

# *St. Francis of Assisi* *Catholic School*

## **Grade School** **Family Handbook**

Updated 2023



“PREACH THE GOSPEL ALWAYS. WHEN  
NECESSARY, USE WORDS.”

St. Francis of Assisi

St. Francis School has been a landmark in Humphrey providing academic excellence within a caring and faith-filled community since 1884. We continue that endeavor as we meet the educational, spiritual and developmental needs of our children in the 21<sup>st</sup> century. St. Francis School is an AdvancED accredited school.

Our parents and parishioners have reached out to the community of Humphrey as they have supported Catholic education at St. Francis School for 125 years. Ours is a proud heritage and one we do not take lightly. We are proud of our past and we look forward with hope to a future that will continue to offer our families a choice in quality Catholic education.

We invite you to come and learn more about our school and the educational opportunities we provide.

**Lord, make me an instrument of Your peace.  
Where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.  
O, Divine Master,  
grant that I may not so much seek  
to be consoled as to console;  
to be understood as to understand;  
to be loved as to love;  
for it is in giving that we receive;  
it is in pardoning that we are pardoned;  
and it is in dying that we are born to eternal life.**



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## ***FORWARD***

This Parent/Student Handbook is provided to give information, regulations, and policies to parents and students of St. Francis Schools.

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

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add, modify or abolish any of the Handbook provisions without prior notice.

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

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

## ***FAMILY SCHOOL AGREEMENT***

Our school is a family with a common goal and purpose. We share a very responsible commitment of educating young minds and developing a spirit of leadership, responsibility, and maturity in young people. It is our goal that their education process will strengthen their faith, our community, and this great nation.

In order to accomplish this task, teachers, students and parents must work continuously to establish a good relationship assuring the best possible learning conditions. We need to agree on standards of academic performance. The diploma should represent a valid document of credits earned by the students. We also need to agree on conditions of discipline to maintain good order in our school to allow the students the opportunity to learn.

Recognizing our common goals, each parent and each student (4<sup>th</sup> grade and above) is required to read and sign the last page of this handbook which indicates acknowledgement of the provisions herein and the authority of St. Francis administration to enforce these regulations. The written acknowledgment is a condition of the student's enrollment.

It is your child's privilege to attend Humphrey St. Francis. As such, you and your child agree to abide by policies and procedures in this Handbook and to uphold good faith in your actions toward teachers, administration, and peers.

## ***NOTICE OF NONDISCRIMINATION***

St. Francis School will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

## ***A CATHOLIC EDUCATION***

The primary objective of a Catholic Education is to assist the student to attain the end for which God created each individual.

## ***MISSION STATEMENT***

St. Francis Schools will provide a faith-based environment for all students to achieve academic excellence and spiritual growth based on Gospel values and Catholic traditions.

## ***BELIEFS***

We believe in:

- the concept that all students can learn.
- modeling and teaching Christian values and Catholic doctrines.
- fostering responsibility and respect for all.
- developing self-esteem by providing positive reinforcement, strong motivation and a caring attitude.
- supporting the family as the primary educators of their children.
- maintaining a positive learning atmosphere in the classroom.
- encouraging creativity, analytical thinking, and problem solving.
- encouraging all students to develop their individual talents.
- supporting and encouraging continuous staff development.
- regularly assessing our curriculum in order to adjust and improve.
- developing effective citizens with strong Catholic/Christian values who will be prepared to live in a diverse world.
- education and Christian values as the foundation of our democratic system.
- incorporating technology in the educational process.
- life-long learning.
- Catholic tradition and discipline as foundational learning objectives.

## ***GRADING BELIEFS***

- We believe purposeful homework demonstrates accountability of the material covered in class that aligns with standards and is weighted less than assessments.
- We believe behavior grading should be separate from academic grades (GS).
- We believe behavior attributes should be a part of eligibility (students be held accountable for their behavior) and should be documented as an academic grade (JH/HS).
- We believe that students can be allowed opportunities to be re-taught with the possibility of retakes or revisions for credit.
- We believe extra credit has to be an equal opportunity and relevant to student achievement.
- We believe zeros should be allowed in the final grade-after an acceptable opportunity to receive credit for late work has been exhausted.

## ***SCHOOL BOARD***

The School Board of St. Francis makes recommendations for all regulations and policies for the school to the Pastor/President. The School Board sets the general goals and objectives for the

educational process and provides the resources, funds, and materials. They entrust the Principal or his/her delegated authority with the operation of the school.

After the Pastor/President and Principal, it becomes the specific responsibility of the Teachers to implement the program of education as outlined for St. Francis School. It is their responsibility to see that the curriculum and the overall internal functioning of the school within the classroom are carried out.

### ***SCHOOL BOARD POLICIES***

Policies passed by the St. Francis School Board are available in the Principal's office.

## **ST. FRANCIS GRADE SCHOOL FAMILY HANDBOOK**

### **I. SCHOOL PERSONNEL**

#### ***ADMINISTRATIVE***

The Pastor at St. Francis is the President, and chief administrator, of the school. The St. Francis School board is an advisory group concerned with the formation of policies to govern operations of the school. The specific day to day operations of the school is delegated to the Principal.

#### ***INSTRUCTIONAL***

All faculty hold Bachelor's or Master's Degrees and hold Nebraska Teaching Certification. The faculty directs the instruction of the curriculum in their grade or subject area.

Title and Resource educators are Humphrey Public employees who serve our students in our building. Speech, Occupational, and Physical Therapy is provided on site by ESU #7 personnel.

The media and technology coordinators keep the library and computer lab in working condition, supervise students in their area, maintain up-to-date resources, and assist teachers and students with skills necessary to use these facilities.

#### ***NON-INSTRUCTIONAL***

The school secretary is responsible to the Principal for the efficient operation of the school office. The secretary is on duty from 7:45-3:45. She assists teachers with simple clerical needs such as copying, laminating, sorting and distribution of mail, etc. In her absence, an authorized person will be on duty to answer the phone and open the door. The secretary is thoroughly briefed on all emergency procedures and may administer minor first aid.

The food service manager and hot lunch cooks are directly responsible to the Principal. They provide nutritious meals with a daily variety of all food groups each day. Two volunteers also help in the serving line each day.

The maintenance and custodial staff keep the facility and grounds in good working order. All health and safety codes are followed.

All individuals, certified or classified, are trained as required by the Safe Environment Policies of the Archdiocese and have submitted to and passed a background check.

### **II. GENERAL ADMINISTRATION**

#### ***ACCIDENTS***

In case of an accident at school, emergency first-aid will be administered and parents or guardians will be notified. If we are unable to reach parents or guardians, emergency family numbers will be used. School officials will use their discretion whether or not it is necessary to call the rescue unit. Teachers are required to file a written report in the Principal's office of all serious accidents that take place in school and at school sponsored activities. The school reserves the right to call the rescue unit for emergencies.

#### ***ADMISSION***

A child must be five years of age on or before July 31 to enter Kindergarten. Registration for Kindergarten and all other families who desire to register their children at St. Francis should contact the

Rectory. Yearly registration for all students is necessary. Registration occurs at the Rectory during the spring prior to the school year.

### ***ASTHMA AND ANAPHYLAXIS***

St. Francis School has in place Asthma and Anaphylaxis protocol, plus the medications needed to help prevent a severe Asthma or allergic reaction. A portable nebulizer is available for emergency use.

### ***ATTENDANCE***

If a child will be absent from school, parents must call school as soon as possible after 7:30 a.m. on a daily basis. If a child's parent does not call, the school secretary will call the parent after 8:15 a.m.

Arrive 7:55-8:45	Tardy
Arrive 8:45-9:30	¼ day absent
Arrive 9:30-11:30	½ day absent
Leave 11:30-1:30	½ day absent
Leave 1:30-3:00	¼ day absent
Leave 3:00-3:25	No count

If a child is to leave during the day, a written permission slip must be brought to school or the parent must call the school. Parents of students who accumulate 10 absences for any reason will be contacted on a written form.

Children who are absent will be held responsible for the schoolwork they missed. Students who do not have schoolwork made up by the designated time must complete work during recess breaks or after school.

Any student absent (including excused, unexcused, sick, etc.) for 20 days or more will be reported to the county attorney in accordance with state law.

### ***BIRTHDAYS***

Birthday treats may be brought to share with individual classes. Please inform the classroom teacher ahead of time. Party invitations may only be passed out in class if all students in the class are invited. Students who bring birthday presents to school must keep them in their lockers during the school day if possible.

### ***BUS SERVICE***

The public school district provides transportation to and from school if a family is on an existing route. All routes, schedules and bus policies are determined by the public school and must be followed. If policies are not followed, District #67 or St. Francis Schools has the right to eliminate the service for a family. Families should contact Humphrey Public School for this service.

### ***COMMUNICATION***

St. Francis Elementary uses the following forms of communication:

1. Sycamore Education on-line information system
2. SchoolMessenger
3. Classroom newsletters
4. Online newsletter: The Dispatch
5. Weekly parish bulletin
6. Monthly parish Tau

## ***COUNSELING SERVICE***

### **Guidance/Counseling Department Philosophy**

The counseling program at St. Francis is available to assist students, parents, and teaches in developing positive learning experiences in their spiritual, intellectual, cultural, physical and emotional education. The program involves various services and activities including the following: individual and group guidance, information services, referral assistance to other programs, and student evaluation. The guidance program is directed toward the growth and improvement of all pupils in the school. The school counseling program is preventive rather than remedial in nature complementing core instructional offerings. It reflects cooperation among the counselor, administrators, and classroom teachers.

All students must attempt to master the basic competencies to the best of their abilities for the good of self, society, and Church. Learning is a lifelong process, and all individuals should realize that they must strive to understand as well as apply Christian values to our ever-changing world. Therefore, the guidance program is comprehensive and addresses the issue of growth and development as an on-going process for all individuals of St. Francis Schools.

### **Academic Counseling**

The counselor will assist all students who request help with decisions on which high school courses to take to prepare them for college, trade school, or a job. The counselor will also assist students who have received poor grades or who need to work on developing effective study skills. He/she will help students with the interpretation of standardized tests (ACT, PSAT, TerraNova, ASVAB, etc.). The counselor is the person to see about talking to a college representative and about taking a trip to see a college.

### **Personal Counseling**

The counselor will be available to talk with a student about their strengths and limitations, decision-making, self-image, drugs and alcohol, family problems or anything that concerns the student's well-being in or out of school. He/she will also be a source of information for students. Pamphlets and books are available for students who wish to "read up" on something of concern, and referral to outside agencies can be given to students who ask for or require such services.

The Guidance Office is the place for you to come when you need help and when you feel you have been mistreated, why you can't seem to do your best, or when you are happy and want to share it with someone. The Guidance Office is for YOU. It is up to YOU to use it.

### **Statement on Confidentiality**

The school counselor may only share information gained in the counseling process for essential consultation with those appropriate persons specifically concerned with the counselee. Confidential information may be released only with the consent of the individual, when required by court order, or when the welfare and/or safety of self or others are at stake.

## ***EMERGENCY PROCEDURES***

### **Fire**

Fire drills are conducted periodically during the school year for all occupants of the building:

1. Observe the directions posted in each room.
2. Observe quiet and order during the fire drill.
3. Leave the building quickly and in an orderly fashion.
4. Remain in an appropriate place outside the building until a general sign to return is given.

### **Snowstorm**

During the winter months, it may be necessary to dismiss school because of the weather. The following procedures will be used:

1. In most weather-related dismissal, St. Francis and Humphrey Public Schools will dismiss at the same time.
2. Parents will be notified through the radio stations and by telephone using School Reach.
3. The office will announce procedures for dismissal.
4. Whenever school is dismissed early due to weather, all activities, including practice sessions, are cancelled for that day unless NSAA schedule dictates that it be played.

### **Tornado**

1. Tornado watch – notification of teachers.
2. Tornado warning – administration announces over the intercom that a tornado has been sighted. Students are to begin moving to shelter areas.
3. Shelter area – 1<sup>st</sup> floor hallway and restrooms.
4. Students move to designated shelter areas and kneel or squat on floor with hands covering heads
5. Custodian shuts off gas and electricity
6. Teachers keep an account of all students
7. No dismissal until notified by principal

### **Relocation**

1. The building will be evacuated using the phone system. Classrooms will evacuate to the Humphrey Community Center.
2. Staff and students are to leave all personal belongings, including purses, book bags, etc. when evacuating to the Humphrey Community Center.
3. The teacher is to take their evacuation packet and class roster with them and account for all students once they have reached the Humphrey Community Center.
4. Under no circumstances are teachers to dismiss students without administration authority.

### **Lockdown/Intruder**

1. Teachers should quickly check halls and get students into classrooms. The teacher is to move students away from windows and the door. All lights should be shut off and blinds closed where possible. Students are to remain quiet.
2. Lock doors.
3. Teachers will take attendance using the emergency evacuation packet.
4. Teachers will maintain a calm atmosphere in the classroom.
5. Teachers and students will remain in the classroom until notified by law enforcement officer.
6. Each staff member will document exactly what occurred in his or her area of responsibility. This will be done as soon as possible after the incident and sent to the principal's office.

### ***GIFT EXCHANGE***

Exchange of gifts is prohibited during school hours among students.

### ***GROOMING AND PERSONAL APPEARANCE***

Students are expected to be clean and neat.

Well-groomed hair is expected with lengths not to exceed the eyebrows, over the ears, or touch the collar of the shirt for male students. Unnatural hair colors and extreme haircuts are not permitted.

All tattoos are to be covered during school hours and all school activities.

Exposed body piercing is not permitted during school hours or at any St. Francis event in which the student is participating other than earrings for girls.

Failure to comply will result in a one-point infraction. An accumulation of three infractions will result in a referral. See Disciplinary Performance Standards for more information.

### ***GUM***

Gum chewing is not allowed at school. Students caught chewing gum may be given a detention and/or be required to remove gum from school property. On occasion, teachers may reward students by allowing them to chew gum. Proper gum chewing etiquette is required to maintain this privilege.

### ***HEALTH***

Good health is essential to good education. St. Francis Grade School provides an annual checkup through Educational Service Unit #7, in regard to vision, hearing, tonsils, and teeth. If a student has any particular type of health problem, that problem should be made known to the administration. This should be done at the earliest convenience so this can be taken into consideration.

1. School office must be notified of students with illness that may result in any type of seizure.
2. School office must be notified when it is necessary for a student to take prescription drugs.
3. School will not dispense aspirin tablets to the students without parent permission.
4. Students entering the 7<sup>th</sup> grade must have a physical.
5. Immunization and health records will be kept in the school office.
6. Students participating in athletics must have physicals and the Athletic Director will keep such records. Students may not start the first day of practice without a physical.

### ***INSURANCE***

St. Francis School provides the opportunity for the parents to purchase insurance through a plan offered by Student Assurance Services, Inc. At the beginning of each year, applications are provided to each family for this insurance.

All students, K-12 will be charged a fee for Catastrophic Insurance. For an explanation of the Catastrophic Policy, contact the Rectory.

### ***LIBRARY***

All students have the opportunity to check out books from St. Francis Library. The person responsible must pay for any damaged or lost books. Fines must be paid by the end of the current quarter.

### ***LOST AND FOUND***

The school is not responsible for lost or stolen articles. PLEASE LABEL ALL ITEMS INCLUDING CLOTHING, BOOK BAGS, PENCIL CASES, ETC. Parents and children are encouraged to check in the office for lost items. Materials will be displayed at Parent/Teacher Conferences and all items discarded at the end of the school year.

### ***MEAL CHARGE***

It is the policy at St. Francis School for school meals to be paid for in advance. Meals, milk and seconds can be prepaid by check or cash on a monthly, quarterly, semester, or yearly basis. Parents can

keep track of the lunch balance on Sycamore and make payments when necessary. Families will be notified via e-mail when their lunch account balance falls below \$25. If a family's lunch account balance falls below zero, your child(ren) will not be allowed to request seconds until a payment is made. Applications for Free and Reduced lunches can be obtained from the parish office and can be submitted any time during the school year if there is a change in income or household size. Students will not be withheld a meal if the family lunch balance is negative. Students with negative lunch balances will be offered the same meal offered to all students.

### **MEMORIAL GUIDELINES AND POLICIES**

The Humphrey St. Francis administration, including the Pastor, Principal, and Crisis Team, reserves the right to accept and reject any and all memorials donated or purchased in memory of a student or staff member.

Memorials appropriate for consideration for school property and school grounds include:

1. Scholarships established in the name of the student/staff member. These scholarships will be developed by the donors with the assistance of the Guidance Counselor.
2. Religious icons, religious statues, furniture, equipment, books, or other instructional materials. All materials will remain unlabeled.
3. Monetary funds designated to a particular school or school activity.

Memorials that contain or would cause any of the following to occur may be rejected by the St. Francis administration.

1. Memorials that contain the name and/or picture of the deceased.
2. Memorials that may alter the routine of a regular school instruction day.
3. Memorials that require the retirement or discontinued use of school property.
4. Memorials that require the altering of school property or school publications.
5. Memorials that require the altering of school activities or the school's activities schedule.
6. Memorials that require the use of class funds to purchase, develop, or maintain.
7. Existing memorials at the time of these guidelines, whether in compliance with these guidelines or not, will remain intact and the property of the Humphrey St. Francis School.

Memorials will be considered for sunset. In this case, sunset memorials will be retired two years after the deceased student's class graduates. The sunset memorial will be offered to the family.

Graduation ceremonies are a time to recognize the many years of work and achievement of the seniors. It is suggested at the ceremony a lit candle will be visible to recognize the deceased as well as other loved ones who are not present. The senior slideshow may contain photos/video of the deceased student with others in his/her class (group photos). The deceased student will not be singled out unless the deceased student was a graduating senior then his/her senior photo and baby photo may be included.

The Achievement Banquet is a time to recognize students' achievements throughout the school year. In the event a 7-12 grade student dies during the school year, and earned an academic, athletic, or activities award, that student will be recognized for his/her accomplishments. The Achievement Banquet will not be altered for special recognition.

School publications such as the yearbook, newsletter, Sycamore, etc...will not be altered for special recognition or dedication.

The St. Francis Memorial Board (located between the chapel and teachers' lounge in the high school) is intended to recognize memorial gifts given to the school. Plates are labeled "In Memory of \_\_\_\_\_" including the date of the donation.

### ***NON-CUSTODIAL PARENT***

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding document or court order. This includes, but is not limited to: 1) student records; 2) general school notices included weekly & monthly newsletters; 3) conferences with teachers.

The non-custodial parent does not have rights to pick up a child during the school day or make any contact with the child during the school day unless: 1) the school receives written permission from the custodial parent specifying the arrangements, time, and date or 2) the school has a court order or other legally binding document giving permission to the non-custodial parent. In this instance, the school must be given advanced notification to afford time for legal verification of such documents.

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

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document or court order. The school may provide custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets for the rights and restrictions pertaining to the parent's rights.

So that we know the rights of the non-custodial parent, we ask the custodial parent to provide a copy of the custody segment of the divorce decree for the child's records.

### ***PERSONAL PROPERTY AT SCHOOL***

Children are discouraged from bringing extra money, electronic devices, toys, or other objects from home unless the teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of items brought from home.

### ***RESPECTING ALL GOD'S PEOPLE***

It is the policy of the Archdiocese of Omaha that any adult, to include anyone who is outside of the school system, who wants to be in contact with students for any reason, must have previously attended Safe Environment training. These classes are offered periodically during the year throughout the Archdiocese. Parents who wish to coach, drive for field trips, be room mothers, or be in any type of supervisory position must attend this training prior to any contact. Please contact the rectory or the school office about the availability of these classes.

### ***ROOM PARENTS***

Room parents are selected for each grade K-6. These parents take care of a simple treat for Halloween, Christmas, and Valentine's Day, the teacher's Christmas gifts, and help with field trips and the school picnic at the end of the year. Room parents must have completed Safe Environment training.

### ***SCHOOL LUNCH PROGRAM***

St. Francis provides an approved hot lunch program. Parents are encouraged to pay for their children's lunches on a monthly basis on the 1<sup>st</sup> day of the month. A form for payment is included with the monthly newsletter. Make checks payable to St. Francis Cafeteria. The amount for extra milk may be paid with the same check.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national

origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### ***SCHOOL OFFICE***

The school office is open from 7:30 a.m. to 3:45 p.m.

### ***SCHOLARSHIPS***

There are numerous opportunities for families to apply for tuition relief in the form of local or archdiocesan scholarships. Please contact the rectory or school office for more information or applications.

### ***SCHOOL PICTURES***

School pictures are taken each year. The pictures are not mandatory. Students need not wear uniforms on picture day.

### ***TELEPHONE***

The school telephone is a business telephone. Students may not use the telephone to have forgotten assignments delivered from home or to make arrangements between students for social activities after school. Messages received in the office will be delivered to the teachers. Students are called to the phone only for emergency cases.

### ***TUITION***

The School Board recommends to the Pastor tuition amounts in the spring of each year for the following term. As parents, you may pay monthly, quarterly, by semester, or yearly. Tuition should be turned in to the church office. No student will be denied the opportunity to enroll as a student at St. Francis Schools due to the inability to pay tuition. Approval and arrangements are to be made directly with the pastor. All past tuition must be paid, or arrangements made with the Pastor, before a student can enroll for the next school year. Routine tuition payments must be paid prior to receiving tuition assistance. St. Francis School reserves the right to pursue other means of collecting outstanding tuition. There are tuition assistance funds available for families in financial need. See the "Scholarships" section.

### ***USE OF PHYSICAL RESTRAINT AND SECLUSION***

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

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

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

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Teacher Facilitator) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

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

### **VISITORS**

Visitors, students and parents, are very welcome at St. Francis Grade School. Upon arrival, visitors should report to the school office. Everyone visiting the school should follow the same rules in effect for the rest of the school.

Student visitors from other school systems will be welcome as guests in our classroom providing the following conditions apply to the visitation:

1. The student who will be visiting should be of the appropriate age for the classroom he/she will be attending;
2. It is understood by the visiting student that he/she will be expected to do the same assignments and classroom projects as the student whom he/she is visiting;
3. The student from our school must be willing to act as the escort for his/her guest and see to the needs and companionship of his/her friend during the time they are visiting in our school;
4. Notify the Principal and teacher a day in advance of the visitation so that we may have books and materials ready, and notify teacher(s), for another student on that day.

### **WELLNESS POLICY**

St. Francis' wellness policy includes nutrition education where the primary goal of nutrition education is to influence students' eating behaviors. Nutrition education is incorporated into a variety of curriculum areas. The classes provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Physical activity is included within the policy. The primary goals are to offer opportunity 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 well-being. The elementary students have recess activities along with the physical education classes. The students are given the opportunity to have physical education in their K-12 educational program.

Nutrition standards are included in the wellness policy. Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. The school lunch program reimbursable meals and food sold to students during the school day meet the federal program requirements and nutrition standards.

### **III. ACADEMICS**

#### ***FIELD TRIPS***

The principal shall be responsible for determining the educational value of all field trips. Field trips shall not be taken without the approval from the principal. The value of each field trip shall be based on the following criteria:

1. Does it meet the philosophy and objectives of the school?
2. Does it support the objectives of the subject being taught?

Parents who wish to attend field trips with their children must have completed the Safe Environment Training. If a parent transports students, they must meet minimum insurance requirements.

#### ***GRADING SYSTEM***

The school uses the A, B, C, method of grading for 3<sup>rd</sup>-6<sup>th</sup> grade students and progression indicators and attributes for grades K-2<sup>nd</sup>.

93 – 100	=	Superior (A)
86 – 92	=	Above Average (B)
78 – 85	=	Average (C)
70 – 77	=	Below Average (D)
Below 70	=	Failure (F)
Incomplete		

#### ***PROGRESS REPORTS AND REPORT CARDS***

Progress Reports will be sent home at the mid-point of 2<sup>nd</sup> and 4<sup>th</sup> quarter via the family envelop. They will be handed to parents at P/T Conferences at mid-point of 1<sup>st</sup> and 3<sup>rd</sup> quarters. The purpose of the progress reports is to inform the parents of the progress of their child. Progress reports and report cards are posted on Sycamore. Parents are asked to sign family envelop indicating they have seen the report cards. Teachers will confer with parents in person or by phone whenever a student is experiencing difficulty in school. If a student begins to fail or show poor performance, the teacher will notify the parent prior to the conferences.

#### ***PROMOTION***

At the end of the second grading period, if a student fails 2 or more core subjects (religion, reading, spelling, math, science, and social studies) a letter is sent to the parents by the teacher involved. The teacher schedules a conference. All teachers who teach the student must be present at the conference. The student in question will then be expected to improve his/her grades during the 3<sup>rd</sup> and 4<sup>th</sup> quarters so that he/she has a passing grade. If the above criteria are met, the final decision will be left to the discretion of the Principal and teacher. Students who are unable to meet class requirements of a particular grade level will be recommended for retention. The student will not be kept in the same grade for more than 2 years. Retention will be determined on school performance, teacher recommendation, and the student's potential for success at the next grade level. Parents who refuse retention for their child must sign a statement to that effect and have it attached to the child's cumulative folder.

### **RELIGIOUS EDUCATION AND MASS**

All students have religion classes daily. Students regularly attend Mass. The students help plan the Liturgy for grade school Masses.

### **SYCAMORE EDUCATION**

St. Francis School uses Sycamore Education as our on-line information system. All families are provided login and password information so that they can check assignments, events, grades, and basic school information. Parents are encouraged to check regularly on the status of their children and to use Sycamore to communicate with teachers.

### **TESTING PROGRAM**

St. Francis School provides the following tests for the students:

1.	STAR Reading and Math	Grade 1-6	Fall, Winter, Spring
2.	Writing Assessment	Grades K-6	Fall, Spring
3.	Teacher-made tests	Grades K-6	All Year
4.	DIBELS	Grades K-6	Fall, Winter, Spring
5.	Archdiocesan Standards Assessments:		
	Religion	Grades 2, 5	
	Math	Grades 2, 5	
	Science	Grades 2, 4, 6	
	Language Arts	Grades 1, 3	
	Social Studies	Grades 1, 4	

### **Reporting Results**

As required by Rule 10, St. Francis will report results of the norm-referenced assessment to the School Board. The Catholic Schools office will receive a system-wide report of results. St. Francis will report criterion-referenced assessment result to the Catholic School Office.

### **TEXTBOOKS**

The school provides some textbooks on a rental basis. Students are responsible for all textbooks and other materials supplied by the school. If lost or damaged, the student must pay the replacement cost. Books are to be covered at all times. Book bags are recommended to help protect against moisture, damage, or loss.

### **TRANSCRIPTS AND RECORDS**

When a student transfers to another school, the Principal will furnish the new school with the student's academic records upon receipt of a written request (with the parent's or guardian's signature) from the new school.

## **IV. STUDENT CONDUCT & REGULATIONS**

### **BIRTH CERTIFICATE**

In order to be admitted to St. Francis Elementary, pupils must submit a copy of their birth certificate according to Nebraska State Statute.

## ***DISCIPLINARY PERFORMANCE STANDARDS***

The disciplinary system depends on a clear understanding and support of specific rules by students, parents, and teachers for the maintenance of an appropriate learning atmosphere. Discipline is not intended to be punitive but rather to help assure good order and protect the rights of all in the school community.

The Principal and Faculty reserve the right to apply judgment in dealing with families concerning specific disciplinary situations that may or may not be specifically stated in this agreement (which does not attempt to include all the possible situations or appropriate methods of correction which may occur).

All major discipline problems will be documented on Sycamore. This documentation will include an observed infraction. Teachers and administration will document whenever serious disciplinary action is needed.

In addition to documenting an infraction on Sycamore, a paper form may be used. In this case, the teacher or administrator giving a referral gives 2 copies to the student and 1 to the principal on the day of the observed behavior. The pink copy is turned in to the principal and the white and yellow copies are given to the student.

The student is to have the parents sign the white copy and return to school the following day. The yellow copy is for the parent's records. The student will serve a ½ hour detention the day following the referral. Participation in activities will not excuse a student from serving detention the following day. A student who fails to return the referral form will be given one day to do so and ½ hour will be added to their time after school. A student who fails to report after school will add ½ hour to their time the following day. Repeated failure to report after school will be considered a serious offense. A referral is the last option for students in grades 3-6. Referrals will not be given to students in Kindergarten-2<sup>nd</sup> grade.

## ***SPECIFIC OFFENSES AND DISCIPLINARY ACTIONS***

St. Francis School reserves the right to institute any kind of discipline measure which the Principal deems necessary. Set forth below are some general guidelines St. Francis School will follow.

### **Examples of 1-Point Infractions**

- a) Dress code/grooming violation
- b) Tardiness
- c) Inappropriate language or behavior
- d) Recess misbehavior
- e) Classroom misbehavior

### **Examples of 3-Point Infractions—Automatic Referral (Detention)**

These are some examples of offenses that may have an automatic ½ hour detention to be served the following day after school in the office or on a supervised work detail:

- a) Disrespect of disobedience in language or behavior toward a staff member
- b) Being off limits (unsupervised rooms, halls, Faculty Room)
- c) Behavior in any area of the building which disrupts the teaching activity of any class or disrupts good order in any area in which the students are gathered for lunch, study, etc.
- d) Abusive language and/or conduct toward another student
- e) Defacement of buildings or grounds (defacement to be removed as part of discipline)
- f) Failure to report after school at teacher's request
- g) Offensive/sexual language or gestures
- h) Misuse/abuse of technology
- i) Truancy (Skipping School)

- j) Cheating
- k) Use of cell phone during school hours

### **Third Referral**

If a student receives a 3<sup>rd</sup> referral during school year:

- a) The Principal calls a meeting with the student and parents through a written letter (student may request advisor or counselor to be present).
- b) The conference will focus on a statement of the rules, the contract agreement, the necessity for discipline, and the procedures to be followed if a change is to be effected.
- c) All teachers receive notice of 3<sup>rd</sup> referral and a further update if the behavioral problems continue
- d) Student will receive a 1-day in-school suspension.

### **Fifth Referral**

If a student receives a 5<sup>th</sup> referral during the school year:

- a) The Principal invokes an automatic 3-day in-school suspension and calls a 9:00 a.m. conference the following morning with student, parents, and Pastor.

### **Sixth Referral**

If a student receives a 6<sup>th</sup> referral:

- a) Principal sends home warning letter that the 7<sup>th</sup> referral carries an automatic expulsion from St. Francis for 1 full semester, with possible readmission subject to review of attitude and interim behavior.

### **Seventh Referral**

If a student receives a 7<sup>th</sup> referral:

- a) Principal expels student on grounds that the student is failing to take responsibility for self-discipline and behavior after repeated warnings. The student is detrimental to maintenance of a favorable learning atmosphere in the school for self and other students.

Students who are in-school-suspended will still be required to complete all academic coursework during their suspension.

### **More Serious Offences**

For a student with no referrals – moves to 3<sup>rd</sup> referral level

For a student with 1 referral – moves to 4<sup>th</sup> referral level

For a student with 2 referrals – moves to 5<sup>th</sup> referral level

For a student with 3 or 4 referrals – moves to 6<sup>th</sup> referral level

For a student with 5 or 6 referrals – expulsion

### **Serious Offenses**

- a) Any serious act of disobedience or disrespect to a staff member – threats, abusive language, physical aggression (short of bodily harm or injury)
- b) Vandalism to buildings or grounds, theft or damage of school or student property; penalty as indicated along with repayment, repair or replacement of stolen or damaged property. Serious vandalism could result in dismissal.
- c) Repeated failure to report after school for referral detention
- d) Public behavior at school activities or disruption of activities at other schools at which St. Francis is officially involved. Nebraska School Activities Association requires our support in this area.
- e) Possession or circulation of indecent literature on school grounds
- f) Use of firecrackers in and around school building
- g) Fighting
- h) Theft

### **Example of some behaviors requiring automatic 3-day in-school suspension or expulsion**

- a) Possession or use of alcohol or drugs on school premises or at any school function (at St. Francis or elsewhere); coming to a school activity at St. Francis or elsewhere after using alcohol or drugs.
- b) Causing physical harm or injury to any teacher or student, or endangering the safety of others in the building by tampering with fire extinguishers, fire alarms, stored chemicals, etc.
- c) Causing a fire, bomb threat, explosion, or possession of a weapon
- d) Serious vandalism to the school buildings or grounds

An automatic 3-day in-school suspension elevates the offender to the 6<sup>th</sup> referral level.

### **Bullying**

Bullying is defined as behavior where an imbalance of power exists between students where one student knowingly, intentionally, and repeatedly intimidates or causes bodily or emotional harm to another student. This conduct, on the basis of a person's gender, sexual orientations, race, color, age, religion, national origin, marital status or disability is prohibited and will result in immediate suspension or expulsion.

Examples of bullying/harassment include but are not limited to the following:

- Explicit and offensive references or gestures
- Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability
- Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability

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

If it is determined that the offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including immediate suspension or expulsion will follow. This will be entirely at the discretion of the Principal and the President.

St. Francis will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying, or harassment or provides in good faith, information in connection with any such complaint. Any retaliation will result in immediate suspension or expulsion.

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

If the offensive conduct is of a sexual nature, the directives of the Omaha Archdiocesan program of Respecting All God's people will take effect.

## **DRESS CODE**

St. Francis Grade School has a dress code for the following reasons. First, how a person dresses will reflect on how that person feels about himself and how others will feel about him/her. Second, as part of the school's mission of preparing our students for the future, determining what is appropriate dress in the workplace is part of the learning process. Third, a dress code offers a sense of equality and uniformity among the student body. And fourth, a dress code instills discipline. Any faculty member has the right and responsibility to determine if a student is in violation of these guidelines. The Principal may suspend the guidelines at his/her discretion.

### **Requirements**

- Black, navy or khaki slacks
- White or navy only, fold down collared shirt, banded polo, blouse, or turtleneck
  - \*Shirts may not have logo, insignia, or crest of any type
  - \*Collared shirt, blouse, and turtleneck must be tucked in
- Socks
- Belts are to be worn by the boys starting in 1<sup>st</sup> grade
- Uniform sweatshirts are not required but they must be purchased from the office
- Uniform sweatshirts must be worn as intended and not wrapped around the waist
- Sweatshirts may not be altered from their original appearance
- Black, navy or khaki walking shorts
  - \*ALL shorts must be purchased from the Dennis Uniform Company or French Toast.
- Suitable footwear including tennis shoes and/or shoes with a back and cover the toes (excluding flip-flops, flip-flop style sandals, crocs, etc., and fashionable boots), snow boots for outside use only
- If shirt is worn under the white uniform collared shirt, it must be white
- Navy or khaki Skort for the girls
  - \*Must be purchased from Dennis Uniform Company or French Toast.
- Coats/jackets are not to be worn in the building during the school day
- The Dennis Uniform or French Toast tag MAY NOT be removed from clothing
- Facial makeup and/or nail polish are not permitted
- See also Grooming and Personal Appearance on page 12

### **"Jeans Day"/"Dress Up" guidelines**

Periodically throughout the school year, a "Jeans Day" or "Dress Up Day" will be allowed. This is a day when the "normal" Dress Code requirements are suspended for a more "relaxed" Dress Code. Students are still expected to follow a level of decorum in their appearance. The following guidelines must be met:

- Shorts and skirts must be of modest length with skirts no shorter than a hand-width above the knee
- Jeans may not have tears which expose the legs
- Clothing may not promote alcohol, drugs, have sexual overtones or otherwise be of poor taste
- Spaghetti straps, bare midriffs, or form fitting shirts are not allowed
- Any attire which allows the undergarment to be exposed is not allowed
- Tops must overlap pants/shorts
- Cut off shorts, athletic shorts, sweatpants, windpants, or form-fitting pants such as leggings or biker shorts, etc. are not allowed
- "Thong" style flip flops are not allowed
- Political attire is not allowed

School activities, such as sporting events or academic contests, are an extension of the school day and appropriate attire is required. The guidelines listed above for “Jeans Day” pertain to all activities in which a student of St. Francis is participant.

St. Francis students are expected to meet an appropriate level of attire when they are spectators at any St. Francis activity. The following guidelines are expected:

- Shorts and skirts must be of modest length with skirts no shorter than a hand-width above the knee
- Jeans may not have tears which expose the leg
- Clothing may not promote alcohol, drugs, have sexual overtones or otherwise be of poor taste
- Spaghetti straps, bare midriffs, or form fitting shirts are not allowed
- Any attire which allows the undergarment to be exposed is not allowed
- Tops must overlap pants/shorts
- Political attire is not allowed

The principal may waive the dress code policy due to weather or special school events at his discretion. Violations of the dress code may result in a detention. Repeated violations may result in a referral.

### ***DRUGS AND ALCOHOL***

It shall be the policy of St. Francis Schools, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school’s activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of St. Francis School during regular school hours or after school hours at school sponsored activities on or off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school’s activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the school that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### ***ELECTRONIC DEVICES***

Electronic devices such as cell phones, pagers, i-pods, etc. are not allowed during school hours without permission. If they are seen or heard, they will be taken and given to Principal. The student

must report to the Principal after school to retrieve these items. Multiple infractions may result in a referral and longer confiscation of the device.

### ***GRIEVANCE PROCEDURE***

Parents having a grievance or complaint against the St. Francis administration or school staff shall follow this procedure:

- a) The parent should first contact the administration or teacher against whom the complaint or grievance is directed and schedule a personal meeting;
- b) If the explanation provided by the administrator or teacher is not satisfactory, or the parent does not feel that a meeting with the teacher or administrator is appropriate under the circumstances, than a meeting with the Principal should be scheduled.
- c) If the meeting with the Principal does not resolve the situation, the parent may submit a written request to the Pastor/President for final resolution.

### ***IMMUNIZATIONS AND PHYSICALS***

According to State Law, St. Francis School must have written proof of student's immunization status prior to attending classes. For an immunization summary see Appendix A. Immunizations may be waived only for medical or religious reasons and a written statement of such refusal must be submitted to the school office. Kindergarten students are required to have a vision exam and physical examination within six months prior to entering their first year of school.

### ***MEDICATION***

The faculty of St. Francis will not administer medication to students without a written notice from the parents. If it is necessary for any child to take medicine during school hours, please inform the teacher. All medicine is dispensed through the school office. Only a 1-day supply should be brought to school each day. St. Francis School procedures regarding the exclusion of students for health reasons are as follows: a temperature of 100 degrees or more; vomiting; severe headaches; skin rash, etc. No student will be sent home until a parent or responsible adult has been contacted.

### ***POLICY ON SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA OR ANAPHYLAXIS MEDICATION AT SCHOOL DURING SCHOOL-RELATED ACTIVITIES***

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - a. Identify the health care services the student may receive at school relating to such condition;
  - b. Evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
  - c. Permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;

- d. Include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
  - e. Include procedure for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - f. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
  4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
  5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
  6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school ground, during any school-related activity, or in any private location specified in the plan.
  7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

### ***NEBRASKA'S CHILD ABUSE REPORTING LAW***

When any school employee or volunteer has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she shall report such incident or cause a report to be made to the Humphrey Police Department or the Nebraska Department of Health and Human Services (1-800-652-1999). If the alleged perpetrator is an employee or volunteer at St. Francis School, a report must be made to the Chancellor of the Archdiocese of Omaha.

### ***PLAYGROUND***

All students have recreation on the playground after lunch (weather permitting). Grades K-3 have a short break in the morning and afternoon. Please have your children wear proper clothing for the cold weather. The teachers on duty will establish and communicate the appropriate procedures and rules for recess.

### ***SEARCH AND SEIZURE***

Students have no reasonable expectation of privacy on St. Francis School grounds or at St. Francis events. In the interest of safety and discipline, St. Francis School reserves the right to search a student's locker, desk, personal items, and car.

### ***COOPERATION WITH LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENTS REQUESTING ACCESS TO STUDENTS***

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

1. Arrival of Law Enforcement Personnel:
  - a. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal and state the nature of the inquiry or investigation.
2. Student Interviews:
  - a. In cases where Law Enforcement Personnel wish to interview a student, the Principal shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification:
  - a. Parent Notification: In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer. In all cases where a student is taken into custody and removed from school premises, the Principal shall promptly notify the student's parent or legal guardian.
  - b. Superintendent of Catholic Schools Notification: In all cases where a student is interviewed or apprehended, the Principal shall notify the Superintendent of the Catholic Schools of the incident and the procedures followed by the school.
4. Documentation:
  - a. In all case where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

### ***TECHNOLOGY USE***

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

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

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

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

- a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account;
- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.

g. Engaging in abuse of technology. This includes communications, in or outside of school, using personal computers, social networking sites (including, but not limited to, Facebook, Twitter, and MySpace) or Electronic Communication Devices (ECD's) such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:

1. Use of illegal or controlled substances, including alcoholic beverages;
2. Violence or threats of violence, intimidation, or injury to the property or person of another;
3. Use of degrading language to describe or refer to another student, faculty member, or school official; or
4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.

Your School account and password are confidential and must remain so. Do not use another individual's account and confidential password.

Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.

Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.

Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.

The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

### ***TOBACCO***

Students may not smoke or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school-sponsored activities. Students under the age of 18 years are not to possess on their person or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school sponsored activities.

### ***USE OF PHYSICAL RESTRAINT AND SECLUSION***

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

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction

employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

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

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Head Teacher) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

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

### ***WEAPONS***

Firearms, knives, explosives, and materials that can be ignited are considered weapons and as such, are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon.

## **V. ORGANIZATIONS**

### ***HOME AND SCHOOL ASSOCIATION***

All parents of St. Francis students are urged to be active members of the Home & School Association. The purpose of this organization is to plan wholesome opportunities for social interaction, to provide funds for school needs, and to promote open communication with faculty, parents, students, and the entire community. Their primary function is to support the teachers and administration in their duties and responsibilities.

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

All families are enrolled in the N.F.C.S.P. by the home and School Association. Parents are encouraged to be active members. The goals of N.F.C.S.P. are:

1. Unite Catholic school parents in Nebraska.
2. Promote catholic Education statewide.
3. Inform all catholic school parents of their rights and the rights of their children with regard to educational programs.
4. Foster legislation that will support parental school choice in education.

### ***ST. FRANCIS SCHOOL BOARD***

St. Francis School Board is a policy formulating body for the operation of the educational facilities of St. Francis School. The primary responsibility is to recommend new policy for the Pastor/President. The board consists of 6 members (three females and three males). Terms

are for 3 years with a maximum of two terms. Meetings are held monthly during the school year in the Parish Hall.

**VI. APPENDIX A**

**Summary of the School Immunization Rules and Regulations**

**2011-2012 Student Age Group**

**Required Vaccines**

Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider

4 doses of DTaP, DTP, or DT vaccine,  
3 doses of Polio vaccine,  
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,  
3 doses of pediatric Hepatitis B vaccine,  
1 dose of MMR or MMRV given on or after 12 months of age,  
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  
4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,  
3 doses of Polio vaccine,  
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally, **for 7th Grade Only**

1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2010. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2009)

**VII. RELEASE AND INDEMNIFICATION AGREEMENT**

Release and Indemnification Agreement  
(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

\_\_\_\_\_ hereby acknowledge that \_\_\_\_\_  
(Name of Parent or Guardian) (Name of School)

(including school’s employees and agents) is not liable for any injury or death arising out of the self-management by \_\_\_\_\_ of his/her asthma or anaphylaxis condition  
(Name of Student)

and I hereby indemnify and hold \_\_\_\_\_ (including its employees and  
(Name of School)

agents) from any claim arising from the student’s self-management. In the event that

\_\_\_\_\_ injures school personnel or another student as a result of misuse  
(Name of Student)

of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned

shall be responsible for any and all cost associated with the injury.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian



**VIII. ST. FRANCIS GRADE SCHOOL HANDBOOK SIGNATURE PAGE**

The St. Francis Grade School Parent/Student Handbook outlines important information regarding the proper management and administration of St. Francis School. I understand that I should consult with the principal regarding any questions about the handbook or those not addressed in it. I acknowledge that revisions to this handbook may occur as deemed necessary by the principal, pastor, and school board. I also acknowledge that this handbook is neither a contract nor a legal document. By signing below, I acknowledge the St. Francis School Parent/Student Handbook can be viewed and downloaded from Sycamore Education or I can request a hard copy and I agree to be governed by the regulations, procedures, provisions, and guidelines herein.

\_\_\_\_\_

Student (4<sup>th</sup> Grader or older)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date