



SAINT MICHAEL

CATHOLIC CHURCH AND SCHOOL

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STUDENT & FAMILY HANDBOOK

2026-2027



Saint Michael the Archangel, pray for us!

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Saint Michael School Student & Family Handbook
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ST. MICHAEL SCHOOL STUDENT & FAMILY HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the policies, procedures, and general information about St. Michael School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist his/her child in following the rules contained in this handbook.

Although information in this handbook contains detailed and specific information on a variety of topics, it is not intended to be an exhaustive or all-inclusive document, covering every situation and circumstance that may arise in the course of a school day or school year. The administration reserves the right to make decisions and revise rules at any time to implement the educational program and to assure the well-being of all students and staff. Interpretation of the rules contained in the handbook is the responsibility of the administration. Should a situation or circumstance arise that is not specifically addressed in this handbook, the administration will make a decision based upon all applicable diocesan policies, and state and federal statutes and regulations.

MISSION STATEMENT

The Saint Michael Catholic School family is a Christ-centered community dedicated to the development of the spiritual formation, academic excellence, and stewardship within the framework of the Gospel and the Tradition of the Catholic Church.

School Mascot - St. Michael Marauders Colors - Red and White

DEFINING CHARACTERISTICS

Our mission comes from the Great Commission that Jesus gave to each of us to make disciples of all people. Our defining characteristics at St. Michael School are to be:

- Proudly Catholic
- Excellent in Academics
- Accessible to All
- Sustainable for the Future

PHILOSOPHY

The educational vision of St. Michael School is based on Christian principles of education. Since proclaiming the Gospel message is considered the principal mission of Catholic education, it is the primary purpose at St. Michael School. The philosophy of the school incorporates teaching the revealed message, fellowship in the Spirit, and service to the community as integral parts of our educational endeavor and mission. Our school is based on a family model, characterized by warmth, cooperative spirit, and positive expectations.

As a Catholic school, we are committed to upholding the teachings of the Catholic Church, which affirms that God created human beings as male and female (Genesis 1:27). In accordance with our faith and the Church's teachings, we strive to guide our students in understanding their identity as God's beloved children, rooted in the truth of His creation.

As a religious institution, our school seeks to assist Catholic parents in their duty as the primary religious educators of their children by teaching church doctrine and building community through common prayer and stewardship.

As an academic institution, our school seeks to work in partnership with parents in the intellectual, emotional, social, spiritual, and physical development and growth of their children in harmony with the specific and unique gifts God has given to each child.

GOALS

Spiritual Goal – Develop in students a personal relationship with Jesus.

- Worship

- Instruct students in the truths of the Catholic faith through formal study of Scripture, doctrine and morals.
- Instill in students a strong devotion to Jesus and His Blessed Mother.
- Learn and celebrate the Church's Liturgy and devotions.
- Personal Growth
 - Provide opportunities for religious experience through liturgical and para-liturgical services, private and communal prayer.
 - Develop in students the realization that free will brings with it the responsibility to make choices based on a correctly informed conscience.
 - Assist in the choice of and preparation for responsible vocations.
 - Provide adult role models who strive to reveal Jesus, not only by word, but by example.
- Service
 - Sacrifice time and talent at home, school, in the parish, immediate neighborhood and the larger world community.
 - Sacrifice time and money to the missions.
 - Assist fellow students, teachers, and staff.
- Evangelization
 - Be Jesus to our neighbors and see Jesus in our neighbors.
 - Share our Catholic faith with others.

Intellectual Goal - Develop optimum academic growth within the student's own capacity for learning.

- Stress mastery of basic skills in a structured classroom environment.
- Provide a curriculum which considers individual potential.
- Teach study and organizational skills that help the student to be academically successful.
- Foster skills in critical thinking and decision-making.
- Provide meaningful instruction.

Emotional and Aesthetic Goal - Develop in students the awareness of their intrinsic value and God's unfailing love for them.

- Assist each student in developing a good self-image, realizing individual uniqueness.
- Foster productive use of leisure time and an appreciation of the arts.
- Assist each student in dealing constructively with problems that evolve from conflicting values of our society.
- Promote character development, personal integrity, self-reliance and responsibility.

Social Goal - Enable students to become active, responsible members in the community, reflecting the principles of Christ.

- Develop respect and understanding for people of all races, cultures and creeds.
- Develop social skills that help students get along with others in ways that correspond with a living out of the Catholic faith and the values of society.
- Develop a consciousness of the needs of others and the obligation to be of service.
- Develop an awareness of the need for responsible citizenship in our democratic society as well as our global society.

Physical Goal - Develop in students an awareness of the need for physical wellness and fitness.

- Provide education in basic motor skills and the opportunity to develop these skills.
- Provide a curriculum that will supply students with an understanding of the human body and the need for developing life-long health habits.

FAITH LIFE

RELIGIOUS INSTRUCTION

Religious education strives to enable students to develop a vital, personal relationship with God and to share the Gospel's realistic view of the human condition, while affirming hope. Through the study of the Catholic faith, including our rich traditions, catechists help prepare students to celebrate God's love, proclaim God's message, and live in accord with this message. The process of catechesis leads both catechist and student to

a deepening discovery of God through effective and cognitive learning experiences. Through study, reflection and discussion, a positive sense of self-worth can be nurtured, growth in and development of a responsible use of freedom can be fostered and a deepening awareness of our responsibility to serve the needs of all people can be promoted.

Students in kindergarten through eighth grade receive instruction in the Catholic faith each day. Teachers use *Word of Life* curriculum, produced by Ignatius Press, which includes elements of Catholic belief, Theology of the Body, virtue formation, worship and morality, and prayers to be learned at each grade level. A religious atmosphere is fostered throughout the school through sacred art, crucifixes, religious pictures and statues, prayer corners, and religious bulletin boards. The faith is integrated, whenever possible, into every subject area and every aspect of school family life.

LITURGICAL PROGRAM

Students in grades Kindergarten through eighth attend daily Mass. Students participate in the Mass as servers and readers, as well as through special class Masses. Parents/guardians and friends are most welcome to attend.

Students who have made their first confession have the opportunity to receive the Sacrament of Reconciliation at least once a month.

Students in grades Kindergarten through Eighth attend Stations of the Cross on the Fridays of Lent. Devotion to Mary is fostered through May Crowning and praying of the Rosary in class. The Divine Mercy Chaplet is prayed at 3pm on Friday afternoons. The Church calendar and lives of the saints are also a part of students' spiritual life at school.

SACRAMENTAL PROGRAM

Students in second grade receive the Sacraments of Reconciliation and Holy Eucharist for the first time. The Sacrament of Confirmation is conferred upon students in fifth grade. Dates for the meetings and second grade sacraments are noted on the yearly calendar. Parents will be informed of the date for Confirmation when it is received by the school from the Chancery. The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Saint Michael School helps parents in preparing their children for these special events through parent meetings preceding each sacrament. Every parent with a child in a sacramental preparation program will be asked to sign an active participation form, indicating their willingness and commitment to those activities which are necessary for full preparation for the sacraments, including Mass attendance on Sundays and Holy Days, students' attendance at sacramental classes and retreat day, and sacramental meetings.

PRAYER

Prayer (communication with God) is as essential to life of the soul as breathing is to the life of the body. The diocese gives the following outline for teaching "formal" prayers to our students:

- K/1st Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Grace Before and After Meals
- 2nd Grade: Act of Contrition, Responses to Mass, Guardian Angel Prayer
- 3rd Grade: Apostle's Creed, Mysteries of the Rosary/How to pray the Rosary, Prayer for Poor Souls, Responses to Bishop's Blessing
- 4th Grade: Angelus, Acts of Faith, Hope, Love
- 5th Grade: Morning Offering, Memorare, Hail Holy Queen
- 6th Grade: Prayer to the Holy Spirit, Way of the Cross
- 7th Grade: Divine Praises
- 8th Grade: Regina Caeli, Prayer to Saint Michael.

Parents are encouraged to help their children learn these prayers, as well as to teach them how to talk to God in their own words, pray the Rosary, read Scripture and meditate. Modeling and providing of quiet time will help to teach children how to pray.

VIRTUE

Formation in the life of virtue is an essential aspect of Catholic education and formation. Virtue helps to root out sin and cultivate openness to God. Parents are asked to help form their children in virtues such as charity (love

and respect for God, others and self), humility, meekness, generosity, gratitude, diligence, honesty, obedience, temperance, sacrifice, stewardship, patience and modesty.

KNOWLEDGE

ACADEMIC CURRICULUM

Language Arts - Catholic schools seek to develop communication skills—listening, speaking, reading and writing – in all students. English (grammar/writing), Reading/Literature, and Spelling/Vocabulary are taught at all levels of the curriculum. Handwriting is taught in grades K-6. Phonics is taught in lower elementary grades. The reading curriculum used by teachers in kindergarten through grade 5 is Amplify Core Knowledge Language Arts & Literacy (CKLA). Junior high Language Arts also uses My Perspectives and novels to teach reading objectives.

Math - Mathematics reflects the order and unity in God's universe and deals with truth; therefore, it plays an integral role in the Catholic school. Mathematics also contributes to the development of the whole person by enriching the student's life and providing a functional tool for daily living. The math curriculum used in kindergarten-grade 5 is Houghton Mifflin "Math Expressions", grades 6 and 7 use "Go Math", and all grade 8 students participate in Algebra.

Science/Health – Catholic school Science classes reflect the vision of faith that identifies individuals as created by God, personally responsible for the well-being of others and of the environment, and charged with the task of cooperating with others and with God in bringing all things to unity and perfection in Christ. Sufficient scientific knowledge and skills must be attained and proper values and attitudes developed on each level to assure continued growth in the student's perception and appreciation of God's universe.

Social Studies - The study of Social Studies in a Catholic school is based on an understanding that all persons are made in the image and likeness of God and are destined for eternal life. Social Studies ultimately explores the interaction between God in His Providence and mankind in his response to God's initiatives – Salvation History. The Social Studies program strives to have students realize that they have a responsibility to God and to others to develop an understanding and respect for various peoples, cultures, and geographic regions of the earth, and that the history of mankind should teach a direction for the future.

SPECIALIST CLASSES

Art - As beings created in the image of God, we may come to know, love and serve Him more fully through the study of art. While creation is at the heart of every good art program, definitive achievement standards provide a framework for helping students mature in their ability to understand, analyze and express themselves in visual images. Students in grades K-8 receive art instruction every four days.

Band - Participation in the school band program is available to all students beginning in fifth grade. Students must provide their own instruments. All fifth through eighth grade band students receive instruction during the school day. It is the student's responsibility to find out what they have missed and check in with the teacher to make it up. All band members are expected to attend lessons and practice regularly at home. Band concert details are communicated by the Band Instructor.

Computer - Computer Science education provides all students with knowledge of computer basics and proficiency in the use of computer systems. I-Safe computer education curriculum will be used to teach responsible digital citizenship.

Library/Media Center - The library strives to be positive, active and appealing by providing fiction, non-fiction, reference materials, magazines, and other materials for student and faculty use. Students and teachers can access information about all holdings through computer lookup stations in the library or classroom. All library media resources are cataloged, marked and shelved according to the Dewey Decimal System. In order to meet state requirements, the school has at least one set of encyclopedias with a copyright date within six years of the current school year. Our copy is an electronic World Book Encyclopedia version. St. Michael School will purchase a minimum of 150 new books per year. A minimum of five magazines are also purchased each year. Each class will have a weekly library period to check in and check out books. Pre- kindergarten through fourth

grade students may be presented with oral readings from contemporary and classical literature during their library time. To encourage responsibility and prepare students for the policies of public libraries, students are assessed a fine for overdue or lost books. Students need to follow library rules regarding checking out and caring for books. Students have access to the library for research. This may be done through traditional research techniques or through use of computerized research stations. Students must have a signed "Computer and Internet Use Policy" form to be able to do Internet research. Class research activities and library skills sessions under teacher supervision may be held in the library during open library times. The library also sponsors an annual Book Fair during the year.

Physical Education - Physical education is an integral part of the total education program of Catholic schools. As such, it provides learning experiences that contribute to the psychomotor, cognitive and affective development of each student. Central to the program is movement education, which focuses on exploration, creativity, problem solving, and formation of concepts and development of skills. The development and maintenance of a high degree of physical fitness increases the student's potential movement. Physical education is concerned with both the versatility and quality of movement of each student now and in the future. Participation in physical activities contributes to the development of self-confidence, social skills and an appreciation of God's gift of life and movement. Physical education is scheduled for all classes PreK-8th Grade. All students are expected to take part in P.E. classes unless a signed doctor's permit (for non-participation) is given. For occasional disability, a note from a parent suffices. Students should wear shoes appropriate for a gym floor (tennis shoes, running shoes, etc.) on P.E. days. Fifth through Eighth Grade students who choose to dress out for P.E. are expected to wear appropriate attire during class. T-shirts are to cover the entire body, are not sleeveless, and should not be tied up at the waist. Shorts should be appropriate length.

Vocal Music - Music education is an integral part of aesthetic experiences that enable students to develop sensitivities to life and culture and is vital to brain development, increasing intelligence and neural pathways in the brain. Active learning will develop attitudes, knowledge, and performance skills that help students perceive and respond to the power of music as an art. Preparation, understanding and participation of students in Catholic schools in religious celebrations enrich both the mind and heart in the offering of prayer to God in song, chant, and dance. Music class is scheduled for all classes PreK-8th Grade. Christmas concerts and spring concerts are performed at scheduled times. Please see the school calendar for details, as attendance is mandatory at all performances.

TEXTBOOKS AND SUPPLIES

Textbooks - St. Michael School purchases textbooks from a variety of companies. St. Michael School also participates in the Textbook Loan Program from Lincoln Public Schools. The forms for this program are distributed in December for all parents to sign and return by the December deadline.

Textbook Care - It is the responsibility of each student to give proper care to the textbooks furnished by the school. Students are asked to keep their books covered and clean at all times. Books must be carried to and from school in book bags. In the event a student damages, loses, or destroys a book belonging to St. Michael School, the student is expected to pay a fine or the replacement cost of the book.

School Supplies - School supplies are furnished by the parents/guardians. Grade level-specific lists are posted to our school website.

GRADING AND EVALUATION

Standard Grading Scale

Kindergarten: (for all schools)

Preschool (for schools in the city of Lincoln, option for others)

4 Exceeds Standard

3 Meets Standard

2 Approaching Standard

1 Below Standard

Alternative Grading Scales

A 93-100%	Highly Satisfactory (H)	
B 92-85%	Doing Well (DW)	
C 84-77%	Satisfactory (S)	
D 76-70%	Needs Improvement (NI)	Incomplete = INC
F 69-0%	Experiencing Difficulty (E)	No Grade = NG

Grade point averages

A+	99-100%	4.0	C+	83-84%	2.5	Pass = P
A	95-98%	4.0	C	79-82%	2.0	Fail = F
A-	93-94%	4.0	C-	77-78%	2.0	
B+	91-92%	3.5	D+	75-76%	1.5	
B	87-90%	3.0	D	72-74%	1.0	
B-	85-86%	3.0	D-	70-71%	1.0	
			F	0-69%	0.0	

Adjusted Grades/Adjusted Curriculum - In order to meet the needs of students who are experiencing difficulty in certain subjects or who qualify for educational services, teachers may adjust grades and/or curriculum. Teachers will notify parents/guardians by phone or in person if their child's grades and/or curriculum are adjusted. This will be noted on the child's report card and cumulative record. Adjusted curriculum could include:

- Enrichment materials
- Individualized or small group instruction with resource teacher/reading specialist
- Assistance with test taking
- Shortening length of daily assignments
- Re-teaching and test retakes – the original grade and the retaught grade will be averaged. The average score will be reflected in the gradebook. Additionally, comments will state the reteach and the objective that was retaught.

Homework - Homework assignments reinforce concepts presented in class provide for completion of assignments and additional enrichment activities, and help students develop good habits of study and a sense of responsibility. Students will have daily/regularly assigned homework.

- Teachers will communicate the homework expectations for each grade level at Back to School Night.
- Parents/guardians are encouraged to partner with their child(ren) to ensure homework assignments are completed and returned.

Tests

- Tests and quizzes are used to monitor and analyze student progress throughout the learning sequence.
- Criterion referenced assessment is given to grade 4 and 8 students in the spring to determine acquisition of competency in reading, writing and mathematics.
- Norm referenced assessments (Iowa Basic standardized tests) are taken by students in Grades 3-8 each year in the spring to maintain an adequate profile of a student's achievement and potential ability.
- MAP Growth assessments are taken by students in grades K-8 to measure growth in the areas of Mathematics, Reading, and Language.

Academic Integrity

Students who cheat, plagiarize, use unauthorized Artificial Intelligence (AI) to complete or generate academic work, or assist others in these actions (use the work of others and claim it as their own) shall receive a 0 on the entire assignment and a parent conference.

Report Cards

- Report cards are issued four times a year for students in grades K-8.

- The report card is an indication of the student's academic and behavioral performance in school.
- If a student has been absent for more than one half of a report card period, the teacher may assign no marks for that quarter. "Incomplete" is inserted instead of the grades for that quarter until the course material has been made up.

All Catholic elementary schools will be using PowerTeacher Pro, which allows parents who have students in grades K through 8 to access grades. Parents will be given instructions on how to set up this password protected account within the first few weeks of school after the data base has been updated for the current school year.

8th grade Scholarships - Information is made available in September to 8th graders and their parents. All students are encouraged to apply for any of the scholarships. All scholarship money is awarded in the form of tuition that is paid directly to Pius X High School.

PROGRAMS/SERVICES

Resource Support (Academic/Behavioral/Speech) – St. Michael School has several options available to provide support to students experiencing academic, behavioral and speech difficulty. Lincoln Public Schools resource teachers provide services to those students who are verified with an academic, behavioral or speech disability. In addition, St. Michael School has resource teachers available to assist students who are verified as well as non-verified students who have academic needs. If you have concerns regarding your child's speech articulation and/or educational or behavioral progress, please contact your child's teacher. The teacher will work with the Student Services Coordinator to initiate the appropriate problem-solving process. Should your child qualify for Special Education services through LPS, those services will be provided at Saint Michael School. If you live outside of the Lincoln Public School District, special arrangements will be made.

ACTIVITIES

Field Trips - Arrangements for field trips will be initiated by the teacher. Field trips should contribute to the educational, cultural and social growth of the students. Parents will consent to field trip participation at the beginning of each academic year. Without consent, students may not participate in scheduled field trips. We ask that parents who are helping to supervise field trips not bring younger siblings as they will have supervision responsibilities for multiple students.

Sports - The goals of the St. Michael sports program are to teach students healthy habits, sportsmanship, skills and self-discipline. St. Michael School is part of the Lincoln Catholic Schools League. The Catholic League is organized and supervised by a Select Committee comprised of pastors, principals and athletic directors from each of the member schools. More information, including schedules of games, can be found at cysi.org.

In order for the student to participate in athletics, the student must have a current physical on file and maintain a satisfactory academic standing. A concussion information sheet is sent out to each student participating in sports and must be signed and returned before playing games. The student must demonstrate appropriate behavior during school and must obey the training rules laid out by the coaches. The following sports are offered through this program:

7-8 boys basketball	7-8 girls volleyball
7-8 boys track	7-8 girls basketball
7-8 boys and girls Cross Country	7-8 girls track
7-8 boys and girls Golf	

Academic Policy - A failing grade (below 70%) in one or more subjects will result in the student being ineligible to play in all upcoming games until the grade is brought up to passing (above 70%).

Disciplinary Policy - Proper behavior is expected of our athletes. Students who receive an in-school suspension during a sport season will forfeit play in the next game (or one track event). The principal and/or pastor retain authority to temporarily or permanently suspend a student or team from participation.

Attendance Policy - Students may not play in a game if absent or sent home during the school day because of illness. Students with a half-day excused absence for a reason other than illness (e.g. funeral, doctor or dentist appointment) may play in a game the same day. Students with a full day absence for any reason may not play in a game the same day.

Notification Policy - Grade notices are submitted to the home room teacher of the student who is participating in the sport. Parents, student and coach will be notified by the principal when the student cannot participate in the athletic contest that week or until the grades in each class are 70% or above. In-school suspension notices will be submitted to the principal and he/she will notify the parents, student and coach that the student may not participate in the next game.

Home Athletic Events

St. Michael school will host various athletic events throughout the school year. The Athletic Director will communicate volunteer opportunities to parents and students prior to hosted events. St. Michael students attending home athletic events are to be accompanied by a parent.

STEWARDSHIP

PARENTS AS PARTNERS

As partners in the educational process at St. Michael School, we ask parents:

- To attend Mass each Sunday and holy day of obligation, and teach the Catholic faith by word and example;
- To support the religious and educational goals of the school;
- To set rules, times, and limits so that your child:
 - 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 assignments on time and
 - Has lunch money or nutritional sack lunch every day.
- To treat teachers with respect and courtesy in discussing student problems.
- To support and cooperate with the discipline policy of the school.
- To read school notes and newsletters and to show interest in the student's total education.
- To complete and return to school any requested information promptly.
- To meet all financial obligations to the school.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To notify the school when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers or email address.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- 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.

PARENT/GUARDIAN INVOLVEMENT

Spiritual Dimension - "Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their profession of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith."

Academic Dimension - Parents/guardians are the primary educators of their children. Catholic parents have the duty and the right to choose those means and institutions which, in their local circumstances, can best promote the Catholic education of their children.

Parents are asked to be active members of the School Family Association (SFA), the Nebraska Federation of Catholic School Parents (NFCSP), and to assist as stewards in various areas of service.

Saint Michael School Family Association (SFA): Parents of children in our school are all important members of the St. Michael SFA. The success and value of our SFA depends on everyone doing a part in contributing to the SFA objectives. Our primary mission is to foster the spiritual and temporal education of children in keeping with: the doctrine of the Roman Catholic Church, the highest educational standards, the human and financial resources of the Church, the school, and the home. To accomplish this, our SFA seeks to:

- A. Promote understanding, cooperation, and mutual support between children, teachers, parents and the religious leadership of our school and diocese.
- B. Encourage parents to be good stewards in the development and operation of supportive educational programs.
- C. Provide support for the extraordinary fiscal demands of our school.
- D. Offer programs related to our goals of a Catholic education through knowledgeable speakers.
- E. Monitor and, if appropriate, respond to community, state, and federal influences on Catholic education in the context of St. Michael School.
- F. Create greater appreciation of Catholic education and strengthen the family as a foundation of Catholic education.

Our SFA has several meetings throughout the year which all parents and faculty are encouraged to attend to learn more about the efforts, success, challenges, and programs associated with St. Michael School. Our SFA leaders work hard to plan valuable, educational sessions and discussion forums for everyone's benefit at these meetings

Nebraska Federation of Catholic School Parents (NFCSP)- The NFCSP was formed in 1993 to inform the Catholic school community about public policy affecting Catholic school students and parents; mobilize the Catholic school community to communicate with legislators and other public officials regarding educational rights and public policy; enhance the advocacy efforts of the Nebraska Catholic Conference with a visible, well-informed Catholic education network in Congressional and legislative districts across the State. The goals of NFCSP are to: unite Catholic school parents in Nebraska; promote Catholic education statewide; inform all Catholic school parents as to their rights and the rights of their children with regard to educational programs; foster legislation that will support parental choice in education. As parents who have children registered in a Catholic School, you should be receiving information via email about from the NFCSP.

Volunteer/Stewardship Program - Parents enrich our educational program by assisting as volunteers in various areas of service. All volunteers must go through a complete background check and Safe Environment training which is done through the Diocesan Office. Thank you in advance for your commitment to St. Michael's School and to the education of your children.

PARENT/GUARDIAN-TEACHER COMMUNICATION

Communication - Many avenues are used to keep the lines of communication open between the home and school. There must be the closest cooperation between parents and teachers to achieve a student's spiritual, academic, social, emotional, and physical potential. Teachers will listen to and collaborate closely with parents to address issues of concern. Any personal problems should be addressed in a confidential manner following the Protocol to Voice Concerns listed below.

Protocol to Voice Concerns:

The grievance procedure is: 1) Teacher 2) Principal 3) Chief Administrator Officer (Pastor) 4) Diocesan Superintendent of Catholic Schools

Classroom concern:

Talk first with your child's teacher. Please contact your child's teacher and make an appointment to visit with her/him about your concern. Let her/him know in advance what questions you have. This will give her/him a chance to better prepare to answer your questions. Teachers care about students and want what is best for them. If you do not understand or agree with the teacher's explanations or answers, please contact the Principal.

School-wide concern:

Contact the principal. This is the level where most school-wide decisions are made, coordinated, and implemented. The principal will address these issues by explaining the basis for the current policy. Please contact the Chief Administrator Officer (Pastor) next, if necessary.

Serious matters:

May be directed to the Diocesan Superintendent after all other channels have been exhausted.

Cooperation:

Please remember that our students are children and we, their parents and teachers, have been given the duty and authority to make decisions and choices for them. Children can be quick to say "unfair" to situations they do not like and which lessen their freedom to do as they please. We all have the children's best interests at heart, but we are also human and we all make mistakes. Let us work together and cooperate in all matters so that we can provide for our children the best education possible. If your child comes home upset or complaining about a situation at school, we suggest the following:

1. Take time to sit down with your child to calmly discuss the situation.
2. Begin with a prayer asking for God's guidance and wisdom.
3. Help your child to see his/her responsibility or part in the incident.
4. Use this as an opportunity to form your child in virtues such as honesty, patience, docility and love.
5. At all times, show support for and unity with the school as you discuss the issues with your child.
6. If you need to know more about the situation in order to help your child, please contact the teacher/staff member involved.
7. If contact with the teacher/staff member is unsatisfactory, a conference can be arranged with the principal, parent and staff member or teacher.

Teachers keep parents/guardians informed of the progress of their children. Notes, email messages and/or telephone calls are frequent means of communication. Parents are encouraged to contact their child's teacher if they have concerns or questions. Teacher email addresses are listed on the school website. If you contact a teacher with a concern, please allow a reasonable amount of time for the teacher to respond to you. Teachers typically will return phone messages or emails within a 24-hour time frame.

Friday Notes – Brief updates are distributed via email to school families every Friday afternoon.

School Newsletter – The school newsletter is published and distributed to school families via School Messenger the last working day of each month, and archived on the school website.

Back-to-School Night - Parents/guardians are invited at the beginning of the school year, to come to school to meet their child/ren's teacher/s, to learn the classroom rules and what is to be expected of their children throughout the coming academic year.

Conferences – Parent-Teacher Conferences are scheduled two times each academic year. These conferences provide an opportunity for parents/guardians to confer with the teacher/s on factors affecting the academic and social progress of the child. Additional conferences may be requested by teacher or parents/guardians any time during the school year.

Parental Custody Information - It is the responsibility of the parent with whom a student resides to keep the principal informed about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. School reports of student progress may be given to both parents when requested.

School Google Calendar - Parents are able to subscribe to our Outlook Calendar which is posted on the school website. The Outlook Calendar is updated throughout the school year.

Student Records- Cumulative records are kept for each child and will contain such information as standardized testing scores, semester grades, attendance records, and other data which might be deemed pertinent. Parents may review the cumulative records of their own children, after making arrangements with the principal.

Student Behavior & Expectations

At St. Michael School, we believe every child is created in the image and likeness of God and deserves to be known, loved, challenged, and supported. Because behavior is learned just as academic skills are learned, we are committed to teaching students the skills they need to become responsible disciples of Jesus Christ. Our approach emphasizes relationships, personal responsibility, restorative practices, and collaboration with families to help every student grow academically, socially, emotionally, and spiritually. This philosophy reflects our commitment to our Strategic Plan and our mission of One Family. One Mission.

Our schoolwide expectations are that every student will be:

- Safe
- Respectful
- Responsible

These expectations apply throughout the school day, on school property, during school-sponsored activities, and while representing St. Michael School.

Students are expected to:

- Demonstrate respect for God, themselves, others, and school property.
- Follow the directions of all faculty and staff members.
- Take responsibility for their choices and actions.
- Work to repair relationships when harm has occurred.
- Contribute positively to our Christ-centered school community.

Student Behavior & Expectations

The St. Michael School Behavior Handbook serves as the school's comprehensive guide for behavior expectations and procedures. It outlines the systems and supports used to promote positive student behavior and respond consistently when challenges arise. Topics include:

- Schoolwide expectations
- MTSS Behavior Framework
- BIST procedures (Preschool–Grade 5)
- Middle School Reflection System
- Restorative practices
- Recovery Room procedures
- Parent communication
- Documentation expectations
- Intervention and support processes

Parents and students are expected to review and support the expectations and procedures outlined in the St. Michael School Behavior Handbook. Administration reserves the right to make decisions that best support student safety, learning, and the mission of the school in situations not specifically addressed in either handbook.

Common Area Expectations

- Students have the right to learn, and teachers have the right to teach - BE RESPONSIBLE
- Students will always be respectful of the learning environment - BE SAFE
- Students are expected to act with courtesy, common sense and safety at all times - BE RESPECTFUL

What does it look like and sound like to...	Be Safe	Be Respectful	Be Responsible
All Common Area	* Walk * Keep hands and feet to self * Respect others' personal space	* Use kind words and actions * Be courteous; greet people, hold doors for others * Voice level 1	* Pick up after yourself and others * Be a positive role model for others * Be honest & trustworthy
Daily Mass	* Hands, feet, objects to yourself * Walk at all times	* Voice level 0 when entering and leaving * Genuflect properly * Set books down quietly * Use good posture * Ignore distractions * Reverent actions & words * Remember you are in the presence of Jesus * Voice level 2/3	* Participate fully in prayers, songs, responses * Be a role model for others * Leave Mass in case of emergency only
Lunchroom	* Walk at all times * Sit flat on benches * Use utensils properly * Keep all food to yourself * Respect others' space	* Wait patiently in line * Be welcoming to all * Use good manners * Help & include others * Voice level 2/3	* Know your lunch number * Use time wisely * Raise hand if you need to leave the table * Clean up your space * Dispose of your food and tray appropriately
Playground & Recess	* Stay within designated boundaries * Follow safety rules for use of equipment * Follow the rules of the game * Be aware of activities around you * Follow adult directions quickly & exactly * Report to an adult if you see strangers, dangerous situations, injuries	* Include everyone in games and activities * Take turns * Use positive, encouraging, appropriate language * Be a good sport * Voice level 4/5	* Line up immediately when signaled * Line up in line order * Put away equipment * Follow adult directions quickly & exactly. * Let all adults be in charge.
Hallways/Portable Decks	* Move in a calm, quick, quiet manner * Eyes forward - alert state * Walk in line order * Stay to the right * Allow others to pass * Hands, feet, objects to yourself	* Walk quietly * Keep hands off walls/art * Show patience when other classes are moving * Hands by your side * Voice level 1	* Straight, line order * Move on the right side of the hall * Wait for those in front of you. * Move through the building with a purpose
Restrooms	* Use restroom as intended. * Wash hands * Keep water in the sink	* Give others privacy * Clean up after yourself & others * Voice level 1	* Flush toilet after use * Use only what you need * Return to room promptly

	* Put towels in the garbage		
Arrival/Dismissal	* Walk at all times * Avoid distractions * Wait on sidewalk until vehicles stop * Use sidewalks and crosswalks	* Follow adult directions * Watch out for younger students * Voice level 2/3	* Arrive on time * Leave on time * Follow adult directions quickly & exactly * Know your plan * Move in a calm, quick, quiet manner.
Special Events/Assemblies	* Keep hands and feet to self * Sit flat on floor * Hands in lap * Wait patiently to be seated or dismissed	* Sit flat * Be a respectful listener * Show appropriate appreciation * Voice level 1	* Follow adult directions * Silent during the program * Participate appropriately * Use good audience manners * Wait until your class has dismissed before leaving
Safety Drills	* Line Order * Listen and follow all directions * Wait for instructions * Voice Level 0	* Line Order * Listen and follow all directions * Wait for instructions * Voice Level 0	* Line Order * Listen and follow all directions * Wait for instructions * Voice Level 0
Specialists (P.E., Computer Science, Music, Art, Library)	* Walk calmly, quickly, and quietly to assigned space * Use equipment and supplies for their purpose * Follow adult directions quickly & exactly	* Demonstrate fairness, good sportsmanship * Take turns * Use encouraging, positive words * Treat materials, equipment, supplies with respect * Listen with Voice level 1 * Voice level 2/4 (as directed)	* Follow directions/rules of the activity * Be actively involved * Stay on task * Clean up after yourself & others * Return equipment & supplies to proper place * Use restrooms before specialist classes

Suspension or Expulsion

The principal reports the number of students who dropped out, were suspended, expelled, or excluded from school to the NDE Consolidated Data Collection (CDC).

Grounds for suspension or expulsion is at the discretion of school administration. The following is a non-exhaustive list of student conduct which constitutes grounds for long-term suspension or expulsion:

- use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with the mission and purpose of the school;
- stealing or attempting to steal property of substantial value or causing substantial damage to personal property of the school or others;
- causing or attempting to cause serious injury to a school employee, volunteer, or student;
- assaulting, harassing, or hazing any student, school employee, or school volunteer;
- possessing a weapon on school property or at a school activity or event;
- engaging in the use, possession, or sale of alcohol or a controlled substance on school property or at a school activity; and
- any other conduct which, in the sole discretion of school administration, disrupts the learning environment or threatens the safety of students, staff, or volunteers.

Definitions for harassment, hazing and weapons are:

- **harassment** means to engage in a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose;
- **hazing** means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization; and
- **weapon** means a firearm or other instrument or item which could be used to cause serious bodily harm.

School policies should permit for short-term suspension and long-term suspension of students for violations of school policies. The written disciplinary suspension may be an “in-school suspension” or “out-of-school suspension” at the discretion of school administration.

- **Short-term suspension** means the exclusion of a student from attendance of classes and extra-curricular activities for a period not to exceed five (5) school days.
- **Long-term suspension** means the exclusion of a student from attendance of classes and extra-curricular activities for a period exceeding five (5) school days but less than twenty (20) school days.
- **Indefinite Suspension.** Schools should refrain from indefinitely suspending a student for violations of school policies as such a discipline creates ambiguity in the student’s enrollment status and may affect the student’s ability to pursue her/his education at another school.

School policies should permit for the expulsion of students only after the investigation of student misconduct is completed and the CAO (or highest-ranking administrator) makes a determination, in consultation with other administrators and the Diocesan Superintendent, that expulsion of the student is warranted.

- **Expulsion** means the exclusion from school and all school activities and events for a duration determined by the CAO up to and including permanent expulsion, but not less than the semester in which the expulsion was issued. If the student is expelled in the last ten (10) days of the semester, the expulsion shall include the next semester. Expulsion may include a prohibition on the student being on school property. Whether the student receives credit for the semester in which he/she is expelled is at the sole discretion of the CAO.
- **Emergency Exclusion:** At the discretion of administration, schools may initiate an emergency exclusion of a student if the student’s conduct presents a clear threat to the safety of himself, herself, or others or is so extremely disruptive as to make temporary removal necessary to preserve the learning environment for other students. Emergency exclusion should be used as a temporary consequence while the school administration conducts an investigation to determine the appropriate disciplinary action. Emergency exclusion should not last longer than five (5) school days unless the school administration needs additional time to conduct its investigation and make a finding. Students should not be removed from school property without a parent, legal guardian, or another adult approved by parents/guardians escorting the student.

Disciplinary Procedures K-8th Grade

- **Investigation:** In determining the appropriate disciplinary action, administrators should conduct an investigation and make a finding regarding the student’s conduct.
 - The goal of the investigation should be to enable the administrator to:
 - Identify the allegations against the student.
 - Determine whether the facts/evidence establish the student engaged

- in the behavior alleged.
 - Determine the school policies or rules which have been violated as a result of the student.
 - Determine the appropriate level of discipline for the violation.
- Effective investigation steps includes:
 - Take allegations seriously.
 - Identify the scope of the investigation (with available information).
 - Interview parties with knowledge or information of allegations, including students, staff, and parents (if available).
 - Gather any other available evidence (camera footage, written documentation, photographs, etc.).
 - Review the facts and evidence available and reach a conclusion or finding.
 - Document the facts and evidence gathered and finding reached, which may be done with a narrative or timeline of events.
- General information
 - While conducting an investigation, if an administrator learns of information which gives her/him reasonable cause to believe a child has been subject to child abuse or neglect, the information must be reported to law enforcement. If a report is made to law enforcement, confirm with law enforcement that the school can proceed with its own investigation and interview of witnesses.
 - Law enforcement should not be permitted to interview a student on school property without a student's parents/guardians present.
 - To comply with student privacy laws, school administration should require a valid subpoena from law enforcement before producing student records.
 - Investigations and student disciplinary matters should remain confidential and only shared with staff on a need-to-know basis.

Communication to Parents/Guardian: While initial confirmation of disciplinary action may be verbal, parents or legal guardians should be notified in writing of a long-term suspension or expulsion of their child. This writing should be sent by U.S. Mail (and Email if available). The writing should contain the following:

- the misconduct investigated by administration;
- the policies or rules violated by the student;
- the disciplinary action taken by administration;
- the effect of the disciplinary action (e.g. dismissed from school and not permitted to attend school activities); and
- a notice that the parent/guardian can request a reconsideration of the disciplinary action by submitting the request in writing (email sufficient) to the CAO within five (5) school days of the reception of the letter.

Review of Discipline: If a CAO makes the decision to discipline a student by long-term suspension or expulsion, the student (through her/his parents or legal guardian), may request a review and reconsideration of the issued discipline by submitting the request in writing to the CAO within five school days of written communication of discipline to parents/guardians. After consultation with appropriate ecclesiastical authorities, the CAO shall have the sole discretion in determining whether to affirm, alter, or rescind the disciplinary action. Parents/guardians may be permitted to meet with the CAO and other administrator but are not permitted to bring legal counsel.

General School Responsibilities

Following the greatest commandment, we will love God with all our heart, soul, mind & strength. Students are expected to:

- Participate actively and reverently at Mass.
- Use God's name reverently and with love.

In response to Christ's exhortation, we will love one another as He has loved us. Students are expected to:

- Be respectful in word and deed to all adults.
- Be kind and respectful to each other.
- Be modest and pure in dress and conduct.
- Be honest in dealings with others.
- Be respectful of all property.
- Be respectful and careful in the use of the gift of speech.

In order to promote self-discipline, unify our efforts and create an atmosphere most conducive to learning, students are expected to:

- Be in complete uniform each day.
- Complete classwork and homework in the assigned time frame.
- Observe a silence of courtesy in the halls, stairways and bathrooms. Move through the hallways and on stairways in a calm, quick, quiet, and safe manner. Students should stay to the right side of the stairs.
- Refrain from chewing gum in the school building or on school grounds.
- Refrain from food/candy outside the cafeteria except with permission.
- Only water will be allowed to be consumed in the classrooms by the students during the school day.
- Refrain from bringing items that are dangerous, disruptive, valuable or otherwise inappropriate to school. These include, but are not limited to, toy weapons, fidgets (unless stated on an IEP for student), expensive items, large sums of money, music players, electronic games, cell phones, etc. The school will not be responsible for lost items.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

Students in grades 2-8 will sign a Computer/Internet User Agreement and abide by the following rules for use of educational technology available in our school.

Internet Use - St. Michael School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Diocese of Lincoln Schools Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this school. We place responsibility upon each student to use this service in a manner consistent with school rules and philosophy and for the purposes intended – academic research and classroom projects. St. Michael School does not assume responsibility for inappropriate materials acquired through Internet access at school. Internet access requires proper conduct of end users who must adhere to the guidelines provided here to inform them about their responsibilities. If a user violates any of these provisions, his/her access to computers at school may be denied.

Acceptable Use - Computers and the Internet are available in classrooms, the media center, resource rooms, and the computer lab at St. Michael School. With the use of technology comes important individual, family, and school responsibilities. Students are expected to use technology with courtesy, honesty, integrity, and respect for others while following all school policies. Technology is provided to support learning, creativity, collaboration, and responsible digital citizenship.

Unacceptable Use

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature or not in keeping with the philosophy and mission of St. Michael School.
- Activities that are immoral, illegal, dangerous, or destructive.

- Violation of another person's privacy or the integrity of files, including sharing personal addresses, phone numbers, passwords, bank information, or credit card information.
- Sending, creating, or displaying offensive messages, images, videos, or other digital content.
- Using obscene language; harassing, insulting, threatening, intimidating, or attacking others; or making false statements.
- Copyright infringement, plagiarism, or claiming another person's work as one's own.
- Using Artificial Intelligence (AI) tools (including but not limited to ChatGPT, Gemini, Copilot, Grammarly AI, or similar platforms) to generate, complete, or substantially revise academic work without the express permission of the classroom teacher.
- Using AI to impersonate another person, create misleading or deceptive content, or otherwise violate school expectations.
- Use of the St. Michael School name, logo, or branding without permission from school administration.
- Creating or maintaining social media accounts before the minimum age required by the platform.
- Using another person's account or login credentials.
- Using social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal email during the school day unless specifically authorized by a teacher.
- Accessing, transmitting, or storing material that is sexually explicit, vulgar, obscene, offensive, threatening, or violent.
- Hacking or attempting to gain unauthorized access to files, systems, or networks.
- Introducing viruses, malware, or any other harmful software.
- Downloading or installing software without permission from the network administrator.
- Removing or taking school-owned software or programs for personal use.
- Altering computer settings, including control panel or security settings.
- Damaging computers, computer systems, networks, or other technology resources.
- Misusing or wasting technology supplies such as paper, toner, headphones, chargers, or other school-provided equipment.
- Using school technology or Internet access for financial gain, commercial purposes, buying, selling, or conducting financial transactions.

Network Administration Policy - We offer Internet access through St. Michael School as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. While filtering is in place and students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at St. Michael School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

E-mail Policy – St. Michael School students should not use school computers for access to personal email accounts except for specific teacher-supervised assignments.

Unauthorized Use of School Name – No student or student's parent or guardian, without the expressed prior written authorization of the school's principal, may utilize the school's name, identifying logo or mission statement for any purpose, including but not limited to using them:

- To solicit funds, collect money or sell products on behalf of the school
- To open up any bank account
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo may subject a student to disciplinary action up to and including expulsion and may result in legal action.

Portrayal of School and School Employees – Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

St. Michael School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours, up to and including expulsion. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. St. Michael School does not, however, actively monitor student use of technology outside of school. While our filtering system establishes some parameters for appropriate use within our building, students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home.

SCHOOL SAFETY AND SECURITY

SECURITY

St. Michael School is committed to providing a safe environment for students, staff and visitors. We work with safety officials to ensure that our school is well prepared in the event of an emergency and conduct drills throughout the school year to help students and staff prepare for possible emergencies.

Entrances and Exits

All doors entering and exiting the building, including the main entrance after 8:15am remain locked throughout the day. Parents/visitors wishing to enter the school must come through the main entrance. All parents/visitors must sign in at the office and secure and wear a visitor pass so that faculty and staff know that you have checked in at the office.

Safety Procedures/Drills

- **Fire Procedures** – Ten Fire drills are conducted throughout the year at different times of the school day. Students are given directions for fire drills at the beginning of each school year.
- **Tornado Procedures** – In the spring, prior to the tornado season, students are shown what to do in the event of a tornado, and practice the drill.
- **Hold** – A Hold is followed by the Directive: “In Your Room or Area” and is the protocol used when the hallways need to be cleared of occupants for any reason.
- **Secure** – A Secure is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard people within the building.
- **Lock Down Procedures** – A Lock Down is followed by “Locks, Lights, Out of Sight” and takes place if an internal threat is identified at the school. This could mean that doors within the school are locked down and that the students go into silent mode. It could also mean that students who are able to walk out of the building to get out in a safe manner, might walk out instead of being locked down. Lock Down drills are conducted once a semester so that students know what to do in case of danger in the building.
- **Evacuate** – This may be followed by a location, and is used to move people from one location to a different location in or out of the building. In the event of certain building emergencies (actual fire, bomb threat, etc.), students are relocated to our evacuation site, which at this time has been designated as the basement of the rectory or the Little Flower Convent. When students are evacuated, we ask that parents not intercept and take students on their way to that location. For student safety, we need to make sure that all students reach the safe location and are dismissed to parents in a safe and orderly fashion.
- **Reunification** – Parents will be directed by St. Michael email or public safety officials via media to their child’s specific location. Students will be released only to parents or those who are documented as emergency contacts on the Emergency Form filled out by parents at the beginning of the school year, and who present a picture ID such as a driver’s license, military ID or passport

Parent Directives in Emergency Situations



- **BE PREPARED FOR A SCHOOL EMERGENCY**
 - Be sure that your child's emergency contact information is always accurate and current.
 - Speak with your child about basic personal safety and safety procedures at school.
- **IN CASE OF A SCHOOL EMERGENCY**
 - DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
 - DO NOT phone your child. Staff and students are not to use cell phone communication during an emergency, for safety reasons.
 - Cooperate fully with staff, emergency or law personnel on the scene.
- **FOLLOWING AN EMERGENCY**
 - Listen to and acknowledge your child's concerns.
 - Provide reassurance that your child is safe.
 - Assure your child that additional prevention efforts are being put into place.
 - Seek help from school personnel or a mental health professional if concerns persist.

CHILD ABUSE OR NEGLECT

Abuse or neglect is knowingly, intentionally or negligently causing or permitting a minor to be placed in a situation that endangers his or her mental health; cruelly confined or cruelly punished; deprived of necessary food, clothing, shelter or care; left unattended in a motor vehicle if six years of age or younger; sexually abused or sexually exploited. Nebraska law mandates that when any person has reasonable cause to believe that a child has been subjected to abuse or neglect or has observed such a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, the person shall report such an incident or cause a report to be made to the proper law enforcement agency or to the Nebraska Department of Social Services (1-800-652-1999).

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In accordance with the Environmental Protection Agency regulations, St. Michael School is in compliance with all rules and regulations regarding Asbestos.

COMMUNICATIONS

Each classroom has a call button to use in emergencies: when the teacher suddenly becomes ill; when a student becomes ill; when a student is exhibiting extreme and potentially dangerous behaviors; when a stranger is present in the building.

SAINT MICHAEL SCHOOL BULLY POLICY

The Saint Michael School Bully Policy was formulated for the purpose of:

- Promoting strong Christian development in our students and encouraging them to treat each other as images of Christ.
- Building positive peer relations in order to provide a physically safe and emotionally secure environment for students.
- Raising awareness in school and at home that bullying is an unacceptable form of behavior at Saint Michael School.
- Establishing consistent procedures for handling bullying behaviors at school.

Statement Prohibiting Bullying - We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around school. It is the policy of Saint Michael School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action.

Definition Of Bullying - Bullying is a deliberate, hurtful act of aggression repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. Bullying may take on various forms. It includes, but is not limited to:

- Physical bullying: hitting, kicking, pushing, biting, choking, spitting, taking belongings, destruction of property
- Verbal bullying: insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others
- Indirect bullying: excluding others, spreading gossip and rumors, sending malicious notes, making faces or obscene gestures
- Cyberbullying (online social aggression): flaming (online fight), harassment, denigration (gossip, rumors), impersonation, “outing” (sharing embarrassing secrets, posting embarrassing pictures), trickery, exclusion, cyberstalking, cyber threats.

Reporting Bullying

Teachers/Staff: All school employees are required to document all bullying behaviors which they witness or which are reported to them using a documentation form. The employee who fills out the form usually handles the incident themselves and forwards the completed form to the homeroom teacher who makes a copy for the principal.

Other members of the school community: Students, parents, volunteers and visitors are encouraged to report to a staff member any bullying behavior taking place on school property or at a school-sponsored event. For purpose of investigation and follow-up it is important that such reports be made as soon as possible to the staff member on duty at the time of the incident.

Anonymous/Confidential Reports: Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Students who make a report may request that their name be maintained in confidence by the teacher and/or administrator who receive the report. In this case, confidentiality will be maintained as is appropriate. If the person reporting the bullying chooses to keep names of witnesses confidential, he/she should understand that this may compromise investigation of the report, resolution of the problem and possible disciplinary action.

Investigation of Reports of Bullying - The teacher and/or the principal will conduct an investigation of the alleged bullying behavior. The investigation may include interviews with students, parents, and school personnel; review of school records; and whatever other information may be necessary to determine an appropriate response. When a student/parent making a report has requested confidentiality, the investigation of such report shall be limited as is appropriate in view of the confidentiality of the person reporting.

The timeline for completing an investigation will vary depending on the nature and complexity of the allegations, the availability of witnesses and relevant information, and any safety concerns that may need to be addressed. The school will make reasonable efforts to conduct investigations promptly and thoroughly and to take appropriate interim measures when necessary. The school will communicate with the families involved as appropriate while maintaining student privacy and confidentiality.

Consequences for Bullying - Consequences for students who bully others will depend on the results of the investigation and may include loss of recess, aggressive behavior report, office referral, detention, a parent conference, behavior contract, recommendation of counseling, in-school suspension, suspension and/or expulsion; or any other appropriate consequence. In determining the appropriate response to students who commit one or more acts of bullying, school administrators consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past/continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence will be determined.

Notification Of Parents – When serious bullying situations or bullying trends have been identified, the school administration will notify both the parents of students who are bullying and the parents of students who are being bullied.

THREAT POLICY

A threat is an expression of intent to cause pain or harm. Any time a student is reported as threatening someone, they are immediately referred to the office, where he/she will remain until the principal/student services coordinator investigates the circumstances of the alleged threat. The parents of the student will be contacted after the investigation has taken place.

WEAPON POSSESSION

No student may have in his/her possession on any school property, at any time, any kind of weapon, such as, but not limited to guns, knives, and explosives or any items associated with the execution of a weapon. Students who are determined to have possessed, used or transmitted a firearm or explosives on school grounds or in a school vehicle will be expelled for no less than one year.

POSSESSION OF DRUGS/ALCOHOL

No student may have in his/her possession on any school property, at any time, illegal controlled substances, such as illegal drugs, alcoholic beverages, or tobacco. Consequences will be based upon the disciplinary policy of the school.

ITEMS NOT ALLOWED

Certain items are deemed inappropriate for a learning atmosphere and are, therefore, not allowed in school. These include but are not limited to: toys, toy weapons, bats, skateboards, electronic devices, and trading cards. Because of the high level of caffeine contained in them, energy drinks such as "Red Bull", "Vault" and "Monster" are not allowed.

CELL PHONES

Because of the multiple possible misuses of cell phones, we discourage students from bringing them to school. If students must have a cell phone with them, it must be turned off and stored in backpacks upon their arrival. The expectation is that personal electronic devices are out of sight during the school day.

SEARCHES

St. Michael School reserves the right to conduct a search of any desk, locker, cubby, book bag, gym bag, or other personal belongings at any time for sufficient reason. School desks, lockers, and cubbies remain the exclusive property of St. Michael School. Any items found which are inconsistent with our Catholic goals may be removed and disciplinary action may follow.

VANDALISM AND DAMAGE

Students may be assessed the cost of repair or replacement of school property if they have been guilty of destroying, marring or losing it, whether through carelessness or deliberate actions. Additional consequences and restitution will be based upon the disciplinary policy of the school.

LUNCH AND RECESS

Although students should be able to be more relaxed and have fun at lunch and recess, there must be boundaries for their safety and the safety of others. These are excellent times for students to practice Christ-like attitudes and develop good human relations by means of their friendliness and good sportsmanship.

Grade	Recess	Lunch
PreK-Crusaders	9:00-9:40	10:55 (in classroom)
PreK-Archangels	8:55-9:25	10:55-11:30
PreK-Saints	8:55-9:25	10:55-11:30

Kindergarten	10:25-10:43	10:50-11:20
1st	9:50-10:05	11:05-11:35
2nd	10:55-11:10	11:15-11:45
3rd	12:45-1:00	11:30-12:00
4th	11:20-11:45	11:40-12:10
5th	11:50-12:40	11:50-12:20
6th	12:35-12:50	12:05-12:35
7th	12:05-12:20	12:20-12:50
8th	12:05-12:20	12:20-12:50

Winter Outdoor Recess Policy

Students will go outside for recess as often as possible, weather permitting. Parents are asked to see that their children are prepared for outdoor play. Generally, students go to their classrooms or gymnasium for indoor recess when the weather prohibits outdoor recess. When the temperature, with wind chill, is below 0 degrees, students will have indoor recess. When the temperature, with wind chill, is between 0 and 20 degrees, students will go outside for part of the recess. When the temperature, with wind chill, is above 20 degrees, students will have outdoor recess.

RESPONSIBILITY

Telephone Use - The school telephone is a business telephone. Students are requested to make plans for the day with their parents/guardians before coming to school. Permission will be granted for students to use the phone for emergencies and legitimate needs or by teacher's request. Forgotten P.E. clothing, books, assignments or band instruments do not constitute an "emergency." Students and teachers are not called from their classrooms for telephone calls during school, except in the case of emergency.

Money/Valuable Items - Students are discouraged from bringing valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. All money sent to school with the children should be in an envelope marked with the child's full name, grade, purpose and amount enclosed.

Lost and Found - All lost articles are placed on a table by the lunchroom. If articles are not claimed by the end of each quarter, they will be donated to a worthy cause.

HEALTH

Health Records - The school complies with the requirements of the State Department of Health in obtaining and recording health information. The school maintains cumulative health records, screening results and immunizations for each student. All health records and information are used for the purpose of benefiting the student's educational process and are bound to high standards of confidentiality.

Immunization Records - Immunization records are kept on file in the school health office. Every student in St. Michael School must show evidence of the following immunization protection: 3 doses of DTP, DTaP, DT or Td (diphtheria, tetanus, pertussis), 3 doses of Polio vaccine, 3 doses of Hepatitis B vaccine, 2 doses of MMR or MMRV (measles, mumps, rubella...varicella), 2 doses of varicella or MMRV (2 if given over 13 years of age). Nebraska law includes the right to an exemption from immunization requirements under a (1) medical exemption; or (2) religious exemption. For the exemption requirements, please contact the school office.

Physical Exams – Physical exams by a qualified physician are required within six months prior to kindergarten and seventh grade. Forms must be sent to the school office prior to the beginning of the school year. A physical exam is also required in the case of a transfer from out of state and for 6th, 7th and 8th grade students participating in school sports activities. Students will not be allowed to participate in practices or games until the Physical form has been submitted to the School Athletic Director.

St. Michael School requires all health forms to be turned into the school office prior to the start of the school year. If the required forms are not turned in by the appropriate date, students will be excluded from school until the forms have been submitted.

Dental Exams - All students are required to give the school a record of dental exams annually. Students who do not have record of a dental exam for the year can request a dental screen in the spring.

Health Screening - School health screening tests are given in accordance with the Nebraska State Law. The minimum recommended screening includes: height and weight on all students; audio screening for students in kindergarten and grades 1,2,3 and 6; vision screening for students in kindergarten and grades 1 through 8. Accurate screening and re-screening procedures, identification of problems, referral and follow up are of great importance. Parents are notified in writing when further evaluation is recommended by their health care professional.

Illnesses - Children showing signs or symptoms of contagious or infectious disease are to be kept or sent home. Symptoms of communicable disease include fever, flushed face, headache, muscle or joint aches, nausea or vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, sore or inflamed eyes. Children should not return to school until they have been free of symptoms for at least 24 hours; they should be fever-free WITHOUT fever-reducing medication (Tylenol, etc.) for 24 hours. If a student becomes ill during the school day, he/she will be sent to the health office accompanied by another student. Whenever a student shows symptoms of any contagious or infectious disease or has a temperature of 100 degrees or higher, the parent will be notified immediately and the student sent home. When a child needs to go home because of illness, the parent is asked to pick him/her up as soon as possible because we are not staffed or equipped to care for ill children.

Medication - Any student who is required to take medication during the regular school day must comply with school regulations.

- **Non-Prescription Medications** – The school will maintain a supply of common non-prescription medications for student use. Parents fill out an “Authorization for Administration of Medication” form granting St. Michael School personnel permission to administer these common non-prescription medications to their student. The student will receive a dose of medication from the school supply when needed. Parents will be notified when their student has been given a non-prescription medication during the school day.
- **Prescription Medications** – Parents wishing their student to receive a prescription medication during school hours must fill out the “Authorization for Administration of Medication” form and return it to the school health office with the prescription medication in its original container and properly labeled. Each time your child receives a dose of the medication it will be recorded and kept on file. Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed by state law to carry and self-administer prescribed medications if parents have completed and turned in an “Asthma or Anaphylaxis Medication Management Plan” indicating that their child is capable and they prefer he/she self-medicate. For Asthma and Allergy diagnoses, we also need an Action Plan on file for those students who are affected.

All medications, except those that are needed for emergencies (asthma and anaphylactic shock), are stored in a locked cabinet in the health office.

Injury/Accidents - In the case of injury/accident, teachers and/or office staff will offer assistance as needed. If medical attention is necessary, the student's parent or guardian will be notified. Additionally, the teacher or staff employee who witnessed the injury/accident will fill out an injury report to be kept on file with the school Safety Coordinator. Parents may request a copy of the incident report at any time. All head injuries will have an accident report filled out, and a call to the parent will be made. The student will remain in the office and sit out of any activity until we get a response from the parent. ***Please make sure that the school has current phone numbers for emergencies.*** School staff are instructed not to diagnose, nor to treat injuries beyond the basic first aid level. Transportation is the responsibility of the parent. The student will be kept supervised until the parent arrives at school. If a child's injury requires emergency treatment, the school will first call Emergency Medical Service (911). Parents will then be notified immediately. If the child is taken to an emergency room before the parent arrives, a school staff member will accompany the child. In the event that 911 is called, the parent will be expected to come immediately to the school or to the emergency room. The school will not be held responsible for any incurred costs when emergency personnel must be summoned.

Health Conditions and Special Medical Needs - If your child has a serious health condition or special medical needs - including chronic health conditions (asthma, diabetes, epilepsy, significant physical impairment) or life-threatening allergic reactions (anaphylaxis) - it is absolutely essential that this information be given in writing annually to the Health office and classroom teacher. It is important that the school staff know the care that your child needs and how to provide that care to keep your child safe at school. In order to do this, we need an Action Plan on file for your child. This Action Plan is twofold; one form is filled out by your physician and the other form is filled out by the parent. The Action Plan form can be found at the end of this handbook. If your child uses an inhaler or other medication, either daily or in emergency situations, please be sure that the necessary medication has been sent to the school office. If your child is allowed to self-medicate, St. Michael School requires a "hold harmless" agreement to be on file. All information shared with the Health office and your child's teacher remains confidential; information is shared on a need-to-know basis with your child's teachers and other school staff. Unless notified otherwise by a child's parent, the following protocol will be followed in the event of a life-threatening asthma attack or anaphylactic reaction. This protocol has been mandated for all Nebraska schools by the state legislature.

1. Call 911
2. Summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate and pulse.
4. Administer medications (EpiPen and albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc)
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

Lice - Parents are asked to call the school office if their child has lice. If a student is suspected of having lice, he/she will be checked. If lice or nits (lice eggs) are found in the child's hair, the child is sent home. The child may return to school the next day after the first treatment. Upon returning to school, the child will be checked in the health office for lice/nits. St. Michael office personnel may check the hair of siblings, but we will not check the entire class. Parents with children in the class of a child affected by lice will be notified, in order to prevent further spread. Information and guidelines on how to check for and treat lice are available in the Health office.

ADMINISTRATIVE POLICIES

ADMISSIONS CRITERIA K-8

Diocesan schools follow Nebraska State Law, which states that the child must be **five years of age on or before July 31** of the year starting school to enter Kindergarten. Kindergarten applications will be taken from those completing the pre-enrollment process. The pre-enrollment process begins in November and follows the priorities listed under General Admissions below. Pre-enrollment is required for students entering preschool/prekindergarten/Kindergarten and any students in grades 1-8 who are new to St. Michael. All families, including those who have pre-enrolled, are invited to Kindergarten Preview (held in February).

PowerSchool Registration for all grades begins in the Spring. Please see the school website for additional registration details. In addition to PowerSchool Registration, the following forms are required for each student:

- Birth Certificate
- Baptismal Certificate
- Physical Examination (Kindergarten and Grade 7 only)
- Immunization Record (copy from the doctor's office)
- Previous School Records if applicable

Nondiscrimination Policy

St. Michael School admits students of any race, color, national and ethnic origins to all the privileges, programs and activities generally accorded or made available to students at the school. It does not

discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

General Admission

Parents/guardians who desire a Catholic education for their children and are registered and active members of St. Michael Parish are welcomed and encouraged to apply for admission. Special permission from the pastor of St. Michael Parish plus the pastor from the other parish is needed to accept students from parishes other than St. Michael Parish. The following is the policy on prioritization of enrolling children at St. Michael.

- Children who have siblings established at St. Michael School and are parishioners have first priority.
- Children who are from a registered St. Michael Parish family are considered next for enrollment placement on a first come first serve basis.
- Followed by Catholic families from other parishes who have received permission to enroll at St. Michael School.
- Followed by Non-Catholic families who desire a Catholic education at St. Michael School.

Diocesan policy allows for up to 32 students in each classroom. The St. Michael administration has the authority to close grades and establish a waiting list at lower numbers due to the physical constraints of the classroom, or other extenuating circumstances. If classrooms at St. Michael are closed to incoming students, when possible, we will make another Catholic School option available to parents/guardians. If this option is available and chosen, the out of parish tuition and fees would be negotiated between parents and schools. Parents/guardians would be responsible for the stated tuition to the school where their children would be attending.

TUITION AND FEES (K-8)

Parents/guardians will be notified of the tuition and fees that are to be paid for the upcoming school year during the summer. Tuition can be paid over a ten-month period with a signed ACH form or one payment before the start of the year. A \$50 registration fee is due at the time of registration. A \$100 Textbook fee and any Ed Tech fees will be due along with the tuition payment/ACH form.

Non-parishioners/Non-Catholics: Gr. K-8 \$7,700 per child + registration, textbook, and Ed Tech fees (with permission of pastor, as room allows).

SCHOOL HOURS

Scheduled Instruction Program - The Nebraska State Department requires 400 hours of instructional time for kindergarten and 1032 hours for elementary students. The following subjects are included in Instructional Hours: Religion, Language Arts, Reading, Phonics, English, Spelling, Penmanship, Mathematics, Science/Health, Social Studies, Art, Computer, Physical Education, Spanish and Vocal Music.

Time Schedule

Students may begin to arrive at St. Michael School at 7:45am. Doors will open at this time and supervision will be provided. Prior to this time, students are to remain off school grounds.

Grades K through 8:	7:45 a.m. Welcome bell
	8:05 a.m. Start/Tardy bell. Enter classrooms
	8:10 a.m. Morning Prayer
	8:15 a.m. Daily Mass
	3:20 p.m. Dismissal

No School Due to an Emergency (Snow Days)

Should this occur, the school will make every effort to notify parents via School Messenger, email, St. Michael Facebook and website, and radio stations: KFOR (1240), KLIN (1400), KFGE (98.1), KZKX (96.6); TV Stations: KOLN 10/11, KLKN 8, KETV 7, KMTV 3, WOW 6, and KPTM 9. **Announcements will be made by 6:00am.**

EDC will notify parents in the fall of their "Snow Day" procedures and programming.

STUDENT ARRIVAL/DISMISSAL PROCEDURES

Parents/guardians will be responsible for completing an arrival/dismissal plan via PowerSchool at the beginning of each school year or when a child enrolls. This plan will state how each parent/guardian has planned for their child to arrive and leave school each day. Any changes to day to day dismissal must be reported to the school office by **3:00pm** each day to ensure communication to the student and staff.

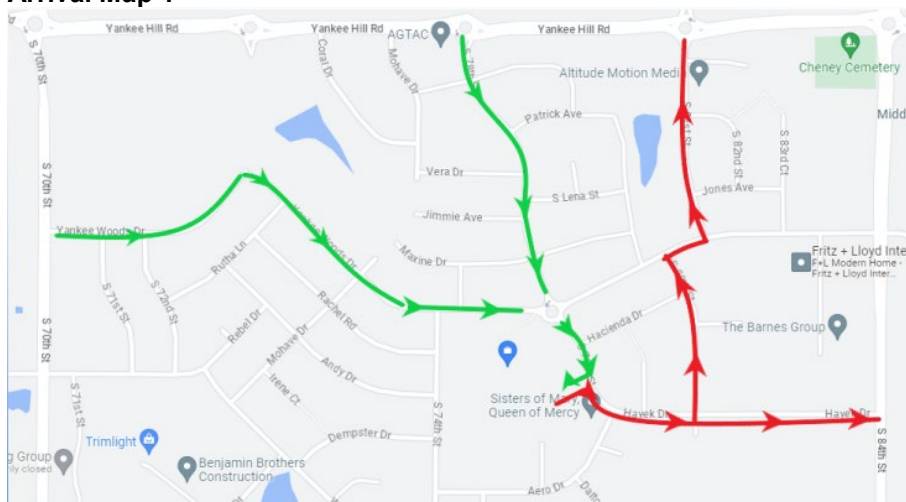
Students may arrive at school starting at 7:45 a.m. Supervision is not provided before that time. All traffic must approach the East entrance to St. Michael from the north (reference maps below). All traffic will enter using the East driveway ramp. The drop-off line of cars will route itself on the perimeter of the parking lots. Follow the orange traffic cones once in the lot, which will guide you to the drop off zone.

After dropping students off at the drop-off zone, slowly proceed according to the map below and exit out the east access ramp. All traffic **must** make a right turn out of St. Michael and use Hayek Drive to route themselves out of the neighborhood by either continuing on Hayek Dr. to S 84th, or taking a left off of Hayek Dr. on to S 80th St. and another left onto S 81st to send you back towards Yankee Hill Rd. **Do not** approach the East driveway from the South, nor exit the East driveway by making a left-hand turn, this will prevent dangerous left turns out of the parking lot with minimal sight lines.

By only entering St. Michael's property from one direction will prevent road blockages, minimize blind spots, and give residents of the neighborhood a path to get out of the neighborhood in the mornings. Make every effort not to block the roundabout at S 78th and Yankee Woods Drive. Look ahead to the S 78th St roundabout exit before you enter the roundabout to determine whether you should proceed or wait to enter until any backed-up traffic at the exit begins moving. This will aid in keeping traffic flowing through the neighborhood. Lastly, **do not** block any residential driveways while waiting for arrival or dismissal to begin.

All students arriving after the 8:05 a.m. start bell must report directly to the main office for a late pass before proceeding to class.

Arrival Map 1



Arrival Map 2:

PROCEDURES AND SUPERVISION AT DISMISSAL

Students will be dismissed from their classroom by teachers at 3:20pm. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location.

All students will be dismissed out the front doors of the school at the end of the day. Classroom teachers will lead students out, then students will proceed to their designated area. Included is a map showing pick-up for lines A and B

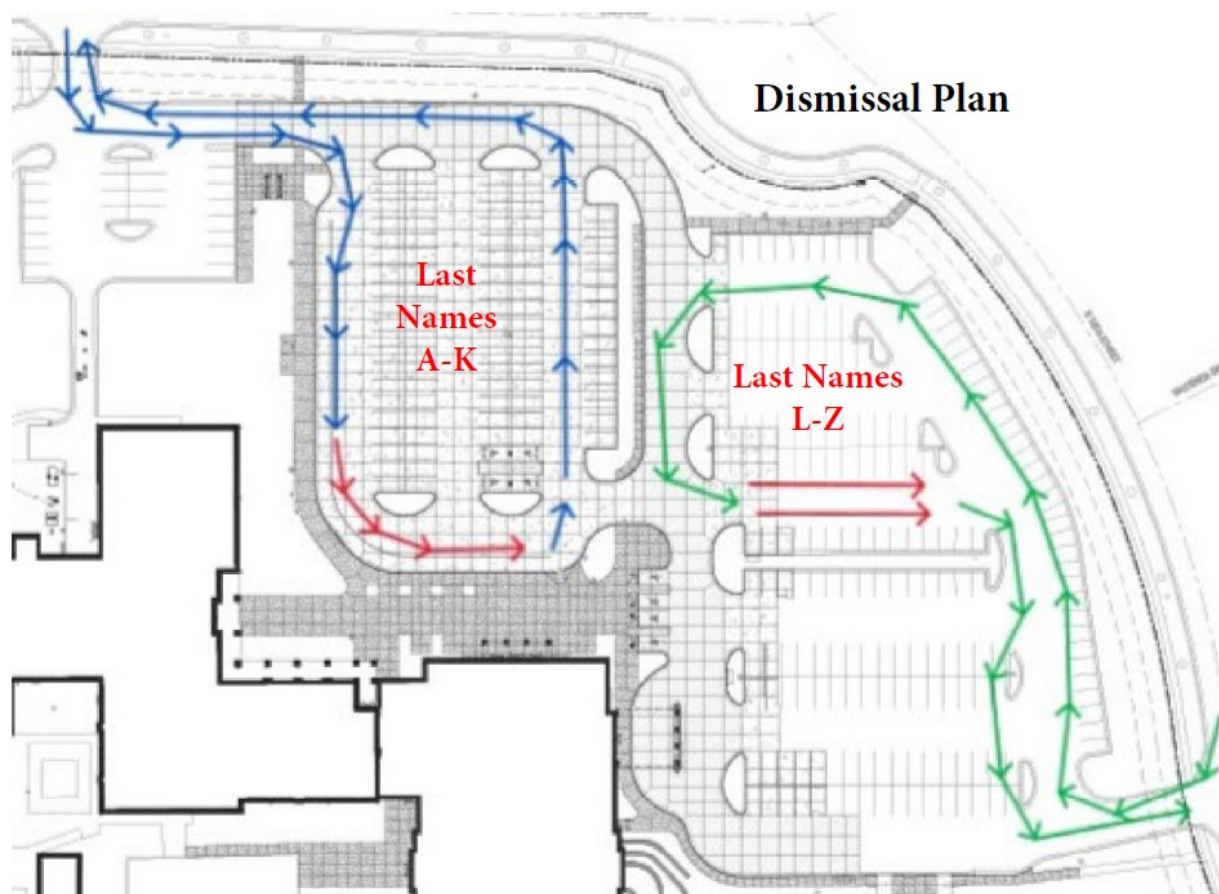
Line A: Family Last Names: A-K (blue loop)

Line B: Family Last Names: L-Z (green loop)

PARK AND PICK-UP AT DISMISSAL IS NO LONGER AN OPTION.

We are incorporating a safety strategy during dismissal. On the map, the red arrows indicate the approximate loading area for the students. Directions from a St. Michael staff member will be given upon entering the loading area. Once the vehicles are in the loading area, all vehicles are stopped and placed in PARK. Your student will then enter the loading area and their respective vehicle. No vehicle will be permitted to leave the loading area until all students are safely secured in their vehicle and directed to leave by a St. Michael staff member.

*The East loop (green) will have two lanes for loading students. The same rules will apply as listed above.



Students attending EDC will be escorted by personnel to the EDC area. Attendance is taken by the EDC personnel and students are expected to follow the rules and procedures outlined by EDC for dismissal from the program.

After 3:30pm, any student remaining on school property, will be brought to the main office. The parent/guardian will be called. Every attempt will be made to contact a parent or person from the approved contact list. If office personnel is unable to contact a parent/guardian or approved contact by 3:45pm the student will go to EDC and the parent will be charged according to EDC policies.

Signing A Child in And Out Of School

Parents or guardians are required to sign their child(ren) in and/or out of school if they are entering after 8:05am or leaving prior to 3:20pm. The parent or guardian must report to the main office for this purpose. If a child is being signed out, the office staff will call the appropriate classroom and indicate to the teacher that the child is leaving. The child will be sent to the office to meet awaiting parents/guardians.

Custody/Court Orders

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided with a copy of that order to maintain on file at the school.

Bike Riders Both before and after school, bikers are not to ride their bikes in the parking lot. We recommend that students wear helmets for safety, obey all traffic signs and lights, yield right-of-way to pedestrians on the sidewalk, walk your bike in a pedestrian crosswalk, ride single file, ride one person to a bike.

ATTENDANCE/ABSENCES

Attendance – The formation of a habit of regular and punctual attendance is important to a student's success in school and in life. Being tardy and or absent from the learning environment is detrimental to a student's educational process and should be avoided if at all possible. Repeated absences, repeated tardies and truancy is a violation of school rules. The negative results incurred from missing important class time include the lack of interaction in group work, collaboration, teacher direction and class discussions. These essential educational tools cannot be made up or replicated outside the classroom.

Absence - Parents/guardians are asked to email or call (you may leave a message on the answering machine) the office before 9:30am if their child is absent. If the school is not notified, a call will be made to your home or place of business to check on a student's unaccounted-for absence. It is requested that you specify the cause of absence since the school must submit a weekly school illness report to the Health Department. When a student is absent due to illness, we ask that parents make a request for missed work when they report their child's illness. Typically, assignments for the day are available for pick up at the close of the day. Any assignments not given in advance will be given upon a student's return to school. If a student has been gone for 48 hours or more due to illness, St. Michael School will require medical documentation upon their return to school. Students arriving after 10:00am will be marked as being absent half a day. Students leaving the building for more than an hour, or leaving before 2:00pm for any reason will be marked as being absent half a day.

Tardiness - Students are considered tardy if they are not in their classroom by 8:05am. Tardy students must stop in the office to receive a pass. A student will not be marked tardy for icy roads or similar situations.

Repeated Absences and Tardies – Absences and tardies are monitored. When a student reaches 10 absences or 10 tardies, a letter will be sent home to notify parents of the number of absences and/or tardies their child has accumulated. When a student accumulates 15 absences or 15 tardies, the student and his/her parent(s) will be asked to meet with the principal or a person designated by the principal to discuss concerns and develop a plan of action to avoid any more absences or tardies. Should a student reach 20 absences or 20 tardies, a referral to the County Attorney's Office may be made.

Leaving School Grounds - No student is allowed to leave the school building or premises during school hours without the written request of the parent/guardian. Students, who need to be dismissed early because of illness, appointments, etc., must be picked up in the office by an approved contact. The adult needs to sign the "Sign-Out" book. This procedure is necessary for the safety and protection of the students in school. After dismissal, students should leave the school grounds and go directly home. Students should not stay on school grounds to wait for a practice that starts later (e.g., 4:00 or 4:30pm).

Extended Daycare Morning (EDC-AM) – A St. Michael's staff member will be monitoring early morning daycare where your student/s can be dropped off starting at 7:00am in the morning. The students will enter through the main doors of our building and remain in the commons area until it is time for them to move to their classrooms. Students must be registered to attend this program.

Extended Daycare Afternoon (EDC-PM) - A State-approved daycare program provides a safe, healthy and stimulating environment for students after school hours. The program is in operation from 3:20-5:30pm and is managed by St. Michael School. Students must be registered to attend this program. See registration information on the school website.

Doctor and Dental Appointments - Please try to schedule doctor and dental appointments before or after school. If this cannot be done, please send a note to the teacher informing of late arrival or early dismissal.

Vacations - The school calendar is designed in order to provide a few long weekends for families to go on pleasure trips or vacations. Parents are discouraged from removing students from school while classes are in session and are encouraged to plan in conjunction with the school calendar. However, if students will be absent because of family travel, please send a note to school before they leave. Teachers are not required to provide assignments in advance for students leaving school for vacation.

DRESS CODE (K-8)

School uniforms are important for a number of reasons. As part of the Catholic school tradition, uniforms help to create a Catholic identity. Uniforms, which distinguish school clothes from play clothes, have been connected to better academic and behavioral performance. They help to eliminate the pressure of wearing the right brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like. Uniforms provide parents the advantage of lower cost for school clothing and eliminate daily battles and struggles over what clothes children will wear to school. Saint Michael School students in kindergarten through eighth grade are expected to adhere to the dress code as outlined below. The administration reserves the right to make discretionary judgments regarding appropriateness of student dress/fashion not explicitly covered by this dress code.

Girls Uniform:

- Plaid jumper, skirt, or skort. Must be appropriate length: 2 inches above the knee or longer
- Skirts are to be worn at the waist and are not to be rolled to shorten length.
- Shorts are to be worn under the uniform.
- Leggings must be worn under jumpers, skirts, and skorts from November 1 through the end of February (K-5th grade).

Boys and Girls Pants:

- Khaki and Black twill straight leg pant (no flare legs, no low rise, no slits in hem, no extra pockets, no fancy stitching)
- Pants are not to be baggy, saggy or tight. No skinny pants or draw string pants. All pants must have button closure. No elastic cuffs on bottom of the pants.
- Pants and shorts may be purchased at a store of your choice as long as they comply with the stated rules.

Shorts:

- Khaki and Black uniform shorts. Must be 2 inches above the knee or longer.
- May be worn August through October 31, and March 1 through May (K-5th grade).
- Must be appropriate length, no shorter than fingertip/mid-thigh. Not to go lower than knee length.
- Shorts should be neither tight-fitting nor baggy and must be worn at the waist.
- Pants and shorts may be purchased at a store of your choice as long as they comply with the stated rules.

Belts (optional):

- Belts, if worn, are to be solid black, white, or brown (no decorations). No cloth belts or colored belts.

Shirts:

- White, Black, or Red.
- White, black, and red banded polos may be worn by the K-8th grade students.
- Polo or oxford (long or short sleeves).
- Girls - blouse (plain white, no lace or ruffles on collar, no cap sleeves).
- No logos
- Not too oversized.
- Shirts need to be buttoned (except for the collar button).
- Anything worn under the uniform shirt must be either solid white or black undershirts, black undershirt can only be worn underneath the black or red polo; no words, colors, pictures, logos or print.
- Shirts and blouses are to be tucked in at all times so that belt loops or waistbands can be seen. Banded polos do not need to be tucked in, but t-shirts underneath them do.

Sweaters/Sweatshirts:

- Cardigan sweaters can be plain white or black button up, no zippers. Students can wear these during the day as long as they are plain, no embellishments.
- Sweatshirts need to be solid black, red or white crewneck only. No hoodies.
- Spirit wear sweatshirts that are crewnecks, can be worn to school during the day,
- No Hoodies, including the spirit wear hoodie can be worn during the school day.
- ¼ zip and full zip St. Michael fleece or sweatshirt may be worn during the day as part of the uniform.
- All jackets, coats, and outerwear need to be taken off during the school day.
- Any other jackets or sweatshirts may be worn to and from school and at recess only.
- St. Michael School or club shirts may be worn on Fridays for Spirit Day with uniform bottoms.

Shoes and socks/stockings/leggings:

- Athletic shoes are to be worn with the school uniform. Athletic shoes are closed-toe, closed-heel shoes designed for physical activity and daily school use. They should have a secure fit, rubber sole, and traditional athletic construction.
- Shoes intended primarily as recovery footwear, clogs, slides, sandals, Crocs, or similar styles (including Kane-style recovery shoes) are not considered athletic shoes.
- Snow Boots can be worn on snowy days but students must bring athletic shoes to change into during the school day. Boots with glitter or sequins are not able to be worn during the school day. Extreme styles in boots are not allowed.
- Extremes designs in footwear are not allowed and are left to the discretion of the administrator.
- Socks – need to be solid white or black but can have a small logo on the sock. Socks need to match and must be able to be seen by the teacher.
- Girls may also wear black leggings under the uniform skirt/jumper in cold weather (school pants, capris and dance pants are not allowed under the uniform skirt/jumper). Leggings are tight-fitting, ankle length (no capri length) leg coverings. Leg coverings that are loose fitting, fall below the ankle and/or flare at the bottom are considered pants, not leggings. Leggings need to go all the way to the ankle.

Gym Attire:

- ALL GRADES: Shoes appropriate for a gym floor (tennis shoes, running shoes, etc.).
- 5- 8th graders - Appropriate gym attire can be worn during P.E. All shirts must have sleeves and cover the midsection of the body, and all shorts must be an appropriate length and not tight. If there is writing on the shirts, it must be minimal and appropriate. This is up to the students if they want to take the time to change out for P.E. The P.E. teacher has the ability to discern level of appropriateness and will inform the student if there is an issue. Tennis shoes must be worn in order to participate in P.E.
- Gym t-shirts are not to be tied at the back to shorten them up.

Hair:

- Hair must be well groomed. Extremes in hair styles/colors are unacceptable.
- Wigs, hair pieces and hair extensions are not allowed.
- Boys' hair should not touch the eyebrows in the front or the collar in the back. Sideburns and hair covering the ear should be no longer than halfway down the ear on the sides. Boys must be clean shaven (no facial hair). Students will be given a warning and allowed one week to get their hair trimmed. If the hair is not trimmed after that time, parents will be called and the student will not return to school until the hair is cut.
- Girls' hair should be kept out of the eyes. Girls may wear simple hair accessories.
- Hats, bandanas, head scarves are not permitted.

Jewelry:

- Girls may wear small post earrings, one on each earlobe. For safety reasons, they may not wear hoops, dangles or earrings that hang below the earlobe. Boys may not wear earrings.
- Jewelry permitted: Wristwatches are permitted. However, watches may not be used as a cellular device during school hours.
- Religious jewelry including medals and crosses with a simple chain are permitted

Make up and Personal Appearance

- Only clear or light pink nail polish is permitted. Natural nails should be maintained at an appropriate, conservative length. Artificial nails or nail extensions are not permitted.
- Face, eye, and lip makeup may not be worn.
- Hair must remain a natural color. Highlights or other artificial coloring are not permitted.

Other Points:

- Uniforms should be neat, clean and mended (when necessary). Clothing with holes should be replaced. It would be best to have at least two uniforms in order that the child may always comply with the uniform regulations.
- All clothing should be marked with the child's name.
- Students may not wear tattoos or draw on their skin.
- Scout and Brownie uniforms may only be worn on troop meeting days.

No Uniform Days: Students must follow the guidelines below for no uniform days:

Pants: Dress pants, khakis, capris (mid-calf length), overalls, loose knit slacks, colored jeans, blue jeans may be worn. Pants not permitted include:

- Baggy or saggy pants
- Pants, jeans or capris that are frayed, faded, multi-bleached, or that have holes or rips.
- Leggings or pants that are skin tight.

Skirts/Dresses: Skirts/split skirts and dresses may be worn and must be no shorter than 2 inches above the knee.

Shirts/Blouses - Shirts must be modest - long enough to sufficiently cover the midriff and no low-cut necklines. No off the shoulder shirts may be worn, even with another shirt underneath it. Tank tops and sleeveless tops are not allowed. Shirts must be neat and clean. Clothing that is offensive, immoral or otherwise inappropriate in a Catholic school environment is not acceptable.

Shorts other than the school uniform shorts may be worn. They must be an appropriate length; fingertip length/mid-thigh. Spandex shorts are not allowed.

Shoes and Socks: Shoes and sandals must be worn with socks. For safety reasons, heels higher than two inches are not permitted.

Jewelry and makeup: uniform regulations remain in effect.

Cold Weather

Please have your child/ren dressed appropriately (cap/ear band, mittens/gloves, boots) on cold days as they do go outside for recess unless the temperature/wind chill is below zero. When the weather gets especially cold girls may wear black or white sweats/wind pants to recess. These and any other pants girls may wear to and from school may not be worn in the school building during the school day.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE DISCRETIONARY JUDGEMENTS REGARDING THE APPROPRIATENESS OF STUDENT DRESS AND FASHION NOT EXPLICITLY COVERED BY THE DRESS CODE.

LOCKS AND LOCKERS (MIDDLE SCHOOL)

Lockers will be assigned by the office. Students are expected to use the school assigned lock and locker and not share lockers with any other student. Students are responsible for the cost of locks if they are lost, stolen, or damaged. The replacement cost is \$8.00. Students are also responsible for any damage on or inside the locker itself (ex. physical damage, use of tape, magic markers, etc.) No items may be posted on the outside of the locker. If students wish to decorate the inside of their lockers with school appropriate material, only magnets may be used (no tape, stickers, mounting tack, etc. of any kind).

The locker and lock are the property of the school. A locker may be opened for inspection at any time there is a question as to improper use of the locker. This will be done in the presence of two staff members, one of which will be an administrator. Any inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary actions may occur. These guidelines also apply to lockers assigned in locker rooms.

Please be sure to lock your locker. St. Michael's does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. St. Michael's is not responsible for lost or stolen articles. This includes cell phones and electronic devices.

****Please note:** Students may not use large bags to carry books and supplies to classes. Classrooms become overcrowded when large bags are brought to class making it difficult for teachers to assist individual students. Please encourage your child to leave all unnecessary items in lockers. If a student brings a cell phone to school, it must be turned off and left in their locker during the school day.

GENERAL POLICIES

Payments

Parents are reminded to please be prompt in paying tuition, EDC statements, and lunch deposits. We rely on your prompt payments to be able to pay our bills. All tuition payments are now expected to be set up on ACH. All other accounts can be sent in an envelope clearly marked with your name and the purpose of the payment. We ask you to please send in separate checks for each of the above payments.

Visitors

All visitors, parents included, must enter the main (east) school doors and sign in at the school office upon entering the building and pick up a visitor's badge. If the secretary/office personnel do not know a visitor, he/she will be asked to provide identification. If a relative other than a parent or a family friend will be coming to school please send a note in advance, or a call will be made to the child's parents for confirmation. It is important for the safety of the students that the administration be aware of everyone in the school at all times.

Parents/guardians are welcome to visit their child's classroom occasionally during the school year. Visits should be arranged with the teachers at least one to two days in advance. The purpose of the visit is to see your child interact in the classroom environment and should be no longer than 15-30 minutes in length. Please refrain from using cell phones, note taking and/or interacting with the teacher or students while instruction and learning are in process. Parents/guardians are also welcome to volunteer their services to their child's classroom during the school year.

Emergency Forms - It is important that parents/guardians provide information needed in case of emergency. Emergency forms are to be completed at the beginning of each school year for each family.

Family Information Changes - If your address or phone number (or any important information, such as email address or marital status) changes, please notify the school office.

Pets - Pets may not come to school unless special arrangements have been made with the teacher beforehand.

School Pictures - Individual pictures are taken of the students by a professional photographer at the beginning of each school year. These are available for purchase by the parents/guardians.

Parties - Two classroom parties are scheduled each year: All Saints Day and Christmas. Parties are organized by teachers and room parents and the treats are organized by the school. No other treats are to be brought in during these parties. Other parties must have the permission of the principal before plans are made.

Valentine's Day - An exchange of Valentines at the end of the school day along with a treat is allowed. We ask that all candy brought in during the exchange be consumed off campus after the students leave for the day and to please make nut free choices when selecting treats and candy.

Birthdays - Birthdays are recognized in the classrooms in various ways, depending on the grade level. Students may celebrate their birthday/baptismal date by bringing in a sticker, a pencil, an eraser or something educational for each student. **Edible treats may NOT be brought into school, including drinks.** Students may also donate a book as a gift to the class or library. The book can be labeled with the student's name and birth date inscribed on the first page. The librarian has a list of suggestions available upon request.

Invitations - Invitations to parties held at home may not be distributed in school. Gifts may not be distributed during school hours. If a gift is delivered to the school during school hours for a student, it will remain in the office until the student can pick it up at dismissal time. The homeroom teacher will notify the student and the item may be picked up in the office before leaving school for the day.

Cold Lunch – St. Michael School highly recommends that cold lunch brought by students follow the nutrition guidelines set by the State. Soda pop and energy drinks are not allowed.

HOT LUNCH PROGRAM

Lunch Program/Prices - St. Michael School, provides a daily hot lunch program to all-day Pre-Kindergarten-8th grade students. A monthly lunch menu is posted on the school website prior to the beginning of each month. Milk (1%, and skim chocolate) is included with the hot lunch. Students may purchase a hot meal (and seconds and/or an extra drink) through the use of the lunch computer system. Parents are welcome to join their child/ren for lunch, please call ahead by 9:30am to inform us that you will be eating at our cafeteria. Milk is also available for those students bringing lunch from home by using the computer system or paying cash. Prices for hot lunch, seconds and drinks are listed below.

Student Hot Lunch	\$3.75
Guest Lunch	\$5.00
Milk	\$.75
Second entrée	\$1.50
Second fruit	\$.75
Second bread	\$.60
Salad	\$1.50

Ala Carte is offered to 6th-8th grade students ONLY. This is available to them after their regular lunch is consumed.

Lunch Account

- **ID Badge:** Each student is given a student ID badge to be scanned when going through the lunch line.
- **Deposits:** Lunch account deposits should be made the first week of school in order to establish a positive balance. The amount you initially deposit is at your discretion. Please make deposits throughout the year as needed, **making sure to keep a positive balance at all times.** When replenishing your account please take into account the price of lunches, seconds and milk (see chart above). Please make sure your check is enough to carry a positive balance for more than one week. All balances left in your account at the end of the school year will be carried over to the next year. Please send all lunch checks to the school office in an envelope marked "SCHOOL LUNCH" and indicate the student lunch number in the lower left-hand corner of the check. Make checks payable to St. Michael School. Thank you for your attention and cooperation in keeping all lunch accounts at a positive balance. This allows us to be able to pay our hot lunch bills to our vendors each month.
- Parents also have the option of making pre-payments online for lunch using a site called My Lunch Money. If you would like to utilize this option, you would go to their website, www.myschoolbucks.com and set up

an account for your student/s. You are able to pay through credit card, or you can send a check into the office and we will put the requested amount into your account.

- **Statements:** Lunch account statements will not be sent home. It is your responsibility to know your account balance. You may contact Linda Schurman, kitchen manager, (488-1313 ext. 16) to inquire about your lunch balance or register with the My School Bucks program to receive email notifications.

Special Dietary Concerns - If a student has special diet concerns, allergies to foods, dyes, etc., the parent needs to notify the Kitchen Manager with a doctor's note or prescription. This is according to the guidelines of the Nebraska Department of Education.

Government Regulations

- **Free and Reduced Lunch:** Government regulations require that families be notified of terms of eligibility and provided an application for free or reduced lunches. This information is sent home the first week of school. Any information provided by families is strictly confidential.
- **Competitive Food Policy:** USDA policy for school hot lunches does not allow anyone to order food for students to be delivered to school during the lunch period which includes ½ hour before until ½ hour after serving time (10:20 a.m. to 1:25 p.m. at Saint Michael School). However, parents may provide fast food meals for only their own children for lunch.
- **Nondiscrimination Statement:** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send you completed complaint form or letter to us by mail at the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 200250-9410. By fax, (202) 690-7442 or email at program, intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PLEASE NOTE: 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 all applicants and recipients of the Child Nutrition Programs.

Lunch Guests

Parents, grandparents, or other guests are welcome to join student(s) for lunch. School-aged guests must have parent permission and must make a phone call to the school office one day in advance. Guests must follow all visitor requirements. Guest lunch is \$4.75 (exact change or check only). Outside food may be brought for only the guest's student(s) and may not be shared with other students. Soda pop and Energy drinks are not allowed.