

St. Columbkille School



Faith in Every Student



St. Columbkille School

224 E. 5th Street
Papillion, NE 68046
Telephone: (402) 339-8706
FAX: (402) 592-4147

www.saintcolumbkille.org
www.saintcolumbkilleschool.com

Rev. Damian Zuerlein
Dr. Cheryl Blue
Mrs. Valarie Galing

Pastor
Principal
Director of Administrative Services

The St. Columbkille School administration reserves the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

All families will be required to sign a statement agreeing to abide by the policies and procedures of the school as outlined in this handbook.

MEMO

As part of the federal asbestos regulations, we are required to notify you that asbestos-containing materials are found in the school building. There are two types of asbestos--friable and non-friable. Non-friable is the less dangerous form of asbestos because it is not hazardous unless it is broken or crumbled. There are transite wall panels which contain non-friable asbestos in the hallway and used as divider walls between the classrooms in grades 3-5. As part of the renovation of the building, these walls were sealed with an EPA approved material and are considered safe. There is no danger to persons in the building as long as the seal remains intact. These walls are inspected on a regular basis.

Additionally, there remains one pipe elbow insulated with asbestos-containing material which is located in the ceiling in the lower level of the 1963 addition. This pipe elbow is in compliance with standards and poses no danger to persons in the building.

Sunday Policy (Archdiocesan Policy #5012)

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligations; all scheduled non-religious use of the parish/elementary school/high school in the Archdiocese on Sunday will begin no sooner than 12:00 Noon. Pre-arranged approval may be granted by the Pastor or Head Administrator of the school.

Effective: August 2006.

ST. COLUMBKILLE SCHOOL MISSION STATEMENT

The specific mission of St. Columbkille School is to assist all students to become disciples of Jesus Christ by assimilating skills, knowledge and moral and social principles which are faithful to the teachings of the Catholic Church.

BELIEF STATEMENTS

We believe that St. Columbkille School is faith-centered. St. Columbkille School exists to help elementary school children grow in the Catholic faith by providing an intensive, consistent, stable environment in which gospel principles are modeled by adults, taught daily, experienced in liturgy and community, and lived out by the children in appropriate mission and service activities.

We believe that St. Columbkille School is family-centered. We believe that the family is the first educator of the child. As an elementary school, St. Columbkille School builds upon this foundation laid in the home and prepares the child for his or her future. As such, we seek to assist the child to develop to the highest potential by providing a variety of learning experiences.

We believe that St. Columbkille School is child-centered. St. Columbkille School believes that each child is a unique expression of the cooperation of people with God, a person of infinite dignity and self-worth. Therefore it follows that each child deserves the opportunity to learn how to enhance his or her personal strengths and remedy his or her weaknesses. It is the school's goal that a child conscious of his or her self-worth will accept responsibility for his or her behavior.

We believe that St. Columbkille School is education-centered. Being an educational institution, St. Columbkille School strives for academic excellence which will be used for the good of humankind. As the National Catechetical Directory states: "In Catholic schools children and young people can experience learning and living fully integrated in the light of faith." (To Teach As Jesus Did #92, #103)

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I. THE SCHOOL DAY

DAILY SCHEDULE

7:30 a.m.	Teachers and Staff On Duty
7:45 a.m.	Students may enter building and report to classrooms
8:00 a.m.	Classes in Session
8:10 a.m.	Attendance and lunch count to office
11:15 a.m.	Half-day Kindergarten Students Dismissed
11:10 a.m.	Lunch Period Begins
12:40 p.m.	Lunch Period Ends
3:15 p.m.	Students in All Grades Dismissed
3:30 p.m.	Teachers and Staff Off Duty – School Office Closes
6:00 p.m.	Extended day program ends

ATTENDANCE

Regular attendance and punctuality are essential to success in school. When students are not in attendance, it is their responsibility, not the teacher's, to obtain missing assignments and make up work within the time allotted. Students who arrive after 10:30 a.m. will be considered absent for a half day.

For the safety of the children, parents are required to notify the school before 8:30 a.m. each day a student is to be absent. Parents will be contacted, at work if necessary, to obtain whereabouts of absent children. All students who are absent must bring a note from parents giving the reason for the absence when the student returns to school. These notes will be kept on file in the school office.

All absences not due to illness or medical appointment will be excused only if prior permission from the administration has been obtained. When absences are unexcused, a zero will be given for all work.

Students who are absent for more than 20 days will be promoted only upon recommendation of the homeroom teacher and the principal or completion of conditions established by them. Students who miss more than 40 days will automatically be retained in the same grade.

Truancy (Archdiocesan Policy #5017)

Administrators will carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur.

When a student's absences (excused or unexcused) exceed five (5) days or

equivalent hours (33.75 hours for full day students at St. Columbkille School) per quarter, or twenty (20) days or equivalent hours (135 hours for full day students at St. Columbkille School) for a given year, the school will:

- a. notify parents of the potential for charges of truancy;*
- b. work with the parents in documenting a plan to obviate excessive absences.*

If a student fails to meet the conditions of the documented plan, the school will serve written notice to the parent or guardian, warning him or her to comply with the Nebraska Compulsory Attendance Law and advising him or her that failure to do so will be reported to the county attorney.

Upon the next failure to meet the conditions of the plan, the administrator will file a report with the county attorney.

Students who are absent for illnesses will have an equal number of days to make up work missed. For other absences the teacher will determine the due date of work missed.

TARDINESS

All students are expected to be at school on time. Students arriving in the classroom after the 8:00 a.m. bell has rung will be marked tardy. All tardy students must report to the office for a pass for admission to the classroom. If a student has five or more unexcused tardies in any quarter, the student will be assigned to serve an after school detention. The student will also receive a detention for each additional tardy up to eight. After a student has been tardy eight times in a quarter he or she will be suspended for one day. Tardies will be excused if the student presents an appointment slip from his or her dentist or doctor.

In grades 7-8 a student tardy to class for the third time will receive a detention from the subject teacher (see Excessive tardies, page 39).

If students leave the building for lunch and return from lunch late, they will be counted tardy for class.

DISMISSAL

Students are dismissed at 3:15 p.m. on most days. Students are to leave the school grounds immediately after dismissal. Parents and others who pick up students after school should observe extra safety precautions.

A student leaving the school grounds during his or her lunch period to go out to lunch with a parent or other adult must return before the end of his or her lunch/recess period. The adult must sign the student out of the building.

INCLEMENT WEATHER

In the event classes are canceled because of inclement weather, the closing of school will be announced on Radio Station KFAB (1110 AM) and KETV (Channel 7). Please DO NOT call the school or rectory for school closing information. St. Columbkille School will follow **BOTH** the Omaha Catholic Schools closing and/or the Papillion/LaVista Public Schools closing announcement. If **EITHER** is announced, ST. COLUMBKILLE **WILL NOT BE IN SESSION**. This means that there may be an occasion when Papillion/LaVista Schools will remain open but we will close because Omaha Catholic Schools are closed. It may also mean that Omaha Catholic Schools will remain open and Papillion/LaVista will close, in which case we will be closed. This decision was based upon the fact that our school draws many students and teachers from districts other than Papillion/LaVista, and travel might be hazardous or unsafe for them. If school is to remain in session, no announcement will be made.

EMERGENCY DISMISSAL

In the event classes are dismissed early because of inclement weather or events such as power outages, the dismissal of classes will be announced on Radio Station KFAB (AM 1110). St. Columbkille School is usually announced with the Papillion-LaVista Public Schools. If school is to remain in session, no announcement will be made.

If school is canceled once it is in session, upper grade students will be dismissed following normal procedures. Primary students, however, will be dismissed only to their parents unless parents have provided other instructions in writing (on the school Emergency Information form). In severe weather parents may come and take the children home early even if school is not dismissed early, but they must sign them out in the office.

MEDICAL APPOINTMENTS

Medical appointments during school hours should be kept to a minimum. Parents or guardians who pick up students during school hours must come into the office and sign out students.

When parents bring students to school after school has started, parents must come into the office to sign the student into the building.

NO STUDENT WILL BE DISMISSED FROM SCHOOL BY A TELEPHONE CALL.

Authorized Dismissal from School Attendance (From Archdiocesan Policy #5016)

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

EARLY VACATIONS

Due to the unpredictable schedules of some of our parents, it is understandable that occasionally parents may wish to withdraw children for long weekend vacations. However, any vacation during the school year is discouraged, and may be considered an unexcused absence.

All absences not due to illness or medical appointment will be excused only if prior permission from the administration has been obtained. When absences are unexcused, a zero will be given for all work.

Parents are to notify the teacher(s) and the school office in writing as early as possible prior to the vacation giving the dates the student will be absent. It is the responsibility of the student to check with the teacher(s) ***the first day back to school to turn-in and/or receive any homework assignments and make arrangements to make-up any missed work or tests.***

II. PARENTS AND FAMILY

"We believe that St. Columbkille School is family-centered. We believe that the family is the first educator of the child. The school builds upon this foundation laid in the home and seeks to assist children to develop to their fullest potential."

From St. Columbkille School Mission Statement

ENROLLMENT AND FEES

The acceptance or rejection of any application for enrollment of any student or potential student is the responsibility of the administration. As a condition of enrollment/re-enrollment in St. Columbkille School each family/child must: agree to abide by all parish and school policies, rules and procedures; annually renew their stewardship commitment (parishioners) or agree to pay tuition (non-parishioners); and annually satisfy and complete all required parent service hours.

Admission (From Archdiocesan Policy 5001)

No one will be admitted as a student to any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.

In cases where the number of persons seeking entry is greater than the number of spaces available, the school will identify priority of admission guidelines.

Each school may set local admissions standards and policies in addition to and consonant with Archdiocesan policy.

Admission - Kindergarten (Archdiocesan Policy #5005)

Catholic schools observe Nebraska law applicable to public schools regarding the age of admission to kindergarten and first grade. A child must be five year of age prior to October 15 for entrance into kindergarten.

In addition to either your stewardship commitment or tuition there is a per student school fee in kindergarten through eighth grade. The fee is determined each year after budget information has been finalized. In addition there is a technology fee per student in grades kindergarten through eight and a graduation fee for each eighth grade student. *The fees remain the same for students who are enrolled after the school year has begun.* These fees are refunded only if a family moves from the parish **before** school starts.

Nondiscrimination Policy for Admissions (Archdiocesan Policy #5003)

The Catholic schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs or disability if, with reasonable accommodations, the applicant can meet the program requirements.

Admission of Students of Other Religions (Archdiocesan Policy #5004)

Catholic schools will admit students of other faiths with the understanding that students will attend Religion classes and participate in Religious practices as appropriate with Catholic Church teachings. The schools, in providing a faith-based education for students of other religions, will incorporate in their programs, a respect for other religious traditions.

STEWARDSHIP COMMITMENT / TUITION

St. Columbkille Parish is a stewardship parish and every school family must make a stewardship commitment. The gift will vary with each family. It is hoped that every family will be as generous as possible. When completing the Stewardship of Treasure pledge, we encourage all parishioners to complete an electronic funds transfer authorization.

Families who do not belong to St. Columbkille parish will be charged the non-parishioner tuition for K-8 students. Please contact the school office for the current rates.

ENDOWMENT FUND

St. Columbkille Parish has an Educational Endowment Fund which supplements our other financial resources. The parish's ability to maintain the quality of St. Columbkille School is directly related to the growth of the endowment fund, so families are urged to contribute according to their abilities and interests. Families are also encouraged to consider the endowment fund when setting up memorials, wills and life insurance policies.

PARENT INVOLVEMENT

Parent involvement roles include:

- parents as audience (at music, drama, contests, exhibits, and parish sporting events)
- parents as helpers (chaperones; library, classroom, or lunchroom aides; committee and event organizers; fund raisers)
- parents as supporters (in fund raising and school-related social events; in community and advocacy groups seeking ways to help the school; in their homes with
- parents as decision makers (on governance and advisory boards; in problem solving groups, task forces and

committees)

- membership in the Nebraska Federation of Catholic Schools

Parental Knowledge of School Programs/Activities (Archdiocesan Policy #5502)

As the primary educators of their children, parents will be fully informed regarding the educational programs and activities of the school. Parents will agree to follow the mission and the rules of the school.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records upon written request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order or other legal paper that prohibits access to education records or removes the non-custodial parent's rights to have knowledge about his or her child's education. Custody or other residential arrangements for a child do not, by themselves, affect the rights of non-custodial parents to access to and control of education records related to the child.

The school is not required by law to provide the non-custodial parent with the same general notices that it supplies to the custodial parent—newsletters, lunch menus, HSA information, teacher conference announcements, or other similar information. If the non-custodial parent supplies stamped, self-addressed envelopes the school will mail general notices to him or her upon receiving a written request.

Custodial parents must provide the school with a notarized copy of the custody section of the divorce decree (from Archdiocesan Policy #5504).

Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students (Archdiocesan Policy #7007)

In cooperating with Law Enforcement Personnel or other Government Agents requesting access to students, Administrators will grant such access in accord with the expressed wishes of the student's parent(s) or legal guardian. The Administrator or a staff member must be present during an interview with the student conducted by law enforcement or other governmental agents. Exceptions to parental wishes will be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statutes and directives of the Archdiocesan Child Protection Policy.

HOME-SCHOOL ASSOCIATION

(All of the information pertaining to the HSA was provided by the Home and School Association.)

The St. Columbkille Home-School Association is an organization of parents, teachers, and administrators of St. Columbkille School. Every family with children

enrolled in the school pays dues to and is a member of the HSA.

The purpose of the HSA is to participate in the Catholic education of our children by providing:

- a forum for communication among parents, teachers, administration and students
- assistance through parent service program, and
- financial resources from fund raisers.

HOME AND SCHOOL ASSOCIATION MEETINGS

HSA meetings are an excellent way to participate in your child's education and to stay informed about happenings in the school. Attendance at HSA meetings counts toward your Parent Service Program requirement.

PARENT STEWARDSHIP PROGRAM

We can assist the faculty and administration of St. Columbkille School with our time and talents. The Family Directory, provided to each school family after they have paid their annual dues, lists the many service organizations in which you can become involved. If your area of expertise is not listed, please contact the Stewardship Coordinator to discuss ways you can serve.

FUND RAISERS

The HSA sponsors one major fund raiser each year. The HSA votes on the type of fund raiser at the last meeting of the school year and conducts the fund raiser in the Fall of the next school year.

Participation in HSA fund raisers is voluntary. Fund raisers must be approved, in advance, by the Principal and Pastor.

Monies raised are distributed for things such as teacher supplies, field trips, Sacramental celebrations, Eighth Grade Dinner and enrichment programs. Expenditures must be approved in advance by the HSA Executive Board and coordinated through the school administration.

FAMILY DIRECTORY

The HSA publishes a family directory and distributes one copy to each school family that has paid their annual HSA dues, each teacher, and administrator. Additional copies can be purchased from the HSA. **The directory is for the use of the St. Columbkille School community only and shall not be made available for commercial purposes.**

PARENT STEWARDSHIP PROGRAM

In the document *To Teach as Jesus Did*, the Catholic bishops emphasized that one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. As parents, school community and parish, we have taught our children that what God has given to us is valued and returned as time, talent and treasure in service for others. We are grateful to all of our parent volunteers who share their gifts of time and talent. Thank you for being a partner with us in this important part of Christ's work. As parents you are stewards of God's most wonderful gift—the life in Christ of your children. The interest and support you show in our educational program will help you and your child make a return to God for His blessings.

All parents/legal guardians who have students enrolled in St. Columbkille School are required to complete Parent Service Hours annually in order to register children for each school year. The intent of the Parent Service Hour Program is to foster a sense of community and camaraderie among parents and families of the school and to involve families in the parish/school community.

In accord with the Charter for the Protection of Children and Youth drafted by the United States Conference of Catholic Bishops, the Archdiocese of Omaha has mandated that all volunteers who have regular contact with children must consent to a background check and receive training in the safe environment program from an Archdiocesan certified trainer.

The Home and School Association shall be responsible for the tracking of Parent Service Hours and for the administration of the program as follows:

- Parents or legal guardians must annually (annually means March 1 through February 28 of the following calendar year) complete a total of 50 Parent Service Hours per family. Single parent families or single legal guardians must complete 25 Parent Service Hours annually.

Families who exceed the required Parent Service Hours may not “bank” or carry over Parent Service Hours to the following year. Although the participation of students, relatives, etc. is welcome and encouraged, only the Parent Service Hours of the parent/s or legal guardian/s shall be counted toward the required number of hours.

- Families may not trade, buy, or sell their Parent Service Hours. There will be no cash “buyout” option for Parent Service Hours.
- All school or parish activities, events, councils, boards, organizations, and programs which are directly sponsored or organized by the school or parish shall qualify for Parent Service Hours. All qualifying Parent Service Hours completed for the school or parish shall be calculated on a one-for-one basis (one hour of work equals one hour of credit).

Families who are unable to meet their annual Parent Service Hours must contact the Principal, Director of Administrative Services, and/or the Pastor to review their situation.

VOLUNTEER RIGHTS

- You are a valued member of our school community.
- You have the right to be treated with respect.
- You have the right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions.

VOLUNTEER DUTIES

- The volunteer will check in at the school office and wear a badge designating that he or she is a volunteer at all times while on school grounds.
- The volunteer arrives on time and performs the assigned task.
- The volunteer respects school rules and supports the authority of the teachers and administration.
- The volunteer remembers that the school exists for the students and treats all students the way Jesus would treat them if He were the volunteer.
- The volunteer asks for instructions and assistance when needed.
- The volunteer is directly responsible to a school staff person when performing assigned tasks. The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.
- The volunteer is not a spokesperson for nor an employee of the school.

SCHOOL ADVISORY COUNCIL

The St. Columbkille School Advisory Council has the responsibility to strengthen the role of the School in the parish by advising the administration and the pastor regarding long range direction, policy, and visibility. On these matters, the views of all parishioners, particularly parents and the staff, are not only welcomed but encouraged.

The School Advisory Council meets regularly. Please check the school calendar (published monthly) for meeting dates. The agenda is set before each meeting and will be available for review. Parents wishing to be on the agenda should contact the Principal or the Council President for information on the required procedure.

Copies of minutes approved by the Council will be available on the school website for public review.

TEACHER INVOLVEMENT

Teacher involvement roles include:

- initiating positive contacts with parents through notes and phone calls about a child
- providing parent-teacher conferences
- nurturing parents' involvement through newsletters, conversations, and meetings
- informing and consulting with parents about their child's progress, acknowledging teacher and learner limitations; including parents in formulating goals, strategies and follow-up
- encouraging parents' teaching activities at-home which promote their child's educational growth.

COMMUNICATION

We are continuing our efforts to move to web-based communication. School information (announcements, calendars, lunch menus, newsletters) will be posted on the school website, www.saintcolumbkilleschool.com and/or the parish website, www.saintcolumbkille.org.

Student Photographs (Archdiocesan Policy #5081)

Photographs of students may appear on the school website or on other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of school.

Parents who wish to speak with their student's teacher may telephone the school office and leave a voicemail for the teacher or e-mail the teacher at school. Teachers will respond to parent contacts within 24 hours during the school week. If you do not receive a return contact, please call again as the teacher may not have received your voicemail/e-mail (teacher was out ill, voicemail/e-mail system not functioning properly, etc.).

On instructional days teachers are required to be in their classrooms at 7:45 a.m. for supervision of students. Teachers are also assigned supervision duties from 3:15 to 3:30 p.m. each day. If you need to speak with a teacher in person regarding your student or a classroom situation, please call and make an appointment to speak with him or her. Please do not drop in and expect the teacher to meet with you during the time that he or she is responsible for supervising students. The teacher will be unable to give you or the situation his or her full attention or leave the classroom for a private discussion at that time.

Parents who wish to speak with the principal may telephone the school office or e-mail the principal directly. The principal will respond to parent contacts within 24

hours. Parents who wish to speak with the principal in person are asked to schedule an appointment.

GRIEVANCE PROCEDURE

Purpose:

The purpose of the grievance procedure is to resolve disputes. This procedure is intended to resolve a grievance by informal proceedings in a cooperative Catholic, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representations in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

No person shall be discriminated against because that person filed or participated in the grievance procedure and no reprisals of any kind shall be taken against any person because of participation in the grievance procedure.

Definition:

A grievance is a formal complaint. It involves one party allegedly being denied by another something to which the grievant party feels he or she is entitled.

Guidance:

Concerns are most effectively addressed and resolved when parties to the concern:

- speak from first-hand knowledge of events.
- remain open to and respectful of others' viewpoints.
- focus their discussion on establishing the factual basis of the concern.

Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to the effective instruction of groups of students.

Process:

Before allowing differences to become formalized grievances, an effort should be made to resolve disputes through an open discussion between the complainant and the immediate authority.

Parents who have a grievance about the school program, student performance, teacher expectations or administrative decisions:

1. are asked to contact the teacher **in writing** regarding classroom issues and the administration for non-classroom issues.
2. the teacher and/or principal will respond within one business day to answer any questions (the home telephone numbers of teachers and staff members will not be given out by school personnel).
3. **the principal will meet with both parent(s) and teacher(s)** to assist in resolution of the concern if their concerns are not resolved through discussion with the teacher.

The principal is responsible for the day-to-day operation of the school, and in accord with that responsibility, has the authority to make final decisions relative to the resolution of concerns.

In the event that a parent feels that his or her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals and objectives of the school, he or she may request a meeting to further discuss the situation. Parties to be represented at this meeting could possibly include:

- teacher/parent
- teacher/parent/principal
- teacher/parent/principal/counselor
- teacher/parent/principal/counselor/pastor

In the event that a parent feels that his or her concern has not been resolved after speaking with the principal, the parent may address their concern to the pastor.

PROCESS AND POLICY ISSUES

The School Advisory Council is available as a forum for parental concerns over policy or process issues. It is not a body to deal with specifics of an individual grievance but the definition of policy/process that may be discovered through dealing with such grievances. Specifics need to be dealt with at the level of the teacher and/or administration as outlined above.

Parental Disagreement with School Programs/Activities (Archdiocesan Policy #5503)

If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of parents, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents, will exercise the school's prerogative to withdraw permission for enrollment of the student.

VISITORS

Parents are welcome to visit at any time. In order to reduce vandalism, the threat of intruders, and unwarranted disruption of classroom activity, **all visitors, including parents, will need to report to the office.** Visitors must check in and wear a visitor's name tag while in the building.

Parents who wish to visit their child's classroom and/or participate in a school day activity are requested to make arrangements ahead of time. You will be informed if that day's schedule has been altered or if for some other reason, you cannot observe the chosen activity. We suggest that a visit be limited to one instructional period.

All entrances to the building are locked. Visitors will need to use the main

entrance located adjacent to the school office. To enter the building, please push the door buzzer and look up at the security camera located in the upper right corner of the doorway. You may be asked to identify yourself. Please pull the right hand door open when you hear the clicking sound.

Thank you for your cooperation and assistance in aiding us to provide a safe environment for our students and our staff.

SCHOOL EMERGENCY PLAN

St. Columbkille School, in conjunction with local authorities, has developed a school emergency plan which is coordinated by the administration and a school emergency management team. This plan is based on a color schedule system. Guidelines have been established for emergency situations that may arise such as tornado, fire, bomb threat, intruders and medical emergencies. Staff members are directed to follow the lockdown, red, yellow or green schedule as dictated by the type of emergency situation. The schedule to be followed will indicate the action to be taken by staff members and students. In the event that students must be evacuated from the school building, they will be escorted to the social level of the church.

- Lock Down Schedule (Building lock down) - This schedule is used in the event of an intruder or hostile situation.
- Red Schedule - This schedule is used in the event of a medical emergency that necessitates a 911 call. If students are out at recess during a Red Schedule, they will be required to return to their classrooms.
- Yellow Schedule - This schedule is used to notify Emergency Management Team members of the need to report to the office.
- Green Schedule - This schedule is the all clear signal.

- Tornado Drill or Alert - The gym is the designated tornado shelter area. All students will be escorted down to the gym. All visiting adults should go down to the gym with the students whose classroom they were visiting. All visitors will need to be accounted for, so will need to be certain that they have their name reported on the teacher's attendance sheet. All visitors and guests are asked to model silence for our students.

- Fire Drill or Emergency - All students will exit the building via designated escape routes. All visiting adults should accompany the students whose classroom they were visiting. All visitors will need to be accounted for, so will need to be certain that they have their name reported on the teacher's attendance sheet. All visitors and guests are asked to model silence for our students.

TRAFFIC SAFETY

Students in the full-day kindergarten program will enter and exit through the east doors on Monroe Street. Students in the half-day kindergarten program will enter through the east doors and exit through the south doors.

Students in grades 1 and 2 will enter and exit through the south doors on Fifth Street. Please note that during designated morning and afternoon hours Fifth Street is **ONE WAY** only. Students in grades 3 through 5 will enter and exit through the west doors adjacent to the playground.

Students in grades 6 through 8 will enter and exit through the north doors located off of Sixth Street. When dropping off students in grades 6 through 8, traffic will enter either from the Steinhausen Center driveway (from Jefferson Street) or the west driveway (driveway closest to the Steinhausen Center) of the upper parking lot (from 6th Street). Please drive single file past the yellow entrance doors to drop off students and then exit through the east drive (closest to Monroe Street) onto Sixth Street. This is a **ONE WAY** only and when exiting onto Sixth Street this will be a **RIGHT TURN ONLY** exit.

Students who cross 6th Street are to cross only at the light at 6th and Jefferson. Students are to cross the streets only at the corners!

III. STUDENT LIFE

"We believe that St. Columbkille School is child-centered. St. Columbkille School believes each child is a unique expression of the cooperation of people with God, a person of infinite dignity and self-worth. Therefore it follows that each child deserves the opportunity to learn how to enhance his or her personal strengths and remedy his or her weaknesses. It is the school's goal that a child conscious of his or her self-worth will accept responsibility for his or her behavior."

From the St. Columbkille School Mission Statement

RELIGIOUS FORMATION

The school provides for all students:

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

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

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

Students receive daily religious instruction. Students pray together, formally and informally, several times daily. Preparation for Sacraments is coordinated through the Parish Religious Education Office. Every classroom carries out service projects.

In grades K-8 students attend All School Masses weekly. The school office is closed during each All School Mass so that all members of the St. Columbkille School community may celebrate the Eucharist together. As is stated in our Belief Statements, St. Columbkille School is faith-centered and exists to help children grow in the Catholic faith by providing an environment in which gospel principles are modeled by adults.

Additionally students in the KA and KB classes as well as students in grades 1-8 attend class Masses according to their weekly schedule.

The Teaching and Practice of Religion (Archdiocesan Policy #6501)

Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of the school's curriculum. The liturgy will be celebrated regularly, prayers said daily and Catholic traditions celebrated according to the liturgical season.

Religion/Theology Curriculum (Archdiocesan Policy #6502)

All schools will utilize the Archdiocesan religion/theology standards and curriculum guide. The curriculum for religion/theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

The curriculum will include the teachings of Creed, Sacraments, Prayer and Christian Living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on Vocations, Human Dignity, Human Interaction/Sexuality, Moral Conscience, Social Justice, Community Service/Stewardship and The Circle of Grace.

ACADEMIC PROGRAMS

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

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

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

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

Curriculum (From Archdiocesan Policy #6504)

All schools will utilize the standards, assessment and curriculum guidelines promulgated by the Archdiocese of Omaha which also meet the requirements of the

Nebraska Department of Education.

All members of the school community will exercise appropriate responsibility in the use of school technology and the Internet. In accord with Archdiocesan Policy #5061 all parents and students will be required to sign statements pledging to abide by school rules in this regard.

Kindergarten

The purpose of this program is to develop readiness skills for students' future academic success as well as building a foundation of positive self esteem. Students are taught in self-contained classrooms. The curriculum includes Language Arts (including Phonics), Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer and Library.

Primary Grades (Grades 1-3)

In the primary grades, students are taught in self-contained classrooms. The curriculum includes Language Arts (including Phonics), Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer and Library.

Intermediate Grades

Grade 4

In the fourth grade, students may be grouped for some instruction between the two classrooms. The core curriculum consists of Language Arts, Mathematics, Science, Social Studies, Religion, Art, Music, Physical Education, Computer and Library.

Grades 5-6

In the fifth and sixth grade students are assigned to self-contained classrooms, however as a class they will have departmentalized instruction for Social Studies, Mathematics, Science and Language Arts. The curriculum also consists of Religion, Art, Music, Physical Education, Spanish, Computer and Library.

Junior High (Grades 7-8)

The junior high students are taught Religion, English, Literature, Mathematics, Science, and Social Studies in departmentalized courses through an eight period day. In addition, students receive instruction in Spanish, Art, Computer, Library, Music and Physical Education.

SPANISH

Spanish instruction is provided to students in grades 5-8. The Spanish curriculum is designed to expose students to the culture and other aspects of Spanish-speaking countries. Students learn basic vocabulary, sentence structure, pronunciation, basic conversation, and use questions. Students progress into conjugation of verbs, as well as writing, conversation, and vocabulary.

PHYSICAL EDUCATION AND MUSIC

Physical education and music instruction are provided to students in all grades. Students are *REQUIRED* to participate in physical education and music classes. Any student unable to participate in these activities must bring a written statement from his or her physician.

As part of our music curriculum the students participate in one evening musical performance per school year. Students are required to attend because this is part of their grade. If a student is unable to attend, he or she will have an alternative assignment.

GUIDANCE AND COUNSELING

The elementary guidance program is designed to support students in development of Career, Academics, Social and Personal skills. The counselor facilitates activities to develop these skills for all students in their regular classrooms. Abuse prevention programs are coordinated and provided by the counselor as well as individual and small group counseling support, as needed on a short-term basis.

ENRICHMENT PROGRAMS

We strive to recognize the gifts of each student. Therefore, a variety of enrichment programs are provided to all students. These programs include field trips, The Rose Theater, various contests, guest speakers, and assemblies. Teachers make every effort to provide challenging activities in the regular classes.

SPECIAL SERVICES

Because of the excellent support of the Papillion-LaVista Public Schools, St. Columbille is able to offer several excellent programs on-site. Services are available for students who qualify for special education according to the state mandated criteria to the best of our abilities with the on-site services available. Professional assessment for any of these services is available free of charge.

Speech and Language Services are provided to students who have been appropriately identified as Speech/Language impaired. A certified Speech/Language Pathologist provides services as needed. Students are seen in both individual and group settings. Areas of service include articulation, voice, fluency, and expressive and receptive language.

STUDENT RECORDS

St. Columbkille School voluntarily complies with the provisions of the Buckley Amendment. Access to and disclosure of student records are provided according to the following guidelines:

1. Parents and students 18 years or older may review their student records within 5 business days of the request to do so. Parents or eligible students must submit to the school administration a written request that identifies the record/s they wish to review. The administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.
2. Parents must provide written consent for release of student records with the exception of disclosure to other school personnel with legitimate educational interests or disclosure upon legal requirement to provide record information.
3. Non-custodial parents may access their student/s' records, barring a court order to the contrary. Arrangements to provide non-custodial parents with copies or information are at the discretion of the school.
4. Release of official copies of student records for transfer and graduating students is contingent upon written consent to the school. When a student transfers or graduates, records will be forwarded free of charge to the student's new school upon receipt of the signed request forwarded from the new school.
5. Release of official copies of student records to parents is by written request. The school will provide the copies within 5 business days of the request to do so. There is a charge of \$10.00 for each (1) copy of a record (or part of a record) that is provided.

Confidentiality of Student Records (Archdiocesan Policy # 5054)

Parents and non-custodial parents have the right to see the educational records of their children. Upon request, parents may view the records in the presence of the principal or his/her designate.

Parents have the right to request removal of material, and if such request is denied, to add their own written statement in the record.

All requests to review records should be made in writing at least 48 hours in advance of the review.

Information for Student Records (from Archdiocesan Policy # 5051)

Official student files will contain only: 1) academic transcript, 2) attendance record, 3) records of educational or related testing, 4) emergency information, 5) required health information. All information contained in the official student file should be factual and not observational.

HOMWORK

Please check to make sure your child writes down assignments and does all the homework assigned. Homework itself is an obligation of the child. When a child says that he or she has no homework, the parent(s) should guide the child to spend the homework time reading or practicing some academic skills.

Students in St. Columbkille School should expect regular and increasing amounts of homework with age. The child's ability as well as work habits will cause the amount of homework to vary. If parents find a child is consistently spending an excessive amount of time each night on homework, a parent-teacher conference should be scheduled to monitor this situation.

For students in grades one through six, when homework is incomplete or late, parents will be notified. The completed homework should be signed and returned to the teacher the next day. After a student has had five incomplete homework assignments and for each subsequent one, he or she will be assigned to a forty-five minute academic detention to complete the assignments or an assigned task.

Each junior high teacher will assign homework slips for his/her own subject area and will provide guidelines for their homework policies.

Students who are absent for illnesses will have an equal number of days to complete work missed. For other absences the teacher will determine the due date of work missed. It is the responsibility of the student to check with the teacher(s) the first day back to school to turn in and/or receive any homework assignments and make arrangements to make up any missed work or tests.

We strongly discourage parents from requesting that work be sent home for a child who is ill. If your child was too ill to attend class, it is our belief that he or she will not be able to give the assignments his or her best effort and would be better served by making up the work after he or she has recovered. Additionally, the student will have missed classroom instruction that may be required before he or she is able to complete the assignment. To this end, homework will only be available for an ill student upon parent request. Parents must request the work before 8:30 AM on the day that they would like to pick the work up in the school office.

GRADING POLICY AND REPORT CARDS

A	94-100
B	86-93
C	78-85
D	70-77
F	Below 70

In grades seven and eight, in addition to the academic criteria, a student will not be eligible for the honor roll if he/she has a Needs Improvement or Unsatisfactory for an effort grade or needs to improve mark in Personal and Social Development or School Rules.

Report cards are issued four times yearly at the end of each quarter and will be sent home with each student or distributed at conferences. The dates for report cards are on the school calendar each year.

Parental Knowledge of Student Progress (Archdiocesan Policy #5505)

Parents as the first and foremost educators of their children will be provided information on a timely basis relative to the progress of their children.

Report cards will be given out only when the following requirements have been met:

1. All fees/fines have been paid
2. Textbooks have been returned in reasonable condition *

* Students may be assessed the purchase cost for textbooks that are returned in damaged or unusable condition. The money from these fines will be used for textbook replacement.

UNIFORM DRESS CODE

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. Columbkille Catholic School share. Uniforms are not meant to suppress individuality; rather, the wearing of a uniform frees students to demonstrate their individuality in more meaningful ways: through their efforts, through their personality, through their spirituality and through their 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, parents may be contacted and asked to bring a change of clothing.

Appropriate Dress (From Archdiocesan Policy #5038)

Local boards, with approval of pastor/principal, will set policy and accompanying criteria relative to appropriate dress for students. The criteria identify standards of modesty, respect for self, cleanliness and good condition for both uniform and non-uniform school days.

Student conduct codes will establish consequences for violation of the dress code policy.

Hair

Hair should be neatly combed and cut in a conservative style. For the boys, no “tails” or hair longer than collar length is allowed. Partial or completely shaved heads are unacceptable (use 1/4" as a guide for minimum shortness). Designs shaved into the scalp are also unacceptable. The standard for haircuts and hair styles for both boys and girls is that they should not draw undue attention to a child as this disrupts the learning environment.

General

- Christian medals or crosses on a necklace may be worn under the blouse or shirt. Other necklaces, pins, bracelets, or other jewelry are not allowed except on special seasonal holidays which will be announced. Girls may only wear earrings that are worn entirely on the ear lobe (no hoops or dangling ones). Boys may not wear earrings of any kind.
- Students in grades kindergarten through eight may not wear make up, cologne or perfume or colored nail polish. If nail polish is worn, the student will be sent to the office to remove it. For repeated infractions, the student will be assigned a behavior detention. If make up is worn, the student will be sent to the office to remove it and will receive a behavior detention.
- Body piercing and wearing jewelry in such piercing is unacceptable. . .ie. nose, eyebrow, lips, tongue. Tattoos, permanent or temporary, are not acceptable.

Dennis Uniform Company is our school uniform supplier. When an exclusive contract is signed with a uniform company, the administration may limit the purchase of school uniform items to that specific company. Uniform pants, shorts, jumpers, skirts, skorts, sweaters and sweatshirts must be purchased either from Dennis Uniform Company or the Home and School Association sponsored Uniform Exchange Program.

Blouses/Shirts/Skirts/Skorts

- Blouses or shirts will be white. Blouses or shirts will have either pointed, round (Peter Pan), or oxford (button down) collars. This does include the tab-front (polo) shirt and turtleneck shirt. No emblems or symbols are allowed. **NOT ALLOWED:** bows, pleats,

ruffles, lace, puff or raglan sleeves, or oversized shirts. Shirts and blouses are to be completely tucked in at all times unless they are banded polo shirts. If students choose to wear a T-shirt as an undergarment, they should wear only plain white.

**** Please note that the girls' polo shirts sold by Target do not meet the uniform code guidelines as stated above.***

- The plaid uniform jumper may be worn in grades K-4; the plaid skirt in grades 5-8 . Jumpers and skirts are to be modest in length—slightly above the knee is acceptable. When a student kneels down (keeping their back straight) the hem should touch the back of the calf. Students in grades K-8 may wear either the plaid skirt or navy blue skirt.

Sweaters/Sweatshirts

The sweater may be a V-neck, crew neck, cardigan, vest, or long-sleeve. Not allowed: monograms, logos, loose weave sweaters, sweatshirt materials, cable knit or shaker knit sweaters. Sweaters may be either navy blue or Dennis red. Students may wear the school sweatshirt as an alternative. The uniform blouse, shirt, or turtleneck shirt must be worn under the sweatshirt.

Slacks

Navy blue uniform slacks are to be worn. **Belts must be worn** with these slacks if the slacks have belt loops in place when purchased.

Shorts/Capris

Navy blue uniform shorts may be worn from the first day of school until October 31 AND after April 1. The girls' uniform shorts are bermuda length shorts. The boys' uniform shorts are without cuffs. **Belts must be worn** if the shorts have belt loops.

Girls may also choose to wear navy blue uniform capri pants (**must be purchased from Dennis Uniform Company**). **Belts must be worn** if the capri pants have belt loops.

Socks

Socks must be **visible (seen above the shoe and on the heel)** , **plain** and **one color** - either DENNIS RED, WHITE, or NAVY BLUE. Designs, logos and decorations (bows, beads, lace, etc.) on the socks are not permitted. Girls may wear tights or knee socks using the same guidelines. Nylons and leg warmers are not allowed.

Shoes

All shoes worn to school must have closed in toe and heel. Students may

wear tennis shoes to school. Tennis shoes must be fastened (ie. shoelaces or Velcro closures - NO zippers). **Tennis shoes that are made with eyelets for shoelaces must be worn with shoelaces in place and tied.** Slip-on shoes (shoes must have laces, velco straps or straps with buckles that fasten them to the student's foot), sandals and platform shoes are not permitted. If inclement weather necessitates a student wearing boots to school, the student must bring a pair of shoes to wear in the building as they may not wear snow or rain boots in the building – *please note this includes Uggs.

Tennis shoes must be worn for physical education classes. Tennis shoes must have non-marking soles.

Spirit Days

On Spirit Days students may wear **solid-colored jeans or blue uniform slacks/shorts/capris** (during the designated months) **with the school sweatshirt or spirit T-shirt.** Students may not wear saggy jeans, wide leg skater jeans, metal-studded (going down the legs or other as these scratch the furniture) jeans, jeans that have deliberate holes or frayed hems, bib overalls, carpenter jeans, painter jeans, cargo jeans or jeans that are worn around the hips. Students may not wear jeans shorts. Please note that Spirit Days are considered uniform dress code days and nail polish and jewelry (that does not conform with the dress code guidelines) are not permitted.

Winter Weather Clothing

It is essential that your student wear warm clothing in the winter. We recommend that your child wear boots, mittens, and snowpants. 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 student's name.****

Consequences For Violating The Uniform Dress Code

Students will be sent to the office and may be loaned appropriate uniform clothing to wear. If parent(s) do not wish to have their student given school-owned uniform clothing to wear, they must send written notification to the school office during the first full week of school each year. Correctable violations may also be dealt with as part of the classroom discipline plan. After three uniform dress code violations, the teacher may assign a detention. Repeated violations may lead to suspension until proper uniform attire is obtained.

GENERAL RULES

Gum is not allowed in the school or parish buildings at any time. This includes after school activities. **Students caught chewing gum or eating candy (without**

permission) will serve detention.

Snowballs may not be thrown on school or parish property. Throwing snow balls is a safety hazard both to students and property. **Students will serve detention for throwing snowballs.**

All textbooks must be neatly covered with the subject, student name, and classroom number written neatly on the cover. **Book covers are not to be taped directly to the books.** No handwritten doodling or notes should be written on the cover. Teacher-provided stickers may be put on covers in grades K-6. Classroom teachers may assign a consequence for students with uncovered books which may result in a fine or loss of the privilege to take the book home.

Lockers, desks, and shelves are school property and may be inspected by school personnel on a regular basis. Only items necessary for instruction and school activities are to be stored there. Doors are not to be written on or stickers to be attached to the inside. All students in grades 7-8 are expected to use the school locks which are issued at the beginning of the year.

Students may not use the playground equipment immediately before (7:30 a.m. to 8:00 a.m.) or after school (3:15 p.m. to 3:30 p.m.) unless they are supervised. Teachers do not provide playground supervision during these times.

ACTIVITIES

Field Trips

Teachers plan field trips to broaden and enrich the students' educational experience. These field trips are considered as instruction/classroom time, and if the student is present at school on the day of the planned activity, participation is not optional. Students must receive written permission and bring the appropriate fee (per Archdiocesan requirement, the school is not able to accept permission forms other than the official form which must be signed by a parent or legal guardian).

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

No student will be denied participation because of inability to pay. Families unable to afford field trip fees should send a note to the administration requesting that the fee be paid from the Field Trip Assistance Fund. This fund was established through the generosity of school families. Donations to this fund are always welcome. **(To meet**

the Archdiocesan guidelines for the handling of money, all payments should be in the form of check or money order - no cash, please. Thank you.)

Band

St. Columbkille School students in grades 5-8 are served by Daniel J. Gross Junior Band program. Instruction is held at St. Columbkille during the school day. Band practice takes place at Gross High School after school. For more information, contact Gross High School, 734-2000.

PARISH SPORTS PROGRAM

The sports program is coordinated by the Parish Athletic Council. Both intramural and interscholastic programs are provided for students. The program is supported with fees paid by participants.

GRADUATION REQUIREMENTS

To receive a diploma, a student must have a passing semester grade in all subjects for all semesters from 7-8 grades. Remediation of failing semester grades will be accepted only through a program and instructor approved by the principal. When a student has been diagnosed as having a learning disability, the principal may adapt the school's grading requirements as is deemed appropriate and necessary

PROMOTION OF STUDENTS

If parents wish a child to be transferred to the next grade over the advice of the professional staff, parents must sign a statement that they realize that the transfer is against the advice of the staff. The school reserves the right to withdraw a student's permission to enroll if the parents transfer their child to the next grade over the advice of the professional staff.

Students are promoted based on the recommendation of the teacher and the principal after consultation on the student's progress.

NON-PROMOTION OF STUDENTS

- Non-promotion, when necessary, should occur in the primary grades. A student should not be kept in the same grade more than two years.
- If the student is unable to find success in school work, reasonable provisions should be made to meet the exceptional needs of the child.
- If retention of a student is being considered, the principal and the parents should be

notified no later than the end of the third quarter. It is preferred that teachers develop an ongoing dialogue with the parents and the principal as early as possible.

- When non-promotion is unavoidable, parents/legal guardians must be notified a minimum of eight (8) weeks prior to the close of school. A copy of the formal notification will be kept in the student's permanent school records.
- The parents/legal guardians have the right to reject non-promotion of their child and insist that the child be promoted. If this occurs, the situation must be clearly explained in a written statement which is to be signed by the parents/legal guardians, principal and teacher. The written statement will be retained in the student's permanent school records.

ROOM ASSIGNMENTS

The placement of students with homeroom teachers at St. Columbkille School is an administrative responsibility. Many factors are considered when determining how students are placed each year. Among the considerations are teacher impact, boy/girl ratio, and balanced academic grouping. The administration and faculty are professionals who consider the needs of all students during this process.

When placing students it is the practice of the St. Columbkille School administration to separate twins—placing one student in the class designated A and the other in the class designated B. We believe that the students are best served when allowed to develop as individuals.

Students who are retained will not be assigned to the same teacher for the additional year that will be spent in that grade.

PARTIES AND TREATS

Classroom parties are held at the discretion of the teacher with the approval of the administration. Room parents may be asked to assist with parties.

***Please note that arrangements for school use of any parish space must be made by school office staff.**

On their birthdays, children are encouraged to provide a contribution for a library book through the Library Birthday Club program in lieu of birthday treats. **NO BIRTHDAY TREATS are to be sent to school - this is extremely important because there are students with allergies and special dietary considerations and restrictions.** Students are not to exchange gifts at school. *Birthday parties should be held at home and invitations should not be delivered at school. PARENTS, NO SURPRISE PARTIES, PLEASE.*

VALUABLES

Students should not bring valuables to school. Please avoid sending such items as excessive amounts of money, cellular phones, pagers, cameras, radios, dolls, tape recorders, etc. *THE LOSS OF SUCH ITEMS WILL NOT BECOME THE RESPONSIBILITY OF THE SCHOOL.* Students should not exchange gifts at school at any time.

AWARDS

The St. Thomas Aquinas Award (Grades 4-6) and the St. Catherine Siena Award (Grades 7-8) are academic excellence awards. They are awarded to two students from each grade. The qualifications for these two awards are: consistently high achievement in all subject areas, demonstrates a mastery and recall of information, poses a challenge to others to excel in scholastic activities, demonstrates higher level thinking and grasp of underlying principles, does not avoid difficult activities, and is willing to place academic needs of the group ahead of personal interest.

The St. Joseph the Worker Award is an award given for effort and improvement. It is given to two students in each grade 4-8. The qualifications for this award are: consistently high effort, is cooperative and helpful, poses a challenge to others by his or her effort, continually strives to improve (works hard), and has demonstrated improvement over time.

The St. Thomas More Award is a Christian witness award presented to two eighth-grade students each year. The criteria for this award are: the student exemplifies cooperative behavior and is anxious to be helpful, the student is likely to reach out in heart and spirit to make others feel better, witness poses a challenge to others to be better, faith is evident, there is a genuine interest and support for prayer and liturgical activities, and participates in and contributes to religion class.

The St. Columbkille Award is presented to one outstanding girl and one outstanding boy from the eighth grade graduating class each year. The criteria for this award are: has positive attitude toward school work and strives to do his or her best work, involvement (support in service to school), conducts self well in public, contributes to school spirit, and accepts and overcomes adversity.

IV. SUPPORT SERVICES

AFTER SCHOOL SUPERVISION

Students are not permitted to arrive before 7:45 a.m. and are expected to leave the school grounds at 3:15 p.m.

It is expected that students who are not being picked up at 3:15 p.m. are participating in the extended care program. **The extended care program is not available on early dismissal days.** There is a registration fee for this program and an hourly per student charge. The program hours are 3:15 p.m. to 6:00 p.m.

The school does not accept responsibility for the well-being of your student once he or she has been dismissed unless he or she is participating in the extended care program. After dismissal if you direct your student/s to go to the public library or the church parking lot, your student/s has/have left the school grounds and we are not liable for their safety. Kindly remember that your student/s' behavior, or inappropriate behavior as the case may be, when he or she is in uniform reflects upon our school.

LUNCH PROGRAM

Children need healthy meals to learn, St. Columbkille School participates in the National School Lunch Program and offers healthy meals every school day. We contract with the Papillion-LaVista School District to supply both hot lunches and milk for our students. Meals for our students are prepared at the Papillion-LaVista South High School kitchen and delivered to our school. Lunches are planned to meet the USDA guidelines for recommended daily intake for an elementary age child.

Our school uses offer versus serve for food service. Students are allowed to refuse one hot lunch menu item each day if they wish. This gives the student the opportunity to make some choice and helps reduce food waste.

Students who require special meals because of a medical condition must have a medical statement form completed by their physician. The form will be forwarded to the Papillion-LaVista School District Food Services Director so that substitutions may be provided for the student.

Milk intolerance is a frequently reported condition. A medical statement must be on file if the school is required to regularly substitute another beverage. If there is no medical statement on file that requires substitution of juice, water is available for the students.

Most food allergies are not considered a medical condition. They can be handled easily by the offer versus serve option. Occasionally a student has a life-threatening

allergy (e.g. peanuts). A medical statement is needed to verify the extent of the allergy. ***Please note that peanut butter items are no longer being served on the elementary school menus by the Papillion-LaVista School District (our school lunch program provider).** A peanut-tree nut free table is provided in the lunchroom for students with severe allergies.

Your children may qualify for free or reduced price meals. To apply for free or reduced price meals, please request a Free and Reduced Price School Meals Application form. We cannot approve an application that is not complete, so be sure to fill out all required information.

If students qualified for free or reduced price lunches during the 2009-2010 school year, there is a 30 day grace period that is in effect. Newly approved applications will go into effect at that time.

Lunch tickets (single punch, five punch or twenty punch ticket) and milk tickets (single punch or twenty punch ticket) may be purchased before 8:00 a.m. each morning in the office. School lunch prices are set by the Papillion-LaVista Board of Education each year. **Please make checks for lunch/milk tickets payable to Papillion/LaVista Lunch Program. Please do not include school fees (field trip, extended care program, etc.) with lunch money checks.**

Parents are always welcome to have lunch with their child/ren. If you wish to purchase a hot lunch, please call the office and order your lunch no later than 8:05 a.m. Papillion-LaVista personnel call our school at 8:15 a.m. each day for our lunch count. The amount of food that they prepare is based upon our count and that submitted by the other schools. If parents or visitors eat hot lunch without being included in the count, there will not be an adequate number of lunches to feed the students. Your cooperation in this matter is very important, as we need to be sure that all of our students eat lunch each day.

Healthy School Environment/Wellness Policy (Archdiocesan Policy #5013)

The Archdiocese of Omaha recognizes 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 all members of the school and community to maintain an environment that enhances maximum student potential.

● **Nutrition Education:** *The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-12 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.*

● **Physical Activity:** *The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness*

program for better health, academic success and general personal well being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' K-12 educational program.

● **Nutrition Standards:** *Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. Staff will promote archdiocesan standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.*

● **Other School-Based Activities:** *Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically active.*

The Competitive Foods Policy is a policy based on United States Department of Agriculture regulations and the program agreement between the Nebraska Department of Education and participating schools. The policy is designed to assure healthy foods/meals for children and to maintain financially viable school food service programs. Schools who participate are required to adhere to the policy. The policy states that no food or beverages can be sold to children anywhere on school premises beginning one half-hour before lunch service (10:40 a.m. for us) until one half-hour after meal service (1:15 p.m. for us) unless proceeds earned during this time go to the school food service program (that's PLV). This applies to all participating school food authorities, student/parent organizations, community organizations and commercial food/beverage service companies. This policy does not restrict what a child can bring from home in his or her lunch or what a parent can deliver for his or her **OWN** child to eat at school. **Participating school food authorities are allowed, and are encouraged to set firmer policies.** Schools should endeavor to consistently reinforce the principles of good nutrition taught to students in the classroom.

St. Columbkille School policy is that students may not bring pop in their lunches. When circumstances are such that you must bring in a commercial lunch for your own child, please do not bring pop. You may bring a juice box or purchase a milk ticket in the school office. Thank you for your cooperation.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

General Lunch Rules:

- Students are expected to conduct themselves during lunch as they would at home; that is, moderate conversation, asking permission to leave the table, mannerly eating, and

cleaning up their own table space.

- Students may not bring pop or any type of breakable containers in their lunches.
- Students must eat lunch in the supervised lunchroom unless the student is confined to a wheelchair and physically can not be transported to the lunchroom. If the student must eat in his or her classroom, he or she must be supervised by the classroom teacher or designated school employee.

*****When school dismisses at 11:15 a.m. or earlier there is no hot lunch.*****

SCHOOL HEALTH PROGRAM

Optimum good health/wellness is the goal for each student, and the rule to follow is if your child is sick enough to need a cough, cold, or flu medication, he or she and fellow students are best served by the ill student being kept at home.

Recess: If a student is well enough to attend school, he or she will not be excused from recess.

Fever: Students should not be in school until they have been afebrile (fever free) for 24 hours. This means that if on Tuesday at 2:00 PM your child has a fever, he or she should not be in school on Wednesday. We appreciate your cooperation in following this guideline.

All medication should be administered outside of school hours. If a student is required to take oral medication during school hours, medication will be administered only under the following guidelines:

- The school reserves the right to refuse to administer medications.
- NO medication will be administered by school personnel without a completed medication authorization form which has been signed by both a custodial parent or legal guardian and the prescribing physician.
- No medications of any kind may be kept in the classroom or by the student.

Student Medications (From Archdiocesan Policy #5007)

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensation of such medication to their child(ren).

This policy applies to all medication, both prescription and over-the-counter medication.

- Medication must be in a prescription container properly labeled, including the student's

name, physician's name, and directions for administration.

- Over-the-counter medication (i.e., aspirin, cold tablets, cough drops, etc.) cannot be administered without a signed medication authorization form. The medication container must have a pharmacist's label with the student's name, physician's name and directions for administration.
- The school does not assume responsibility for reactions to medication brought to school. If students may be susceptible to the side-effects of any medication, it is the responsibility of the parent/legal guardian and physician to communicate that information to the school in writing.
- The school reserves the right to refuse to administer direct medical attention which is outside the normal scope of care, ability or responsibility of the staff.

Primary Responsibility for Health Care: Parents (Archdiocesan Policy #5008)

The Catholic schools respect the parents as persons responsible for the health care of their children. The school staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

At the end of the school year, a parent or legal guardian must claim unused medication(s) in the school office. Unused medication(s) will not be sent home with a student(s). After June 1 each year we will dispose of any medication(s) that remains unclaimed.

Through its partnership with the Nebraska Department of Education, Attack on Asthma Nebraska is committed to increasing public awareness of asthma and allergies in meeting its mission to ensure that all Nebraska schools have the education, training and medications to respond to anyone experiencing a **life-threatening** asthma or anaphylaxis emergency at school. (*Title 92 - NE Department of Education, Chapter 59 - Regulations for School Health and Safety*)

All St. Columbkille School staff members have received training on the Nebraska Attack on Asthma protocol (call to 911, administration of an EpiPen injection and Albuterol provided through a nebulizer) and its implementation. The protocol (emergency treatment plan) may be implemented by a trained team of emergency responders (school nurse and designated staff members trained and certified in the emergency procedures required by the protocol).

Parents are required to provide written medical documentation for students known to have asthma or an allergic condition, medications as directed by the student's physician and an authorization for administration of medication form with instructions.

Asthma Policy (From Archdiocesan Policy #5011)

*Catholic schools, both accredited and approved, will implement an emergency treatment plan, known as a protocol, any time a student or staff member experiences a **life-threatening** asthma attack or systemic allergic reaction.*

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

- *Written medical documentation*
- *Instructions*
- *Medications as directed by a physician*

EMERGENCY INFORMATION

Each child must have an up-to-date emergency information form on file, listing both parents' daytime telephone numbers and alternate persons to be notified in case of illness or injury, as well as a family physician's name.

Parents will be informed of any kind of **serious** laceration, bump, fever, or head injury. If the school staff determines that the child should not be in school, the parents will be notified and will be asked to pick up the child within one hour from the time of the notification. If the parents are unavailable, or cannot, or will not come for the child, the alternate persons on the child's emergency information form will be contacted to pick up the child. If no one can be notified, the school staff may choose to hold the child in the office to monitor his or her condition. If the staff believes it is necessary, 911 may be called; parents will assume financial responsibility for medical treatment that may be administered to the child which is authorized by the school staff in the event that the parents cannot be reached.

If your child has any health problems or needs special attention, the school nurse and teacher should be informed so the best possible learning environment can be provided.

*Parents who do **not** give permission for the school nurse to forward health information on a need-to-know basis will need to notify the school office in writing. This would include alerting teachers and staff to watch for symptoms and to give resources to EMS in case of an emergency.*

IMMUNIZATIONS

Nebraska's immunization laws require that the school have on file a record of the name of the vaccine, the month and year of administration, the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines for each student. Each student shall be protected by immunization against the following diseases:

measles, mumps, rubella, polio, hepatitis B, diphtheria, tetanus, pertussis, and haemophilus influenzae type b (Hib). Students who do not present proof of these required immunizations will not be admitted to school.

Students enrolling in kindergarten, grade 7, and all transfer students entering from outside the state regardless of the grade they are entering are considered immunized if they have received: 3 doses of hepatitis B vaccine, 3 doses of DPT(DtaP, DT or Td) vaccine with at least one dose given at or after 4 years of age, 3 doses of polio vaccine, 2 doses of MMR or MMRV vaccine with the first dose given at or after 12 months of age and the two doses separated by at least 28 days, and 1 dose of Varicella vaccine given on or after 12 months of age or written documentation (physician-documented) of Chicken Pox disease.

Transfer students from outside the state of Nebraska, regardless of grade, must present proof of one dose of varicella given after 12 months of age and prior to 13 years of age. If over 13 years of age must present proof of two doses of varicella, separated by at least one month.

NE Administrative Code Title 173 NE Health and Human Services/Control of Communicable Disease, Chapter 3 Rules and Regulations Relating to School Health, Communicable Disease Control, and Physical Examination and Immunization Standards - Immunization Standards 79-221 to 79-222 and Required Evidence of Immunization 79-217, 79-219, Time of Compliance 79-217

PHYSICAL EXAMS

Nebraska law requires that a student entering kindergarten, 7th grade, or moving from another state have a physical examination. A completed physical examination form is due prior to the first day of school.

Nebraska State Statute also requires that all students entering kindergarten provide evidence of vision evaluation within six months prior to entry. The evaluation may be performed by a physician, physician assistant, advance practice registered nurse, or vision professional (optometrist or ophthalmologist). Children are exempt from this requirement when the parent/legal guardian provides a written statement of objection.

NE Administrative Code Title 173 NE Health and Human Services/Control of Communicable Disease, Chapter 3 Rules and Regulations Relating to School Health, Communicable Disease Control, and Physical Examination and Immunization Standards - Physical Examination Standards 79-217,79-219, 79-248, Time of Compliance 79-217

ILLNESSES

When your child will not be in school for any reason PLEASE call the school before 8:30 a.m. so that both home and school know that the child is safe.

Students who have been ill with vomiting, diarrhea, severe headache, excessive cough and excessive nasal discharge should not return to school until their symptoms have subsided and their temperature is normal for 24 hours without the use of medication (Tylenol, Advil, cold medication, etc.).

COMMUNICABLE DISEASES

Chicken Pox. . .The student should stay home at least five days after the appearance of skin eruptions (vesicles/blisters) or until all vesicles become dry.

Conjunctivitis (Pink Eye). . .The student should stay at home until the eye is normal in appearance or may return with **documentation** from physician that child is no longer infectious.

Common Cold . . . The incubation period is 12 to 72 hours. The student is infectious one day before the symptoms begin and usually continuing for about five days.

Enterobiasis (Pinworm, Thread-worm, Seatworm). . .The student should be excluded until brought under treatment as **documented** by physician.

Fifth Disease. . .The student should be excluded until fever and malaise are gone. May return with rash with **documented** physician approval.

Head Lice. . .Head lice is considered a contagious condition. Students found with head lice (pediculosis) will be sent home and cannot return until treated for this condition. It is recommended that parents contact their physician for a prescription medication or talk to their pharmacy regarding an over-the-counter medication. In order to return to school proof of treatment will need to accompany the child; for example, the name of the prescription or nonprescription medication that was used to treat the child. It is essential that the school be notified of any student who has had head lice so that other families may take sufficient precautions. It is also required that your child is free of all nits (louse eggs) before returning to school.

Impetigo. . .The student should be excluded until brought under treatment as **documented** by a physician.

Influenza. . .The student should be excluded for the duration of the illness.

Measles. . .The child should stay out of school for the duration of illness and for no less

than 4 days after the onset of rash.

Mumps. . .The student should be excluded until swelling has subsided.

Pertussis (Whooping Cough). . .The student should be excluded until physician approves return as per **written documentation**.

Rashes. . .Student should be excluded until treatment has been in process at least 24 hours or the rash has faded, and the skin is normal in appearance.

Ringworm. . .The student must be excluded until treatment has been started and **documented** by a physician.

Scabies. . .The student must be excluded until the day after treatment has been started and **documented** by a physician.

Strep Infection. . .The student may return to school when he or she no longer has a fever and has been treated with a physician prescribed medication for at least 24 hours.

* Day of onset of specific symptoms is counted as “day zero;” *the day after onset* is “day 1;” *second day* after onset is “day 2;” and etc.

Regulations require that whenever a child shows symptoms of any contagious or infectious disease they are required by law to be sent to their homes immediately, or as soon as safe and proper conveyance can be found. The law further states that children excluded for a confirmed communicable condition should not be allowed to return to school until all signs and/or symptoms of the illness have disappeared, appropriate treatment has been provided, and/or a physician has directed that the child is safe to return to school.

A child who has been diagnosed with a communicable condition must provide documentation from a physician indicating the child’s ability to safely return to school.

NE Administrative Code Title 173 NE Health and Human Services/Control of Communicable Disease, Chapter 3 Rules and Regulations Relating to School Health, Communicable Disease Control, and Physical Examination and Immunization Standards - Exclusion from School 79-248, Duration of Exclusion Period 79-248, Exclusion of Health Contacts 79-248

V. DISCIPLINE

It is the expectation that each student who attends St. Columbkille School will make behavior decisions based on good manners, Christlike living, and school expectations.

DISCIPLINE WITH PURPOSE

In an effort to help students learn self-discipline skills, St. Columbkille School adopted the Discipline With Purpose program during the 1992-1993 school year. There are 15 skills that build a self-disciplined person. The 15 discipline skills are taught and used as a framework for making decisions about a person's growth in self-discipline. They serve as an objective standard. The skills are grouped developmentally. When we look at children's behavior in light of skills, we learn that inappropriate behavior provides us with an opportunity to teach a new skill.

The 15 self-discipline skills identified in the Discipline With Purpose program are:

1. Can listen.
2. Can follow instructions.
3. Can ask questions when something is not understood.
4. Can share.
5. Can be trained in the essentials of social skills.
6. Can work cooperatively with others.
7. Can understand and explain the reasons for rules.
8. Can select and develop procedures for accomplishing an objective.
9. Can be trained to be a leader.
10. Can learn the essentials of good communication skills.
11. Can set your own schedules and time limits.
12. Can work together to resolve problems.
13. Can take the initiative to resolve problems of mutual concern.
14. Can distinguish fact from feeling.
15. Can sacrifice from a motive of love.

EXPLANATION OF RIGHTS AND RESPONSIBILITIES

All students have the right to learn.

This means that no one is to behave in such a way that keeps students from being able to participate in class, complete their work, and work to the best of their abilities. Students are expected to follow classroom and school rules so that the class can run as smoothly as possible.

All teachers have the right to teach.

This means that no one is to behave in such a way that keeps the teacher from beginning or continuing to teach. Students are not to create distractions that will stop the

teacher from doing his or her job.

All persons have the right to feel safe, both in body and in feelings.

We believe that school is a place where people should be treated with dignity and respect. This means that students are expected to treat adults and other students respectfully and adults are to treat students and other adults respectfully. We expect all persons to do their best in being respectful in all situations. We believe that even when people disagree with each other, the disagreement can be resolved in a respectful manner.

All persons are to solve problems in a way that does not cause additional problems for anyone else.

It is normal to have a problem now and then. Sometimes our problems involve others. How those problems are solved in school is very important to the smooth running of the building. We expect people to solve problems/arguments/etc. in ways that do not make the problem bigger or cause additional problems for anyone else in the world.

All adults in the building have the right to do their jobs without interference from others.

This means that people are not to behave in such a way that will keep adults from completing the duties of their jobs. For example, the lunchroom workers have the right to serve lunch without students causing a disturbance in the serving line, the custodian has the right to maintain the building without students making messes that would cause the custodian to have to do additional things that would take time away from his regular job, the secretary has the right to complete the many things she has to do without being interrupted by people going to the office without an important reason.

All persons are responsible for the things that are used in the school.

This means that we are all responsible for using the things in the building in such a way that shows that we are taking care of those things. This means that we expect students and adults in every part of the building and on school grounds to behave in such a manner that takes care of the things around us so that they can be used in the best possible way.

At St. Columbkille School we try to do everything we can to help each student be successful. We also make every effort to maintain an appropriate and safe learning environment for all students in the school. If the behavior of one student disrupts the learning or safety of other students on a regular basis, action must be taken to prevent this from continuing. The teacher will work with the student and parents to help him or her change the behaviors. If these efforts are not successful, the student will be referred to the principal and a meeting set up with the teacher(s), student, and parent(s) to determine if the student's needs can be met at our school or if a transfer is in order.

CLASSROOM DISCIPLINE

The teacher is responsible for maintaining the learning environment, implementing school policies, and setting classroom procedures and expectations, so students know how to act appropriately at St. Columbkille School.

Inappropriate behavior is routinely handled by the teacher through teaching self-discipline skills, constructive criticism, problem solving, behavior modification plans, enlisting the assistance of parents, and rewards or punishments.

DETENTIONS

Detentions are mandatory 45 minute after school periods assigned for various violations of school rules and *will be served within two school days of the offense*. Parents will be contacted when a detention is given and a written explanation sent home to be signed and returned with a parent signature the next school day.

1. Scuffling (play fighting) with another student.
2. Excessive tardies: arriving for class late three or more times or arriving to school late five or more times per quarter.
3. Disrespect/Defiance: talking back, rudeness, excessive talking, refusal to accept teacher, staff, or adult correction or direction.
4. Chronic classroom misbehavior: the final consequence of the classroom discipline plan.
5. Inappropriate display of affection: kissing, hand holding, or other similar displays at school and/or school-sponsored function.
6. Campus supervision: the student is in an unsupervised area without permission or an appropriate pass. The student crosses the street at unsupervised place.
7. Lunch room: the student is involved with throwing food or drink or any behavior not acceptable by a well-mannered person--running, yelling, horseplay, etc.
8. Restroom behavior: the student is horsing around in the restroom and/or making unnecessary messes such as water and soap splashed over the floor or paper towels or toilet paper thrown and left on the floor.
9. Chronic violation of dress code: after three violations a detention will be assigned and one for each subsequent violation.
10. Other: as approved by the principal.

EXCLUSION FROM SCHOOL

Suspension and Expulsion (Archdiocesan Policy #5031)

On occasion, students will be suspended and/or expelled. Reasons for suspending and/or expelling a student include:

- a. behavior of the student which presents a moral danger to other students or*
- b. behavior that is incorrigible* or*

c. frequent absences.

It is the responsibility of the Administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be given to the Archdiocesan Superintendent of Schools.

** Incurable means the student has been corrected a number of times but refuses to change his or her behavior.*

The principal establishes the regulations for imposing suspensions. The decision to suspend a student is the responsibility of the principal after consultation with the student's teachers. The pastor will be notified. The parents of the student will be notified of the measure being taken and the reasons for the suspension as soon as possible. The suspension may be served either in the school or at home, and this will be decided by the principal.

When a student has been suspended, the school may require the student, as a condition for returning to school, to receive a thorough evaluation by a mutually agreed upon health professional(s) to determine:

- a. whether the child is capable of controlling behavior or
- b. if the child is not capable, what steps should be taken to assist the child.

These recommendations must be in writing and the parent must agree to carry out these recommendations to the satisfaction of school officials as a condition for continued enrollment.

A student may be temporarily readmitted to school if the appointment for evaluation is confirmed by the school office before the student returns to school.

For violation of rules for suspension or expulsion, or lack of payment of fees or tithing pledges, the principal may, at the end of a semester or school year, choose not to allow a student to be re-enrolled after consultation with the pastor.

Expulsion during the school year shall be utilized only when other means of discipline and correction have failed, and/or the student's conduct is a definite hindrance to the welfare and progress of the school community. The principal shall establish regulations for expulsion of a student(s). The final decision to expel a student(s) is the responsibility of the principal after consultation with the pastor.

Prior to exclusion, the student's parents/legal guardians will be formally notified of the measures being taken and the reasons for the exclusion. The student's parents/legal guardians may request a hearing with the pastor.

SUSPENSIONS **(AT LEAST ONE FULL DAY)**

1. Fighting: willfully hitting, slugging, kneeing, tripping, shoving, etc. with the intent to injure another person.
2. Student becomes unreasonable and/or out of control.
3. Student causing physical, psychological, or moral danger to self or others.
4. Abusive/foul language or actions toward another person.
5. Multiple (two or more) detentions for the same behavior defined as incorrigible.

LONG TERM SUSPENSION OR EXPULSION

1. A repeated offense under the SUSPENSION category.

Students who commit one of the following acts may be excluded from class for more than five days or expelled from school. The principal may also choose to notify law enforcement authorities of these acts.

2. Smoking or unsupervised lighting of matches on school grounds or at school related events.
3. Use of violence, force, coercion, threat or intimidation.
4. Vandalism/damage to private or school property. In addition to consequence, student must repair/replace property that was damaged.
5. Theft of, or attempting to steal, private or school property of substance OR repeated theft of small value. In addition, student must replace or pay for property that was taken.
6. Trespassing in school building(s) in unsupervised areas without permission.
7. Possession, sale, dispensing, or use of controlled substance or alcoholic beverage.
8. Possession of, or handling, a weapon.

Weapons (Archdiocesan Policy #5036)

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object that could be used to injure another person will be considered a weapon.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals. The pastor/principal/president will make the final determination regarding what constitutes a weapon.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.

Threats to use a weapon will be investigated and be treated the same as possession of a weapon under this policy.

9. Use of gang signs, symbols, and/or actions at school.
10. Other as determined by the principal and pastor.

The principal is the final recourse in all discipline actions and may waive any disciplinary action for just cause.

St. Columbkille School Process to Address Bullying

Purpose:

St. Columbkille School is a Catholic-Christian school. We strive for an environment in which our children can grow in Christian virtues of love for one another, compassion, kindness and respect toward others. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be accepted. These incidents will be acted upon when they are related to school activities or school-sponsored activities on or off campus.

Definition:

Bullying is a repeated pattern of abusive behavior over time in an environment of an imbalance of power which includes, but is not limited to:

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

Responsibility:

It is the responsibility of everyone, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher aides
- School counselor
- 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 dealt with using the St. Columbkille School Discipline With Purpose program. When repeated behavior, that is consistent with bullying, is identified by the

appropriate authorities, the following steps will be taken:

- The classroom teacher(s) will be informed of the situation.
- The classroom teacher(s) will inform the principal and the counselor of the situation.
- The classroom teacher will schedule a meeting. Those attending this meeting will be:
 - Classroom teacher(s)
 - Principal
 - Counselor
 - Parents of child/children involved (alleged bully/bullies and victim/s).

The purpose of this meeting will be to:

- Clarify the situation
- Develop a plan of action and a timeline for a resolution
- To outline consequences if the plan of action does not result in a satisfactory resolution.

The consequences may include:

- Detentions
- In school suspension
- Expulsion

All of the above communication will be documented:

- By the teacher(s) using the Parent Notice form.
- By the parents using the Parent Concern form (available in school office).
- By formal notes taken at each meeting.

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.

References:

Student Offensive Conduct, Bullying or Harassment (Archdiocesan Policy #5032)

Procedures for Reports and Investigations Relative to Offensive Conduct, Bullying or Harassment (Archdiocesan Policy #5033)

