



ST. BERNARD CATHOLIC SCHOOL

2019-2020
STUDENT
HANDBOOK

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1 SCHOOL AND ADMINISTRATION

St. Bernard Catholic School reserves the right to change any of the guidelines set forth in this Handbook with or without notice when, in its sole discretion, St. Bernard Catholic School believes it is necessary.

Throughout this document, the word “parent” is used to represent the adult with whom the student resides. This includes the “legal guardian.”

St. Bernard Catholic School will be referred to as SBCS throughout the document.

Philosophy

SBCS will serve the educational, cultural, social, spiritual, emotional, and physical needs of the children enrolled in the school. SBCS will provide a loving and supportive environment that will allow the child to reach full potential as a child of God. SBCS believes that with the “whole person” approach, children can adopt for themselves values which flow from the teachings of Jesus Christ as taught by the Catholic Church. This whole person approach encourages children to strive to achieve academic excellence. SBCS will prepare each student as an individual, graced by God, to live a faithful, creative, humane, and compassionate life and to contribute to human society.

Mission Statement

Making Christ Present in all we say and do by:

- Serving Others
- Growing in Knowledge
- Preparing for the future

Belief Statements

1. Students learn through interaction with others as well as individuals.
2. Parents have the primary privilege and responsibility to educate their children.
3. St. Bernard School is a community that models and communicates the values of St. Bernard Parish.
4. St. Bernard School welcomes all students that are willing to uphold the philosophy of Catholic education.
5. Teachers play a significant role in developing, implementing, and accomplishing educational objectives.
6. All students can learn and must assume responsibility for their own learning.
7. St. Bernard School strives to meet individual needs to provide equitable learning opportunities.

Faith Development

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 and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

SBCS asks that parents continue their efforts in all the above areas and continue to model for their children the discipleship of Christ, which is the fruit of this community's adult faith. Parents' own commitment to prayer, to the Eucharistic liturgy, to the sacrament of Reconciliation, to service to others, and to compassion and assistance to those in need will form children in ritual and practices that will enable them to deepen their relationship with God

Non-Catholic Parents

Parents of SBCS students are welcomed at SBCS, and parents are invited to attend liturgies with their child on days that they are scheduled to attend as a school community. Catholics believe that Jesus Christ is truly present under the appearances of bread and wine at the consecration of the Mass and in the Eucharist. Because SBCS believes in the REAL presence, people who are not Catholic are not invited to receive our Lord in the Eucharist. SBCS does invite parents to offer prayers for the peace and the unity of the human family. In the spirit of the communion of the human family, parents may approach the minister for the Eucharist or the priest, with arms crossed over one's chest, and the blessing of unity will be given.

All SBCS students, regardless of religious affiliation, are required to participate in the school's religious opportunities including classes and Mass.

Accreditation

SBCS has earned accreditation status. Because we are an accredited school, we are required to follow Rule 10 from the Nebraska Department of Education.

Learning is a life-long process that leads to further success.

2 ADMISSIONS

Nondiscriminatory Policy

SBCS admits students of any color, national, and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SBCS does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship loan programs, athletic, and other school-administered programs.

Admissions to School

All admissions to SBCS are handled through the principal's office. New student admissions are accomplished through a conference between the parent(s) or guardian, the student, the principal, and a potential placement exam. New student admissions for Pre-K and K begin with "Round-Up" in February or March.

SBCS complies with Nebraska State age requirements for students in Kindergarten and Grade 1.

Pre-Kindergarten: No state requirement. SBCS requirements:

- Child must be age 4 by July 31
- Potty-trained
- Immunizations required
- Birth Certificate on file

Kindergarten Requirements:

- 5 years of age by July 31
- Birth certificate
- Immunizations
- Physical exam

Grade 1 Requirements:

- 6 years of age by July 31
- Successful completion of Kindergarten
- Immunizations
- Eye examination

All students entering Kindergarten and Grade 7 or students coming from out of state must have a physical examination.

New Student Admissions

SBCS admits new students according to the following prioritized guidelines:

1. Currently enrolled families in the school
2. Supportive (active) parish members
3. Parish member (non-active)
4. Non-parish member

Admission will be decided on an individual basis, according to the criteria recommended above; openings at the grade level needed; services offered to help the student; grade level placement exams, and a personal interview with the principal.

Registration for the Next School Year

Pre-registration forms are sent home with the students in early spring. The form contains information regarding school cost and the registration fee. These are dated materials and have a deadline for return. All fees from the current school year are to be paid in full by this time.

SBCS encourages families intending for their child(ren) to attend school in the fall to complete the registration form before school ends to qualify for the early, discounted registration fee. This includes families who may need financial assistance. Having an accurate picture of how many students will be returning for the following year will ensure every student receives the tools they need on the first day of the new school year. The per-child registration fee increases by \$100 after April 15 for *returning* families.

For those families interested in financial assistance, the Children's Scholarship application form and/or the Financial Aid Independent Review (FAIR) application form must be completed by the deadline to be considered for financial assistance from the parish. These forms and deadlines are communicated in Tiger Tuesday.

*See St. Bernard Tuition Policy

School Supplies/School Fees

A list of needed school supplies is posted on Sycamore by the end of June. These items are purchased over the summer months and brought to school on either Back-to-School Night or on the first day of school.

School fees are collected on Back-to-School Night. These fees cover items purchased at school such as *Weekly Reader*, partial payment for workbooks, activity fee, computer fee, yearbooks and other operational expenses associated with the education of a student.

3 ATTENDANCE/ABSENCES/TARDIES/VACATIONS

SBCS complies with the Nebraska State Law that requires 1,032 hours of instruction per year. The progress of each child depends on the regularity and punctuality of attendance. Attendance is essential in the learning process. It is better that a child be tardy rather than absent.

School Hours

| DAILY OPENING/CLOSING SCHEDULE | | | |
|---------------------------------------|----------------|------------------------------|----------------|
| K-8 | | Pre-Kindergarten – AM | |
| 7:55 a.m. | Arrival bell | 7:55 a.m. | Arrival bell |
| 8:00 a.m. | Tardy bell | 8:00 a.m. | Tardy bell |
| 3:15 p.m. | Dismissal bell | 11:10 a.m. | Dismissal bell |
| Child Care/Extended Day | | Pre-Kindergarten – PM | |
| 6:30 a.m. – 6:00 p.m. | | 12:00 p.m. | Arrival |
| Monday-Friday | | 3:10 p.m. | Dismissal |
| | | | |

Early Dismissal: All early dismissals for faculty meetings will be at 12:00 p.m. No lunch will be served on these early dismissal days. These days are usually marked on the calendar and teachers are involved in in-service projects or reporting responsibilities. Parents are asked to be prompt in picking up students, so the afternoon will be beneficial to the staff. The school will make every attempt to give advanced notice if it will have an early out that was not previously scheduled. ***If an A.M. Pre-Kindergarten student has older siblings at SBCS, the child can wait in the room or the office until 12:00 p.m.**

Absences

Absences require a telephone call to the school office by the parent no later than 9:00 a.m., informing the administration of said absence as well as a written excuse dated and signed from the parent to the classroom teacher upon the child's return to school. Sycamore should not be used as a sufficient notice of absence or tardiness. If no contact can be made, a log of attempted contact is maintained.

When a child misses two or more hours any time during the school day, he/she will be considered absent for ½ up to a full day. If a child misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration, he/she will be charged with an excused tardy or absence as long as the office is provided a note from the medical professional.

Continuous unexcused absences will result in the following action(s):

5 unexcused absences in one school year= call and/or letter home

10 unexcused absences in one school year= second call and/or letter home

15 unexcused absences in one school year= meeting with principal, academic probation (section 5-5 of student handbook) until work is caught up

20 unexcused absences in one school year= reported to the county attorney per State of Nebraska guidelines

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

Absenteeism resulting from parents taking children on vacation is not encouraged. The student is responsible for the completion of all work assigned during his/her absence. Upon returning, arrangements must be made with the teacher(s) to make up missing work or tests.

Tardiness

Children must be inside the school door by 8:00 a.m. If a child arrives after 8:00 a.m., he/she is considered tardy. If a child is tardy, the parent (or carpool driver) must enter the building and sign the child(ren) in giving the reason for the tardy. (A digital clock in the school office window is the official time for SBCS.) The child will not be allowed to enter his/her classroom without an admit slip.

It is imperative that students are here on time as the academic day starts right at 8:00 am.

Excused absence/tardy

Absences and/or tardies are considered unexcused until proper documentation of the absence/tardy is provided to the office.

Reasons for excused absence or tardiness include:

- a) Student illness/injury;
- b) medical/dental appointment;
- c) death in the family;
- d) previously approved school sponsored event;
- e) other individual student tardiness beyond the control of the parent/guardian or student as determined and approved by the administrators.

Unexcused absence or tardiness do not fall into one of the previous categories listed above.

As stated above, excessive absences or tardies will be reported to the County Attorney as this could be an indication of parental neglect. Schools are required to report child neglect.

As found at: <http://uniweb.legislature.ne.gov/laws/statutes.php?statute=79-209&print=true>

“79-209. Compulsory attendance; nonattendance; school district; duties; remedial services; enforcement.

(3) If the child is absent more than twenty days per year or the hourly equivalent and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the *attendance officer may report such information to the county attorney of the county in which the person resides. If the child is absent more than twenty days per year or the hourly equivalent and any of such absences are not excused, the *attendance officer shall file a report with the county attorney of the county in which the person resides on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Source: Laws 1901, c. 70, § 2, p. 456; Laws 1903, c. 95, § 2, p. 552; Laws 1905, c. 141, § 1, p. 578; Laws 1909, c. 130, § 1, p. 474; R.S.1913, § 6925; Laws 1919, c. 155, § 9, p. 350; Laws 1921, c. 53, § 2, p. 231; C.S.1922, § 6509; C.S.1929, § 79-1914; R.S.1943, § 79-1922; Laws 1949, c. 256, § 17, p. 696; Laws 1986, LB 528, § 8; Laws 1994, LB 1250, § 5; R.S.1943, (1994), § 79-211; Laws 1996, LB 900, § 13; Laws 1998, Spec. Sess., LB 1, § 6; Laws 1999, LB 272, § 28; Laws 2010, LB800, § 35; Laws 2011, LB463, § 19; Laws 2012, LB933, § 1.

Effective Date: July 19, 2012”

*At SBCS, the principal shall serve as the attendance officer.

Truancy

Truancy is the violation of Nebraska’s Compulsory Attendance Law through excessive absences from school. Truancy occurs when a student is absent from school (for all or part of the day), and no documentation of the absence is provided. If a student is found to be truant, no credit will be given for any academic work provided during that time, and the student will be referred to the office for the behavior.

Staff members carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. They also advise parents of the following guidelines and procedures:

1. Notify parents of the potential report of truancy to legal authority,
2. Work with the parents in documenting a plan to reduce excessive absences.

If the student fails to meet the conditions of the documented plan, the school shall serve written notice to the parent, warning him/her of the must comply with the Nebraska Compulsory Attendance Law and advising him/her that failure to do so will be reported to the proper legal authority (presently the county attorney). Upon failure to meet the conditions of the plan, the school shall file a report with the county attorney.

Emergency Forms

Before school begins, parents must complete emergency contact information on Sycamore as part of SBCS's online enrollment process. Parents should contact the school to update this information as changes occur, including email address changes and phone number changes. It is vitally important that SBCS has complete and accurate information in the office.

Census Cards

Census cards are required by Omaha Public Schools. They are found with the online registration paperwork given to parents at the beginning of the year and must be completed by Back to School Night. Students receive an identification number since they reside in the school district.

4 PARENTAL ROLE IN EDUCATION

Parents as Partners

As partners in the educational process at SBCS, parents are asked:

- ✚ To set rules, times, and limits so that a student:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes class assignments on time;
 - Has lunch money or a sack lunch every day.
- ✚ To actively participate in school activities such as Parent-Teacher-Student conferences, fundraising, and volunteerism;
- ✚ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- ✚ To notify the school with a written note when the student has been absent or tardy;
- ✚ To meet all financial obligations to the school;
- ✚ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ✚ To complete and return to school any requested information promptly;
- ✚ To read school notes and newsletters and to show interest in the student's total education;
- ✚ To frequently consult the school calendar and menu;
- ✚ To support the religious and educational goals of the school;
- ✚ To support and cooperate with the discipline policy of the school;
- ✚ To treat teachers with respect and courtesy in discussing student issues.

Rights of Non-Custodial Parents

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

- Is entitled to exercise all parental rights regarding student records;
- May obtain information from the child's records on a regular basis;
- May receive general notices (self-addressed, stamped envelopes are required from the parent);
- May attend regularly scheduled teacher conferences or have separate conferences scheduled.

- A child may not be released during the school day to anyone except the custodial parent unless the custodial parent provides permission. Such permission must specify the type of contact in writing. If the parents are separated and/or neither is the primary custodian of the child, the school may release the child to either parent unless the school has evidence of a legally binding instrument or court order in effect. If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order. The school requires custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's right.

It is the duty of the custodial parent to provide the documents and to make the school aware of any changes in custodial circumstances.

Records

To emphasize, it is the parents' responsibility to notify the school office in writing of any change in home telephone numbers, addresses, or student release information. For emergency purposes, this is crucial information.

Student records are kept on file in the school office, with most information updated electronically and available/accessed in Sycamore. SBCS complies with the provisions of the Buckley Amendment regarding student records.

Each student has an official file, which contains the following: 1) academic transcripts, 2) attendance record, 3) records of educational or related testing, 4) emergency information, 5) required health information, and 6) Suspension/Expulsion letters. Only factual, not observational comments will be written in the student files.

Complaint Procedures

A parent who has a question or concern regarding a situation involving his/her child is expected to follow these procedures:

1. Contact the student's teacher to discuss the situation and work with the teacher to arrive at a possible solution. Appointments requesting a conference with the teacher(s) should be made in writing, by e-mail, or by calling the school office.
2. If concerns cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties.
3. If the resolution and reconciliation still have not been achieved, and the parent still feels that the complaint has not received proper consideration; the pastor will be asked to assist in resolving the situation and achieving reconciliation.

Every effort should be made to resolve questions, concerns, and problems at the earliest possible date in a manner appropriate for Christians.

Safe Environment

Safe Environment is mandated by the Archdiocese of Omaha. Churches, schools, and youth organizations including sports teams, sponsored by the church, are required by law in most states to ensure that children and youth who worship, study, or participate in activities sponsored therein can do so in the safest and most secure setting possible. The **Charter for the Protection of Children and Youth** also requires that diocese/eparchies establish “safe environment” programs. Article 12 of the charter states:

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

At all grade levels, a special program, “**Circle of Grace**,” is taught by respective classroom teachers. This training heightens students’ awareness of the dangers of sexual predators and the must report any suspicion of harassment, danger, or inappropriate behavior on the part of an adult or peer.

All salaried personnel are subjected to background checks (not an option; social security number required). All adult volunteers who work with children on a regular basis or who serve in some supervisory capacity (e.g., room parent, field trip driver, cafeteria volunteer, coaches, scout leaders, etc.) are required to take the initial Safe Environment Training. A card is issued after the training, and re-certification is required after three years. At that time, a shorter training is required. Safe environment status is attained for the next five years, and new cards are issued.

Training costs vary depending on where a volunteer is trained. Dates and locations for trainings and re-trainings are listed in church bulletins and in SBCS’s *Take Home Tuesday* (THT).

Child Abuse Laws

SBCS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Registered Sex Offenders

This information is available in the *Omaha World Herald* and on the internet from the Highway Patrol: <http://www.nsp.state.ne.us/sor>.

SBCS complies with the Archdiocesan policies regarding parents/guardians who are registered sex offenders. For information about these policies please contact the office.

Volunteers

Part of the Catholic faith is giving back, and the best way to do that is by volunteering your time and talents. Each student, or adult representative, is expected to volunteer a minimum of 10 hours to SBCS per year. Families receiving tuition assistance may be required to complete more hours (see St Bernard Catholic School Tuition Payment and Fee Policy document) The hours can be “bought down” through a donation of \$20 per hour to the school. Tracking of “SPIRIT (Student-Parent Involvement Really Increases Togetherness) hours” is done via Sycamore.

Volunteers are very important to the total operation of many SBCS programs. SBCS welcomes and encourages parent involvement in school and appreciates the help to control costs. Opportunities to volunteer include but are not limited to: serving as room parents, helping in the cafeteria, assisting with student health screening, book fairs, Home and School projects, parish events, and many more. SBCS is grateful to its volunteers for their dedication, time, and talent and encourage ALL to get involved in at least ONE project. Opportunities for SPIRIT hours are communicated at the beginning of the academic year, through the parish bulletins, Tiger Tuesday, and Sycamore service logs.

Volunteers are used extensively in SBCS. In order to comply with requirements of the archdiocese, any person who volunteers must have completed all the requirements of the Archdiocesan Safe Environment training program. (Refer to Safe Environment section previously discussed in this handbook.)

Conversations between parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

Volunteers should dress appropriately and reflect a positive image for SBCS. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks, and work cooperatively with all staff. Preschool siblings are not allowed to accompany parent volunteers to school.

Room Parents

Parents are asked to volunteer as room parents at the beginning of the school year. Generally, two room parents for each grade are adequate. Responsibilities include arranging the holiday parties, providing a network of outreach when needed, and assisting the classroom teacher as needed. Coordinating other volunteers is the main purpose for room parents. The Home and School officers will often depend on room parents to assist in a variety of school-related activities.

At holiday parties, room parents are asked NOT to bring younger children with them since it is difficult to facilitate a party and watch for the safety of a younger child or infant at the same time.

Fundraisers

Families are expected to participate in all fundraising opportunities. In most cases, this involves volunteering time, talent, and/or treasure in support of SBCS and the parish. Volunteer opportunities can be found online on Sycamore or sent out via Tiger Tuesday. As previously stated, a commitment of 10 hours per student is expected for the school year.

Home and School Association

The goal of the Home and School Association is to serve in community-building and special projects that will directly benefit the students and the school. All parents are invited to be members of this organization. Meetings are scheduled on the school calendar. Benefits of belonging to the Home and School Association include greater involvement with the school community, opportunities for personal involvement, and to keep abreast of the latest news involving our school.

School Board

The SBCS Board consists of the pastor, the principal, one teacher representative, and nine members of the parish. The parish members are voted into office in the spring during parish elections. The school board advises policy setting for the school and strives to foster understanding between the school and home. An in-service for new SBCS Board members is required annually.

5 ACADEMIC INFORMATION

Curriculum

SBCS offers its students opportunities for growth in the following major subjects:

- **Religion**—Catholic Doctrine and tradition, Bible study, social justice, preparation for the reception of the sacraments of Reconciliation, Eucharist, and Confirmation. Liturgical services are held weekly and on holy days of obligation and/or special feast days for all grade levels.
- **Language Arts**—Reading, English, spelling, composition, library skills, appreciation of literature
- **Mathematics**—Mathematic skills, pre-algebra and algebra I, higher level courses offered through local Catholic high schools
- **Physical Education**—Physical fitness program appropriate for grade levels, movement, and health
- **Social Studies**—History, geography, economics, current events, civics
- **Science**—General sciences and laboratory experiences
- **Handwriting**—Manuscript (Pre-K-Grade 2), Cursive (Grades 3-5)
- **Fine Arts**—Music, music history, music appreciation, art, art history, and drama
- **Computer Literacy**—(Pre-K-8) Basic computer skills, keyboarding, Powerpoint, research, and basic word processing
- **STEAM**—(Grades 3-8) Science, Technology, Engineering, Arts, & math: maker space

The curriculum from the Archdiocese of Omaha is followed.

Opportunities to broaden knowledge, community awareness, and leadership involvement in the above areas include: spelling and geography bees, service projects, science fair, math competition, speech competition, play acting, large audience performances, talent show, band, essay contests, and local area competitions.

The school band, under the direction of the Music in Catholic Schools program, is available to students in Grades 5-8.

Testing

Standardized exams are given to provide teachers and parents feedback on the child's current level of performance. Comparisons are made each year, and growth is charted. SBCS takes the Terra Nova standardized test in September, STAR three times per year, and are benchmarked in reading three times per year.

Students planning on entering Catholic high schools are given the placement test in early January. Parents have this responsibility for registering and arranging attendance for the placement tests at their chosen high school.

Technology

Students are provided hands-on experiences in computer technology as a tool to enhance their learning. In SBCS's Catholic Christian setting, students are expected to conduct themselves in a responsible, ethical, and polite manner whenever or wherever they are using computer technology and its associated hardware and software. Personal accounts for students will not be created by teachers for security reasons.

Use of the Internet is for specific educational purposes only and shall be monitored at all times by staff members. To have access to the computers and software connected to the Internet, students and parents must agree to abide by the *Acceptable Internet Use Guidelines*. This agreement is included in the online enrollment process prior to Back-to-School Night and can be found in the Appendix.

The use of the Internet is considered a privilege, not a right. Violations of the *Internet Use Guidelines* may result in temporary suspension from computer usage in the school and an in-school suspension. Additional violations may result in loss of computer usage at school for the remainder of the year.

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Students in grades 2-8 will be given an assignment notebook at the beginning of the year. This is the best means for parents checking assignments and determining whether their student is being responsible.

Homework can contribute toward child development and should be valued as an important part of the total curriculum. Homework is intended to broaden experience, extend knowledge, and develop good study habits. It should be given to help a student overcome a particular difficulty or to broaden a pupil's understanding and to develop specific skills.

Homework will be assigned at the discretion of the classroom teacher. Time dedicated to homework will depend on the student. If a problem arises, please refer to the section titled "**Complaints.**" Parents with questions or complaints are required to first meet with their child's teacher.

The amount of homework/time for completion sometimes becomes an issue for parents. Suggested times are as follows:

- Grades 1-4 20-40 minutes
- Grades 5-6 30-60 minutes
- Grades 7-8 60-90 minutes

When a student misses school due to vacations, sporting events, etc., students are responsible for making up work completed during their absence. Upon returning, tests will not be made up during class time.

Arrangements must be made with the teacher to make up the missing work or any tests.

It is the responsibility of the student to complete assigned materials when they were absent. **When a student is absent for more than two days**, a parent/guardian should call the school office before 9:30 a.m. to arrange for homework assignments to be sent home. Homework assignments may be picked up at the office **between 3:15 and 4:00 p.m.** by a parent or sibling. For short absences, students should make arrangements with classmates regarding assignments. (More information is included under “**Attendance.**”)

Homework Room

Students with missing assignments may serve a 30-minute detention in a designated homework room after school. Parents will be contacted prior to serving the time so that they may coordinate pick up time. Homework room is held on Thursday’s from 3:15-3:45.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat may face a failing grade, detention, suspension, and/or expulsion.

Progress Reports

Progress reports are available on Sycamore. These are to inform parents of their child(ren)’s progress to this point. Parents are encouraged to maintain regular contact with their child(ren)’s teacher especially if there are problems at this time.

Report Cards

Report cards are posted on Sycamore at the end of each quarter. Students are graded according to achievement. Teachers are expected to be careful and consistent in filling out these cards because they are part of the student’s permanent record.

At the end of the year, the duplicate report card is filed in the cumulative record folder for each child. Cards are stapled on top of the preceding year’s report cards.

Grading System

As stated above, the students will receive a **report card** each quarter. The students are graded according to achievement. The school, for Grades 3-8, adopted the following marking code:

| | | |
|-------------------|-------------|--------------|
| A+ = 99%-100% | A = 95%-98% | A- = 93%-94% |
| B+ = 91%-92% | B = 87%-90% | B- = 85%-86% |
| C+ = 83%-84% | C = 79%-82% | C- = 77%-78% |
| D+ = 75%-76% | D = 72%-74% | D- = 70%-71% |
| F = 69% and below | | |

The following grading scale is used in the primary grades and in some subject areas in the rest of the school:

| | |
|---------------------|-----------------------------|
| E = Excellent | S- = Less than Satisfactory |
| S+ = Student excels | N = Needs improvement |
| S = Satisfactory | |

Honor Roll: 6th – 8th grade participate in Honor Roll and 3.5 to 4.0 GPAs are recognized at Mass.

A= 4 points

B= 3 points

C= 2 points

D = 1 points

Exit outcomes

For grade level advancement, a student must meet two or more of the following requirements:

- Passing grades for all core classes (two or more failing classes will result in retention discussion)
- Terra Nova score in the top 2 quartiles
- At or above grade level for Fountas and Pinnell reading
- At or above grade level for MAPS testing

For graduation:

- Passing grades for all core classes (two or more failing grades will not receive a diploma)
- Terra Nova score in the top 2 quartiles
- At or above grade level for Fountas and Pinnell reading
- At or above grade level for MAPS testing

*Poor attendance and behavior will factor into the advancement/retention decision process

*IEP and accommodation plans are taken into consideration

*Students/families must have completed all required volunteer hours and be in good standing with the business office to be eligible to receive a diploma.

Conferences—Parent/Teacher/Student

Conferences are held in the fall for all students. Conferences in the spring are by request of the teacher and/or the parent. Parents are to sign up for conferences via Sycamore.

It has been found highly successful for the student to accompany the parent to the conference. The student often has insightful input and is made to feel he/she has a voice in his/her education. If a teacher or parent wishes a portion of the conference to be private, the student can wait outside the classroom.

Title I Program

The Omaha Public Schools offer remedial help in reading and math to qualifying students in Grades K-6 during the school day. Eligibility depends on the standardized test scores (Grades K - 8), a teacher checklist for Grades K-1, and a student's public school attendance area. Those not qualifying according to Title I guidelines who need special assistance are referred to the Reading Specialist at SBCS.

Counseling Services

When circumstances warrant counseling services, Catholic Charities is the school contact. Other agencies are available, and every effort will be made on the part of the school to assist families in determining counseling services, as needed. The faculty, as trained educators, is prepared to give individual students this attention. Through regular in-services, this training is ongoing. We also have a one day a week guidance counselor.

Parents are asked to inform the school if/when their child is receiving these services.

Speech/Language Needs

The local public school district is responsible for meeting the needs of students regarding language deficiencies and/or speech needs. By private contract, a speech/language pathologist is available at SBCS at no charge to the student or the school. Therefore, these needs are being served.

Extracurricular Activities/Eligibility

Extracurricular activities are privileges afforded to students: no student has the absolute right to an activity. Students may be denied participation if they fail to meet academic or behavioral requirements OR if they accumulate an excessive number (5 per quarter) of absences or tardies.

To emphasize the importance of academics to students participating in school-related extracurricular activities such as contests, speeches, drama, musical events, and field trips, students will be required to earn eligibility.

Academic Standing and Participation in Extracurricular Activities

Middle School students participating in SBCS-sponsored extracurricular activities must have satisfactory academic work. Based on progress reports and quarterly report card results, failing one class and/or a combined GPA under 2.00 is considered unsatisfactory and will result in two-week probation. The principal will communicate the probation to the appropriate party and student's parents. Once on probation, the student may participate in practice and meetings, but will not take part in any productions or competitions. At the end of the two-week period, the student's status will be re-evaluated. At that time, the probation will be ended or extended. If extended past the initial two weeks, the student will be completely suspended from the activity; including all practices, meetings, productions, or competitions until the suspension is lifted. Once a student is suspended, they will be re-evaluated every two weeks (excluding Christmas and Easter breaks) until becoming eligible to participate again.

At the discretion of the principal, any student may be placed on probation or suspended from school-related activities if the student's behavior or academic performance is judged to be unacceptable. The intent of this policy is to encourage students to achieve their academic potential and enjoy all the benefits of extracurricular activities.

Tuition Delinquency and Extracurricular Activities

If tuition accounts are two months or greater in arrears, students will be removed or restricted from extracurricular activities. Refer to *Saint Bernard Catholic School Tuition Payment and Fee Policy* located in the Documents section in Sycamore for complete details.

Grade Delinquent Tuition and Fees

Eighth grade students with tuition or fees delinquent after May 1 may be denied participation in all 8th grade graduation activities and ceremonies. The pastor/principal may waive this requirement, provided the family enters into a mutually acceptable payment plan and makes an initial payment as a sign of good faith. Refer to *Saint Bernard Catholic School Tuition Payment and Fee Policy* for complete details.

Field Trips

Students are encouraged to participate in field trips and field days that are planned by the school. The field trips are planned as an extension of the classroom learning process. However, they are also a privilege. Students must meet/comply with attendance and behavioral policies to participate in the field trips. If a student is a threat to other students' safety or his/her own safety, he/she may be deterred from going.

Permission slips, which inform the parents of the time of departure and return to school, require a parent's signature. All field trip forms/money must be in by the date designated on the permission form. The school must have a SIGNED parent permission form in order for the child to participate. Any student failing to return the signed permission slip by the deadline will not go on the field trip and may have an assignment to complete under the supervision of a teacher or administrator. A handwritten note completed at the last minute before the field trip is not acceptable. However, faxing the original form prior to the trip is acceptable.

Chaperones must have completed the Safe Environment Training. They also are required to sign up for the trip with the classroom teacher BEFORE the day of the trip. Parents who volunteer to supervise students on field trips cannot bring younger children or infants as they are too much of a distraction to the supervisor and the students.

6 SCHOOL DISCIPLINE

In accordance with the philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in the interaction of the school day. All students are expected to cooperate with the mission and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning an action if any doubt arises.

Discipline with Purpose

Parents are encouraged to become informed/involved with the process and use some of the skills at home. Periodically, suggestions are sent home in Tiger Tuesday. Total learning can only occur when parents are fully involved in the process that governs the conduct of the teachers and students. Effectively working together, this positive method of discipline can have long-term benefits for each student. Learning the Discipline with Purpose language is most effective, and students do well when they are disciplined fairly and consistently.

The goal is for students to become self-disciplined and self-directed as they learn the 15 skills of the program. It is apparent that the Basic Skills are taught and re-taught throughout the elementary years. The Constructive Skills are stressed during the intermediate years, and the Generative Skills are stressed in middle school.

| Pre-K to Grade 3: Basic Discipline Skills | Grades 3-5: Constructive Discipline Skills | Grades 6-8: Generative Discipline Skills |
|--|---|---|
| The student can: | The student can: | The student can: |
| 1. Listen | 1. Cooperate | 1. Organize time |
| 2. Follow directions | 2. Understand and explain the reasons for rules | 2. Work together to solve a problem |
| 3. Ask questions appropriately | 3. Choose procedures to accomplish a task | 3. Take initiative to resolve problems |
| 4. Share | 4. Be a leader | 4. Separate fact from feeling |
| 5. Become socially skilled | 5. Communicate effectively | 5. Serve others |

Age-appropriate discipline is used at SBCS. In the primary grades, each teacher uses a method that allows the student to redeem themselves as the day progresses. Frequently, a daily log is kept, and parents are informed on a regular basis.

Tiger Cards

For grades 3-8, a demerit/referral system called the *Tiger Card* is used. Students are given a signature by any teacher who witnesses an infraction. Any staff member can give signatures to any student. Students can receive multiple signatures in a day. When a student accumulates five signatures, they will serve a detention. If a student gets to a third detention, a meeting will be called with the parents, student, teachers, and principal. The *Tiger Card*, to which is attached a list of missing assignments, requires a weekly parent signature. Five missing assignments will result in a signature. Extracurricular activities may be jeopardized by frequent misbehavior, and repeated detentions will result in suspension from school. Demerits will refresh at the end of each quarter.

Procedure for fifth signatures:

1. Teacher will take card and sign it, provide brief explanation of why signature was assigned,
2. Put card in principal's mailbox,
3. Principal will assign behavior consequence and return card to the **homeroom** teacher.

Depending on severity of the demerits, the behavior consequence for every five demerits will be as follows:

5 demerits= 30 min detention

10 demerits= 1-hour detention or ½ day in school suspension

15 demerits= full day in-school suspension and conversation with parents about behavior plan

20 demerits= full day out of school suspension and conversation about retention

25+ demerits= multiple day suspension/expulsion and possible non-retention

****Any student accumulating 20+ demerits in a school year are subject to possible non-retention, a behavior plan and conversation with the parents and principal.***

Students with "Perfect Tiger Cards" are acknowledged at the end of each quarter. Students will receive new Tiger Cards quarterly. At the end of each week, the teacher also attaches "missing/ incomplete assignment" notices to inform parents about what was not handed in during that week. These cards AND the Tiger Card must be signed by the parent each week. No parent signature is an automatic teacher signature at the beginning of the week.

Escalation Process: In general, the school's discipline cycle has an escalation process based on a 3-tier system described below:

Tier 1

- Incidences that are handled within the classroom by the instructor

Tier 2

- Involves the necessity of the instructor contacting the parents/guardians

Tier 3

- Student is sent to the office and the instructor completes a Behavior Referral

Repeated Tier 3 offenses may result in discussion if St. Bernard's is the appropriate school for this child.

Harassment

At SBCS, harassment of any type is not tolerated. Verbal or written **threats** made against the physical or emotional well-being of any individual are taken seriously. The age of the student will be prime consideration. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.

Bullying and cyber bullying are forms of harassment. SBCS defines bullying as a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following: physical or social intimidation, assault, oral or written threats, or forced isolation. Specific examples of bullying behavior may include, but are not limited to offensive references, gestures, language, jokes based on specific traits of an individual including gender, race, religion, disability, or age; unwelcome physical contact; verbal or written suggestions; name-calling or taunting.

As part of SBCS's anti-bullying policy, teachers will pre-teach to students what bullying is. A bullying incident form is made available to students and staff, and students and/or teachers are encouraged to complete the form should they witness or become involved in a bullying incident. The form includes information such as time, place, actions, words used, students involved, etc. This form is given to the principal who then visits with the student alleging the action as well as with the student being accused. The principal will contact the parents of each student involved if physical contact is reported on the bullying form and/or in instances of repeated harassment. The principal will determine the appropriate action necessary per this handbook.

Students involved in harassing behavior face detention, suspension, and/or expulsion. Harassment issues must be reported to the proper authority before investigations can begin. If harassment is determined to have occurred, prompt and remedial action will be taken against the offending person or persons. SBCS will not permit any retaliation against any person who complains of harassment or who participates as a witness or in supplying information regarding a harassment complaint.

Detention

Detentions will be served before or after school. Detentions will be served in the principal's office. The instructor will contact parents and students for assigned detentions for Tier 1 and Tier 2 offenses. The principal will contact the parents and the student when detentions are assigned due to Tier 3 offenses.

Tier 3 Behavior Referral

Definition: A referral is a written documentation, which results in a student meeting with the principal to discuss the offense.

The age of the child, circumstances affecting the situation, and severity of the conduct will determine the level at which the process begins. The exact level of supervision and corresponding punishment will be left to the discretion of the principal. A serious offense may result in an immediate in-school suspension or expulsion. Behaviors leading to a referral/suspension/expulsion include, but are not limited to:

1. physical/emotional abuse or threat
2. inappropriate actions or language
3. disrespect/defiance
4. repeatedly breaking rules
5. cheating
6. harassment
7. damaging school property
8. stealing
9. pulling the fire alarm or setting a fire
10. smoking/taking drugs/selling drugs
11. weapons violation
12. inappropriate displays of affection
13. cyber bullying

Suspension (In-School and Out-of-School)

Definition: **In-school suspension** is a temporary exclusion of a student from his/her classroom and class activities for half of or the entire day.

Parents will be notified if this occurs. If the in-school suspension warrants immediate action, parents will be notified by phone immediately and suspension will begin. Counseling may be considered as a condition for continued enrollment. The principal shall have the right to initiate disciplinary action, suspension, and/or expulsion when a student demonstrates problematic/serious behavior.

Definition: **Out-of-school suspension** is a temporary exclusion of the student from the school as well as school activities. Parents will be involved in a conference at which time the infraction(s) will be explained. At that time, the length of the suspension will be determined. Counseling may be considered as a condition for continued enrollment.

Expulsion

Definition: **Expulsion** is the permanent exclusion of a student from school and school activities.

On occasion, students will be expelled. Reasons for expelling a student include, but are not limited to:

- Multiple Tier 3 offenses
- Behavior of the student which presents a moral danger to other students;
- Behavior that is a hindrance to the welfare and progress of the school community and/or evidences of repeated disregard for the philosophy, policies, rules, and regulations of the school;
- Frequent absences; or
- Any conduct which reflects grave discredit upon the school.

The following procedures/guidelines will be followed prior to expulsion:

1. The student will be removed from the situation and taken to the principal.
2. The principal will investigate by discussing the circumstances and situation with person(s) making the complaint or misbehavior and the student accused of misbehavior.
3. Parents will be involved in the procedures leading to expulsion.
4. Parents have a right to a conference with the principal and pastor.
5. The principal will notify the superintendent of Catholic schools and upon request, provide record of the evidence justifying the expulsion.
6. The principal will notify the public school authorities.

The decision to expel a student rests with the principal and the pastor, and the student's parent will be notified in writing of the reasons for the expulsion. Often, the student will be given the choice to withdraw or be expelled.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

Textbooks must be properly covered. No writing in or on the textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost textbooks or library books.

Off-Campus Conduct

The principal reserves the right to discipline students for off-campus conduct.

The principal can give consequences to students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm to others.

7 SACRAMENTAL PROGRAMS/SPIRITUAL DEVELOPMENT

Mass/Liturgy

The students attend Mass weekly—more frequently should special holy days, or special occasion warrant additional Masses. The students help plan and participate in these Masses as lectors, acolytes, and musicians. Parents and other family members are strongly encouraged to attend these celebrations; especially when a parent's child's class prepares the liturgy. A schedule is included in the monthly calendar.

Rosary

On Wednesday mornings at 7:35, the Rosary is prayed in the school chapel. Students are allowed in the building at 7:30 for prayer. Teachers and parents are invited to join the students for the rosary.

The Sacraments

Children in Grade 2 prepare to receive the sacraments of Reconciliation and First Holy Communion. The program is planned by the Grade 2 teacher in the 5-day school. This program requires parent and student involvement. First Reconciliation is held in the late fall/early winter and First Communion in the spring.

The sacrament of Confirmation is conferred on a schedule determined by the Archbishop. Students in grades 7-8 are prepared every other year to receive this sacrament. The program includes participation in a retreat and service projects for the community, parish, family, and friends.

Spiritual Development

Students are involved with prayer several times throughout the day. They participate in daily religion classes and activities to complement their studies. Students also participate in the Circle of Grace program. This program focuses on the respect and sacredness of personal relationships.

8 UNIFORM POLICY/SPECIAL DRESS DAYS

A dress code at St. Bernard serves several purposes:

- ✚ To promote a sense of community and pride within SBCS and individual students;
- ✚ To provide a basis for the establishment of a social equalizer;
- ✚ To reduce clothing expenditures;
- ✚ To create uniformity (not meant to suppress individuality);
- ✚ To provide a means for the child to associate dress with behavior.

Uniforms

Uniforms may be purchased at Dennis Uniform Company, 748 N. 109 Court, 496-9911, though this is not an exclusive retailer. The Dennis Uniform order form and a map of its location and hours of operation can be found on Sycamore under the Documents section. A limited amount of used uniforms are available at the school for purchase.

Shorts Season

For Grades Pre-K through 5, shorts may be worn on the opening of school until Fall Daylight Savings Time. Regular Uniform Code is followed from this time until Spring Daylight Savings Time. Shorts season then follows until the end of the school year.

Middle School students are allowed to wear appropriate, uniform dress shorts year-round.

Girls' Dress Code for Regular Uniform Days

Skort/Skirt/Jumper

- School plaid (Grades Pre-K – 8). These can be worn at any time throughout the year. **The length of the skort should be no shorter than 3 inches above the knee. (Dennis Uniform)

Shirt

- Maroon polo style knit shirt (long- or short-sleeved) with button placket and collar. Shirts must be tucked in at all times. (Dennis Uniform or other retailers)
- An undershirt/T-shirt may be worn under the regular polo. It must be white and have no visible writing or pictures. It may be long- or short-sleeved, crew, or turtle-necked.

Socks/Tights/Full-length Leggings

- Socks must be a single color, with the colors of white, black, maroon, grey, or navy, which are non-distracting in color. Tights or full-length leggings may also be worn; they must also be a single, specified color. If “short” socks are worn, they must be easily visible above the tops of the shoes. A small logo, the Nike swoosh for example, is acceptable on the sock. Tights in sandals may be worn on dress-up days.

Shoes

- Tennis shoes must be clean and fit well. No boots, sandals, flip-flops, clogs, CROCS, shoes without backs, bedroom slippers, sole-less shoes, etc., may be worn in school on uniform days. However, on dress-up, dress-down, or spirit days, sandals may be worn during the warm weather months provided they have a back strap that fits snugly to the heel, and socks must be worn. Shoes shall also be low-heeled for safety.
- Shoes will be appropriately fastened. **Parents are asked to help younger students secure their shoes before coming to school.

Optional Clothing

Slacks

- Navy blue slacks can be worn. The slacks must be devoid of any trim designs or brads, and hemmed to an appropriate length. No denim jeans and no stretch pants may be worn. Slacks are not to be worn with the skirt in the classroom.
- Students are to wear their slacks appropriately, no sagging.

Shorts (Shorts Season)

- Navy blue DRESS shorts (NO CARGO PANTS) may be worn. Shorts must be worn with the uniform shirt, and they cannot be denim or athletic shorts. They must be hemmed and devoid of trim or brads.
- Students are to wear their shorts appropriately, no sagging.

Sweatshirts

- Maroon uniform sweatshirts or zip ups with school logo may be worn during the school day. Any approved spirit wear sweater, sweatshirt, fleece or zip up can be worn on **Friday's ONLY** unless requested otherwise. Spirit wear is ordered periodically during the school year and is the ONLY outerwear allowed in the classroom. They are also available in the used uniform closet.

Boys' Dress Code for Regular Uniform Days

Trousers/Slacks

- Navy blue trousers in twill, polyester, or corduroy can be worn (NO cargo pants). They should not have rivets, trim, or designs. The corduroy must be a true navy blue. No faded or lighter shades are allowed. Slacks/trousers must be hemmed and devoid of trim or brads.

Shirt

(Same as Girls' Code)

Shorts (Shorts Season)

- Navy blue DRESS shorts (NO CARGO PANTS) may be worn. Shorts must be worn with the uniform shirt, and they cannot be denim or athletic shorts. They must be hemmed and devoid of trim or brads.
- Students are to wear their shorts appropriately, no sagging.

Socks

(Same as Girls' Code) Tights and hose are not acceptable for boys' dress code.

Shoes

(Same as Girls' Code)

Optional Clothing:

(Same as Girls' Code)

Sweatshirts

(Same as Girls' Code)

Spirit Clothes

School t-shirts, sweatshirts, team shirts are sold during the school year. These may be worn on spirit days or dress-down days. Any approved spirit wear sweater, sweatshirt, fleece or zip up can be worn on **Friday's ONLY** unless requested otherwise.

Attire for Inclement Weather

It is important for students to get daily exercise and fresh air; however, our Nebraska winters do not always make this possible. Therefore, the following guidelines will be adopted:

Recess will be held indoors in the event of precipitation (rain, snow, sleet, etc.)

Recess will be held indoors if the temperature is below 10 degrees Fahrenheit (including wind chill factor).

If, the temperature is 10 or above students will go outside for recess. Please dress children appropriately for the weather. Coat, hat, and gloves are a must. This policy is the same for our safety patrol students.

The site for the determination of the temperature and/or the wind chill factor will be The Weather Channel (weather.com). In the event there is a need to stay in for recess, classes will trade off between gym usage for physical activity and hallways/classrooms for games or activity stations.

On days of extremely cold temperatures, students are encouraged to wear snow pants, scarves, hats, gloves, and heavier jackets. Snow boots that provide additional warmth are recommended to step over drifts along the street and for outside recess. Students who are appropriately attired for cold and snow might be allowed to go outside for recess during the winter season. Girls may wear a pair of pants to school for outside recess. They do not wear non-uniform pants over their skorts/skirts in the building. They are encouraged to wear tights in the winter. Snow boots are NOT to be worn in the building during the school day. Students should bring shoes to wear inside the building.

Scout Attire

All Girl Scouts, Brownies, Cub Scouts, and Boy Scouts may wear their particular uniforms on meeting days.

Other Attire

Jeans

Jeans in good condition (no holes, tears, etc.) are allowed only on “dress-down days” that are specifically identified by the administration. Jeans are not appropriate attire for “dress-up days,” field trips (unless specified), or on school picture day. Jeans are to be worn appropriately, no sagging.

Cargo Pants

Cargo pants are allowed on any non-uniform days as long as they are neat and fit correctly. Cargo pants are to be worn appropriately, no sagging.

Form Fitting/Knit Pants/Leggings

Form fitting/knit pants/leggings may be worn on dress-down days as long as the cover-up shirt is long enough to reach the mid-thigh.

Hair Style

Boys’ hair should be clean and neatly trimmed, off the collar, and not below the eyebrows. No faddish haircuts; no dying, frosting, bleaching, etc., is allowed.

Girls’ hair should be clean and neatly trimmed. No full head bleaching or dying is allowed. Tasteful streaking or highlighting is acceptable. All hair color must be within the natural spectrum of hair color for a particular student.

Headgear of any kind is not allowed for boys or girls. This includes caps, helmets, distracting headbands, or accessories. Girls may wear a reasonable headband, clip, fastener, ponytail holders, etc. if it complements the school uniform. The key word is distracting. There may be special days when different headgear is allowed.

Tattoos, writing on skin, painting on skin are not allowed.

Jewelry

Boys may not wear earrings to school. A single necklace is allowed. One bracelet on each arm is allowable.

Girls may wear one set of earrings. Small hoops (1 inch in diameter) are acceptable. Bigger hoops or dangling earrings are not allowed for safety reasons.

Necklaces on girls can be a single cord or small-link chain with a medal or pendant. Dog-type collars, multiple necklaces, and chains are not allowed.

Bracelets are limited to one per arm. Headgear, including rubber bands, clasps, ponytail holders, scrunchies, etc., are to be stored elsewhere.

All other accessories including, but not limited to: clip-on bowties, ties, buttons, etc. are not accepted as part of the uniform.

Torn or mutilated clothing can never be worn. Sweatshirts that have been torn at the cuffs cannot be worn.

Make-up is not allowed except on picture day. Make-up brought to school is considered a nuisance item and will be treated as such. Lip balms are an exception but should not be shared.

Artificial nails are not allowed. Nail polish is allowed but must not be chipping off.

Guidelines for Dress-up Days/Dress-down Days/Spirit Days

1. The standard to be observed is to dress with individual choice that is in good taste and appropriate for school. Students should approach dress-down days, dress-up days, and spirit days as opportunities to wear clothes that they enjoy. However, *special dress days* are not opportunities to show off, test the limits of acceptability, or make statements that may be perceived as offensive, immodest, or distracting to students, staff, or members of the community.
2. Shoes and socks are always required. No bedroom slippers, high heels, flip-flops, beach shoes, boots, etc., are allowed.
3. Shorts may be worn only if they reach down to three inches above the knee. No low-rider shorts, pants, or jeans are acceptable. Jeans are acceptable for dress-down days. Jeans are defined as pants made from any color denim with brads at the pockets.
4. Bare midriff, cropped, spaghetti-strapped apparel may not be worn to school at any time.
5. Torn, ripped, ragged, fringed, cut-off, tight, or mutilated pants that drag below the shoe (a matter of safety) are not acceptable.
6. No clothing is allowed which promotes or advertises the use of tobacco, alcohol, controlled substances, gang membership, or questionable rock bands or groups, or contains graphics or slogans that are in conflict with values taught at SBCS.
7. When special days are designated (wear red, green, etc., days), the student has the choice of wearing something that plainly fits the theme, or he/she may wear the school uniform.
8. When special days are designated as “theme” days, the same choice is permitted.
9. Dress-up days may occur at Thanksgiving, Christmas, or other special times. The words “dress-up” and “special” are key. No jeans, t-shirts, over-sized pants, old sweatshirts, etc., are to be worn. These generally are days that the students attend Mass, and it is fitting to dress up for these special times.
10. Hats, caps, scarves (other headgear), and visors are never allowed unless it is a theme day.
11. Students do not wear or carry jackets or windbreakers in class or between classes.
12. Spirit Days are designed to generate and support school spirit. Any SBCS t-shirts, sweatshirts, or SBCS athletic uniforms are allowed as long as they are neat and clean.
13. The principal will be the final judge of the acceptability of clothing.

14. Should clothing be deemed unacceptable, the student will be required to change into uniform clothes from the used uniform stock. Parents will not generally be asked to bring appropriate clothes to school.

When in doubt, it's probably inappropriate.

It is the prerogative of the principal and/or teacher to determine when any dress, style, haircut or hair color, or accessories detracts from the educational purposes of the school and its mission and values.

9 GENERAL INFORMATION

Asbestos

With a three-year rotation, SBCS is re-inspected to insure compliance with all federal regulations regarding asbestos. Please know that all areas containing asbestos have been treated and abated. A management plan is on file in the principal's office.

Athletic Club

The SBCS Athletic Club is a parish organization open to all parish members 18 years of age or older. Its goals are to promote, direct, and fund the athletic programs at SBCS. Money is provided for physical education equipment, program fees, uniforms, and referees. Information regarding the Athletic Club is available through the school and parish. For more information, visit the SBCS Web site.

Sunday Policy

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligation, all scheduled non-religious use of the parish/elementary school/high school in the Archdiocese on Sunday will begin no sooner than 12:00 p.m. Pre-arranged approval may be granted by the pastor or principal. This policy is an Archdiocesan policy.

Child Development Center/Extended Day

SBCS offers a child development program that extends from infants to 12 years of age. It is located on the lower level at the north end of the school. Child Care has its own entrance. However, it is also accessible through the front doors of the school. It is open all year with the following exceptions: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

Extended Day is offered to enrolled students up to age 12 at SBCS and to others in the community. The hours are 6:30 a.m. to 6:00 p.m. For more information, call (402) 556-4161.

Communication

Tiger Tuesday is the weekly communication between school and home. It contains the monthly calendar, lunch menu, and a variety of items that are extremely important. Parents are encouraged to look at this publication weekly on Sycamore. Report cards, progress reports, field trip permission slips, meeting dates, special programs, etc., are also posted on Sycamore. A well-informed parent means a well-informed student. Reading this communication should be a priority.

The *Church bulletin* is especially important for members of St. Bernard Parish. Often, school news is included in this bulletin.

Sycamore: All families, faculty, and students have access to Sycamore. This is an Internet site that is used as an important communication tool for SBCS. Families are encouraged to check Sycamore frequently for school news, student grades, and communications from teachers. Please contact the school office for login information.

Telephones/Cell Phones/iPods/etc.: Telephones in the school office are for business or emergency purposes and should not be used by the students for non-emergency purposes or without school staff permission. Calling for forgotten assignments, lunch, permission slips, etc., will not be allowed. Students must take responsibility for these things. Students will not be allowed to call immediately after school dismisses if their ride is not here or to arrange for sleep-overs, carpool changes, etc.

Students are allowed to keep their cell phones in their backpacks, but they cannot be used during the school hours. Cell phones will not be used in changing areas, at lunch, recess, assemblies, in the hallways, etc. Cell phones are not to be used by students for making phone calls or for text messaging during the school day. Students are allowed to use them for calling parents after sports practices, games, etc. If cell phone rules are violated, the homeroom teacher or principal may secure the phones during school hours. Repeated violations may result in detention or suspension.

Other forms of technology, or nuisance items, will follow the cell phone protocol.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the cart located in the hallway near the office. After approximately 30 days, items still not claimed are donated to charity or placed in the school's used uniform storage.

Nuisance Items

Nuisance items that may cause disruptions in school (e.g., toys, pets, radios, make-up, excessive jewelry, etc.) are not allowed. Any "craze" which can be traded, swapped, etc., must not be brought from home. All nuisance items brought to school will be taken by staff members and returned at an appropriate time according to the teacher's discretion. Most nuisance items will result in a Tier 1 offense. Repeated offenses can lead to a Tier 2 or Tier 3 offense.

Gum is considered a nuisance item. Nowhere, at any time, is gum chewing allowed at school, on the playground, or on the way to the car. Outside activities such as ballgames, etc., are not at issue here. SBCS is a gum-free campus.

Weapons: Weapons- real or play - of any sort (e.g., guns, knives, pocketknives, ammunition shells [full or empty], swords, anything that can be used to injure a person) can NEVER be brought to school. This includes Halloween. For plays, a fake (wood or cardboard) "weapon" is allowed but must be preapproved by the director and principal. Bringing a weapon to school could result in a Tier 3 offense, suspension or expulsion.

Parking/Drop-Off/Pick-Up

There are three areas available to parents for parking when entering the school—across the street north of the rectory, south of the school building, and the street in front of school. **Please do NOT park in the red area marked as a Fire Zone.**

At Military and 65th Ave., one-way NORTH traffic begins at designated times of the day. The flow follows down the block and around the corner on Manderson Street. On 65th Street, the traffic flow is one-way SOUTH at designated times during the day.

Students should not arrive before 7:30 a.m., unless they are being dropped off at the daycare entrance for extended school day through the daycare. There is no supervision for non-daycare students before 7:30AM.

Students are allowed in school at 7:30 a.m. Each class has a designated location for their bags and outerwear. They go directly to the gym where they are supervised as they walk.

On Wednesday, students are allowed in the building at 7:30 a.m. for Rosary. They go directly to the chapel for prayer.

No one is allowed to use the playground equipment or participate in football, soccer, or any other games anywhere on the grounds before or after school. Adequate supervision is not available at these times.

Parties

Two classroom parties for Grades Pre-K-5 are scheduled during the school year: Halloween and Valentine's Day. Room parents assist with these parties and keep the classroom teacher informed as plans are made. Parents/students are divided into two groups to provide a reasonable treat and paper products. At different levels, parties are handled differently. Room parents will keep parents informed.

****Halloween costumes should not convey any hostile/violent characters and should reflect our Catholic identity. Toy weapons of any kind are not allowed.**

Birthday Invitations

Our school works hard to avoid exclusions, so we ask that children are not to hand out birthday/party invitations at school unless ALL of the students receive an invitation OR all boys or all girls receive an invitation.

Any flowers or balloons delivered will be kept in the office until the end of the day at which time the student will be called to the office to pick up.

10 HEALTH ISSUES

The school health program follows the directives of the Catholic School Office. Creighton University Nursing Department has been contracted to perform routine screenings and record keeping. Nursing students, under the direction of their teachers, are involved in these areas. Transfer of health information to school records may be done by volunteer parents who are trained in the field of nursing.

Screenings at designated grade levels include blood pressure, height, weight, hearing, sight, and scoliosis. Parents will be notified if there are apparent problems, and the parents are responsible for further testing and intervention.

Medical information requested at the beginning of the school year is EXTREMELY IMPORTANT to the faculty and staff. Unless the school is made aware of existing conditions, it is difficult to monitor or intervene should there be an emergency.

The Nebraska Department of Health requires that all students, Pre-K –12, be immunized for measles, mumps, rubella, poliomyelitis, chicken pox (varicella), diphtheria, pertussis, hepatitis, and tetanus. Parents must supply the month and year of immunizations. If parents do not desire their children to be immunized or cannot obtain complete records, a waiver form must be signed.

A child cannot remain in school after September 15 if health records are incomplete. **All students need 3 doses of Hep B.

The law requires physical exams for children entering Grades K and 7. This includes an eye exam. Any student coming from another state also must have a physical. A form may be requested from the school; a doctor's form is also acceptable. If the parent does not have the child examined, the parent must sign a waiver form.

Pre-K does not need a physical, but their immunizations must be current.

Sick children should not be sent to school. If a child vomits in the morning, they are not well enough for a day at school. **If a child has a fever of 100 degrees or higher, he/she must go home.** Parents are notified and are asked to pick up their child. If parents work or are not at home during the day, the school refers to the emergency card for a referral number. Good judgment on the part of the teacher or principal is used as to whether a child is sent home. Students must be fever free, without medication, for 24 consecutive hours before returning to school.

Parents are generally always called when a child has been injured to the point that he/she needed minor treatment or he/she vomited at school.

If infested with head lice, your child may return to school only after he or she has been treated with head louse shampoo and ALL lice and nits are removed. Please send a note with the child stating he or she has been treated, along with the name of the product used. We ask also for a 24 hour waiting period. SBCS has a no nit policy. If a child is treated for head lice, he/she cannot return to school until he/she is free of nits. A notification will be sent to the parents in any affected classroom.

Asthma Protocol

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 during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - identify the health care services the student may receive at school relating to such a condition;
 - evaluate the student's understanding of an ability to self-manage his or her asthma or anaphylaxis condition;
 - permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed healthcare professional;
 - include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - 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 *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 grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified. However, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Food Allergies

As food allergies are becoming more common, it is extremely important that parents notify the school of any food related allergies so that the teachers and cafeteria staff are aware. There will be a designated area in the cafeteria to separate students who bring food with potential allergens (ex. peanut butter) from students with allergies.

Medications

The school office personnel will dispense no medications (including Tylenol) without permission from a parent and a physician's authorization. The following procedure will be followed:

1. The principal shall have a written, signed, and dated statement requesting that the student be supervised in the taking of medication during school hours and a written statement from the doctor that includes the name of the drug, the recommended dosage, and the time intervals for medicine to be given. Permission forms must be renewed each year by both the parent and the physician.
2. Medication, prescription and/or otherwise, will be stored in the office and dispensed from there. No medication (with the exception of cough drops, anti-acids, and inhalers) shall be kept by the student or teacher in the classroom.
3. **A policy has been issued by the Archdiocese for *the Self-Administration of Prescription Asthma or Anaphylaxis Medication* at school during school-related activities. The *Release and Indemnification Agreement* must be signed by the parent and kept on file in the school office. This agreement has a list of strict rules to follow should a parent choose for their child to self-administer. This form is on Sycamore and included in the Appendix, and will must be completed and returned to the school.**
4. The school does not assume responsibility for non-prescription medications or reactions to prescription medication that are brought to school by the student. It is against school policy for any student to carry unauthorized medications.
5. The school does not have medication in stock. If a child needs medication, including Tylenol, his/her parent must supply it in the appropriate pharmaceutical container (prescription and non-prescription medicines both) with their child's name on it.
6. In the event a child's medical needs change, it is necessary to notify the school office.
7. In the event a child's medicinal dosages change, it is necessary to notify the school office.

Note: Prescription drugs that are to be taken three times daily do not have to be sent to school; they can be given before school, immediately after school, and at bedtime. This would eliminate the possibility of a number of problems.

Note: Every year an update on any special doctor's orders, child's medications, etc., is needed. This is called the *Annual Health Update* and is completed in Sycamore during the online enrollment process.

Drinking and Use of Alcohol/Drugs (Student)

SBCS is concerned about the academic and personal growth of every student in the school. The misuse of alcohol and other drugs can seriously interfere with the growth of any person, including elementary age children. SBCS recognizes that chemical dependency is a treatable disease, and SBCS will work closely with any student to assist him/her in reaching treatment.

Engaging in unlawful possession, selling, disposing, or use of a controlled substance or alcoholic beverage is a violation of Nebraska State Law and consequently, of school rules. A violation of any aspect of the state law or school rules will result in a conference with the parents to decide on the course of action, which may include suspension or expulsion. A student believed to be under the influence of a controlled substance or alcoholic beverages during the school day will be removed from the classroom and sent to the office. The principal will contact his/her parents and request that the student be taken home. Treatment and counseling will be mandatory for those students with an identified drug or alcohol problem. The principal must have clear documentation of events and statements for legal reasons and to guarantee due process.

Wellness Policy

Nebraska requires an approved wellness policy from each school and school district. The policy must address three areas. These areas include Nutrition Education (in the classroom); Physical Activity (school exercise program); and Nutrition Standards (cafeteria food plan). SBCS has policies set in all three areas and updates as required.

A **defibrillator** is stored in the gym area near the calendar case. Directions are plainly spelled out. All staff have been trained in using this machine.

11 HOT LUNCH PROGRAM

SBCS maintains a hot lunch program whereby the children may purchase a well-balanced lunch planned according to federal guidelines. **Payment by check is preferred providing the check as a receipt. If a parent pays in cash, it must be in a sealed envelope with the child's name and the teacher's name on it.** Parents may pay for more than one student's lunch with the same check, but again, please write the children's names and grade on the memo section of the check. Also, if the parent's last name is different from the student's last name, please indicate this on the check. Teachers collect these envelopes in the classroom and send them to the office each morning. Parents may choose to use a credit/debit card for lunch payments. Parents must contact the business manager at the parish rectory to set up a time to make this financial transaction.

The price of lunch purchased on a daily basis is \$2.65. Milk purchased individually is \$.50. Note: Prices listed may be subject to change due to government pricing that is not set until mid-August.

The hot lunch program begins when school begins as full days. A monthly menu is in THT on the backside of the calendar and is published on Sycamore.

Unpaid school meals charge policy

Parents are required to keep a positive balance in their lunch account at all times. Please check your account regularly to monitor balance. If the balance is negative, St. Bernard is not required to provide a lunch that day. However, we do try and provide meals to students and contact the parent. We will send home a note if the balance exceeds negative \$10.00

Any student who has money to purchase a reduced price or paid meal at time of service will be provided a meal. Households can apply for free/reduced lunches at any time during the year. Please re-apply if you have a change in income. We accept credit cards, checks and cash.

Parents are welcome to eat lunch at school with their child(ren). Parents must notify the cafeteria manager a day in advance if they plan to join their child(ren) for lunch. The cost for adults is \$3.55.

Free or Reduced Lunch

Free or reduced priced lunches (CC) are available. The application form and instructions on how to complete the form is available in Sycamore under Documents. SBCS encourages everyone who thinks they may qualify to complete this form even if the choice is not to accept free or reduced lunch. **The number of families that QUALIFY, not the number receiving these services, determines most of SBCS's limited State funding such as Title I Services.**

****This information is kept in strictest confidence. Free and reduced lunch will not only benefit families but also the school. For those families who qualify and receive the program, the reduced lunch cost is \$.40 per day. Since the information is confidential, parents are asked to pay in advance in the same manner all students pay. Note: These forms can be resubmitted any time during the school year as income status changes.**

Cafeteria

Students may bring lunch and purchase milk. Students should not bring glass containers. Soft drinks, or excessive amounts of candy should be avoided as it promotes unhealthy choices. Only students in Grades 5-8 may bring food that requires microwave heating. Microwaves are limited and any mess made must be cleaned by the student.

While in the cafeteria, students are expected to use the same manners required in the classroom. Loud voices, running, misusing food, kicking, grabbing, etc., are not considered good classroom behavior. Courtesy toward other students and cooperation with the teachers on duty are required at all times. Students in Grades K-5 have a half-hour of recess following their lunch. This allows plenty of time for physical exercise and less restricted behavior.

Note: SBCS does not allow soda pop at school for lunch except for field trips. The decision then will be at the discretion of the homeroom teacher.

Drinks (Students, Except Lunch)

Teachers may let students keep a water bottle on the student desk. This is to cut down on the trips students must make out of the classroom for drinks. Drinks are limited to water only. Students may **NOT** have sports drinks, sodas – pops – or colas, or any other drinks in the classroom. Teachers may not allow students to drink anything other than water during the school day. Allowances are made on rare occasions when cleared by the principal.

Nondiscrimination and Equal Rights Statement

In accordance with Federal civil rights law and the 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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 977-8339. Additionally, program information may be made available in languages other than English.

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

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
[1400 Independence Avenue, SW](#)
[Washington, D.C. 20250-9410](#)

Fax: (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs. This institution is an equal opportunity employer.

12 PHYSICAL EDUCATION

A routine schedule is followed for physical education classes. The following gym clothes are acceptable but not required for all boys and girls in Grades 4-8: tennis shoes, shirt (not the school uniform shirt) and gym shorts or exercise pants (not the school pants, pajamas, or jeans). A SBCS Spirit t-shirt is encouraged. Shorts must come to the knee and should be loose fitting to allow more movement.

Clothing must not carry any type of inappropriate saying or logo. Any shirts that contain alcohol, tobacco, drug, gambling, or other questionable sayings will not be allowed. The gym floor can easily be damaged with inappropriate shoes. Only tennis shoes are allowed. Points in the Physical Education grade are deducted when gym clothes are not worn.

Recess Rules

Each grade using the playground has its specified place to play. No type of rowdiness is condoned on the school grounds. When there is a problem, children are instructed to report immediately to the teachers on duty. Students are not to bring play equipment from home to play with at recess. The reason is that often, personal toys get damaged, lost or taken, and this causes undue problems in the classroom or between classmates. When properly taken care of, there are adequate supplies for play at recess.

Sometimes students will play on the black-top area if they cannot utilize the field.

Unless there is very inclement weather, free periods are spent outside. Therefore, students should be dressed properly for cold weather. This includes a hat, boots, mittens, and a warm coat.

Students may be allowed to play in the snow should they be dressed in appropriate clothing, to include: boots, hat, gloves, coats, and snow pants.

NOTE: Students are NEVER allowed to pick up snow, make snowballs, or throw snow or ice during school hours, or immediately before or after school.

13 SAFETY

Because the school is responsible for children’s safety while they are at school, parents are encouraged to discuss the following guidelines with each child(ren):

1. Students should arrive at school between 7:30 and 7:55 a.m. and go home directly after dismissal at 3:15. NO adult supervision outside of the school is possible before and after school hours. ***Any students in ANY grade arriving before 7:55 will come to the gym for walking club and remain there until the bell rings.**
2. The streets around the school are one-way streets before and after school.
3. Students should arrive in time for the patrol members to help them at the crossings.
4. Students should walk on the sidewalk and within the crosswalks marked on the street.
5. Accidents must be reported immediately to the school office, and an attempt will be made to call a parent.
6. Students should help keep the building and grounds free of litter.
7. Students should listen quietly and calmly follow directions during a fire drill, tornado drill, or lockdown.

Parents can help their children in this safety program by:

1. Reviewing the safest way to and from school and reminding them regularly about stranger danger.
2. Observing the “No Parking” area in front of the school.
3. Arriving promptly at dismissal time.
4. Reporting to the school and police immediately any suspicious or dangerous circumstances that might involve the students who are walking to and from school.
5. Calling the school office when information changes regarding WHO may pick up a child after school or in an emergency.

Safety Patrol

Safety Patrol is composed of 6th grade students and staff who assist in promoting the well-being and safety of the students to and from school and in the parking lot. The Safety Patrol is responsible for crossing both parents and students at the designated crosswalks surrounding the building. Students will be on patrol in the mornings from 7:40-7:55 a.m. and in the afternoon from 3:10-3:25 p.m. Safety patrol crossings are determined by the home location and number of walkers. Safety patrol will follow weather guidelines listed in the *inclement weather* section.

Fire Drills

Fire drills are practiced periodically to prepare the students for a quick reaction in case of a fire emergency. Each class leaves the school in an orderly manner and reports to a designated area.

Tornado Drills

Tornado drills are practiced in the fall and spring. The school bells are activated to begin the drill, and teachers and students proceed to the lower level of the building and get into the recommended safe positions.

Tornado Warnings

In the event of a tornado warning, the students are brought to the cafeteria and band room. They will remain in the shelter of the basement level until an all clear is sounded. Parents are discouraged from attempting to enter or leave the school while the warning is in progress.

Intruder Lock Downs/Disaster Drills

Intruder lock downs and disaster drills are rehearsed. Each teacher has the recommended items should there be an actual problem. Student IDs, first aid equipment, and other means of communication are available. Practices are held within the building and on the playground.

Procedures for special drills are included in the *St. Bernard Safety Manual and Crisis Management Plan* located in the school office.

Visitors

All visitors and volunteers must report to the school office, sign in upon entering the building, and receive a visitor pass that must be displayed while in the building. If parents wish to visit a classroom during the day, prior approval must be granted by the teacher and principal. This is only if their presence will not create a distraction to the learning environment. All visitors are encouraged to drop off anything they are delivering (lunch, books, etc.) with the secretary, and he/she will make sure that the child receives the items.

Visitors/parents cannot bring live animals to the classroom for show-and-tell due to the health hazards and danger of injury. Resource persons may bring animals, birds, reptiles, etc., to teach a lesson.

Drug Free Zone

The primary function of SBCS is the education of young people. Tobacco use/smoking, alcohol, or other substance use is a negative influence in developing social, economic, and healthy behavior in children. It is the policy of St. Bernard Parish that the DRUG FREE ZONE be enforced in the school building during school hours as well as school activities held in the school while children are present. Students who possess drugs and/or alcohol at school or at any school function are subject to suspension and/or expulsion.

School Closings

Archdiocesan schools in the Omaha Public School attendance area will follow the snow/ice/extreme cold closing the same as the Omaha Public Schools. Early dismissals are rare because parents have difficulty leaving work, etc., to get to school. KFAB radio and all TV stations carry closing and cancellation information. This information is also available on the Internet and on Sycamore. In most circumstances, the Catholic School Office issues a cancellation the night before rather than waiting until morning.

14 ADDITIONAL NOTES

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

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

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