

Student & Parent Handbook



EAST & WEST
CATHOLIC ELEMENTARY SCHOOL

2023-2024

STUDENT & PARENTS'/GUARDIANS' HANDBOOK EAST and WEST CATHOLIC ELEMENTARY SCHOOL OF CEDAR COUNTY

INTRODUCTION

FORWARD:

This handbook is provided to all students, parents, and faculty to give them information, regulations, and policies of East and West Catholic Elementary and is no way intended to be a contractual agreement between the schools and students and/or parents. In no way does this handbook include all of the policies of this school. Furthermore, the school reserves the right to add, to modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules does not serve as a waiver of their future enforcement. Also, this handbook does not create any restrictions on East and West Catholic's right to institute any course of disciplinary action which, at East and West Catholic's sole discretion, it believes is necessary and consistent with East and West Catholic's educational mission.

East and West Catholic School Mission and Vision Statement

We lead our students to learn about Jesus in our academics, think like Jesus in our actions, and love and serve like Jesus in our communities. (Adopted 2020)

Children, let us love not in word or speech, but in actions and truth. (1 John 3:18)

Cedar County Catholic Schools

East and West Catholic Elementary
Holy Trinity Elementary, Cedar Catholic Jr. / Sr. High School

The Cedar County Catholic Schools exist to form a community of faith and learning by promoting a Catholic way of life through Gospel values and academic excellence.

Belief Statements:

All students can learn as well as develop responsibility for future success.
Learning is a life-long, interdisciplinary process through Christian values and beliefs.
The Catholic school must be a community whose Christian values are communicated, modeled, and offered to all.
All students deserve equitable and quality learning opportunities.
(Adopted 12/13/04)

FACULTY & STAFF: East and West Catholic

PreK-K	Mrs. Samantha Benson	sjbenson@schools.archomaha.org
1-2 grade homeroom	Mrs. Rhonda Zimmerman	razimmerman@schools.archomaha.org
3-4 grade homeroom	Mrs. Lyndsey Heine	laheine@schools.archomaha.org
5-6 grade homeroom	Mrs. Sonya Schroeder	smschroeder@schools.archomaha.org
Paraprofessional	Mrs. Amber Collier	amcollier@schools.archomaha.org
Paraprofessional	Mrs. Heather Showen	hmshowen@schools.archomaha.org
Library	Mrs. Mary Lynn Arens	mjarens@schools.archomaha.org
Music/ Band /P.E.	Mrs. Rachel Becker	rabecker@schools.archomaha.org
Nurse	Mrs. Katie Fischer	kjfischer@schools.archomaha.org
Office Manager	Mrs. Mary Pinkelman	mvpinkelman@schools.archomaha.org
Principal	Mrs. Sonya Schroeder	smschroeder@schools.archomaha.org
Administrator/Pastor	Fr. Jim Keiter	jekeiter@archomaha.org
Associate Priest	Fr. Dan Wittrock	

POLICIES and PROCEDURES

NOTE: The policies and procedures put forth in this document reflect the policies and procedures as approved by the Archdiocese of Omaha School Board, the Cedar County Catholic Schools and East and West Catholic Elementary School. Any and/or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Archdiocese of Omaha School Board Policy Book and are applicable to all Cedar County Catholic Schools and East and West Catholic Elementary School situations and needs.

East and West Catholic admit students of any race, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. (Adopted October 2022)

BOARD OF EDUCATION:

This Board is a representative body of lay members and clergy from the corporation parishes. As a policy-making body, it strives to foster cooperation and understanding between the school and home, as well as among the contributing parishes. In promoting a Catholic sense of responsibility and activity for persons of all ages, the Board serves the East and West Catholic communities. All meetings are open to the public. (Adopted 4/14/94)

ADMISSIONS:

The Catholic elementary and secondary schools of the Archdiocese of Omaha admit students of any race, color, national and ethnic origins and grant to all the same rights, privileges, and access to programs and activities. The Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to kindergarten and first grade. A child must be five years of age prior to July 31 for entrance into kindergarten.

ATTENDANCE:

The student's regular presence is an important factor in educational progress. Since programs are developed day-by-day in a learning sequence, irregular attendance disturbs and slows a student's progress. Daily student attendance and records of student tardiness are recorded on the Sycamore education website. The attendance and tardiness of your child(ren) is reported to parents in a special section indicated on the quarterly report card.

**All students (K-6) must be present by 7:45 or they will be marked Tardy/Absent.
PreK students must be present by 8:00 a.m.**

Tardy: 15 minutes after the first bell.

Absent: 8:00-10:00 (¼ day), 10:00-12:00 (¼ day), 12:00-2:00 (¼ day), 2:00-4:00 (¼ day)

ABSENCE: **Please call the school office (254-2146) by 9:00 a.m.**

If a parent/guardian has not called the office by 9:00 a.m., the school office will call to check on the absence. This is considered a safety factor for the child. If truancy is suspected, the principal will contact the parents/guardians. (S)He will set up a conference with them and the student, to discuss reasons and/or consequences before the student returns to school.

Upon recording a student's **fourth day** of absence in any academic quarter, or upon noting the **seventh day** of absence within close proximity during two connected academic quarters, parents will be notified in writing that there is specific concern over the amount of academic time lost.

Upon recording the **twelfth day** of student absence, the principal will meet with the parents to discuss the individual merits of such absences. The Principal will require that any further absences will be accepted only with a currently signed and dated physician's statement. We are required by law to report to the County Attorney any student with **twenty absences** in a school year.

APPOINTMENTS:

Parents are encouraged to make appropriate appointments when the least amount of school time is lost-outside of school hours if possible. In either case students will be excused for these special appointments. Parents are requested to notify the school office or teacher of these appointments. When picking up your child (children) please check in at the office and the office will let the student(s) know you are here.

ACCIDENTS:

Every effort will be made to locate a parent, guardian or family reference in case of an emergency. Otherwise, the school acting as guardian during a normal school day, will assume responsibility and permission to care for a student. For this reason, the information requested each fall on **the parent/guardian emergency information form** is extremely important. Parents/guardians should fill these out completely and accurately. Make sure to include the listing of home and business phone numbers, family doctor and preferred hospital. Please advise the office of any information changes made during a school year.

ATTACK ON ASTHMA: (Adopted 10/1/03)

Emergency Protocol:

1. CALL 911
2. EpiPen Injection
3. Albuterol is provided through a nebulizer

It shall be the policy of the schools to maintain at least two EpiPens under the control of the faculty and/or supervisors trained in the use of such equipment.

The following steps will also be taken

1. Summon school nurse if available. If not, summon designated trained staff to implement emergency protocol.
2. Check airway, breathing, respiratory rate and pulse.
3. Administer medications per standing order.
4. Determine cause as quickly as possible.
5. Monitor vital signs.
6. Contact parents immediately and physician as soon as possible.

Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

ILLNESS & INJURIES:

If a child becomes ill or is injured while at school and cannot remain in class (we have only temporary facilities to help comfort the sick or injured child), the school will make every effort to reach you or an authorized person by phone and recommend that you make arrangements to pick up your child. No child will be sent home unless such a contact is made. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition such as chicken pox, pinkeye, ringworm, impetigo, or head lice will be sent home from school until the disease or condition is corrected.

A student who has a fever or is vomiting, or has diarrhea will be considered contagious and will be sent home. Students must stay home until they are without fever, vomiting or diarrhea for 24 hours.

NURSE:

The school nurse covers topics in the classroom that may include, but are not limited to, hand washing, First Aid, CPR, burn and accident prevention, tobacco education, dental health, contagious diseases and puberty education.

STAYING INDOORS:

Any student well enough to attend school should be able to participate in school activities within reason. If you wish to have your child remain indoors for recess, or be excused from an activity in P.E., a note must come from a parent. A note must come from a doctor after 2 consecutive notes from home.

MEDICINE:

Administering medicine to a student is not a recommended procedure for schools without parental permission. The local school Medication Policy correlates with the Nebraska State Medication Policy. Any student who is required to take medication during regular school hours must comply with school regulations. They are as follows:

1. A physician should provide written orders with the names of the drug; the dosage and time medication is taken (the doctor will provide this, if you ask).
2. The parent/guardian must provide a written request that the school comply with the physician's order (the school or school nurse has forms).
3. Medication must be in a container appropriately labeled by the pharmacist (the pharmacist will provide this, if you ask).
4. Non-prescription medications also need written authorization. Legal liability prevents nurses, teachers, or school personnel from administering medication during school hours to students unless the above regulations are followed.

Please help us:

1. Do not send medication to school with your child without an Authorization form. Administration of Medication Forms are provided at the school office, if additional copies are needed.
2. Do not ask school personnel to administer medication (this includes such medications as Tylenol, cough medicines, antacids, and also inhalers) unless the school policy regulations stated above have been met.
3. You, as a parent/guardian can come to school, bring the medication and give it to your child if he/she needs it. Please feel free to do this.

This policy will be enforced at all times. Thank you for your cooperation.

The School cannot routinely dispense aspirin, or the like, upon student request.

If your child has a condition that requires an emergency medicine to be carried with them (i.e. Epipen, insulin, or inhaler), the same medication policy applies and the student's ability to self-administer medication will be evaluated by the school nurse.

As a parent, it is your duty to inform the school if your child has a diagnosed condition of epilepsy, asthma, or diabetes.

EDUCATIONAL PROGRAMS and CURRICULUM:

In accordance with the Nebraska Department of Education, and to ensure East and West Catholic's continued status as an accredited school, East and West Catholic provides an elementary school program of instruction encompassing experiences in the Catholic Faith, Reading and Language Arts, Computer Studies, Mathematics, Social Studies, Science, Health, Physical Education, Art and Music. All curriculum guides are available for viewing in the office and online at www.lovemyschool.com. Each classroom is also supplied with a copy of the curriculum guides. Student Essential Outcomes are posted in each classroom which are the primary focus of our school's curriculum.

INSTRUCTIONAL HOURS:

The school day consists on the average of seven hours of instruction time in academic areas and religion, beginning promptly at 7:45 a.m. and ending at 3:50 p.m. A minimum requirement of 1032 hours of instructional time is an annual state requirement. Kindergarten students will meet the minimum requirement of 400 instructional hours per Rule 10.

PROGRESS REPORTS:

Student mid-term progress reports are sent home each quarter. Student grades and teacher comments are included in the report.

REPORT CARDS AND GRADING:

Every student attending East and West Catholic receives a quarterly report of progress in both achievement and effort. Report cards may include a narrative describing student performance. Report card envelopes should be signed by parents and returned promptly.

Students in grades 3-6 will be graded according to the following grading scale.

A+ 98-100	A 97-96	A- 95-94
B+ 93-91	B 90-88	B- 87-86
C+ 85-83	C 82-80	C- 79-78
D+ 77-75	D 74-72	D- 71-70

F 69 or below

Pre-K, Kindergarten, 1st, and 2nd - grading is a series of checks on various tasks. This allows parents to see where their student is working at and their level of progress.

PERMANENT RECORDS:

A file is kept for each student attending East and West Catholic, which includes all grades earned, results of any standardized tests taken, health records, and teacher evaluations. Forms recommended by the Archdiocesan Education Office are used. The records will be forwarded to other schools when a student graduates or transfers, after a written permission form is received from the parents or guardians and all outstanding bills are satisfied.

In order to protect the integrity of student records, the School will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

Should a family leave East and West Catholic Elementary for any reason to attend another school, the request for permanent records to be forwarded to the new school site is to be made by the new school. This is to ensure the students are enrolled and following State statutes referring to school attendance. It is the responsibility of the receiving school to request student records on behalf of the parents/guardians. This request requires parent/guardian signature or that of the student-of majority-age. Upon receipt of the new school's request, the building principal will instruct the school secretary to forward all student(s) information to the new school site.

PARENT-TEACHER CONFERENCES:

Communication among parents/guardians, students, and teachers is vital to ensure learning. Two formal conferences are scheduled yearly. These will be after the first quarter and midway through the third quarter. Students may be asked to share in or lead these conferences. When parents/guardians or teacher notice an academic or discipline problem, one should contact the other as soon as possible to discuss means of correcting the problem and aiding the student.

RETENTION:

Conferences with parents of a child being considered for retention will be held at the earliest indication that retention might be necessary. Each conference concerning retention will be written up, dated and signed by teacher and parent as a record of decisions jointly made.

STANDARDIZED TESTING:

Students in grades K-6 will participate in standardized testing in the fall, winter, and spring by taking the STAR 360 test.

SPECIAL EDUCATION:

Special Education in the state of Nebraska is addressed by Title 92 - Nebraska Department of Education, Chapter 51-- Regulations and Standards for Special Education Programs. The Declaration of Responsibility is addressed in Neb. Rev. Stat. 79-3320. The Statutory Authority is addressed in Neb. Rev. Stat. 79-3348. Hartington Newcastle Public School and Wynot Public Schools provide Special Education services for eligible students in grades PK-6 at EWCS. Parents, who choose to send their child to East and West Catholic Elementary, may request any and all special education services. All students who qualify, no matter what the diagnosis, will be serviced by the public school. If the public school or the Catholic schools feel that the chosen school site is not the "least restrictive environment," every effort will be made to service the student in their best interest.

A matrix is used along with consultation and referrals from individual teachers to determine eligibility. All families may request this testing. All parents/guardians must give permission for such participation.

TITLE I:

Title I is a U. S. government-funded, Nebraska State Department of Education over-seen, educational program available to local school districts under the ESEA Act of 1965. Hartington Newcastle Public School and Wynot Public School use their funds for growth in reading and math with eligible students in grades 1-6.

Requirements relating to services for private school children are set forth in: Sec. 1017 of Chapter 1 of TITLE I of the Elementary and Secondary Education Act. Services are available to all students who qualify at a neutral site. Services are provided on an equitable basis to eligible private school students.

Testing and recommendations are done in consultation with individual teachers and parents/guardians. All families may request this testing. All parents/guardians must give permission for such participation.

HOMEWORK:

Homework is an extension of class work and the learning process in that it contributes to the development of good study habits, self-discipline, organizational skills, responsibility, and reinforcing basic subject skills. In addition, homework reinforces classroom activities, allows students to complete daily tasks including requirements due to absenteeism, provides supplemental or enrichment activities and reinforces communication to parents concerning school. The amount and type of homework varies with the age level of the child. A good rule of thumb is 10 times the grade level. 10 minutes-Grade 1, 20 minutes-Grade 2, 30 minutes-Grade 3, 40 minutes-Grade 4, 50 minutes-Grade 5, and 60 minutes-Grade 6. Parents can help by assisting students when appropriate and by setting a time and place for homework, free from distraction and interruption.

STUDENT SPIRITUALITY:

Christianity is a way of living, that demands a personal commitment, individual and communal prayer experiences, good example for others, and the openness to growth. The adage "Christianity is caught, not taught" has application: the entire school atmosphere is to be permeated with the Catholic Christian dimension. Prayer is a significant part in the life of students at East and West Catholic. Students participate in Mass three times a week, regular classes in religion, and the fundamentals of the Catholic faith.

COUNSELING SERVICE:

We do not currently have a counselor at East and West Catholic, but have access to the services of the counselor at Cedar Catholic and Wynot Public Schools.

FIELD TRIPS:

Trips during the school day are sometimes scheduled. Proper supervision will be provided. These are spiritual, cultural or educational in nature. Sufficient notice to parents/guardians will be given, permission slips must be obtained for your child to participate.

LIBRARY BOOKS:

Students will visit the library once a week, or more often if deemed necessary by the teacher. If a student has multiple books checked out and fails to return them, they may not be able to check out additional books. If the books are lost, a replacement fee will be figured according to current purchase price.

COMMUNICATION BETWEEN HOME AND SCHOOL:

Monthly calendars, weekly newsletters, etc., will be available in family folders on Thursdays. Classroom teachers may also choose to send a classroom folder with student. Also, check the Sycamore website and the school website: eastwestcatholicschools.org. Special messages may be sent by text via Flocknote.

PARENTAL CONCERNS:

As the primary educator of their children, parents should always be fully informed regarding the educational programs and activities of the school. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns with the principal. Parents are encouraged to discuss concerns or complaints with appropriate school authorities. Teachers should be contacted regarding classroom matters. This communication should take place during school hours. If concerns are not resolved, the next appropriate contact is with the administrator. Resolution of concerns or complaints is the responsibility of the administrator who may choose to consult with the Pastor.

PARENTAL ROLE:

Parents play a critical role in the faith formation of their children. The family is indeed the first place wherein children are exposed to religious ideas and practices; parents plant and nurture the seeds of faith in their children. In the areas of prayer, liturgy, the individual relationship a child develops with God and the experience of the Christian community, the family plays the initial and often times most formative experiences for the child. East and West Catholic School will be most successful in fulfilling its mission and goals and developing children as strong and practicing Catholics when the teachings of the school are consistent with what the children experience at home. Things like regular attendance at Sunday Mass, family prayer at meals and at other times, family discussions about the teachings of the Church and adult role modeling of the tenets of the Church will all be most effective in helping a child develop a strong life of faith.

NON-CUSTODIAL PARENTS RIGHTS TO SCHOOL INFORMATION:

The rights of parents, who do not have custody of their children, to school information of their children are as follows:

Records: Non-custodial parents may submit written requests for their children's records. School personnel may assume the non-custodial parent has a right to the student's records unless a court order to the contrary has been provided. School personnel do not need permission from the custodial parent, but they will make an attempt to notify the custodial parent that the school intends to comply with a request from the non-custodial parent. General school information such as lunch menus or announcements are not considered part of the student's records.

Conferences: Non-custodial parents may attend regular parent/teacher conferences or arrange special conferences.

Other Contacts: The school will not release a child to the non-custodial parents unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes unless restricted by a court order.

Joint Custody Information: If parents have joint custody, each parent will have the same rights unless restricted by court order. The school may require a copy of the legal document indicating who is the custodial parent and may also require identification from the non-custodial parent.

VOLUNTEERS:

Volunteers are welcome in school. If you are interested in volunteering, Safe Environment Training sessions will be available. All volunteers must have this training to serve our schools.

VISITORS:

Parents are always welcome to visit classes, however we ask that you plan ahead one day and limit your visit to one hour. In the event that you wish to become more familiar with the classroom routine, we feel it would be advisable to make several short visits rather than one all day visit. Any visit should be for observation only and should not include a conference time with the teacher unless prearranged. Teacher and students work on a planned schedule and are busy most of the day.

INCLEMENT WEATHER:

When weather conditions are such that early dismissal, late start or cancellation of school is considered, administrators of Cedar Catholic and Hartington Public will make such decisions. Announcements will be posted on sycamore and on the following stations:

WNAX (570 AM, 104.1 FM) and KKYA, Yankton (93.1), and KTIV Channel 4

****East and West Catholic is part of the Cedar County Catholic Schools.**

A mass text will also be send via Flocknote stating the announcement.

KINDERGARTEN REGISTRATION:

Registration for the fall term will take place in the spring. Sufficient notification will be given to all prospective families. East and West Catholic asks that parent/guardians at the time of registration bring with them an official birth certificate, certificate of Baptism, and a copy of their immunization record.

PRE-KINDERGARTEN:

Pre-Kindergarten Open House is scheduled in the spring. Notification will be given to all perspective families whose child(ren) turn 4 by July 31 of the current school year. Pre-Kindergarten is held on Tuesday/Thursday mornings from 8:00 a.m. to 11:30 a.m.

RECOGNITION upon COMPLETION of GRADE 6:

Upon completion of the sixth grade, the students take part in a ceremony honoring their academic transition. Details of the May celebration will be decided each year among the Principal, teacher, and students.

TEXTBOOK LOAN PROGRAM:

East and West Catholic parents participate in the textbook loan program through the Wynot Public School system. Each spring, parents request the books on the Loan program and sign the requests each fall as the books are received.

MEALS PROGRAM:

Conduct within the cafeteria is to conform to standards of good manners at all times! Meals are available to all students at full, reduced, and/or free pricing. An application form is distributed to all, explaining the reduced price or free meals program. This happens before schools starts. You will also receive current year lunch prices.

Lunch, which includes milk, meets the recommended government dietary requirements. Well-balanced and well-liked meals are served. (If your child requires a special diet, please contact Mrs. Schroeder (402-254-2146) or Fr. James Keiter (402-357-3506) to make arrangements).

NOTE: The more children who take advantage of the reduced cost or free meals opportunity, the more funding from federal sources the East and West Catholic Lunch Program receives. All benefit . . . the children, families and the program!

NEBRASKA SUMMER FOOD SERVICE PROGRAM

Check out Nebraska's Summer Food Service Program. The program which provides free summer meals to kids and teens (ages 1-18) may be available in your area at select locations. The meals help ensure children continue to receive nutritious meals when school is out for the summer. There are many open summer meal sites throughout the state of Nebraska. Call 2-1-1 or text FOOD to 877-877. Visit <http://www.fns.usda.gov/summerfoodrocks> or <http://www.education.ne.gov/NS/SFSP/index.html>

Get updates via Twitter at #NESummerMeals and the Nebraska Department of Education-Nutrition Services' Facebook page.

EAST AND WEST CATHOLIC UNIFORM OPTIONS:

*Belts for the boys and girls are **optional**;

*EWCS sweatshirts (purchased through the school office) or a navy sweater *with a uniform shirt worn underneath* are acceptable. Navy blue sweatshirts are NOT acceptable.

UNIFORM for GIRLS GRADES K-6:

JUMPERS: Dunbar Plaid (available only from Dennis Uniform) Shorts **or** navy blue leggings must be worn underneath jumpers.

BLOUSES/SHIRTS: red or light blue shirts must be tucked in at all times and have a turn down collar. Turtlenecks and mock turtlenecks are accepted.

SWEATERS: Navy

SWEATSHIRT: School Sweatshirt only

PANTS: Navy

WALKING SHORTS: Navy

SKORTS: Navy from JCPenney, Dennis Uniform, Old Navy, Land's End, etc.

**At East and West Catholic, any jumpers, walking shorts, or skorts need to be at least between fingertip length and knee length. If leggings are worn underneath, they must be solid navy blue.

UNIFORM for BOYS GRADES K-6:

SHIRTS: Red or Light Blue. Shirts must be tucked in at all times and must have a turn down collar. Turtlenecks and mock turtlenecks are accepted.

SWEATERS: Navy

SWEATSHIRT: School Sweatshirt only

PANTS: Navy

WALKING SHORTS: Navy

Walking shorts may be worn from the beginning of school to October 15 and from April 15 to the end of school.

ENFORCEMENT OF THE UNIFORM POLICY:

First Offense: A note is sent home from the classroom teacher regarding the violation and a warning that the student may not wear that item to school again.

Second Offense: The parent is called to bring the appropriate item to school. If the parent cannot be reached at home or at work, the child is sent to the school "closet" to find a uniform item of clothing that fits the best to wear for that day, launder that evening, and return to school the following day.

Third Offense: The student will serve an after-school detention on the day of the third offense. The parent will need to come to school to pick up the child and conference with the teacher and/or Administrator. The student may lose all uniform-free day privileges for the remainder of the year.

General Dress Code:

(Applies to ALL school days)

Shoe Policy:

- Socks must be worn at all times
- Tennis shoes or shoes that cover entire foot
- No charms on laces

Accessory Policy:

- Belts are optional, and if worn, must have buckle
- No earrings that hang below ear lobe

SPIRIT DAY:

- Jeans, blue in color only
- East and West Catholic T-Shirt or Sweatshirt (purchased through the school office)
- Denim capris allowed during short season
- Uniform shorts only

UNIFORM FREE DAY:**Allowed**

- Shirts with sleeves
- Jeans
- Capris and shorts (in season - shorts of appropriate length)
- Skirts or skorts (appropriate length)
- Closed-toe shoes
- Strapped sandals with socks
- Leggings are allowed ONLY with finger-tip-length shirt

Not Allowed

- Inappropriate logos on shirts (ex. "Spoiled Rotten")
- Sleeveless/tank tops/spaghetti strap shirts
- Mid-drift shirts
- Flip-flops, crocs
- Oversized earrings, bracelets, or belts

LABELING CLOTHING/PERSONAL ITEMS:

It would be very helpful if you could label your child's personal items/clothing. This helps in determining the owner of lost and found items. Also, many times several children can have coats, overshoes, gloves, calculators, notebooks, etc. alike and it is difficult for them to identify their own things when others have like ones.

SCHOOL BUILDING SAFETY:

All doors will remain locked while school is in session. A door bell system will be used for visitors to enter the building.

FIRE & TORNADO DRILLS:

The safety of all students is paramount! Fire drills are conducted at least once per month, in compliance with the Nebraska State regulations. A Tornado drill is conducted at least once per year in the early spring, coordinated with the statewide Tornado Watch/Warning System. All procedures for safety in the event of fire or tornado are posted in each classroom.

USE OF SCHOOL PROPERTY AND GROUNDS:

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

DAMAGE TO SCHOOL PROPERTY:

Two types of damage may occur:

1. ACCIDENTAL: When breakage of windows, etc. occurs, the child(ren) involved are responsible for the cost of replacement; some exceptions may be made due to particular circumstances.
2. VANDALISM: When deliberate damage is made to walls, floors, desks, books, etc. the following procedures are in effect:
 - a. For the first offense, parents/guardians will be notified, restitution made by the student(s), and additional penalties may be imposed as a result of consultation between parents/guardians and principal.
 - b. For a second offense, along with the above, counseling for the student(s) is required.
 - c. For a third offense, along with the above procedures, the Board of Education will be consulted, and upon their recommendation, long-term suspension or expulsion may follow. (Nebraska School law #79-4170 through 79-4205)

PLAYGROUNDS:

Use of playgrounds and any equipment is regulated by the supervising adult. Playground rules are posted in each building and are reviewed with students every year.

The areas children may play in are bounded by the following markers at East and West Catholic:

- west to rectory driveway
- south to southern edge of playground (during recess students must be on the playground or behind school)
- north to cemetery fence and terraced areas

During periods of wet and muddy conditions or when snow or ice is on the playground, we do require that children wear boots while out for recess. In the event that a child does not have the appropriate footwear during these times, they will still be allowed to go outside but will be confined to cement or the building behind school.

DISCIPLINARY GUIDELINES FOR GROWTH:

Broad all-school rules that affect the daily living together of all members of the school community include these:

1. Show respect to others and your school.
2. Contribute to the learning environment.
3. Follow classroom procedures.

Each teacher has adopted some version of these rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules. An infraction of these rules is viewed as an opportunity to learn.

Each classroom teacher has an established Discipline Cycle that lists consequences for not following the rules. Most teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system should help your child to grow in the **self-discipline skill of understanding rules and the reasons for rules.**

Some infractions threaten the safety and order of the learning environment. When this happens it is necessary to discipline children immediately. The "Big Three" include:

- 1. Physical or psychological danger**
- 2. Severe disrespect and/or abusive language**
- 3. Out of control or unreasonable behavior**

Extreme or repetitive disciplinary issues will be handled in a case-by-case matter. The pastor, administrator, teacher, parents and student involved in the incident will be included in this process.

DISCIPLINE CYCLE:

(Adopted 8/04)

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school.

This is necessary when a student:

- 1) Is in physical or psychological danger or puts another in danger**
- 2) Is irrational or unreasonable, or**
- 3) Pushes beyond the limits of respect in speech or actions.**

If possible, the adult who removes the child will work quickly to help the students regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the office and further action will be taken, including, if necessary, disciplinary action by a member or members of the East and West Catholic SAT (Student Assistance Team).

STUDENT SUSPENSION/EXPULSION:

East and West Catholic Elementary reserves the right to suspend/expel a student from attendance to school as a disciplinary procedure. This action will only be used as a last recourse of disciplinary action in situations where student safety or severe disciplinary action is warranted. In most cases, prior to student suspension/expulsion, the student's parents will be called. The student's situation will be discussed, the position of the school explained, and all options for the student will be outlined. In extreme cases, the student may be removed from the situation until the parent/guardian can be contacted.

Students, who are suspended/expelled from school, are expected to maintain their academic course work and all assignments. These are to be turned in to the classroom teacher. A fair grade will be awarded for the work in the best judgment of the classroom teacher and in consultation with the building principal.

STUDENT OFFENSIVE CONDUCT and HARASSMENT:

Student offensive conduct and harassment is not an acceptable behavior at East and West Catholic Elementary. Every available action will be used to avert such an action. Should an offensive conduct or harassment occur; student-to-student, student-to-teacher, student-to-staff member, or student-to-administrator; it must be reported immediately to a faculty/staff adult, who is trusted by the child, and who will report it immediately to the proper disciplinary authority. Discipline in regard to student harassment will follow the guidelines and disciplinary actions as stated above.

WEAPONS:

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purpose of this code.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. Threats to use a weapon shall be investigated and may be treated the same as possession of a weapon under this policy. All offenses will be handled on a case by case basis by Priests and Administration. Policy approved: 2009.

BUS CONDUCT:

Unruly behavior on the buses is never permitted. The responsibility placed upon the driver is a serious one, and students should cooperate readily with him/her.

The following rules are to be carefully observed.

1. Students are expected to be courteous and cooperative; state law requires conduct be similar to classroom behavior.
2. All students must be seated whenever the bus is in motion; seating may be assigned.
3. Windows will be opened/closed only with permission of the driver; at no time will hands or heads be out the windows.
4. Any garbage from eating or drinking on the bus should be put in the designated area.
5. There is no throwing of any items.
6. When exiting the bus, state law requires a person who walks in front of the bus to cross at least 12 feet ahead for easy visibility.

Note: The Board of Education has given bus drivers full authority to enforce these rules for the safety and well-being of all!

TUITION:

It shall be the policy of the East and West Catholic Board of Education that the family tuition and book fees for grades K-6 shall be made in a timely manner to facilitate the educational program of the school. Family tuition for grades K-6 at East and West Catholic is:

1 Student -\$1750.00

2 Students -\$2,500.00

3 Students -\$3,000.00

Technology fee per family for grades K-6 is \$200.

Payments can be made in 10 or 12 monthly installments. They can also be paid quarterly, or all at once. (If you choose to pay all at once please let the school know when this will be.)

No Preschool tuition. (adopted 2010)

TECHNOLOGY ACCEPTABLE USE POLICY-STUDENTS

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. East & West Catholic's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All East & West Catholic employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of East & West Catholic's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of East & West Catholic's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of East & West Catholic's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the East & West Catholic wireless network WILL be restricted to East & West Catholic approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with East & West Catholic's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of East & West Catholic, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using East & West Catholic's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. East & West Catholic faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her East & West Catholic email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via East & West Catholic's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.

10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her East & West Catholic email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of East & West Catholic. Examples of unacceptable uses of technology include, but are not limited to, the following:

- * To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- * To harass, intimidate, threaten or bully others, whether inside or outside of school.
- * To steal or borrow intellectual property without permission.
- * To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- * To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- * To bypass East & West Catholic's content filter or network security.
- * To knowingly spread computer viruses or malware.
- * To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- * To misrepresent one's own identity or the identity of others.
- * To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- * To express profanity or any other inappropriate content online, including East & West Catholic's website, email program, social media or other internet sites.
- * To share personal information or information about any student or faculty member to anyone via the Internet.
- * To access another user's account or invade the privacy of others.
- * To store or download unauthorized software programs, music, videos, game files or personal photos on East & West Catholic computers.
- * To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- * To utilize encryption or software to hide activity that violates East & West Catholic's Technology Acceptable Use Policy.
- * To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, East & West Catholic reserves the right to take any disciplinary action it deems necessary to protect students and faculty. East & West Catholic encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for social networking:

- * Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- * Follow East & West Catholic 's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- * Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

East & West Catholic sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by East & West Catholic. All content created, sent, accessed or downloaded using any part of East & West Catholic's technology or network resources is subject to the rules stated in this policy. East & West Catholic reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on East & West Catholic's network will be maintained as private or confidential. Should East & West Catholic determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or East & West Catholic's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

East & West Catholic currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and East & West Catholic cannot entirely control what students may or may not locate on the internet. While East & West Catholic allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. East & West Catholic is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

STUDENT ACKNOWLEDGMENT OF TECHNOLOGY ACCEPTABLE USE POLICY

Name: _____

Each student and his or her parent(s)/guardian(s) must receive the Technology Acceptable Use Policy and sign this authorization as a condition of continued enrollment. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while student is enrolled in the School.

I have received, understand, and will abide by the Technology Acceptable Use Policy.

Dated: _____
Student

The following must also be signed by a Parent/Guardian if the student is under the age of 19.

I have read the Technology Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school.

Dated: _____
Parent/Guardian

STUDENT AND PARENT AGREEMENT:

Since the success of every school depends vitally upon its students and parents, each and everyone together, it is most important that each student and parent read, understand, and agree to uphold the policies of East and West Catholic Elementary School.

This handbook is provided for informational purposes only and does not constitute a contractual agreement between East and West Catholic School and any student or any parent of any student.

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

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

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

We ask that this page be signed, dated and returned to the Principal stating that you understand and intend to abide by the Philosophy and Policies.

We have read, understand, and intend to abide by the Philosophy and Policies put forth in this document:

Student Signature(s) _____

Parent Signature(s) _____

Date _____