
- The use of data to make decisions

Tier 2 practices provide targeted support for students who are not successful with Tier 1 supports alone. This may include social skills groups, self-management, and academic supports. At times, there are students who need tier 3 supports; these students will be identified through the use of our Student Assistance Teams and parents will be an integral part of this process.

Restorative Practices

OCSC schools will use restorative practices, a research-based practice for building healthy communities. This is a tiered system of communication for both proactive and restorative building of relationships. Three specific restorative practices that will be used include restorative circles, listening circles and restorative conferencing.

Restorative Circles are proactive opportunities to learn about one another. In circles students build relationships, foster empathy and learn in a more meaningful way about all those in their community.

Listening circles are also proactive, students are given the opportunity to share their voice on any topic that is relevant to them, and they learn to listen attentively to others, even those they may disagree with.

Restorative conversations or conferences are reactive and are held when a disagreement or harm has taken place. Restorative conversations are structured conversations led by a trained restorative facilitator to bring about resolution.

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.

Students Charged with Criminal Offenses

In the event of criminal charges against a student, the pastor/principal will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion. The executive director/principal will notify the Superintendent of Schools of such charges immediately.

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.

Suspension/Expulsion Policy

On occasion, students can be suspended and/or expelled, not only for their well-being, but for the well-being of all the other students and staff at a Consortium school. Any serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can/will be grounds for suspension or expulsion. Also, serious behavioral infractions done outside of school or off of school grounds will be investigated by the principal, and if deemed as a situation that may harm any portion of the school community, then serious disciplinary action may or will follow. This decision, and all disciplinary actions, will rest with the principal.

When a student is suspended, the parents/guardians will be notified. A meeting with the parents/guardians and the principal may be scheduled in order to discuss the student's academic future at the school. Documentation will be sent to the executive director, and one copy is placed in the student's discipline file. This copy does not leave the school; it is for our documentation alone, and it does not follow the student when he/she leaves or graduates from eighth grade.

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. When a student is suspended, he/she will do homework to be determined by the classroom teacher/principal. School personnel strive to resolve discipline problems in a Christian manner with parent/guardian and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student with an in or out of school suspension. The decision to suspend a student rests with the principal.

Expulsion is the permanent exclusion of a student from school and school activities. Consortium schools will use expulsion when the student's behavior is a hindrance to the welfare, 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 principal will investigate the behavior problem by talking to person(s) involved and the student involved.
- Parents/guardians will be involved in the expulsion process; including a written

notice identifying the reasons for the expulsion.

- The decision to expel a student rests with the principal and the executive director is informed.
- The principal will notify the Archdiocesan Superintendent of Schools and, upon request, provide record of the evidence justifying expulsion of the student.
- The principal will also notify the public-school authorities.

Reasons for Suspension and/or 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.

Use of Physical Restraint and Seclusion

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal will

verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The principal will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

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.

FINANCIAL OBLIGATIONS

End of the Year Financial Obligations

OCSC expects that each family has all school related financial obligations paid before the last day of school. These obligations include the following: current year registration fees, tuition, Extended Care charges, outstanding lunch balance, PSP Hours/fee, library lost book replacement charges and any other fees that are left unpaid that are not noted here. Unless special circumstances have been approved, the family will not receive report cards and if necessary, transcripts will not be released to the student's next school. Special circumstances may be requested by documenting reason for non-payment along with a documented payment plan. This documentation will then need the signature of approval by the Principal and/or executive director before report cards and/or transcripts are released.

Tuition Policy

Adopted by the OCSC Board of Directors, November 19, 2013

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 the desired OCSC school.

Tuition/Student Fees

The annual rate of tuition and fees of a future academic year for the schools of the Omaha Catholic Schools Consortium is determined by the Board of Directors in January for the upcoming year and communicated to school families and others in preparation for registration procedures in February and March. Tuition is to be paid either annually (due June 30) or using one of the payment options available in FACTS, unless a separate arrangement has been made with the business office of the Consortium.

Financial Aid

Financial aid is available through the following sources:

- Children's Scholarship Fund
- Latino Scholarship Fund
- Parish-based Financial Aid
- Consortium-based Financial Aid

The first step in applying for financial aid is to complete the form of the Children's Scholarship Fund. Data from this form will be used to determine aid from the other sources. The award decision by the Children's Scholarship will precede any decision for the awarding of financial aid from the other sources.

Financial aid decisions from the Children's Scholarship Fund will be made by the officers of the Fund.

Financial aid decisions from Parish-based Financial Aid will be made by the Pastor or other designated individual from the particular parish.

Financial aid decisions from Consortium-based Financial Aid will be made by the Executive Director of the Omaha Catholic School Consortium.

Regular tuition payments will be processed through FACTS. In specific circumstances, payments may also be processed through the Consortium business office.

Parish-based Tuition Assistance

Several Consortium parishes have financial aid available for parishioners. Contact your school or parish office to explore those options.

Other Information:

Contributions designated to Tuition Assistance are accepted at any time from corporations, groups and individuals; these are legally tax deductible. Donations made which benefit a family directly without going through the above-described process is considered "tuition paid" and therefore, not tax deductible.

FACTS

The Omaha Catholic School Consortium partners with FACTS Management Company to

help us manage our tuition payment program. Monthly payments are to be scheduled. Automatic payments can be made from a checking or savings account or from a credit card (Master Card, American Express, and Discover are accepted and will cost you a convenience fee of 2.5%)

Enrolling in FACTS: You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access.

Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction. You may check your personal account or make payments online from the convenience of your home or office anytime. Automatic payment reminders will be sent.

Even with FACTS, OCSC maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year. If questions or concerns arise, you are asked to contact the OCSC business office.

Delinquent tuition accounts will be handled as follows:

- FACTS will mail an invoice to families and request payment of the delinquent amount.
- Families may then contact the Consortium Business Office to make special arrangements for addressing the delinquent amount and future payments.
 - If no response is forthcoming from the mailing of the FACTS invoice after 20 working days, contact will be made by letter, email, telephone, or person to person.
- If no response is forthcoming from the above contacts, the tuition account will be referred to the executive director.
- 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.

VOLUNTEERING

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.

You, The Volunteer, Can and Do Make A Big Difference!

You, the volunteer, can and do make a big difference! Thank you for volunteering your time at a Consortium school. In today's world, with budget constraints and working parents, the volunteer is becoming an ever-increasing important commodity. Your involvement as a parent and the work of our Home and School Association will have a tremendous positive impact on our educational program for our children.

Code of Ethics

Volunteers play a critical role in the operation of our schools and their activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback and the personal satisfaction of helping others. In return, the volunteer must be expected to conduct their efforts in a manner that will allow the values, goals and mission of our school to be achieved.

The purpose for the Code of Conduct is to provide a benchmark for the personal and professional behavior of the volunteers of Consortium schools whenever they are identifiable as members. Failure to adhere to this code will represent unacceptable behavior and will undoubtedly damage the school; therefore, the volunteer may be dismissed from their volunteering opportunities.

In signing up as a volunteer at your school, you agree to the following:

Charter for the Protection of Children & Young People: This Charter includes the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference carried out by the Archdiocese of Omaha. As a volunteer who has regular contact with the youth of the parish, I agree to abide and adhere to this Charter.

Your status as a Volunteer: In performing services in connection a Consortium school, you shall operate as, and have the status of, volunteer. You shall not act as or be an employee of the school. All of your activities will be at your own expense. As a volunteer, you shall refrain from using your position to secure special privilege, gain or benefit.

Treatment of Confidential Information: In reference to private information, you agree not to disclose, divulge, copy or reproduce any of the proprietary or confidential information/materials regarding students, staff or curriculum unless authorized to do so by the school principal.

Representation: As a volunteer, you do not represent the school on matters of policy, procedure, programs and personnel. When approached with concerns, you agree to refer parents to the principal and/or appropriate personnel. Volunteers should represent the school in a helpful, friendly and professional manner at all times. Our existence and

effectiveness is dependent upon the goodwill of the parish/school community. The image people form of the organization may be based on their contact with volunteers. For this reason, it is important for volunteers to always represent the school in a positive manner and promote the beliefs and practices of the organization.

Media Contact: As a volunteer, you do not represent the school on inquiries and matters of the Media. You agree to refer all media contacts to the principal.

Attendance and Commitment: For most of the volunteer programs, volunteers are assigned a schedule and are expected to follow that schedule. Volunteers who are unable to make a scheduled shift are expected to contact their program leader or manager as soon as possible. Volunteers should inform their program leader or manager if they need to resign their position.

Professional Behavior: In the performance of duty, volunteers should:

- Be polite at all times when dealing with students, staff and visitors
- Treat other volunteers, students, staff with courtesy and sensitivity to their rights and responsibilities
- Take the personal initiative to learn, respect, communicate and adhere to the rules of the school
- Agree to a time/task commitment and fulfill that commitment in a timely manner, or else inform the program leader or manager
- Follow reasonable directions from their program leader or manager and those of the organization who have appropriate authority

Personal Behavior: As a volunteer, to the best of my ability, I agree to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, religion, political belief, or economic status
- Consistently display high personal standards and project a favorable image of the school
- Strive to achieve the highest quality, effectiveness and dignity in the process of volunteer work without promoting self-interests
- Refrain from public criticism of fellow volunteers, students and staff
- Be honest and trustworthy
- Respect the privacy of others
- Regularly seek ways of increasing professional development of self-awareness
- Be passionate about what you are performing and be an advocate in the parish/school community
- Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable

Lunchroom Supervision

We want to use the lunchroom as an opportunity to teach our children appropriate table manners. We also want to try and get the children to eat what the parents expect them to eat and not give it to other children or throw it away.

Classroom Volunteer Duties

There are a number of duties and activities that might be performed by the volunteers. It is difficult to identify all of them, however, some common duties might be:

- Assist the teacher while he/she is teaching in all subject areas.
- Read and tell stories to our children when directed by the teacher.
- Assist children in performing activities that have been initiated by the teacher.
- Assist with supplementary work for advanced and/or enrichment activities.
- Help tutor students in all subject areas.
- Work with and teach students in small group settings.
- Provide special help, such as drilling with flash cards, spelling, and play activities.
- Work on the computer as directed by the teacher or office staff.
- Assist students on the computer when needed.
- Help maintain bulletin board displays.
- Maintain individual classroom folders of the student's work.
- Assemble materials and equipment needed by teachers.

Volunteer Office Duties

Often there is additional work needed to be completed in the school office. This position will prove to be very rewarding for those individuals who love to interact with both adults and children. Additional office assistance can include filing, making copies, proofreading, typing on the computer, and many more clerical related activities. All volunteers in these areas as well as all areas of the school should keep in mind the importance of confidentiality of all student records or actions.

Volunteering While at Home

Our teachers and the office have extra work that can be accomplished at home. These things may include typing, making flash cards, and many other clerical duties. Contact your child's teacher and/or contact the school office for more information.

SAFETY

CHARTER FOR THE PROTECTION OF CHILDREN TO PROTECT THE FAITHFUL IN THE FUTURE

ARTICLE 12: Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

ARTICLE 13: Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and

evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513). *The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference*

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.

- 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.
- 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.

Notification.

- 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.

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.

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.

Driving and Parking Procedures / Maps at the end of the document.

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: 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.

Policy for Reporting Harm to Self or Others

If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence made, hears rumors or guns, drugs, or any other type of violence, they immediately:

1. Tell their homeroom teacher, or any teacher present, when the situation occurs. If they are not comfortable doing this, they may
2. Request to see the principal and report the information to him.
3. ***If they are not comfortable with either of the above options, they may write their concern explaining in detail the information they have, including the name of the person in danger and the person causing alarm. The student may place the letter on the teacher's desk or deliver it to the office.

Upon receiving the information, the administrator will investigate the situation. We will follow the student code of conduct when deciding disciplinary action. If we are unable to obtain enough information to take action, the teacher and administrator will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

If it is determined that misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including expulsion/ termination, will follow.

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. OCSC cooperates in the investigation of such cases.

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 Drills - 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.

Safety Response Team

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

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.

Visitors

Everyone, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) 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/guardians, should come in the main entrance. Other entrances will be locked during school hours.