

INFORMATION ABOUT THIS HANDBOOK

The policies and procedures put forth in this document reflect the policies and procedures as approved by the Archdiocese of Omaha School Board, and Sts. Peter & Paul 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 Policy Book of the Archdiocese of Omaha Board of Education, and are applicable to all Sts. Peter & Paul School situations and needs.

This handbook is provided for informational purposes only and does not constitute a contractual agreement between Sts. Peter and Paul School and any student or any parent of any student.

The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add 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 Sts. Peter & Paul School's right to institute any course of disciplinary action, which at Sts. Peter & Paul's discretion, is believes is necessary and consistent with its Catholic educational mission.

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

MISSION STATEMENT

The mission of Sts. Peter and Paul Catholic School is to create an atmosphere and provide a curriculum that will

- help the student experience Christian values and community at worship, work and play;
- develop in the student a strong, positive sense of self-regard;
- provide the student with an education that is sound, innovative and up-to-date, enabling him/her to be a productive member of society.

EXIT OUTCOMES

All graduates of Sts. Peter and Paul Catholic School will demonstrate

- religious knowledge, virtues, and practices;
- knowledge of core disciplines and fine arts;
- higher order thinking skills;
- effective communication skills;
- independent learning skills;

- knowledge of practices essential to:
 - good health
 - strong families
 - responsible stewardship
 - effective citizenship
 - life-long learning.

CURRICULUM

Sts. Peter and Paul School follows the State of Nebraska Rule 10 for operation of state approved schools. Curriculum content and time allotments follow this state ruling.

Sts. Peter and Paul follows the curriculum standards established by the Catholic School Office and requires students to complete Archdiocesan Assessments in various disciplines at appropriate grade levels.

Students receive instruction in religion (including human sexuality/chastity education), math, reading, social studies, science, language arts, physical education, health, computer skills, art, and music.

Parents are encouraged to attend the annual Curriculum Night at the beginning of the school year to familiarize themselves with the curriculum for the current school year. Curriculum guides and archdiocesan standards are available in the school office for examination. If Archdiocesan standards are made available online, a link from the school website will be created.

A list of currently used textbooks for each grade level can be found in **Appendix A.**

HOURS OF OPERATION

School office hours are 7:00 a.m. to 4:00 p.m. Monday through Friday.
Faculty hours are 7:30 a.m. to 3:30 p.m. Monday through Friday.

The school day begins at 8:00 A.M. and ends at 3:00 P.M. Half-day kindergarten hours are from 8:00 A.M.-11:10 A.M.

CONTACT INFORMATION

SCHOOL ADDRESS

3619 X Street

Omaha, NE 68107

PHONE NUMBERS

SCHOOL 731-4713

FAX # 731-2633

DAY CARE 731-9319

WEB ADDRESS <http://www.sppomaha.org>

TUITION, FEES, AND REGISTRATION (Updated March 2008)

Tuition

*Parishioner (includes full day Kindergarten)

Number of Children

Cost

1 child

\$1800.00

2 children

\$2000.00

3+ children

\$2200.00

**Non-Parishioner

Number of Children

Cost

1 child

\$3600.00

2 children

\$4000.00

3+ children

\$4400.00

**Please note the non-parishioner rates listed above match those detailed in the 2008-2009 tuition contract.

1/2 Day Kindergarten Only \$900.00 per child, including snack fee œ parishioner \$1,800 per child, including snack fee œ non-parishioner

*To qualify for the parishioner tuition rate, parents of students are expected to make regular church contributions averaging \$15.00 per week and to complete service hours as outlined in the Service Hour Program. See the Tuition Contract for details regarding the Tuition payment plan. Service hours and church contributions are tracked March through February. (Please see the **Appendix E** for more information on the service hour requirements.)

Book/Registration Fee

1/2 Day Kindergarten \$75.00 per child

Grades K-8 \$150.00 per child

The book/registration fee is due at registration. Registration is held at the end of the third quarter for the upcoming school year. After June 1st, the book fee is nonrefundable.

Lunch

Preschool \$1.25/day

Grades K-8 \$1.50/day

Extended Care Preschool

Number of Children

Cost

1 child

\$2.00 per hour

2 children

\$3.50 per hour

3 or 4 children

\$4.50 per hour

Preschool

2 Day \$60.00 per month, including snack fee

3 Day \$85.00 per month, including snack fee

ADMISSION GUIDELINES

Sts. Peter and Paul School complies with state law requiring that a state birth certificate must be on file for every student entering school. The original should be brought to the office for photocopying. Sts. Peter and Paul School also requires that a copy of the baptismal certificate of each entering student be submitted to the school office unless the child was baptized at Sts. Peter and Paul Church. Sts. Peter and Paul School complies with Nebraska State age requirements for Kindergarten and Grade One.

Kindergarten: Children entering Kindergarten must be 5 before October 15th. Exceptions will be made in accordance with state guidelines.

Grade 1: Children entering first grade must be 6 before Oct. 15th. First grade placement is guaranteed by enrollment in Sts. Peter and Paul Kindergarten.

New student admission priority:

1. Children of registered/active parishioners (defined as those with regular donations to the Church)

a. Children from families with children already enrolled

b. First child of school age

2. Children of families new to the school, whose children previously attended a Catholic school where available

3. Catholic children from non-parish families with students already enrolled in Sts. Peter and Paul

4. Transfers from other Catholic schools

5. Other students by interview of pastor /principal.

- Catholic applicants from Sts. Peter and Paul
- Catholics from other parishes
- Non-Catholic transfers

Parishioners or St. Mary's parish (Omaha) will be admitted to Sts. Peter & Paul School under the same guidelines as those who are members of Sts. Peter & Paul parish, and consistent with the policies established by St. Mary's parish.

ACADEMIC PROGRESS

Progress Reports

Progress reports are sent home each mid-term. These progress reports indicate a student's progress to this point. They do not guarantee this grade on the quarter report.

Report Cards

Report cards are sent home each quarter, or approximately every nine weeks. Report cards and progress reports are to be signed by the parents and returned promptly.

Grading Scale

Kindergarten

Grades 1-2

E = Excellent

N = Needs Improvement

S = Satisfactory

Grades 3-8

Special Form

A = 93-100 (4.0)

B = 85-92 (3.0)

C = 78-84 (2.0)

D = 70-77 (1.0)

F = 0-69 (0.0)

Students in grades 7 and 8 have the opportunity to earn a place on the honor roll. Those students averaging a 3.5 and above on a 4.0 scale earn first honors; those averaging 3.0 through 3.4 earn second honors.

Retention (Repeating a Grade)

When a student has not mastered the material required at a particular grade level to the extent that the student will not be able to achieve success in the next grade, retention will be recommended. The decision to have a student repeat a grade is made jointly by school personnel and parents.

ASBESTOS

Sts. Peter and Paul School has been inspected in accordance with AHERA Asbestos Awareness and in compliance with the State of Nebraska. A copy of the management plan is available in the school office.

ASSIGNMENTS AND HOMEWORK (Updated August 2009)

The amount of time spent doing assignments differs with each student's abilities. Neatness, correct form and punctual completion are required for all assignments. 8 Students not meeting these standards can arrange for tutoring with their classroom teacher after school. A reasonable amount of homework is assigned according to grade level. Parents should provide an atmosphere in the home that is conducive to task completion. Students should be supervised and homework checked for completion. Some class time is afforded each day for completion of home-work during class time. Parents should encourage students to use this time wisely. If students require additional tutoring in specific content areas or to master skills, they (or their parents) should arrange for additional help with the classroom teacher.

Teachers are also happy to make suggestions to parents for additional help parents can provide for their children at home.

New Procedures for Missing Assignments/Incomplete Homework

Any student not handing in assignments when due will be required to stay after school and complete a **mandatory** study hall to finish the incomplete/missing assignment. The student will be given a form from the teacher and will be required to notify his/her parents of the after school study hall. If the student is unable to serve the after school study hall on the day it is issued, he/she will serve it the next day. If the student does not serve it the next day, a demerit will be issued. If the student does not complete the missing assignment after the study hall, he/she will be issued a demerit. The grading of the missing/incomplete assignment is at the discretion of the teacher.

The after school study hall will be served with the teacher issuing the form. If that teacher is unavailable after school that day, the study hall will either be served with Miss Brennan at the "Homework Table" on Monday, Tuesday, and Thursday or with any other available teacher.

ATTENDANCE POLICY

State law requires that each school shall provide the following instruction annually

between July 1 and June 30 for the grades it offers

- for elementary grades and full-time kindergarten, the time equivalent to at least 1,032 hours

- for high school grades, the time equivalent to at least 1,080 hours
- for half-day kindergarten, the time equivalent to at least 400 hours

When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics, time shall not be counted in meeting the 400- / 1,032- / 1,080-hour school year requirement. Time scheduled for the school lunch period shall not be counted in meeting the school year requirements. Prompt and regular attendance is required. A child who complains of illness in the morning should not be sent to school. However, children who are absent frequently cannot expect to keep up with their class work. If a student misses more than 10 days per semester, he/she must present a doctor's note in the school office for readmittance. If excessive absences persist, the student's name will be submitted to the Student Personnel Assistant of the Omaha Public Schools, as required by law. Students with excessive absences may be asked to attend summer school or repeat the grade.

Absences

When a child is absent, parents are expected to notify the school (731-4713) between the hours of 7:30 A.M.-8:30 A.M. If an absence has not been verified by 9:00 A.M., the school will contact the parents. If a student must be dismissed early for any reason, including illness, **parents must come to the office to pick up their child.**

Tardiness

Students arriving after the 8:00 o'clock bell are considered tardy and should check in at the office before proceeding to the classroom. (This includes late arrivals due to doctor/dental visits.)

Leaving School During the School Day

When it is necessary for students to leave school during the day (such as for doctor or dental appointments), they should report to the office before first hour to make arrangements. Students should have a note from a parent specifying the reason for leaving and the time the student is to be dismissed from school. Students with permission to leave must check out in the office before leaving, and must check back in when returning. Any student leaving the school building without permission at any time during the school day prior to official dismissal will be subject to disciplinary action.

BAND

Sts. Peter and Paul School students, grades 5 through 8, have the opportunity to participate in the Gross High Junior Band Program. The costs for the program and the instrument are the responsibility of the parent.

BULLYING

See **DISCIPLINE**: Student Offensive Conduct, Harassment, and Bullying

CAFETERIA

Cafeteria Non-discrimination Policy

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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Cafeteria Service

Sts. Peter and Paul School offers cafeteria service at a nominal fee, and students are encouraged to take advantage of this service. The basic menu is a hot lunch that meets the National School Lunch Act standards and which benefits from the government subsidy program. Each month, the lunch menu, along with the month's cost and due date, is sent home with the school newsletter, and is also posted on the school website. Lunches must be paid in advance, as no credit will be offered. All students are asked to eat lunch at school. Students who choose not to take advantage of the lunch program may bring a sack lunch. Exceptions must be cleared by the school administration. Fast food may not be brought to school for lunches.

CALENDAR

See **Appendix B.**

COMMUNICATION / PARENTAL CONCERNS (Updated March 2004)

Communication between parents and teachers is essential. Parent-Teacher Conferences, held after the first and third quarters, are an important opportunity for parents and teachers to discuss a child's progress. The school newsletter lists important announcements about school functions and important dates to be remembered. It is distributed to keep all families informed about what is happening in the school and to show pride in the

accomplishments that have been made. The newsletter and other important information is sent home with the youngest or only child in the family on the last day of each school week in a large envelope. All information should be removed from the envelope and the envelope returned the next school day. The weekly newsletter is also available on the school website. Should parents have any concern regarding their child, they should contact his or her teacher for an appointment. If an understanding is not reached, then the situation should then be brought to the attention of the principal. If this communication does not seem to alleviate the problem, the pastor can be consulted. It is best to handle all communication issues during the school day. Parents are encouraged to call the staff at school and not at their homes except in an emergency. Concerns/complaints regarding school programs or activities should be brought to the attention of the principal.

COMPUTER USE

Guidelines for the Acceptable Use of Computers at Sts. Peter and Paul School

The mission of Sts. Peter and Paul School's technology program is to prepare students to become fully independent Christian participants in a diverse technological society. Students at St. Peter and Paul are exposed to technology through weekly computer classes and have access to computers in their classrooms. These computers are networked and have Internet access. Since there are no federal or state agencies in charge of the Internet, it becomes the responsibility of administration and teachers to take reasonable care in promoting the use of telecommunication resources. Therefore, Sts. Peter and Paul School has developed an **Acceptable Use Policy** for use of the computers and telecommunication resources. Policies include but are not limited to the following:

- Student files are considered personal property which can be accessed by only the author(s) or teachers. Any student who attempts to enter and/or alter another student's files will be subject to immediate disciplinary action.

- No programs may be copied onto the computers at school from personal disks.

- No programs from school may be copied onto disks for use on personal computers.

- Students are responsible for making/updating their own backup disks.

- Anything processed on the school computers is subject to school scrutiny.

- The school network cannot be used in such a way that the student would disrupt

the use of the network by other users.

- All communications and information accessible via the network should be assumed to be private property.

Use of the World Wide Web is for educational purposes only (with specific objectives monitored by the teacher). Every effort will be made to insure access to appropriate web sites. However, no blockage program purchased and installed by the school can prevent students from accessing everything deemed inappropriate. For this reason, it is the student's responsibility to immediately exit inappropriate programs, files, or web sites. Observers share in this responsibility. In order to ensure protection from computer viruses, students may not download games or programs or bring disks from home. Under special circumstances determined by the teacher, exceptions may be made.

Other Expectations and Guidelines

- Students are expected to be courteous and use appropriate language at all times.
- Teachers will monitor contents of any communications or research material.
- Students may never transmit their own or any other person's address or phone number.
- All copyright laws must be observed. As with any other source of information, students should be knowledgeable of the source, and publish only what is known to be true. An opinion should be clearly stated as such, and not as fact. Credit for sources is given, just as for any other document.

Students will be supervised while on the Internet and when using e-mail. Internet and e-mail will be used to enhance the curriculum and to share information. E-mail can/will be monitored by the appropriate staff members.

Parents of primary grade students: Sts. Peter and Paul requests parents' help in explaining the above information to the younger students who may not understand the terms in this acceptable use policy.

The use of Sts. Peter and Paul's computers and telecommunications resources is considered a privilege, not a right. The first offense in misuse of these resources will result in, but not be limited to, a two-week suspension from all computer usage within the school. Second offenses will result in the student serving a one-day in-school suspension. Third offenses will result in a two day out-of-school suspension; a fourth offense will result in the student being asked to leave Sts. Peter and Paul School.

COOPERATION WITH LAW ENFORCEMENT

Access to students and student records by law enforcement officers and other agencies will be granted with the expressed wishes of the student's parent(s) or legal guardian. Exceptions to parental wishes must be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statute.

COUNSELING

Parents assume full responsibility for students recommended for counseling.

DISCIPLINE

Children learn best in an atmosphere of faith, love, care, safety, respect, and discipline. All students are expected to show the utmost respect to all staff and to each other. Students who refuse to follow the discipline plans of their classrooms will be given an appropriate number of demerits. The Sts. Peter and Paul discipline plan is designed to teach students to have self-discipline, to grow closer to Jesus. The discipline/demerit card system utilizes the following practices and procedures:

- The demerit system do not carry over semester to semester. At the start of the semester each student begins with a new card.
- Students in grades 3-8 take their demerit card to each special class except for P.E. Any behavior occurring in P.E. that warrants a demerit is explained on a discipline form and transferred to the demerit card by the classroom teacher. For other subjects, the students carry their demerit cards with them.

- Demerit cards are turned in every Friday. It is the student's responsibility to take care of his/her card and to make sure it is turned in to the teacher Friday before he/she leaves. The cards are returned to the students on the next school day. Any detention that has been given is served on the next Monday after the card is turned in. All detentions are served from 3:00-4:00 P.M.

- Parents receive a phone call from the student if the student accumulates 3 or more demerits in one day.

- A detention is served for reaching 5, 10, 11, 12, 13, 14, 15, 20 & 25 demerit marks. In general, detentions are served on Mondays. If the student receives more than one detention in a week, he/she will serve the detention on the following Monday until all detentions have been served. The parents will receive a phone call informing them of each upcoming detention.

- A copy of the demerit card is sent home when the student reaches 5, 10, 15, 20 & 25 demerit marks.

- Only teachers, staff, and the principal dispense demerits.

- The student can set up an appointment with the teacher to discuss a concern or clarification about a demerit given that day.

- Students who are serving an out-of-school suspension are not eligible for extracurricular activities during the duration of the suspension period.

- Any behavioral problems not listed on the demerit card will be handled by the respective teacher or principal, and appropriate consequences assigned.

- Severe actions such as repeated occurrences of fighting, possession of firearms or any type of weapon, or possession of cigarettes, alcohol, or drugs is addressed under the handbook section entitled SUSPENSION/EXPULSION.

A copy of Sts. Peter and Paul's Demerit Card is included on the next page.

Ss. Peter and Paul School Student Behavioral Card

Quarter _____ Name _____ Teacher _____

*Copy of card

sent home

1 2 3 4 *5 Teacher-Parent contact plus (1 hour) detention

6 7 8 9 *10 Teacher-Parent contact plus (1 hour) detention

11 12 13 14 *15 Teacher-Parent-Student conference plus (1 hour) detention
for each detention)

16 17 18 19 *20 Principal-Parent-Teacher-Student conference
plus 1 day out-of-school suspension

21 22 23 24 *25 Principal-Parent-Teacher-Student conference
plus 2 day out-of-school suspension

26 27 28 29 *30 The case of any student acquiring 30 per semester will go to a
Review Board for possible expulsion

A student receiving 3 or more demerits in one day must phone his/her parent. At the end
of a

quarter any student having less than 15 demerits will receive a new card. A student
having 15 or

more demerits will keep his/her card until the semester. All students are given a new card
at the

second semester. Standard Consequence Chart 4th through 8th Grade (3rd begins at
2nd semester)

Action Demerit

No card when asked 1

Dress Code violation 1

Irresponsibility (incomplete assignments, etc.) 1

Not getting settled for class in the set time 1

Not responding to repeated directions 1

Inappropriate speaking out 1

Misbehavior, disruption of learning environment 2

Pushing, shoving etc. 2

Rudeness to another person in word or action 3

Talking back to teacher or staff 3

Issuance of a new card 3

Cheating in class 3 plus failing grade

Throwing food in the cafeteria 4

Removed from class due to serious disruption

or disrespect to a teacher or staff 5

Serious misbehavior at Mass 5

Physically fighting with another student 5

Inappropriate language 5

Forging or tampering with a demerit card 5

Any behavioral problems not listed above will be handled by the respective teacher, staff,
or

principal and appropriate consequences assigned.

General Rules and Guidelines for Behavior

- Students are to behave in a Christian manner that allows other students to learn. Behavior that distracts students or the teacher is not acceptable.

- Students are to be cooperative with the administration, teachers, paraprofessionals and all staff.
- Students are to be cooperative with safety and fire patrols.
- Students may not use profanity or other inappropriate language.
- Students are to behave in the cafeteria in a manner that allows others present a pleasant atmosphere in which to eat their meal.
- Students should not throw objects at other students, push other students, or act in any manner that shows disrespect or may harm another student.
- Students are to dress in accordance with the school uniform code.
- Students are to be prompt and consistent in school attendance.
- Students are to complete satisfactorily all school and homework assignments.
- Students absent from school without parent or guardian knowledge will be considered truant.
- Students are not to leave the classroom, the school or school grounds without permission from the teacher or principal as well as written permission from a parent.
- Students are not to bring gum or candy to school. At the teacher's discretion, healthy snacks are permitted.
- No playground equipment, toys, playthings, etc. are to be brought from home unless permission has been granted by the teacher for a specific classroom activity. The school is not responsible for these items.
- Fighting is not allowed at any time.
- Students should respect parish property and individual possessions.
- Students are not allowed to possess or use alcohol, tobacco or drugs.

- Student actions or behaviors, inside or outside of school, that cause damage to the reputation of the school as determined by the administration may result in student suspension or expulsion.

Student Offensive Conduct, Harassment, and Bullying

Offensive student conduct or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, or disability is prohibited. Offensive conduct or harassment may result in suspension or expulsion. This conduct includes, but is not limited to

- Explicit and offensive sexual references or gestures;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, or disability;
- Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advances or suggestions of a sexual nature;
- Language, whether oral or written (including graffiti) which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, or disability. In addition, inappropriate display of affection between students will be subject to disciplinary action. Bullying is a form of harassment and is considered a serious offense. When faculty or staff members observe bullying at school, they will take immediate steps to address the situation and stop the behavior. If parents become aware their child is being bullied at school, they should notify school personnel in the event that the behavior has not yet been observed. Students who are bullied outside of school hours or off school grounds (including cyber-bullying) should inform their parents, and parents should contact school personnel so that student behavior can be monitored. Parents of students who are bullied outside of school should contact the parents of other students involved in order to resolve the situation, and, as a last resort, they should contact appropriate legal authorities. Consequences will be determined in relationship to the severity of the behavior. If parents have a question regarding discipline procedures or consequences, they should **contact the teacher first**. If problems with the student continue after efforts with the teacher have been exhausted, the principal should be contacted. The principal will work with parents, teacher, and student to find solutions to the problem. A plan will be prepared so the student has the opportunity to remedy the problem. If

necessary, the pastor and principal may meet jointly to resolve a problem with parents.

If the concern or grievance is with a faculty member, parents should contact the faculty member for a conference before the principal is contacted.

DRESS CODE

Boys' Uniform (K-8)

- Light blue shirt (Cotton or knit)
- Black or navy trousers (Belt must be worn with looped pants)
- White, black, or navy blue socks.
- Black or navy plain sweaters over a uniform shirt are optional

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- Plain black or navy walking shorts may be worn until October 1 and the month of May
- School inscribed navy sweatshirt -- optional 1 8

Girls' Uniform (K-8)

- One piece plaid uniform jumper and white blouse or white knit shirt (K-5)
 - Red plaid uniform skirt and white blouse or knit shirt (6-8)
 - Navy blue skirt
 - Red, white, black, or navy blue socks
 - Red or white sweaters over a uniform shirt --optional
 - School inscribed navy sweatshirt -- optional
- Navy or black slacks may be worn instead of skirts from November - April

1. No Lycra, sweat material, fleece or stretch pants are allowed. A uniform blouse is worn with the uniform slacks.

- Navy or black walking shorts may be worn with a uniform blouse in the fall until October 1 and in the month of May. Walking shorts must be knee length.

Gym Uniform (Grades 6- 8)

For physical education class, students are expected to wear plain short sleeve T-shirts (no printing) and plain shorts or sweatpants (no cut-offs or Lycra bike pants) and non-marking gym shoes (no platform soles or mules).

All Students

Uniforms can be purchased at Dennis Uniform Company. Shirts must be tucked in. All pants must be worn pulled up around the waist. It is recommended that students not wear clogs or backless sandals due to the danger of tripping or falling. Any sandals worn must be worn with socks. Socks must be pulled up to the proper height. The principal reserves the right to determine inappropriate dress within these guidelines.

Appearance (Updated August 2009)

School is a place to learn. Extreme hair styles (including extreme hair coloring) and clothing fads have no place at Sts. Peter and Paul School. Hair and clothing must be moderate. Boys are not to wear pierced earrings. Girls cannot have excessive number of earrings. No other body piercing is allowed. No makeup is allowed. Any student abusing the dress code will be asked to call his/her parents and make the necessary changes before he/she will be admitted to class. The principal reserves the right to determine inappropriate appearance within these guidelines.

EDUCATION FOR TEACHERS

Sts. Peter and Paul School employs only state certified teachers. To insure professional growth and on-going progress, the continued education of teachers is encouraged. In-service days and faculty meetings are required and necessary for efficient teaching and unity among the faculty. Times for these meetings are specified in the annual school calendar. All faculty members participate in the Foundations in Faith (Catholic Church Teaching) programs when they are offered by the Archdiocese.

EXTENDED CARE

Child care before and after school hours is available through Sts. Peter and Paul's Extended Care program. The Extended Care hours are 7:00 A.M. to 5:30 P.M. By law, Extended Care services are available only on school days. The per-hour cost of this service has been included at the beginning of this handbook in the section titled **Tuition, Fees, and Registration**. Hours used are billed in 15-minute increments. Bi-weekly statements are sent home with the youngest or only child. Prompt payment should be returned to school. Parents interested in using this service should contact the school office for availability.

EXTRACURRICULAR ACTIVITIES

Students are not to leave class/school for any purpose other than to receive services that directly support the basic educational program. Students who participate in extracurricular activities must do so before or after the regular school day. Students who participate in sports programs offered through Sts. Peter & Paul Athletic Club must be enrolled at Sts. Peter & Paul School or enrolled in and regularly attending Sts. Peter & Paul Religious Education classes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with The Family Educational Rights and Privacy Act, Sts. Peter and Paul School will

- provide a parent access to the records that are directly related to the student;
- provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; with some exceptions, obtain the written permission from a parent before disclosing information contained in the student's education record; A cumulative file which includes grades earned, results of standardized testing, and teacher evaluations, is kept for each student. Forms recommended by the Archdiocesan School Office are used in the cumulative file. Records will be forwarded at parent request.

FIELD TRIPS

Students periodically have the opportunity to take a field trip. Field trips are learning activities that supplement classroom study. A general parental permission slip is required each school year before a student is allowed to participate in any field trip. Parents are informed of the destination and departure and arrival times for specific field trips during the year. The cost of the field trip is the responsibility of the parents. Teachers and students occasionally walk to nearby parks and areas of interest. If a parent objects to any field trip, he/she should inform the school in writing, and the child will not accompany his/her class. He/She will attend school on the field trip day and work on projects to reinforce what he/she has previously learned. All field trips are accompanied by Sts. Peter and Paul parish or school staff.

A Field Trip Permission slip can be found in **Appendix C**.

HEALTH

Healthy students learn best. Parents can assist the school in promoting a safe and healthy learning environment.

Medical Emergencies

Each child is required to have an Emergency Information Card updated annually and filed in the school office. It is the parents' responsibility to complete the Annual Health Update each school year and update the card when a student's health status changes. This card assists in identifying potential classroom emergencies and health issues which affect the child's learning or require adaptation.

If a child becomes ill or requires medical attention during school hours, the parent/guardian will be contacted. In the event of an emergency, 911 will be called and the child will be taken to the nearest emergency room. The parent/guardian will be notified as soon as possible. Parents are responsible for the cost of any emergency treatment for their child.

Illnesses

For the protection of the student and others, parents should keep their child home when he/she is ill in order to reduce recovery time for the child and the possibility of spreading the illness to others. The following is a list of symptoms that would warrant keeping a child home from school:

- fever of 100 degrees or higher within the last 24 hours
- nausea or vomiting
- diarrhea

- sore throat and/or swollen glands
- severe cold and/or cough with uncontrolled symptoms
- undiagnosed rashes
- draining eye infections

Students with questionable rashes or other conditions / illnesses that could be contagious will be sent home at the discretion of school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or when the condition is no longer present.

Immunizations

Students are required to comply with the Nebraska School Immunization Rules and Regulations before attending classes. Exception to the immunization requirement is made only if a medical reason is documented by a physician, physician assistant, or nurse practitioner. In the case of valid religious objections, parents must complete a form available in the office, have it notarized, and return it to the office where it will be kept on file.

Physical Examinations

Nebraska School Law requires all students entering kindergarten, seventh grade, or transferring from an out-of-state school have a physical examination by a physician, physician assistant or nurse practitioner within 6 months prior to the admittance to school. An exception to this requirement may be made if the parent/guardian submits a written statement refusing a physical examination. Dental examinations are also recommended at this time.

Health Screening

Screening is not diagnostic, nor is it intended to replace regular preventive health care. The goal of screening is to assist parents in identifying potential health problems so they may seek appropriate medical evaluation. Annual health screening includes

- height/weight and vision screening--kindergarten and grades 2,4,6, and 8
- hearing screening--kindergarten through grade 3, and grade 6
- postural screening--grades 6 and 8, usually performed in the spring
- color vision screening --grade 1

Medications

Medication should be given at home whenever possible. When it is necessary for a student to take any medication during school hours, the parent must complete the school's Medication Authorization available in the school office. Medication will be given in school only with written permission, signed by the parent/guardian, listing the medication, dosage, and time the medication is to be given. Over-the-counter medication will not be given at dosages exceeding label directions without written instructions from the physician. It is the parent's responsibility to provide any medication given at school and to assure its safe arrival to and from school. All medication must be sent to school in the original container and will be stored securely on arrival.

Asthma or Systemic Allergic Reactions Protocol

In compliance with Rule 59, Sts. Peter & Paul School has adopted an — Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol“ and is equipped to implement the protocol while school is in session in the case of any student and / or school staff member.

Student Privacy

When the school becomes aware that a student suffers from an illness or condition that is highly contagious and can be spread through normal student interaction, a delicate balance must be maintained between informing parents and protecting individual privacy. Situations will be handled on a case-by-case basis.

INSURANCE

Parents may purchase student accident insurance from an insurance company of their choice or select a plan from the information sent home through the school.

The school does not carry accident insurance on children.

LIABILITY

Parents are liable for any damage their children cause to parish or school property.

LIBRARY

Sts. Peter & Paul library enriches the school curriculum, encourages leisure reading, and helps the students learn library skills. All students are scheduled for a weekly library period. Sts. Peter & Paul School is in compliance with Rule 10 of the State of Nebraska. The library is computerized. Computer software allows students to search for books by title, author, or subject. The library computer also has an encyclopedia, dictionary, and reference material

for student use. Reference material cannot be removed from the library. Lost or damaged books must be paid for or replaced by the student.

MASS ATTENDANCE

Students in grades 1 æ 8 attend Mass with their classmates one day a week. To help make Mass more meaningful, the children have the opportunity to prepare and participate in the liturgy. Each class also prepares an all-school Mass. Kindergarten students attend only these all- school Masses. Sts. Peter and Paul School encourages all parents to attend Mass during the week with their child and be role models for the child. Parents are welcome to sit with their child during Mass. Parents are encouraged to continue Christian modeling through attendance at Sunday Mass.

NON-DISCRIMINATION (Added March 2006)

Sts. Peter and Paul School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARENTAL DISAGREEMENT WITH SCHOOL PROGRAMS / ACTIVITIES

If parents are seriously dissatisfied with an aspect of the school's program or activities which the school administration has deemed as integral to or in the best interest of the school's goals, the parents may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of the parents, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children. If the school exercises this prerogative, the administration will first notify the parents of such intent and provide time for the parents to present their viewpoint or concerns.

PATRIOTISM

Students join with classmates in the Pledge of Allegiance and a patriotic song each day. Patriotism is encouraged at Sts. Peter and Paul School; it is included in all aspects of the curriculum.

PLAYGROUND

Children are always supervised on the playground. Courteous and safe conduct is expected of the students using the playground.

RE-REGISTRATION PROCEDURES

Re-registration of current students for the next school year typically occurs in the spring during Parent-Teacher conferences. To re-register, tuition payments must be current. A book fee is paid at the time of registration.

Registration information for students new to the school can be found in the **Admission Guidelines** section.

RELIGIOUS EDUCATION

The Religious Education Office provides opportunities for enrichment and continuing education for parents, teachers, and students involved in the religion programs of both Sts. Peter and Paul School and Sts. Peter and Paul CCD program. Parents of students eligible to receive the sacraments of Reconciliation, Holy Eucharist, and Confirmation receive information and resources from the Religious Education Office to help their children prepare for these sacraments. Also, the Religious Education Office makes available resources and other support materials to help students recognize and appreciate their Catholic Christian identity.

RELIGIOUS INSTRUCTION / SACRAMENTS AND PRAYER

Students receive formal and informal religious instruction each day. Students receive special intense preparation for Reconciliation, Holy Eucharist and Confirmation. Prayer (both formal and spontaneous) is an important part of each day at Sts. Peter and Paul School. Students begin and end each day in prayer. Grace is recited before lunch. Special prayer services are planned for feasts and liturgical seasons.

REPORTING OF CHILD ABUSE

Sts. Peter and Paul Administration and Faculty are bound by law to report any suspected child abuse to appropriate authorities.

RIGHTS OF NON-CUSTODIAL PARENTS

Non-custodial parents may submit written requests for their child's records unless a court order prohibits them from doing so. School personnel may assume the noncustodial parent has a right to the student's records unless a court order to the contrary has been provided to the school. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but the school office will notify the custodial parent that the school intends to comply with a request from the non-custodial parent.

Non-custodial parents may attend regular parent/teacher conferences or arrange special conferences, unless they have been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, are not considered part of a student's records. The school may comply with requests for general information, but it is not required to provide such information to non-custodial parents.

The school will not release a child to the non-custodial parent 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 classroom with the school's permission, unless restricted by a court order.

If parents have joint custody, both parents have the same rights, unless restricted by court order. The school may require a copy of the legal document indicating the custodial parent, and may also require identification from the non-custodial parent.

ROLES AND RESPONSIBILITIES

Parents

Parents should be involved with their child's education as much as possible. This can be done by attending daily Masses, helping the child with homework, coming to programs presented at school, and by letting the student know that they and the school are partners in the education of the student. Parents should contact the child's teacher if any questions arise. Parents should expect their child to practice diligence and self-discipline, to practice good study habits, and to submit well-prepared assignments. These expectations will greatly enhance the academic achievement of the student.

Students

Sts. Peter and Paul students are expected to practice good study habits, complete all assignments, practice self-discipline skills, follow classroom and school rules and procedures, and treat all people in a Christian manner. The students are asked to share their experiences with their parents. All students must show the utmost respect for their classmates, teachers and all persons at Sts. Peter and Paul School.

SAFE ENVIRONMENT TRAINING

Both salaried staff and volunteers who have one-to-one contact with children in the Catholic schools in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools. This training is also required for all volunteer sports coaches and other adults who have contact with children in parish-sponsored activities (such as Children's Choir).

A complete Child Protection Policy manual is available in the school office.

SAFETY

Bicycle Safety

Students who ride bicycles to school must park them in assigned areas. Students are to walk their bicycles on school grounds, an action which will respect the safety of all students.

Fire Drills and Fire Patrol, and other Safety Drills

In compliance with state regulations, fire drills are conducted on a regular basis. Students in eighth grade serve as members of the fire patrol. Their assistance assures safety for the students.

Safety drills are held throughout the school year and require everyone's cooperation. When the alarm sounds, students will leave the building in silence following the proper route to a safe area. Teachers are the last to leave the classrooms. Exit the building or move to the designated safe area as quickly and quietly as possible. If a student should accidentally sound the fire alarm, that person should report it to the office immediately. Pranks regarding the use of the fire alarms are considered serious offenses and will result in disciplinary action.

Pedestrian and Traffic Safety

To insure student safety, the following procedures have been adopted by Sts. Peter and Paul:

- Safety patrols are on duty before and after school at established street crossings as listed in the school newsletter at the beginning of the year. If safety patrol stations are changed during the year, parents will be notified via the school newsletter.
- Students must cross only at established crossings and cooperate with the safety patrols.

- Vehicles should not enter the lot behind the gym to drop off or pick up students.
- "X" Street is one way going east during school operation, 7:00 A.M.- 4:00 P.M.
- Vehicles should not double park or park on the north side of "X" Street. Adequate parking is available in the North parking lot. To walk a child into the school building, please park in the north lot or on the south side of — X“ Street to the east of the safety patrol crossing.
- From 7:00 to 8:00 A.M. on school days, the area marked by cones in front of the school is a no parking zone and should be utilized as a drop-off zone only.
- In all circumstances, drivers should follow directions of school personnel on duty before and after school.

Safety Patrol

Students in grade 6, and when necessary, grade 7, are asked to serve as members of the safety patrol. Serving as a safety patrol provides students the opportunity to serve the community and build pride and respect for law enforcement. All students are expected to follow the directions of these patrols.

SCHOOL HOURS

Hours of Operation

The school day begins at 8:00 A.M. and ends at 3:00 P.M. Half-day kindergarten hours are from 8:00 A.M.-11:10 A.M. Students should not arrive before 7:40 A.M. unless they check in at Extended Care. **Students should not remain after 3:00 P.M. unless they are scheduled for**

schoolwork, disciplinary action or a school activity. Sts. Peter and Paul School does not assume responsibility for unsupervised students.

Extended Care hours are 7:00 A.M.- 5:30 P.M. Students who remain at school after

3:10 will be escorted to Extended Care for their safety, and their parents are billed for the time they are in Extended Care.

School Closing

During inclement weather and other emergencies, the Archdiocesan School Office makes all decisions regarding dismissals. Radio KFAB (AM 1110) or KGOR (FM 99.9) broadcast weather announcements concerning school closings and dismissals. Students will be released at dismissal according to the directions provided on the emergency card on file in the school office. On hot days, especially if the temperature has reached 80 degrees before 10 a.m., a decision will be made regarding early dismissal. Dismissal will be at 1 P.M. because of heat.

SCHOOL SECURITY

For the safety and security of our students, all doors leading into the school are kept locked at all times. The west entrance to the school from the gym lobby is equipped with an audio/video entry system. The system allows school personnel to monitor the lobby area and control entry into the school. Visitors are required to use the call button on the box located to the right of the double doors and identify themselves before gaining access to the school. During the hours of 8:00 a.m. æ 3:30 p.m., the school office personnel operate the system. From 3:30 p.m. æ 5:30 p.m. daycare personnel operate the system. 2 8 During school hours, visitors are required to check in at the school office, sign a visitor log and receive a visitor's badge. Upon completion of their visit, visitors must sign out and return their badge.

SCHOOL STAFF

See **Appendix D**.

SCHOOL SUPPORT ORGANIZATIONS

- **Board of Education** œ advises the pastor on the total educational program and policy for the parish. This educational program includes Religious Education for all pre-school and school age children, preparation for sacraments, and adult education. Members of the Board of Education are elected in May and serve for terms of three years. See **Appendix D** for a current list of Board members.
- **Home and School Association** œ acts as a channel of communication between families and the five-day school. It provides an essential link between the administration, teachers, and the parents. As part of its activities, the Home and School Association sponsors fundraisers to supplement the school's budget and provides social activities for parents and students.
- **Athletic Club** œ promotes and sponsors athletic activities for the parish, and fosters good fellowship through social events to create a better relationship among its members and the families of Sts. Peter and Paul Parish.

SCHOOL VISITS

All visitors must report to the school office. School time is devoted to instructional purposes; therefore, the school asks that parents and visitors make an appointment before visiting any classroom during school hours. In

an emergency situation, visitors should go directly to the office. All parents are welcome to attend school assemblies.

SERVICE HOURS EXPECTATIONS

Parents of all students are expected to complete a minimum number of service hours as part of their child's enrollment at Sts. Peter & Paul School. For families in all grades K æ 8, the required number of service hours to be completed during the program year is as follows: Two-parent family - 40 hours Single-parent family - 20 hours

See Appendix E for information regarding the Sts. Peter and Paul Service Hour program requirements.

STANDARDIZED TESTING

In addition to the administration of teacher-made tests and assessments which are part of the curriculum, a number of standardized tests are given to students during the school year to help the teacher better evaluate the progress of each child. These tests include

- Iowa Test of Basic Skills (I.T.B.S.) Achievement and Mental Ability Tests--Grades 4 & 7 in autumn
- I.T.B.S. Achievement Tests--Grades 2 through 8 in autumn
- I.T.B.S. Criterion, Reference and Achievement--Grades 5 & 7 in autumn
- Reading and Math Assessment--Grades 1 & 2 in autumn
- Reading and Math Tests--Grades 1 through 8 in spring

The results of these tests are typically shared with parents at conferences (after results have been sent to the school).

SUBSTANCE ABUSE

Sts. Peter and Paul Catholic School is a drug-, alcohol-, and tobacco-free building. Possession, distribution, or use of drugs, alcoholic beverages, or controlled substances is strictly prohibited.

Possession or Distribution

Possession includes any knowing and voluntary having, taking, receiving, or handling of drugs, alcoholic beverages, or controlled substances.

- **First Offense:** Long-term suspension for 19 days and completion of an approved chemical dependency program. Failure to complete a chemical dependency program will result in expulsion for one semester. Law enforcement will be contacted.
- **Second Offense:** Expulsion from Sts. Peter & Paul. Law enforcement will be contacted.

Use

A student is considered to be under the influence when there is evidence the student has consumed alcohol or a controlled substance and there is an impairment of the student's ability to think and act correctly and efficiently. Evidence of consumption may include the odor of alcohol on the student's breath; the odor of marijuana on the student's breath or person; other physical signs of consumption and the testimony of reliable witnesses that the student did consume alcohol or a controlled substance prior to coming onto school grounds or in a vehicle owned, leased or contracted by the school for a school purpose by a school employee or his/her designee, or attending a

school sponsored activity or athletic event. Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes, and difficulty in orienting time and place.

- **First Offense:** Long-term suspension for 19 days and completion of an approved chemical dependency program. Failure to complete a chemical dependency program will result in expulsion for one semester. Law enforcement will be contacted.

- **Second Offense:** Expulsion from Sts. Peter & Paul. Law enforcement will be contacted.

SUSPENSION/EXPULSION

On occasion, students can or ought to be suspended and / or expelled. Reasons for suspending and / or expelling a student include

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

*(Incorrigible means the student has been corrected a number of times but refuses to change his / her behavior.)

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

Definitions

- **Suspension:** the temporary exclusion of a student from the classroom.
- **Suspension at Home:** Students will not be allowed to return to school for a 1 to 3 day period. The suspended student is responsible for all schoolwork provided by the school; the parent is responsible for supervision of the suspended student.
- **Expulsion:** the permanent expulsion of a student from the school and school activities.

Sts. Peter and Paul School personnel strive to solve discipline matters in a cooperative manner between student, parents and school. However, it may become necessary to discipline a student by suspension or expulsion. No student will be suspended or expelled without parent notification.

The conditions or circumstances which may lead to these disciplinary actions include but are not limited to the following:

- Violations of the philosophy and/or policies of Sts. Peter and Paul School;
- Serious disruption of a class or school situation;
- Use of abusive, rude, disrespectful or inappropriate language or responses to teachers, teacher assistants, volunteers or other adults;
- Threatening of or actual physical harm to another student or adult;
- Displaying behavior which presents a moral danger to other students
- Continuing/refusing to change behavior that has been corrected a number of times
- Damaging the property of the school, church, or another person's belongings;

- Possessing a dangerous weapon or substance. Sts. Peter and Paul School policy requires expulsion from school for a minimum of one year for students who knowingly and intentionally possess, use or transmit a firearm on school grounds, in a school vehicle, or at a school-sponsored activity or event (This policy shall authorize the pastor or the principal to modify the expulsion requirement on an individual basis)

Procedure for Suspension:

- The student will be removed from the situation and taken to the principal's office.
- The situation /circumstances will be investigated by the principal. All parties involved will be consulted.
- Decision to suspend rests with the principal, but the pastor will be notified. If suspension is necessary, parents will be notified. Reason, length and condition of suspension will be discussed with the parent, but the decision regarding suspension rests with the principal.

Procedure for Expulsion:

- Student will be removed from the situation and taken to the principal's office.
- The situation /circumstances will be investigated by the principal. All parties involved, including the parents, will be consulted.
- The parent will be notified in writing of the expulsion circumstances.
- The decision to expel rests with the principal and pastor.
- The student or parents may appeal an expulsion within five days of the expulsion. The student remains out of school until the hearing. The hearing will be held within three days from the time the parents and students are notified. All statements of cause and the cumulative record of the student will be available for both parties to review.
- The hearing board will consist of the Pastor and the Board of Education President.

- The determination of the hearing will be reported to the parents within ten days of the hearing. (Hearing procedure guidelines are available upon request.)
- The student or parents may appeal the hearing board's decision to the total Board of Education within fifteen days of the hearing.
- It is the responsibility of the administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

TELEPHONE

The school telephone is a business telephone. Parents should avoid calls to children except in an emergency. Students are allowed to use the phone for necessary purposes only with office permission. Students are not allowed to use cell phones during the school day. If brought to school, these items may be confiscated and returned only under certain conditions.

TOBACCO USE

Sts. Peter and Paul School is a smoke-free building. Possession, distribution, or use of tobacco within the school building, on school grounds, or at school sponsored activities is strictly prohibited.

- **First Offense:** Parent/Student/Teacher Conference
- **Second Offense:** Parent/Student/Teacher Conference, in-home suspension
- **Third Offense:** Expulsion

TRANSFER STUDENTS

Student applicants will be accepted on the basis of space availability and past academic and behavioral records. Students transferring into Sts. Peter and Paul school will be placed on a nine-week probation period. At the end of the probation period, the school administration will review the student's records and school performance and make a decision about permanent placement. Applicants for the middle school grades (6 through 8) are not accepted unless they have recently moved into the parish and classroom space is available. Students who have been expelled from another public or private school will not be accepted.

USE OF SCHOOL PROPERTY AND / OR GROUNDS

Sts. Peter and Paul School is not responsible for students using playground equipment before or after school hours. The school does not assume any liability for students using playground equipment outside of school hours.

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance / obligations, Sts. Peter & Paul follows the Archdiocesan policy that all scheduled non-religious use of the school facilities will begin no sooner than 12:00 noon on Sundays. Pre-arranged approval may be granted by the pastor or principal.

Groups or individuals that wish to use the school cafeteria, gym, or grounds should contact the parish rectory (731-4578) for information.

VOLUNTEERS

Volunteers are always welcome at Sts. Peter and Paul School. All people who work directly with students should remember to respect the privacy of these students. It is essential for the smooth operation of the school that volunteers cooperate fully with the administration and faculty when carrying out any duties related to the volunteer's school activities.

WEAPONS

Students are forbidden to knowingly and voluntarily 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 not school-related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives, or other chemicals.

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

- **First Offense:** immediate suspension and possible in expulsion. Law enforcement will be contacted.
- **Second Offense:** immediate expulsion. Law enforcement will be contacted.

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

WELLNESS POLICY

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. Sts. Peter and Paul School is in compliance with this policy that requires all members of the school and community to maintain an environment that enhances maximum student potential.

Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Sts. Peter & Paul promotes nutrition education throughout a student's educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary for the student to make healthy food choices for a lifetime.

Physical Activity

Sts. Peter & Paul strives to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success, and general personal well-being. Opportunities for physical activity are promoted throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a student's educational program.

Nutrition Standards

Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School

reimbursable meals meet the federal program requirements and nutrition standards. Sts. Peter & Paul staff promotes the Archdiocesan standards and provides information relative to foods and beverages sold or served to students outside of the school meal programs.

Other School-Based Activities

Sts. Peter & Paul promotes a school environment which provides consistent wellness messages that are conducive to healthy eating and being physically active.

APPENDIX A

TEXTBOOKS CURRENTLY USED FOR EACH GRADE LEVEL

GRADE & SUBJECT

TITLE

K Religion

Faith First

K Language Arts

A Reason for Handwriting

K Language Arts

McGraw Hill Phonics

K Language Arts

My Word Book

K Mathematics

The Path to Math Success

K Other

Scholastic News Let's Find Out!

1 Religion

Faith First

1 Language Arts

Reading

1 Language Arts

English

1 Language Arts

Phonics Level A

1 Language Arts

Everyday Spelling

1 Mathematics

The Path to Math Success

1 Social Studies

Families and Friends

1 Science

Discovery Works

1 Health / PE

Health Focus on You

1 Music

Music for You

2 Religion

Faith First

2 Religion

Reconciliation & Eucharist

2 Religion

My Mass Book

2 Language Arts

Reading

2 Language Arts

English

2 Language Arts

Phonics Level B

2 Language Arts

Everyday Spelling

2 Language Arts

Words I Use When I Write

2 Language Arts

A Reason for Writing

2 Mathematics

Progress in Mathematics

2 Social Studies

People and Places

2 Science

Discovery Works

2 Health / PE

Health Focus on You

2 Music

Music for You

3 Religion

Faith First

3 Language Arts

English

3 Language Arts

Phonics Level C

3 Language Arts

Reading & Spelling

3 Language Arts

More Words I Use When I Write

3 Mathematics

Progress in Mathematics

3 Social Studies

Communities Around Us

3 Science

Discovery Works

3 Health / PE

Health Focus on You

3 Music

Music for You

4 Religion

Faith First

4 Language Arts

Reading

4 Language Arts

English

4 Language Arts

Word Study (Phonics)

4 Mathematics

Progress in Mathematics

4 Social Studies

Regions and Resources

4 Social Studies

The Nebraska Adventure

4 Science

Discovery Works

4 Health / PE

Health Focus on You

4 Music

Music for You

5 Religion

Faith First

5 Language Arts

English

5 Language Arts

Reading

5 Mathematics

Progress in Mathematics

5 Social Studies

Our United States

5 Science

Discovery Works

5 Health / PE

Health Focus on You

5 Music

Music for You

6 Religion

Faith First

6 Language Arts

English

6 Language Arts

Quest

6 Mathematics

Progress in Mathematics

6 Social Studies

The World and Its People

6 Science

Discovery Works

6 Health / PE

Health Focus on You

6 Music

Music for You

7 Religion

Faith First

7 Language Arts

English

7 Language Arts

Literature and Integrated Studies

7 Mathematics

Mathematics Course 2

7 Social Studies

History of the World

7 Science

Earth Science —Science Explorer“

7 Health / PE

Health Focus on You

7 Music

Music for You

8 Religion

Faith First

8 Language Arts

English

8 Language Arts

Literature and Integrated Studies

8 Mathematics

Pre-Algebra and Algebra

8 Mathematics

Tools for a Changing World

8 Social Studies

American History: Early Years to 1877

8 Social Studies

American History: The Modern Era Since 1865

8 Science

Physical Science

8 Health / PE

Health Focus on You

8 Music

Music for You

APPENDIX B 2008 & 2009 SCHOOL CALENDAR

See Website for yearly calendar.

APPENDIX C

PARENT/GUARDIAN CONSENT FORM AND LIABILITY WAIVER FIELD TRIP

Participant's Name _____

Birth Date _____ Sex _____

Parent/Guardian's name _____

Home Address _____

Home Phone _____ Business Phone _____

I, _____ grant permission for my child, _____

Parent/Guardian's name _____ Child's name _____ To participate in this educational event that requires transportation to a location away from the parish / school site. This activity will take place under the guidance and direction of parish employees and/or volunteers from **Sts. Peter & Paul School** during the **2006-2007** school year. A brief description of the activity follows: Type of event: **Field Trip** Destination of event: **Various** Individual in Charge: **Sts. Peter & Paul Employees** Estimated time of departure and return: **Various** Mode of transportation to and from event: **Various** As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor (—participant“). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend **Sts. Peter & Paul Parish / School**, its officers, directors, employees and agents, and the Archdiocese of Omaha, its employees and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Archdiocese of Omaha, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish / diocese.

Signature: _____ Date: _____

APPENDIX D

Sts. PETER & PAUL SCHOOL STAFF

Principal - .Mr. Richard Leimbach

Director of Religious Education - .Mrs. Wilma Smith

Pre-School - Mrs. Leslie Simanek

Kindergarten - Miss Sue Bednarz

Grade One - Miss Michelle Hazuka

Grade Two - Mrs. Vicki Thompson

Grade Three - Miss Theresa Brennan

Grade Four - Mrs. Diane Svehl

Grade Five - Mrs. Patty Rezek

Grade Six - Mr. Ryan Lampe

Grade Seven - Mrs. Cassandra Schroeder

Grade Eight - Mr. Brian Knaus

Physical Education - Mrs. Bev Hagerty

Computers - Mr. Michael Bezouse

Art - Mrs. Deb Larson

Music - Mrs. Kathleen Tim

Librarian - Mrs. Joan Fransiscus

Office - Mrs. Sharon Ruskamp, Mrs. Kris Mach

Cafeteria Manager - Mrs. Debi Napravnik

Day Care Coordinator - Mrs. Lynnae Melcher

Sts. PETER & PAUL BOARD OF EDUCATION

Elected Members:

Joan Hug

Susie Wertzic

Ex-Officio Members

Fr. Frank Partusch, Pastor Rich Leimbach, School Principal Wilma Smith, Director of Religious Education Kathleen Tims, Teacher Representative

APPENDIX E SERVICE HOURS INFORMATION

Under Construction