

St. James/Seton School

Family Handbook

2017-2018



A Quality, Faith-Filled Catholic Education

Faith.
Family.
Future.

Welcome to the ST. JAMES/SETON CATHOLIC FAMILY

Dear Parents and Students of St. James/Seton Catholic School,

Whether you have your first child attending St. James/Seton, have transferred to our school this year, or are returning, we are happy you have chosen SJS. This booklet will help you learn about the many activities and programs which enhance the outstanding education your child will receive. This handbook will also help you to include the whole family in activities which strengthen the Catholic communities of St. James and St. Elizabeth Ann Seton parishes. The values of the Catholic Church are taught by the primary educators of your children, you, and reinforced by their teachers, classmates and other families. As you read through this handbook, we hope you will feel warmly invited to participate and become an active member of the St. James/Seton family.

I hope that when you reflect upon St. James/Seton School, you have a feeling of just how dynamic an educational institution it really is. We are at the top of the educational pyramid and we intend to stay there. With the leadership of the two Pastors, the involvement of two excellent viable parishes, a strong staff, and families like yours, we will only continue to improve.

Here at St. James/Seton we involve families in many activities. Parents are expected to support their parishes financially while also sharing their time and talents with the school and the parish. In addition to the many volunteer projects, both parishes have many programs, committees and support groups which need you! Whether an activity is a service opportunity, a social time, or a continuing education moment, we encourage you to participate. Your faith and your family's faith will be enhanced and strengthened.

We would hope that all family members realize they are part of the St. James/Seton family and are always invited to share their lives within our Catholic community.

Thank you for your prayers and support of St. James/Seton Catholic School. We look forward to another successful school year.

Peace,
Mr. William Kelly
Principal

Table of Contents

	Page(s)
Welcome	1
I. INTRODUCTION	7-11
Forward	
Mission Statement	
Statement of Purpose	
Brief History of Parishes and School	
Exit Outcomes for SJS	
Belief Statements for SJS	
A St. James/St. Elizabeth Ann Seton Parishioner	
II. ADMINISTRATION	11-13
Pastors	
Principal	
Director of Faith Formation	
Total Board of Education	
Faith Formation Committee	
Finance Committee	
Development Committee	
Athletic Association	
Home and School Association	
III. SCHOOL STRUCTURE	13-15
Instructional Hours	
School Schedule	
Report Cards and Grading	
Mid-Quarter Reports	
Failing Work	
Promotion Policy	
Procedure for Retention	
IV. ACADEMICS	15-20
SJS Core Curriculum	
Religious Formation	
Mass	
Liturgy Leaders	
Sacramental Preparation	
Servers	
Vocations Awareness	
Circle of Grace	
Additional Reading Programs	
Accelerated Reader.....	
Book-it Program	
Book Fairs	
Birthday Book Program	
Arts	
Art	
Music Programs	

- Music in Catholic Schools
- Spanish Language Program
- Academic Contests
 - Geography Bee
 - Math Team
 - Science Fair & Invention Fair
 - Speech
 - Spelling Bee
- Technology Program & Curriculum
- Student Services Program
 - S.A.T. Team
 - Student Services Team
 - OPS Services
 - SJS School Counseling & Guidance
 - Response Team
 - Rainbows for All God's Children
 - Leadership Development
 - Discipline with Purpose
 - Safety Patrol
 - Student Senate
 - Liturgy Leaders

V. ADMISSIONS..... 20-23

- Admissions Policy
 - Priority For Acceptance of Students
 - Application/Acceptance Procedure
 - Admission Age Requirements
 - Prerequisites For Registration
 - Fees

VI. DAILY SCHOOL INFORMATION & PROCEDURES.... 23-27

- Care of School and Personal Property
- Catholic Schools Week
- Demerit Cards
- Field Trips
- Graduation
- Holiday Parties
- Homework
- Hot Lunch Program
- Journals
- Leaving School Grounds
- Lockers
- Lunch with Students
- Lunch Times
- Media Center
- Parochial High Schools
- Parties
- Party Invitations
- Personal Property

- Pets
- School Portraits
- Student Generated Materials
- Student Photographs
- Textbook Accountability for Students
- Throwing of Objects
- Vacation Bible Fun
- Vandalism

VII. PARENT-GUARDIAN INFORMATION..... 27-32

- Asbestos Management Plan
- Cancellation of School
- Change of Address
- Child Abuse
- Communication
- Conferences
- Discipline with Purpose
- Driving and Parking
- Financial
 - Fundraising
 - School Endowment
 - School Technology Endowment
 - Tuition
 - H.O.P.E.-Help Out Parish Excel Program
- KidsCare
- Nebraska Federation of Catholic School Parents
- Sexual Harassment Policy
- Smoking
- Visitors
- Withdrawal From School

VIII. CONDUCT & DISCIPLINE..... 32-35

- Conduct
- Archdiocese Physical Restraint and Seclusion Policy
- Bullying and Cyber Bullying
- Criminal Offenses
- Detentions & Supervised Study
- Extra-Curricular Activities

IX. ATTENDANCE..... 35-37

- Absences
- SJS Attendance Protocol
- Homework Requests
- Tardiness

X. HEALTH..... 37-40

- Health Screening
- Annual Student Health Update
- Physical Exam

Eye Exam
Illness or Injury
Immunization and Communicable Diseases
Aids Policy
Asthma Protocol
Medication Policy
Insurance

XI. VOLUNTEERING..... 40-42

Volunteer Opportunities
Parent Participation Hours & Volunteer Code of Ethics
Charter for the Protection of Children & Young People
Status as a Volunteer
Treatment of Confidential Information
Representation and Professional Behavior
Media Contact
Circle of Care: A Safe Environment For All
 Article 12
 Article 13
 Background Checks
 Respecting All God's People Training

XII. ORGANIZATIONS AND PARISH ACTIVITIES..... 42-45

Home and School Association
Scouting
Parish Activities
 Sunday School
 Nursery
 Youth Ministry at St. Elizabeth Ann Seton
 St. James Youth Ministry
 Playgroups
 Parish Athletics
 SJS Athletic Association
 Competitive Sports Sponsored by Athletic Assoc
 Volleyball
 Football
 Basketball
 Track
 Soccer

XIII. ADDITIONAL SCHOOL POLICIES..... 45-58

Cell Phone/Pager & Other Electronic Devices Policy
Computer Technology Policy
Delinquent Tuition and/or Fees
Discipline Policy
Uniform Policy/Dress Code/Student Appearance
Drug and Alcohol Policy (Student)
Fund-raising Policies For Educational Programs
Grievance Policy and Procedure

Multicultural Education Policy
Non-custodial Parent Policy
Smoking/Chewing Tobacco Policy
Student Records Policy
Technology Acceptable Use Policy
Weapons Policy
Wellness Policy
Withdrawal of Registration and Fees

Additional Archdiocesan School Board Policies To Note

58-64

Policy On Self-Administration of Prescription Asthma or
Anaphylaxis Medication at School
Policy on Self-Administration of Diabetic Condition at
School During School-Related Activities
Cooperation with Law Enforcement and Other Governmental
Agents Requesting Access to Students
Sunday Policy
Release of Student Information
Internet Acceptable Use Policy
Use of Physical Restraint & Seclusion
Cooperation with Law Enforcement & Other Gov't Agencies
Requesting Access to Students

XIV. APPENDICES

64-75

Morning Drop-off Procedure
Dismissal Procedure
Intruder in the Building or Potentially Dangerous Situation in the Area
Recess Policy for Cold Weather
Class Evacuation Plan
Tardy Policy
Discipline Philosophy/Policy

I. INTRODUCTION

Forward

This handbook is intended to serve as a guide for working toward a better realization of the philosophy and goals of St. James/Seton Catholic School by providing the parents and students with a common understanding of the spirit and general regulations and procedures of the school.

The term “parent” contained within this document shall mean the parent, guardian, or person acting in the place of the parent, such as a grandparent or stepparent with whom the child lives, as well as persons who are legally responsible for the child’s welfare.

This family handbook is provided for informational purposes only and does not constitute a contractual agreement between St. James/Seton School and any student or any parent of any student.

The information contained in the handbook provides a general description of rules, regulations and procedures. 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 restrictions upon St. James/Seton School’s right to institute any course of disciplinary action which, in St. James/Seton School’s sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Parents who enroll their children in a Catholic school will agree to follow the mission and rules of the school.

St. James/Seton School Administration

Mission Statement

St. James/Seton Catholic School

St. James/Seton School Community provides a safe and nurturing learning environment in which our students grow in mind, body, and spirit through a quality, faith-based and service-oriented Catholic education.

Statement of Purpose

Parents are the primary educators of their children...

All that the school provides is meant to complement the efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

We ask that you continue your efforts in faith development and continue to model for your children the discipleship of Christ. Your own commitment to prayer, to the Eucharistic liturgy, to the Sacrament of Reconciliation, to service of others, and to compassion and assistance to those in need, will form your children in practices that will enable them to deepen their relationship with God.

St. James/Seton School's mission is to provide the best Christ-centered education possible for each child. In order to accomplish this, there must be a concentrated, cooperative effort between the parent(s) and the school. The school's curriculum guides students in their expected knowledge and skill development. Teachers provide instructional experiences and guidance to assist students in mastering the material. Teachers also know that diligence and self-discipline are essential to academic success and the full realization of each student's potential. They expect diligence and self-discipline on the part of each student.

Parents who expect diligence and self-discipline of their children, who require development of good study habits, well-done assignments, and supplementary reading, greatly enhance their children's academic achievement.

We ask that you continue to expect from your children these high standards. Together, we can best prepare them for, not only the world they face, but the world they live in now.

A Brief History of Our Parishes & School

On June 13, 1963, Archbishop Bergan officially established St. James Parish. The Archdiocese purchased a site for the new parish in November, 1961, at 90th and Tomahawk Blvd. on one half acre of land.

The founding pastor, Fr. Jerome Dickes, arrived in Omaha in June, 1963, from Butte, Nebraska. Fr. Dickes bought a home at 9130 Tomahawk Blvd. At first, St. James parishioners attended Mass at Boyd School. The plans for the new parish consisted of a 16 room school, temporary church, and multi-purpose room. St. James School opened in September, 1965, with 526 pupils in Grades One through Eight. The parish welcomed Sr. Ruth Arnott as the first principal, three other Servants of Mary, and eleven lay teachers.

The sisters moved into their convent in November, 1965, at 9124 Tomahawk Blvd. In September, 1966, ten rooms were added to the school.

A new principal, Sr. Alice Kotwick, OSM, came in 1971. In 1972 St. James built a new rectory located at 9025 Larimore. The original rectory at 9130 Tomahawk Blvd. was converted to parish office space.

Fr. Robert Eimers succeeded Fr. Dickes as pastor of St. James in January, 1976, and stayed until January, 1980. Fr. Wm. Fitzgerald served as pastor from 1980 until 1987, and in June of 1987, the parish welcomed Fr. Richard Swolek.

In June, 1991, Fr. Kenneth Potts replaced Fr. Swolek as pastor.

On June 17, 1981, St. James Parish gave birth to a new parish, St. Elizabeth Ann. Fr. Thomas McDermott was named founding pastor and with the help of his parishioners established residence at 11212 Grande Ave. Sunday Masses were held at Sunnyslope School until May, 1984, when St. Elizabeth Ann Church opened its doors. Fr. Tony Petrusic succeeded Fr. McDermott, and served the parish from 1988 until January, 1991, at which time Fr. Tony Tresnak became pastor.

The school was renamed St. James/Seton in 1981 and Sr. M. Suzanne Vandenheede, OSM, became principal.

In 1986 the two parishes initiated a Development Program in order to ensure financial support for St. James/Seton School in years to come.

Sr. Jackie Thorn, OSM, was principal during the 1987-88 school year. St. James Parish and St. James/Seton School saw expansion during the year with the completion of a parish center with an upper shell to be used for future school expansion.

The school continued to prosper under the capable leadership of its succeeding principals. Mr. Russell E. Finken served as principal of St. James/Seton during the 1988-89 school year, followed by Dr. Jerry Ryan (1989-1991) and Dr. Barbara Brock (1991-1994).

In September of 1993, St. James/Seton realized an expansion with completed classrooms above the St. James Parish Center. The Junior High relocated to these classrooms, allowing for expansion of the media center and computer lab and creating space for Kindergarten classrooms. Kindergarten became a reality in the fall of 1994.

Mr. Kirk Estee joined St. James/Seton School as principal in the fall of 1994 and remained as principal through the 1996-97 school year.

St. James/Seton School resumed in August of 1997 under the leadership of Mr. Terry L. Crum.

In December of 2003 under the leadership of Father Michael Grewe, St. James Parish built a new church. The former church space was given to the school. A “Faith First” campaign in conjunction with St James and St. Elizabeth Ann Seton, under the leadership of Father Joseph Hanefeldt, was initiated to raise funds to implement building changes in the school structure including the former church space.

In August, 2004, the “old” church space officially became a new Media Center, second technology lab, and a number of office spaces. In June of 2005, Father Richard Reiser became the pastor of St. James. In June of 2007 Father Frank Dvorak became pastor of St. Elizabeth Ann Seton parish.

Mrs. Chris Arnold, Assistant Principal during Mr. Crum’s term, assumed the principalship during the 2011-2012 school year and continued through the 2015-16 school year. Fr. Frank Baumert became the Parochial Administrator of St. Elizabeth Ann Parish in 2012, and was eventually named pastor. Fr. Tom Weisbecker joined the St. James Parish family in 2013.

As a result of the Archdiocesan “Ignite the Faith” campaign, St. James/Seton was able to open a Preschool in August of 2015 which allowed 3, 4, and 5 year olds to attend classes. Upon Mrs. Arnold’s retirement, Mr. William Kelly became principal for the 2016-17 school year and serves as the current principal.

Exit Outcomes

St. James/Seton Catholic School

Students will demonstrate an appropriate level of competency in the following:

- accepting moral, civic, and personal responsibility with a commitment to Christian service.
- demonstrating competency in core disciplines and appreciation of the Fine Arts.
- accessing and using information effectively.
- making appropriate and constructive decisions in response to change.
- applying technology effectively and morally.
- communicating ideas effectively.
- practicing self-discipline skills as identified in the Discipline With Purpose program.
- displaying global awareness and an understanding of the diversity of cultures.
- demonstrating the use of personal wellness practices.
- thinking critically and creatively.
- solving problems independently and cooperatively.
- demonstrating an understanding of Catholic Doctrine.

Belief Statements

St. James/Seton Catholic School

Created in God’s image, each human person has dignity.

Baptism and participating in the life of the Church enhance the development of the human person.

All students deserve the opportunity to use their God-given talents.

By God’s grace, students can be taught and have the potential to learn.

All students are entitled to a learning environment that safeguards and enhances knowledge and practice of their faith.

All students should demonstrate a knowledge and practice of their faith.

High expectations, based on the inherent value of every student, promote high achievement.

Exploration, guided by moral principles, fosters growth.

Lifelong learning is essential.

Education and character development are the responsibility of parents who find support and assistance from the Church, school, and community.

The well-being of the global community depends on the faith, education, and participation of every human person.

A St. James or St. Elizabeth Ann Seton Parishioner

The two parishes support the operating cost of educating each student that is a parishioner by nearly 50%. To be considered active parishioners of either St. James Parish or St. Elizabeth Ann Seton Parish, the following are expected:

- 1) Parents/Guardians are registered members of either St. James Parish or St. Elizabeth Ann Seton Parish.
- 2) Parents/Guardians consistently support one of the two Parishes monetarily and are responsible stewards by contributing time and talent.
- 3) Families attend Mass regularly at St. James Catholic Church or St. Elizabeth Ann Seton Catholic Church.

II. ADMINISTRATION

Pastors

The pastors of St. James and St. Elizabeth Ann Seton are the official delegates of the Bishop in the “teaching mission” of the Catholic Church. The Program Directors, Total Board of Education, and staff work under the supervision of the pastors. The pastors are ex-officio members of the Total Board of Education.

Principal

The Principal is the chief administrative and supervisory officer of the school. The school administrator will be responsible for the operation of the school in accord with Archdiocesan policy, local policy and the mission and goals of the school.

The Principal is responsible for the direction of all activities of the school, including those occurring outside the school building or school day and is responsible for the day-to-day operations of the school, and in accord with that responsibility, has the authority to make final decisions relative to the operation of the school and resolution of concerns. The Principal is an ex-officio member of the Total Board of Education.

Director of Faith Formation

The Director of Faith Formation is the chief administrator responsible for the operation of the Parish Religious Education Program (P.R.E.) and Adult Education in accord with Archdiocesan policy, local policy, and the mission and goals of the parish religious education programs. The Director of Faith Formation is an ex-officio member of the Total Board of Education.

The Pastors, Principal, Assistant Principal and Business / Building Manager constitute the Administrative Team of St. James/Seton School.

Total Board of Education

The Total Board of Education (TBOE) is an **advisory committee** to the pastors, principal and director of faith formation. The board is responsible for the formulation and development of general policies for the educational programs. Individual matters, or resolution of specific problems after the fact are not matters to be handled by the board, but are the responsibility of the Principal and/or Director of Faith Formation. The board is comprised of eight (8) elected or appointed members (four from each parish) plus ten (10) ex-officio members to include the pastors, director of faith formation, principal, assistant principal, and representatives from the following: SEA parish council, SJ parish council, SJS staff, Athletic Association, and Home and School Association.

Total Board of Education Meetings

The board and/or board committees meet on the third Tuesday of the month during the school year (except December). All meetings are open to the public. Participation on committees is voluntary and an excellent way to get involved. There are several committees and associations that give input to the board.

Faith Formation Committee- It is the function of this committee to provide on-going direction on matters of faith formation. This committee is to receive, review and evaluate all matters related to the formation of faith concerning P.R.E., Adult Education, and the School and make policy recommendations to the Board.

Finance Committee -The committee oversees the financial aspects of the following: Educational Programs (School/PRE/Adult Ed.), Cafeteria, Capital Improvement, Athletic Association, Home and School Association, H.O.P.E., SOAR Dinner Fundraiser, School Endowment and School Technology Endowment. This committee also makes recommendations concerning long range financing to ensure maintenance of the inter-parish educational programs and facilities.

Development Committee—This committee has several functions: 1) to maintain and expand the programs of financial development to include the St. James/Seton endowment fund and the third

source of revenue for the annual budget, 2) to promote a positive image of the education programs using promotional materials, media relations, and marketing of special events and projects to members of the parishes and the local community, 3) to look at ways to recruit students and families to St. James/Seton School and P.R.E., and 4) to develop and monitor the Alumni program. The Development Committee is also responsible for any other function deemed necessary by the Pastors.

Athletic Association- a self-funded parent organization which sponsors the following competitive programs for St. James and St. Elizabeth Ann Seton parishes: Volleyball, Football, Basketball, and Track. Coaches are dedicated volunteers who believe in teaching fundamentals of the sports along with sportsmanship and Christian values. There are registration fees required for all sports, and uniforms are provided with a refundable deposit fee. The teams are competitive and play in the Parochial Athletic League. The athletic association also sponsors the annual “Spring Fling”, a dinner/auction fund-raiser. **All athletics are sponsored by the two parishes and are not under the direction or control of the school.**

Note: The SJS Soccer Association comes under the organizational structure of the Athletic Association for consultative purposes and is directly accountable to the two Parish Pastors through the Total Board of Education. The Soccer Association will maintain a separate board, financial accountability and by-laws (separate from the other Athletic Association programs).

Home and School Association- supports St. James/Seton School through service and communication. The goals of the association are as follows: 1) To initiate and execute special projects for specific programs, improvements and developments of the school. 2) To be responsible for other projects and assignments originated by the Association itself or requested by the administration. 3) To conduct programs and activities that will promote the spiritual, academic and physical welfare of students in attendance at St. James/Seton School.

III. SCHOOL STRUCTURE

St. James/Seton maintains a quality academic program with continuing evaluation to insure the best means of educating students. All teachers are fully certified under Nebraska State Law. The Preschool consists of a 2 day program for 3 yr. olds, and both 3 day and 5 day programs for 4 & 5 yr. olds. The primary division consists of Grades K-3, taught in self contained classrooms. The intermediate grades (4-5) are self contained for part of the day and departmentalized for some subjects. Grades 6-8 are departmentally arranged. Appropriate grouping of students is provided for advanced classes in Grades 5-8. St. James/Seton School complies with Nebraska State Law regarding the instructional programs. In addition to Religion, St. James/Seton offers Reading, English, Spelling, Phonics, Penmanship, Library/Media Skills, Mathematics, Social Studies, Science, Health, Physical Education, Art, Music, Guidance, Spanish, and Computer Education. Creative Writing and Composition are integrated throughout the curriculum. An Archdiocesan-wide, standardized testing program, TerraNova in Grades 3-8, is administered each year.

Instructional Hours

We consider instructional time to be vitally important. The school day will include religious instruction and religious activities, which are considered essential to our philosophy. Recess activities are provided for grades PreS-6th since they are considered important to the development of the elementary child.

In compliance with Archdiocesan School Board policies and the Nebraska Department of Education

rules and regulations, in-service days for teachers are provided throughout the year. The school calendar will be designed each year to reflect the school's compliance with state law while specifying school hours, the number of school days, the number of teacher in-service days, parent/teacher conference days, and total teacher contract days.

School Schedule for Pre-S/Pre-K:

2 Day PreSchool	Tuesdays & Thursdays	8:00-11:00 a.m.
3 Day PreKindergarten	Mondays, Wednesday, Fridays	8:00-11:00 a.m.
5 Day PreKindergarten	Monday thru Friday	12:00-3:00 p.m.
Full Day PreK	Monday thru Friday	8:00-3:00 p.m.

School Schedule for K-8:

Students are allowed to enter the building	7:40 a.m.
School begins (tardy bell)	8:00 a.m.
Lunch	Grades K-2 11:00 a.m.
	Grades 3-5 11:40 a.m.
	Grades 6-8 12:15 p.m.
	Grades 7-8 12:20 p.m.
Dismissal	3:15 p.m.
Early Dismissal Days	1:20 p.m.

Report Cards and Grading

PreSchool/PreKindergarten students will receive semester reports of their progress.

Every student in Grades K-8 attending St. James/Seton School receives a quarterly report of progress in both achievement and effort.

The Kindergarten, First, Second and Third Grades use the following grading system:

- S+ = Excellent work for this student
- S = Satisfactory for this student
- S- = Low satisfactory for this student
- N = Needs Improvement
- U = Unsatisfactory for this student

The following grades are used in Grades 4-8:

- A 93%-100% = Outstanding achievement; superior in academic leadership.
- B 86%- 92% = Above average; achieves above expected grade level.
- C 78%- 85% = Average achievement; does grade level work.
- D 70%- 77% = Below average; does not achieve expected grade level.
- U 69% or Below= Unsatisfactory

Mid-Quarter Reports

At approximately five weeks into the 2nd, 3rd, and 4th quarters, Third Grade through Junior High teachers will notify parents of children who are struggling academically. Parents can assist by monitoring students' grades on the school Sycamore Education site and asking to see student homework and tests on a regular basis. Maintaining close contact and communication with the teachers is essential.

Failing Work

All students who are failing or doing unsatisfactory work in any subject area will have their parent(s) notified prior to the end of the quarter. This notice may be in the form of a parental letter, a mid-quarter progress report, a phone call, an e-mail, a Pass-a-Note, or a request for a conference. Students who are failing two major subjects may not be eligible for promotion to the next grade. In an agreement between the Athletic Association and the school, students who are failing one subject may not be eligible for athletic contest participation.

Promotion Policy

Promotion or retention will be determined by the administration after reviewing recommendations of the teacher(s) and in consultation with the parent(s). The following procedures will be used as guidelines in making the decision for retention.

Procedure for Retention

Grades K-4

If the student experiences serious difficulty throughout the first three quarters of the school year in four of the eight areas listed below, the parent(s) will be notified that the child may be ineligible for promotion.

A. Academic

1. Failing to master appropriate Reading and Phonics concepts
2. Failing to master appropriate Math concepts

B. Maturity

3. Underdeveloped fine and gross motor skills
4. Inability to interact appropriately with peers
5. Lack of independence and/or responsibility
6. Short attention span

C. Performance

7. Lack of effort
8. Failing to complete and/or hand in required work
9. Attendance issues

Grades 5-8

If the student fails (by averaging the percentage of four quarters of work) in two major subjects or one major and two minor subjects, he/she may be retained. An average of 69% or below is considered failing. Parents of a student in danger of retention will be notified.

Major Subject Areas

Religion, Reading, Science, Math,
Social Studies, Language Arts

Minor Subject Areas

Spelling, Art, Music, Physical
Education, Spanish, Technology

IV. ACADEMICS

SJS Core Curriculum

St. James/Seton's core curriculum provides for a solid educational foundation in the subject areas of Religion, Language Arts, Math, Science, and Social Studies taught in each grade. A special enhanced emphasis is placed on developing Reading and Math skills beginning in the early primary years.

Religious Formation

The religious formation and faith development of students is a priority at St. James/Seton School. Catholic philosophy, faith, and gospel values permeate the entire school day. The traditions and teachings of the Catholic Church and the values of Christian living are expressed through worship,

prayer, religious education classes, general education classes, and the climate and environment of the school. Each student receives daily instruction in Religion. The instruction follows the Archdiocesan curriculum guidelines which include content in Doctrine, Scripture, Tradition, and Church History. Daily prayer is an integral part of the school day. Not only do we teach Religion classes, we provide opportunities for our children to learn Catholic values, and to live them. Parish priests regularly visit and teach in the classrooms. We emphasize reverence for the Eucharist in our children's spirituality. It is of utmost importance that students attend Mass with their families on Sundays and other holy days because the Eucharist is central to our lives. Parents are invited to get involved with the music, lectoring, EMHC, ushering, environment, or volunteering help in their respective parishes. Children learn best from consistent positive examples at home and at school. All children are encouraged to participate to their full potential in each liturgy they attend.

Mass

Students have formal Religion classes each day, with the celebration of the Eucharist weekly, plus scheduled opportunities to receive the Sacrament of Reconciliation. Throughout the year there are also prayer services, Benedictions, Stations and all-school Masses. The Liturgy of the Mass is the focus of our parish and school worship community. Students are taught and given opportunities for participation in the Mass. Student Masses are prepared by the teachers and students, with help from Junior High Liturgy Leaders for various grade levels on Wednesdays and Thursdays. Fifth thru Eighth Grade students attend Mass on Thursdays, Kindergarten (2nd semester) and First thru Fourth Grade students on Wednesdays. Parents / guardians are invited to participate. All students are expected to fully participate in Mass by singing and responding in prayer.

Sacramental Preparation

A program of preparation for the Sacraments of Reconciliation and Eucharist is conducted for Second Grade students and parents. Children in Second Grade receive the Sacraments of Reconciliation and Eucharist for the first time. Preparation for these two Sacraments begins in the First Grade. The Sacrament of Confirmation is conferred on Eighth Graders after a two year-long preparation program.

Servers

Servers in both parishes include boys and girls according to procedures set up in their individual parishes. Because they have a unique liturgical role to play, servers are required to show that they are worthy of this privilege by being punctual and faithful in fulfilling their duties.

Vocations Awareness

Each year Sixth Grade students from the Metro Omaha Area Catholic Schools attend a Vocations Awareness Day in the fall. Sponsored by the Archdiocesan Vocations Office, in collaboration with the Omaha Archdiocesan Association for Consecrated Life, this day usually takes place at Skutt Catholic High School. During the event, students learn about vocations from members of the clergy and consecrated life through large and small group discussions, keynote speakers, and games.

Circle of Grace

One of the requirements of the Charter for Protection of Children and Young People issued by the U.S. Conference of Catholic Bishops is that there be a Safe Environment Training component for students attending the Catholic Schools in the Omaha Archdiocese. The **Circle of Grace** program has been designed to meet this requirement.

Circle of Grace lessons are incorporated into Religion classes throughout the year. Through the classes, teachers assist students in recognizing God's love by helping them to understand that each of them lives

and moves in a Circle of Grace. This understanding includes how very special they are and how relationships in life are called to be sacred. In addition, students will learn to recognize when they are safe or unsafe and empower them to bring concerns, fears, and uncertainties to the trusted adults in their lives.

Additional Reading Programs

Accelerated Reader is a nationally recognized, computerized reading comprehension program. Students from Grades 2-8 choose books from a select group of titles at their reading level, which include many excellent, high-quality, classic and popular children's and young adult books. After reading the book, students take a computer quiz on their comprehension of that book, usually 5-10 questions. Points are given to the student based on the difficulty of the book and the number of questions answered correctly. This program improves students' critical-thinking skills and builds the intrinsic love of reading.

Book It Program - Each year the school encourages reading by participating in the Book-It Program with Pizza Hut. Each grade from K through 6 determines its level of participation.

Book Fairs - Twice a year a Book Fair is held in the Media Center. Proceeds from the sale of quality books and software support the automation and collection development of the Media Center. We are also able to purchase Accelerated Reader books and software with some of the funds.

Birthday Book Program is an ongoing fundraiser, which helps purchase new books. Students donate \$5.00 during their birthday month and select a book from the Birthday Book shelf. These books are then donated to the library and the student's name is written on a bookplate inside the book.

Arts

Art - An Art teacher leads art sessions for students in Grades 3-8. Art education is provided in the areas of art history, methodology and production. Emphasis is placed on self-expression and the development of an appreciation of the student's own work as well as that of fellow students. Grades 3-6 meet once a week throughout the year. Junior High receives weekly instruction on a semester basis. In Grades K-2, the classroom teachers conduct weekly art classes.

Students learn:

- ❖ Design and drawing fundamentals
- ❖ Usage of various art mediums and materials
- ❖ Color theory and practice
- ❖ Appreciation of art throughout history
- ❖ Art as it relates to home, school and community
- ❖ Art as it identifies self-expression
- ❖ Art as it correlates with core subjects
- ❖ Appreciation of art through religion, both local and global

Music Programs: Students in several of the grade levels at SJS are given the opportunity to share their musical talents in programs throughout the year directed by the music specialist. Grades 1,3,5, and 7 present musical programs that demonstrate the music skills they have learned in class. Programs are presented once during the afternoon for the student body and once in the evening for family and friends. The Fourth Graders demonstrate their abilities for their parents during Catholic Schools Week through an Informance performed in the gym. Kindergarten does a Mother's Day Program, which is organized and directed by the Kindergarten Teachers. A talent show involving students in Grades 4-8 where all students attend, also takes place during Catholic Schools Week.

Music in Catholic Schools is an Archdiocesan organization. The 5th through 8th Graders are instructed in band primarily with brass, woodwind and percussion instruments. Students present two programs a

year. Students also have the opportunity to audition for the Honor Band, and to participate in workshops and competitions. Instruments can be rented or purchased by the families and there is a monthly instruction fee. Band meets before school and during the morning two days per week. Students are expected to make up any missed assignments on their own. In addition to being in the SJS band, families also enroll their children in piano, voice, dance, or guitar privately.

Spanish Language Program

The Spanish Language Program is offered to grades K-8. Incorporated into Spanish classes are songs, dances, dialogues, computer programs and games through which students use and refine their language skills. They view videos and use the Internet to enhance their knowledge of geography, literature, history and cultures/traditions of Spanish speaking people, especially of young people like themselves.

Academic Contests (If Possible, based on interest and leader availability)

Geography Bee is held every January. Grades 5, 6, 7 and 8 each send four students to compete for the school championship. The school champion may go on to the city and state contests.

Math Team - SJS sponsors Math Teams in the 4th, 5th, 6th, 7th and 8th Grades, which compete with other local schools. The contests in which SJS participates may vary from year to year. Fourth through Eighth Grades compete in the Archdiocesan Math Contest held each spring. Students work during study halls and after school to prepare for these contests.

Science Fair & Invention Fair- Seventh Graders design Science experiments, research their topics, conduct the experiments, draw conclusions, compile results, and finally present their displays at a Science Fair. Sixth Graders create inventions to present and demonstrate learning at an Invention Fair.

Speech -7th and 8th Graders may participate in the SJS Speech Team. These students compete in several categories, some of which include poetry, duet acting, dramatic or humorous interpretation, and extemporaneous speaking. The Speech Team competes in citywide contests sponsored by Marian, Skutt, Mercy, and Millard North High Schools. Practices for the speech team occur after school. *Offering a SJS speech team is contingent on having a staff member who volunteers to lead the effort.

Spelling Bee - Every winter a 5th, 6th, 7th and 8th Grade Spelling Bee is held after grade level spelling bees have selected winners. The two top spellers represent SJS in the Archdiocesan Spelling Bee and may also represent us in the citywide contest

Technology Program & Curriculum

Mission Statement: Our mission is to provide hands-on experience with technology for our students and seeking ways to enhance learning through technology.

Students in Grades PreK-8 have computer class weekly. PreK is introduced to social skills and technology through the use of iPads in the classroom. In K-3 they learn basic computer usage, word processing, spreadsheet, Internet skills, and paint/draw programs. Keyboarding is introduced. Grades 4-6 develop keyboarding skills and are expected to type 20 words per minute by the end of 6th Grade. Students in Grades 4-7 also learn more advanced skills in word processing, spreadsheet, presentation, and the Internet, including use of Web 2.0 tools. Seventh Grade spends first semester in an introduction robotics course using LEGO Robotics. Eighth Grade students spend the first semester transitioning word processing and presentation skills to internet based products. Second semester they work with the robotics program to learn even more about computer programming and engineering.

SJS technology also includes the following: every classroom is wired for an Internet network; the Star and Accelerated Reader programs were added and implemented in Grades 1-8 with access for parents through Home Connect; three e-click stations; Smartboards or Mimio boards in several grade level

classrooms; an iPad in every classroom; access to at least one student computer in each classroom; each classroom contains an LCD projector and an AverVision; Grades 5-8 have access to Google Chromebook carts each equipped with 30 Chromebook computers. Grades K-4 have access to iPads. Our main Technology Lab contains 28 student Apple computers and an area for robotics programming. A second technology lab is located within the Media Center.

Student Services Program

The pastors and staff of St. James/Seton School are committed to providing a quality Catholic education to all of the children of St. James and St. Elizabeth Ann parishes. This commitment is limited only by the extent of appropriate educational resources available. The Student Services Program at SJS is a full-time program staffed by a certified teacher and a full-time Para-educator. This program is designed to give small group instruction or assistance to students who have special academic needs. Students who qualify for the program may have an Education Plan outlining their individual program and adaptations for the regular classroom.

If a student is identified as having possible special learning needs or a handicapping condition, the Student Services Coordinator shall convene a **Student Assistance Team (S.A.T.)** meeting. The core members of this team include the Principal, Assistant Principal, Counselor, Student Services Coordinator, School Nurse, Student Services Para-Educator and a child's classroom teacher(s). Other participants may include previous teachers of the child, parents, pastors, and professionals from the community, as necessary.

The purpose of the meeting will be to determine the most appropriate educational placement to meet the educational needs of the student. Students who have special academic needs are provided with extra assistance to the extent that resources are available. Students who need assistance in speech/language development may receive assistance from an Omaha Public Schools Speech Therapist. If it is determined that placement in St. James/Seton does not meet the educational needs of the student, the administration will provide parents with assistance in securing placement in a more appropriate educational setting and help facilitate a smooth transition to the new educational setting.

Any parent or teacher may refer a student to the S.A.T. when it is necessary to review a child's academic history, examine individual educational or behavioral progress, and there is a need to implement appropriate interventions to ensure that the child continues to succeed. It is through our Student Services Program that referrals to OPS are made and summer school is coordinated. It is also through this program that the necessary information is coordinated when a student needs a psychoeducational assessment completed. A private doctor of the parents' choosing usually does the testing. A **Student Services Team** consisting of the Principal, Assistant Principal, Counselor, Student Services Coordinator, Student Services Para, and School Nurse meet a minimum of twice a month to discuss student issues of concern.

OPS Services

Many services are available to qualifying SJS students through the Omaha Public Schools. The services may include speech and language therapy, physical therapy, occupational therapy, support for the visual and hearing impaired, support for learning disabilities, psychoeducational testing and summer school programs. Students with possible speech and/or language impairments are tested by Omaha Public Schools personnel who work with SJS students.

SJS School Counseling and Guidance

The SJS counselor is responsible for working in conjunction with the staff and parents to ensure the total development of each student. She holds guidance sessions in the classrooms and works with small groups as well as individual students. The dignity of each person is respected and therefore the content of counseling sessions is not shared with others, unless there is a potential danger to the student or another person. Confidentiality is always of utmost importance and is determined on a need-to-know basis. Counseling records do not become part of a student's cumulative records.

Response Team

In the event that circumstances arise that necessitate the facilitation of a potential emergency or an immediate situation in an organized, calm and efficient manner, St. James/Seton School has a "Response Team" in place. The team, guided by a Response Management Manual, is comprised of the Principal, Assistant Principal, Counselor, and designated staff members.

Rainbows for All God's Children

Rainbows for All God's Children is a program facilitated by adults to assist children whose families have experienced death, divorce or separation. For more information, contact the school counselor.

Leadership Development

Safety Patrol - Sixth Grade students develop leadership skills through Safety Patrol.

Student Senate - The Student Senate is part of the 7th and 8th Grade experience. Leaders are elected by their peers from each homeroom. Student Senate sponsors various community service projects and social activities. The Student Senate raises money for scholarships and special needs projects, promotes school spirit, and gives students experience in leadership and working in cooperation with others. Their activities typically include such things as a canned food drive, Valentine sucker sales, and Christmas family gifts and groceries.

Liturgy Leaders-Junior High students apply for and are selected to be Liturgy Leaders which then help the students in lower grades plan, practice and implement grade level Masses.

Through the year students in all grades support other students as they celebrate Sacraments, perform plays or programs, prepare for holidays, and adjust to new experiences. Students often prepare greeting cards for special occasions. Many students have paid positions helping clean the classrooms after school. Seventh and Eighth Graders must complete service hours for Confirmation preparation.

V. ADMISSIONS

Admissions Policy

St. James/Seton School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the parish educational programs. Our admissions policy is consistent with Nebraska State Laws. As such, Kindergarten children must be five years old and First Graders must be six years old before August 1st of the year they are applying for admission.

Religious Education: Religious education for all ages is a primary responsibility of all Catholic parishes.

Its purpose is to make a person's faith become living, conscious, and active...

It is a lifelong process...and a concerted pastoral activity of the Christian community.

(National Catechetical Dir. #32)

It is the obligation of every parish to provide quality religious education, as well as options for obtaining it, for all parishioners at every age level. In the parishes of St. James and St. Elizabeth Ann, at the grade school level, parents have two options: the school or the Parish Religious Education (formerly CCD) Program. It is the parishes' aim to have quality religious education in both.

Catholic School: Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty. (Catechetical Dir. #9). Because Catholic schools are communities of faith, they are usually organized on the basis of geographical boundaries. Our school, St. James/Seton, is supported by both St. James and St. Elizabeth Ann parishes.

Partnership: In both the school and the Parish Religious Education Program, the parishes enter into a partnership with parents, since the parents are the first teachers of their children in the ways of the faith. Children are not placed either in the school or Parish Religious Education Program to "receive their religious education." Rather, through enrollment in either program, parents commit themselves to continuing their own role of religious educators in a cooperative effort with the school or the Parish Religious Education Program. (Such cooperation involves prayer at home, the family worshipping and praying together, Sunday and Holy Day Mass participation, and attendance at required sacramental preparation meetings.) We feel children learn best when reinforcement at home coincides with what they are learning in their classes.

Priority for Acceptance of Students

In cases where the number of persons seeking entry is greater than the number of spaces available, the school will identify the following priority admission guidelines.

1. Present students.
2. Incoming Kindergartners based on demonstrated supportive involvement in the parish.
3. Siblings of present students.
4. Students from the parish not currently enrolled in the school.
5. Transfer students from other parochial schools.
6. Non-parish Catholics.
7. Non-Catholics.

St. James/Seton School retains the right to refuse admission to any student if the administration believes placement in St. James/Seton will not meet the child's educational needs. No student shall be admitted to St. James/Seton School unless he/she has a reasonable, well-founded hope of successfully completing the school's program. In doubtful cases, students may be admitted on an interim or conditional basis.

Any student transferring to SJS from another school, who is subsequently accepted, will be enrolled on a trial basis. Acclimation to the SJS system will be monitored and assessed in order to determine the ability of this school system to meet the child's needs. If there are concerns about a child's progress, a meeting will be held involving the child's teacher(s), the administration, and the child's parent(s). St. James/Seton School reserves the right to withdraw a child's acceptance at this school if it is determined that the school is unable to meet the child's needs or the parent's expectations.

Catholic students with no religious background or who have not received the appropriate sacraments may be required to attend religious education classes for a year prior to admittance, as determined by the school principal and respective pastor.

A Catholic school requires a high level of investment on the part of the parishioners and the parents. This investment includes not only active participation in parish life, but also a good will and fair share commitment to financial support of the parish. Preference shall be given to the admission of children of parents actively engaged in the parish.

Financial Support: This kind of support, plus other criteria, must be weighed out of fairness to all involved. No child will ever be denied a quality religious education because of genuine lack of financial ability. If parents choose to pursue the option of the school, their financial support is essential, based on their actual ability to participate. Fairness in this matter is achieved by participation in the spiritual support or stewardship program of the parish and participation in the tuition program. Non-parishioners will be expected to support the school by way of a separate tuition.

Admission of Students of Other Religions: St. James/Seton School admits students of other faiths with the understanding that students will attend religion classes and participate in Mass and other religious practices as appropriate with Catholic Church teachings. The school, in providing a faith-based education for students of other religions, incorporates in its programs a respect for other religious traditions.

Application/Acceptance Procedure

Application dates for all incoming students (K-8) will be publicized in the parish bulletins. Information on your application will be verified by your pastor and the principal. At the close of the application period, all applications will be prioritized using the above criteria (Priority for Acceptance of Students). You will then be notified regarding acceptance of your child into the school program. At that time you will be required to complete the Cumulative Record For the Elementary School-Archdiocese of Omaha form. Any applications coming in after the published deadline will be prioritized after the initial group.

Each applicant will be given the following:

- Application form and directions for completion of Application
- Information regarding tuition and registration fees
- A release of information form to request previous school records
- Admissions Policy
- Procedural Guidelines/Prerequisites

Admission Age Requirements

St. James/Seton School complies with the Nebraska State age requirements for Kindergarten and Grade One students. This policy requires that children entering Kindergarten must be five years old on or before **July 31st**. Applicants for PreSchool must be 3 yrs. old on or before July 31st, and applicants for PreKindergarten must be 4 yrs. old on or before July 31 of the year they are applying for admission. The school principal will make all final placement decisions.

Prerequisites for Registration

- Application made by a parent or guardian.
- Annual stewardship form must be turned in to the respective parish office.
- Active church participation for all registered parishioners.
- Parents or Guardians of ALL incoming students must present a copy of the child's birth certificate and a copy of the Baptismal certificate.
- Students entering Kindergarten or 7th Grade, or from out of state, must have a complete

physical. All students must have completed the census, physical and dental exam forms, and the immunization record as required by State law.

- Educational prerequisites of the school administration must be met.
- Parents or Guardians agree to support the teachers & administration and will abide by the policies, procedures and rules of the school.
- Parents or Guardians ensure that the student abides by the rules, policies, and procedures of the school.
- Parents or Guardians elect to pay tuition in full by August 1st or arrange to pay monthly or quarterly installments.
- Parents or Guardians are required to pay a registration fee when children are accepted and are asked to follow the giving guidelines established by their parish.

Fees

St. James/Seton School is financially supported by both parishes. The school has a tuition-based program with the amount of the tuition being the total cost of education, or the per-pupil cost. Since the option of having a Catholic school is so extensive in its scope, it requires a high level of investment on the part of both the parish and the parents. The parish pays a significant portion of the total cost of education for the 5-day school through a monthly subsidy. The investment of the parents includes not only active participation in parish life, but also a good will and fair share commitment to continued financial support of the parish.

Support of St. James Parish or St. Elizabeth Ann Parish should be on-going from the time of registration in the parish, not just from the time that a child is enrolled in the school. Registration and tuition fees are determined by the Board of Education Finance Committee, and the respective Parish Finance Committees and Councils. Parents who are not Catholic, or are registered in a parish other than St. James or St. Elizabeth Ann, are required to pay tuition costs as determined by the school administration in consultation with the Board of Education Finance Committee.

Whether you have your first child attending St. James/Seton or have transferred to our school this year, we are happy you have chosen SJS. The values of the Catholic Church are taught by the primary educators of your children, YOU, and reinforced by their teachers, classmates and other families. As you find out more information about St. James/Seton School, we hope you will feel warmly invited to participate and become an active member of the St. James/Seton family. A lot of love goes into the operation of this school...love of our children, love of this school, and most importantly-love of Christ. We look forward to having you join us on this educational journey. Together we will continue to make a difference in the lives of our children.

VI. DAILY SCHOOL INFORMATION & PROCEDURES

Care of School and Personal Property

Students are expected to demonstrate respect for all school property and will be held responsible for any damage that occurs. Damage to school property will be repaired at the student's expense. If the situation warrants, appropriate disciplinary action will be taken.

The books and materials provided to students by the school are to be returned in good condition at the end of the school term. Students will be fined or will replace damage to textbooks that is beyond normal wear.

It is strongly recommended that personal property not be brought to school. School personnel may

check bags and lockers when warranted. If a student chooses to bring personal items to school, he/she must assume responsibility for them. Unclaimed student items are placed in the “Lost and Found” area.

Catholic Schools Week - Each year at the end of January, SJS becomes busy with Catholic Schools Week. Throughout the week students and parents are involved in special Masses and activities. Students may participate in Math and Spelling contests, exhibits, Science Fairs, and Wits Clashes. Seventh and Eighth Grade students and teachers compete in a volleyball match. The week concludes with the annual Home and School Family Fun Night.

Conduct Cards In the 4th through 8th Grades, students will receive demerits for minor behavior infractions that may occur.

Field Trips Students are encouraged to participate in field trips which are planned by the school. Parents must complete the Archdiocesan field trip permission form before students are allowed to participate. Verbal permission from a parent will not be accepted. Consistently inappropriate school behavior may result in exclusion of a student from a field trip. Students are not excused from classes or school for field trips sponsored by organizations other than St. James/Seton School.

Graduation At the end of Eighth Grade, students are awarded an official diploma during a ceremony honoring their achievement. Receiving the diploma is contingent upon the successful completion of the academic requirements of Eighth Grade and the fulfillment of financial obligations to the school. Details of the graduation ceremony and related events are communicated to parents during the school year. Graduation is a busy time for the 8th Graders. Parents plan an awards day reception and a graduation social for the students. Students are recognized for such items as academic accomplishments, Student Senate, Rotary Club Honor Roll, Christian Character Awards, Serra Server Awards, UNL Breakfast of Champions, high school scholarships, the Eagle Pride Scholarship, and the Craig Hult Scholarship. Graduation exercises are held alternately at each parish and the social is at the school. Eighth Grade students have formal portraits taken during the second semester.

Holiday Parties Parents may help plan parties. Student allergies and known medical concerns are taken into consideration when planning for these events.

Homework Homework is required on a regular basis; the length and amount of which is determined according to grade levels and at the discretion of the teacher. It is expected to be completed and submitted on time.

Policies on late school work will be determined by each teacher and communicated to the students during the first two weeks of school. Teachers are encouraged to communicate homework policies to the parents either in writing or at the Curriculum Open House. Homework is important for the following reasons: 1) to review previously learned material; 2) to complete the day’s required work; 3) to extend and enhance information already mastered. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Parents can help their children by arranging a quiet, comfortable place for the students to work, and by seeing that assignments are completed. If homework is a problem, contact should be made with the teacher. If a student does not complete required homework, he/she may be required to remain after school. In that instance, the parent/guardian is notified. Repeated problems in this area may result in a special parent conference.

Hot Lunch Program St. James/Seton contracts with Westside Nutrition Services to provide a hot lunch program which provides a balanced diet. Students may also bring cold lunch from home and purchase milk. Competitive foods shall not be sold to students on school premises during the school lunch period or 30 minutes before or after the lunch periods.

Free and reduced lunch application forms are distributed in the Welcome Night packets and are available in the school office throughout the school year. All information regarding eligibility for free and reduced price lunches is kept confidential.

Parents will be notified if a student does not have a sufficient amount of lunch credit available to their lunch account. Once a student has reached the (-10) level he/she will no longer be eligible to purchase a hot lunch until such time that his/her account is brought up to date.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

Leaving School Grounds Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of an administrator or the school office personnel. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

Lockers A locker is assigned to each 7th and 8th Grade student at the beginning of the year. Students are expected to keep their lockers clean and to not abuse them in any way. The school is not responsible for valuables left in lockers. Cash or valuables can be safeguarded by registering them and leaving them in the main office. The lockers and desks are the property of St. James/Seton School and are subject to inspection by authorized school personnel. Any items found which are inconsistent with the Catholic goals of the school may be removed. The school will provide a combination lock for each student. Each student will be responsible for the cost of replacing any lock that is lost or damaged. Abuse of lockers will result in appropriate disciplinary action. The school is not responsible for lost or stolen items.

Lunch with Students: Often times the behavior of the children changes to where they are more off task when a visitor is present. Thus the policy is that parents/grandparents are allowed to come up and eat with their child during the school day on an occasional basis. (The school administration makes final determination as to the appropriate frequency of such visits.) Please call the school office by 8:15 a.m. of the day you plan to visit and inform the secretary of your intent. You may purchase a lunch through the school office if called in by 8:15 a.m. the day you will visit. If bringing food in from an outside vendor, you may only provide it for yourself and your child. Fast food is not encouraged. Parents may not accompany their child to recess.

Lunch Times:	Grades PreK-2	11:00-11:25
	Grades 3-4	11:40-12:05
	Grade 5-6	12:10- 12:35
	Grades 7-8	12:20-12:45

Media Center The Media Center is a place of quiet available to teachers and students for study, research and recreational reading. Standard library skills and procedures are taught and implemented in all grades. Books or materials may not be taken from the Media Center unless they have been properly signed out. Students with over-due books are subject to fines. A replacement fee will be charged for damaged or lost books. The Media Center is open on a regularly scheduled basis and is supervised by the Media Specialist. The library collection is constantly updated and expanded. Funds for the purchase of library books are provided through the annual Book Fairs and school budget.

Parochial High Schools - Representatives from the area Parochial High Schools visit the SJS Jr. High each year. The students are also invited to many of the schools' Open Houses in the fall, and to shadow classes with a current student for a day. Several of the schools offer testing in January for the 6th and 7th Graders to help them determine areas for improvement. The 8th Graders take high school entrance tests in January. SJS students often win scholarships to these fine schools.

<i>Duchesne</i>	<i>Marian</i>	<i>Creighton Prep</i>	<i>Gross</i>
<i>Roncalli</i>	<i>Mt. Michael</i>	<i>Mercy</i>	<i>Skutt</i>

Parties The school strongly discourages private mixed parties for all grade levels of students. The one exception to this is the school-sponsored graduation social held in the gym, to which all Eighth Graders are invited. The school and the Home and School Association also sponsor a limited number of parties and social events for boys and girls during school hours.

Party Invitations Party invitations will not be allowed to be handed out in school unless the entire class is invited. Any student who is having a party involving other students is to give invitations to those students outside of school time and off of school grounds.

Personal Property Students should have all personal property (sweaters, coats, lunch boxes, etc.) properly marked with exact identification. Found articles or money should be taken to the office. Personal possessions such as radios, toys, ipods, other electronics, etc. may not be brought to school. Under no circumstances may a child bring any objects that could be considered a weapon or could cause injury to another student. Fidget spinners are not allowed without a doctor note prescribing the necessity.

Pets No pets, of any kind, are allowed at school without administrative approval. If approved by the administration, teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to

school or allowed on the school grounds.

School Portraits are taken in September and a class composite photo is made for each classroom. All students must have their picture taken for the class composite even if they do not wish to purchase a packet. Typically students wear nice shirts, blouses, etc. for the picture. Casual photos are also offered in the spring. The cost varies with the options selected by the parents. Eighth Grade graduation pictures are also taken later in the year.

Student Generated Materials Materials and projects generated at school become the property of the school.

Student Photographs The school reserves the right to use student pictures in publications, promotional media and on the website. Any parent who does not wish his or her child's picture used must notify the principal in writing by the end of the first week of school.

Textbook Accountability for Students Textbook covers are required for all textbooks. However, no fabric covers are allowed. They tend to break book bindings and shorten the lives of the books. Fines are collected by the teacher for damaged or lost books and given to the school office. Each student is directly responsible for his/her book after it has been properly checked out to him/her. If a student loses a book, he/she must check out another copy with the understanding that he/she must pay for the lost book.

Throwing of Objects Throwing snowballs, rocks, stones, or any object which could harm or injure someone on or near the school grounds is prohibited. For this purpose, the school ground is defined to include any territory within the school block, including the streets immediately surrounding the block. Violators will be disciplined and be required to pay for any damage that occurs.

Totus Tuus (Totally Yours) is a summer catechetical youth program held at St. Elizabeth Ann Seton Parish. The teaching team is made up of energetic seminarians and college students who desire to witness their faith to our young people. It involves highly energized presentations, silly skits, Sacraments, songs, time to play, and learning how JOYFUL it is to live our Catholic faith.

Vacation Bible Fun - During the summer parents and older children prepare a weeklong program of Vacation Bible Fun at St. James/Seton School. Although designed for younger children through Fourth Grade, the whole family can be involved and also attend the closing program and picnic on Friday evening.

Vandalism The school and school equipment are church property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to his/her teacher immediately, so that the damage is not misconstrued as vandalism.

VII. PARENT-GUARDIAN INFORMATION

Asbestos Management Plan The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at St. James/Seton in 1988, and updated in 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2012, and 2015. All asbestos areas will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present. The asbestos

management plan for St. James/Seton School has been approved by the state health office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. Requests for copies of the plan should be sent to St. James/Seton School.

Cancellation of School Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Parents should clearly outline with their children a course of action in the event that it is necessary to close school early. Children are to leave the grounds immediately after school is dismissed unless waiting for a ride.

In inclement weather, presume that there will be school unless otherwise notified by radio or television. Do not call the rectory or school. In the case where school is cancelled and the school building is closed, all events scheduled for that day and evening are cancelled. This includes all meetings and athletic games and/or practices.

Change of Address All parents must advise the office of current telephone numbers and addresses where they can be reached in case of an emergency. A change of address must be reported to the school office as soon as possible. This should be followed by the new telephone number in the event that it has been changed.

Child Abuse When any school staff member has reasonable cause to believe that a child has been subject to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she is required by law to report such incident to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. placed in a situation that may endanger his or her life or physical or mental health;
2. tortured, cruelly confined, or cruelly punished;
3. deprived of necessary food, clothing, shelter, or care;
4. left unattended in a motor vehicle, if the person is 6 yrs. of age or younger;
5. sexually abused.

Communication Frequent communication between home and school is important. It is our belief that communication should occur between the parties directly involved whenever possible. If a question or problem arises, parents are asked to contact and work with the child's teacher/s. Appointments with teachers may be made by writing a note, sending an e-mail requesting a conference, or by calling the school office and leaving a message for the teacher to contact the parent. If, after a conference with the teacher, the problem is not resolved, the principal may be contacted. If these channels fail, the Pastor may be asked to assist.

Calls for students in the school office should be for emergency situations only. Neither a teacher nor a student will be interrupted during class time for a phone call or deliveries unless it is of an emergency or critical nature.

Announcements are also made in the Sunday bulletins of both parishes.

Sycamore Education is a good source of communication to and from school. Students' grades are

recorded on the site and the Pass-a-Note feature is frequently utilized by teachers and parents.

In order to lessen the number of items sent home with the students, the school has implemented the Virtual Backpack program. The site can be accessed through the Sycamore Education homepage or the SJS web-site.

Conferences Regularly scheduled conferences are held at the end of the first quarter and in the middle of the third quarter. We encourage parents/guardians to contact the school office if they need to schedule a conference with a teacher at times other than those listed. Teachers can do a much better job with the students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the year. The two scheduled conference times have limited amounts of time that the teachers have available (usually 4-5 minutes in Jr. High, 10 minutes in Gr. K-6.). If more time than that is needed, please schedule another time to have or further the discussion.

Driving and Parking Because of its location and size, St. James/Seton has created particular driving and parking patterns. It is imperative, for the safety of the children, that all drivers follow the traffic pattern directions. A special instructional flyer will be located in the Virtual Backpack each year to convey additions and revisions for these directions. It is the responsibility of the parents or their representative to comply completely with all “morning drop-off” and “afternoon dismissal” guidelines. Teachers and staff are expected to maintain their supervisory roles at these two times even though the child’s parent may be present. Students are expected to obey the established rules which include the manner they enter or exit the car and the timing of them getting into the car at dismissal time. When visiting the school, please do not park in the sections marked handicapped (unless authorized) or in parish parking areas.

Financial

Fundraising Fundraising is a means of providing our students with items which are supplemental to the school budget. While school families participate in several forms of fundraising throughout the year, the Home and School Fall Fundraiser, SOAR Development Dinner, and the Athletic Association’s Spring Fling (a parish, not school, program) are the main ones. Participation is totally optional. Please participate only to the degree that you are comfortable and able to do so.

An **Endowment Fund for St. James/Seton School** is in place. The Endowment Fund is designed to be a long-term investment program which will provide for future funding. Proceeds come in the form of donations. The St. James/Seton Community extends its heart-felt appreciation for the support of this fund. The fund’s successful growth is due to the dedicated efforts of parents, school and parish staff, and the parish communities of St. James and St. Elizabeth Ann Seton.

In 2005, thanks to a generous donation from the Louise Miller estate, a St. James/Seton **School Technology Endowment** Fund was created. Ninety percent of the funds earned on investment will be utilized for technology purposes. Other proceeds come in the form of donations. The St. James/Seton Community extends its thanks and appreciation to the late Louise Miller and to her daughter, Sr. Peggy Miller, who, as a teacher at SJS, established the technology program.

H.O.P.E. - Help Our Parish Excel. This is an on-going fundraising program by the school and both parishes which purchases scrip certificates at a discount from vendors including local grocery stores,

department stores, restaurants, and businesses. The certificates are sold for their actual value and the profits are split between the parishes and the school. Certificates are on sale at weekend Masses, at both parish offices during weekday business hours, and at the school during school hours. Call the H.O.P.E. office at 572-7897 for more information or to order certificates.

KidsCare This is a before-and-after-school care program for students in K-8, owned by St. James/Seton School and licensed by the State of Nebraska. Because it exists only for the students of St. James/Seton School and is held on their premises, all policies stated in the school’s Family Handbook relating to student health, personal possessions, outdoor play, gum chewing, etc. are expected to be adhered to. Registration of a student in KidsCare is considered an acceptance on the part of his/her parents or guardians of all rules and regulations of KidsCare. The purpose of this program is to provide a safe, enjoyable environment for children before and after school.

Director: Mr. William Kelly
Program Manager: Mrs. Mihyun Nay
Business/Building Mgr: Mrs. Anne Rains

Hours of Operation

7:00a.m. -7:40 a.m.
 3:15p.m. -6:00 p.m.
 11:30a.m. -6:00 p.m. early dismissal days
 7:00a.m. -6:00 p.m. **Many** non-school days

KidsCare is open all days when school is in session and MANY non-school days during the regular school year. A monthly sign-up calendar for full-day care will be sent out monthly. KidsCare is not open on snow days or during the summer. For additional information call Mihyun Nay, KidsCare Manager, at 402-881-5059.

Before-School Rates

\$10/week if you are registered full time for the after-school program.
 \$20/week otherwise

After-School Rates

The billing rates have been divided evenly over 34 weeks of the 40-week school-year calendar for ease of payment. Even though the weekly amount stays the same, you are only paying for days school is in session. Payment is due on the Monday of each week during the school year with the exception of the following weeks: First and Last week of school, Easter Week, Week of Thanksgiving, and the 2 Weeks of Christmas break

To make our program as affordable as possible, rates are determined by your pickup time:

5-Day Program	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>	<u>5 Children</u>
4:30 Pickup	35.15	63.23	84.30	98.35	105.38
5:00 Pickup	49.18	88.52	118.02	137.69	147.53
5:30 Pickup	63.23	113.81	151.74	177.03	189.68
6:00 Pickup	77.28	139.10	185.46	216.37	231.83

Nebraska Federation of Catholic School Parents Parents whose children attend St. James/Seton School are automatically members of the Nebraska Federation of Catholic School Parents which is a Nebraska Catholic Conference Affiliate. The goals of the NFCSP are to:

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

Sexual Harassment Policy

Sexual harassment is prohibited in the school and in all school related activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement.
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual's employment or academic standing.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may result in probation, suspension or expulsion.

Procedures for Reports & Investigations Relative to Sexual Harassment

An individual who has complaints of sexual harassment should report such conduct to the principal. If an individual feels uncomfortable with bringing the matter to the principal, or if the principal is thought to be involved in the harassment, he or she should inform the principal's supervisor (either the pastor of St. James or the pastor of St. Elizabeth Ann Seton). Charges of sexual harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that sexual harassment has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the harasser, up to and including termination or expulsion will follow. The school will not tolerate retaliation against any employee or student who complains of sexual harassment or provides information in connection with any such complaint.

The school will assist persons falsely accused of sexual harassment in making known to appropriate parties the false complaint.

Smoking St. James/Seton School is a smoke free environment. Smoking is strictly forbidden in the school building by students, staff, and visitors. School staff or students are neither to carry nor use tobacco products of any kind anywhere on campus.

Visitors Visitors are always welcome in our school. However, all visitors must report to the School Office before going to a classroom or the classroom areas. In order to assure student and staff safety, all outside doors to the school will be locked during school hours. If a visitor wishes to enter the building, he/she is to go to the door nearest the school office and ring the bell. Office personnel will press a button to let the visitor into the building. Each will sign in and receive a special badge. All visitors not wearing a "visitor identification," will be escorted immediately to the school office. No person should be in the hallway or outside of their designated work or class areas without either a staff badge or a visitor's pass. Unauthorized visitors to the school will be handled according to the laws of the State of Nebraska.

Students are not allowed to have personal visitors at school, including brothers and sisters. Student visitors are not allowed to attend classes or lunch during the academic day unless receiving prior approval from the administration.

Withdrawal From School In the event that it becomes necessary for a student to leave St. James/Seton School for a reason such as moving or transferring to another school, the parent/guardian must give the office at least 24 hours notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and their tuition must be current. If a student is withdrawn prior to the 15th of the month, the parent/guardian will be responsible for only one half of the month's tuition. Withdrawal after the 15th of the month requires a full month's tuition payment. Records can not follow a student without the completion of a Transcript Request form from the child's next school.

VIII. CONDUCT & DISCIPLINE

Conduct The conduct of each student should help promote an environment in which all students can make the most of their learning opportunities. Speech and behavior should be such as to reflect credit on the home and school. A student whose conduct is judged unbecoming or detrimental will be subject to disciplinary measures and the student's parents will be notified. Parents should help their children follow the school rules. Parents are required to monitor all social networking communications. School reserves the right to administer discipline accordingly.

Broad rules that guide the overall learning climate of the school include:

1. Respect yourself and others.
2. Contribute to the learning environment.
3. Follow classroom and all school procedures.

Archdiocese of Omaha Catholic Schools Use of Physical Restraint and Seclusion Policy Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

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

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

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

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

Bullying/Cyber Bullying/Harassment Policy St. James/Seton Catholic School believes that all students have a right to a safe and healthy school environment, an environment in which our children can grow academically, behaviorally, and spiritually. In order to maintain this Catholic environment, incidents of bullying, which are contrary to these values, will not be tolerated.

All forms of bullying, including cyber bullying, by SJS students are prohibited. Anyone who engages in bullying is subject to appropriate discipline.

St. James/Seton School expects students and/or staff to immediately report incidents of bullying to the principal or assistant principal. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Teachers shall discuss this policy with their students in age-appropriate ways and will reinforce to them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Definition: Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to, the following categories: physical intimidation, assault, social intimidation, oral or written threats, and forced isolation.

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of an individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal or written suggestions
- name calling or taunting

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Responsibility: It is the responsibility of every member of the St. James/Seton School community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher aides
- School counselor
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

Guidelines/Procedure: When the appropriate authority receives a first complaint of “bullying” type behavior, it will be promptly investigated and if valid, addressed using the St. James/Seton Discipline Guidelines as well as a possible involvement with the school counselor and the affected students. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved.

Continued repeated bullying behavior that has been identified by the appropriate authorities, will be investigated by the school administration. Consequences for repeated bullying behavior may include, but are not limited to:

- notification of the parents
- meeting with one or more of the following people: classroom teacher, principal, counselor, pastor(s), parents, and students
- detention
- in/out of school suspension
- expulsion

Final decisions for actions taken and consequences given are at the discretion of the principal.

Confidentiality: Reasonable efforts will be made to keep a report of bullying and the result of the investigation CONFIDENTIAL; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

(Policy developed from Archdiocesan Policies #5032, # 5033)

Criminal Offenses In the event of criminal charges against a student, the school will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion.

Detentions & Supervised Study Keeping children after school has long been an effective method of handling many problems in the elementary grades. These problems can range from a need for extra time to complete assignments to minor forms of misconduct. A detention slip is given to the child at the teacher’s discretion for inappropriate behavioral issues. A supervised study may be given by a teacher to allow the student sufficient time to receive additional help to complete an assignment that was previously due.

When a detention or supervised study happens, the student will be expected to notify his/her parent/guardian as soon as possible; if the parent/guardian cannot be reached by phone, the slip is brought home for parent/guardian signature. The fact that a student rides with a car pool does not excuse him/her from a detention. When a student is notified of a detention, it is his/her responsibility to arrange transportation. All detentions will be served with a SJS staff member. Detention time will be from 3:15 to 4:00.

Skipping a detention will result in the student receiving two detentions. Skipping a supervised study results in the child receiving a failing grade or a zero on the work that was due.

Extra-Curricular Activities

Students participating in extra-curricular activities and intramurals must maintain a satisfactory academic record.

Students participating in extra-curricular activities may not be in the school building, including gym and halls, until their coach/moderator arrives to supervise them. Students must leave the building when the coach/moderator leaves.

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

IX. ATTENDANCE

Absences

Regular attendance is necessary to school success. When a child is absent from school, parents/guardians are to notify the school between 8:00 a.m. and 8:30 a.m. (402-572-0339). If a parent/guardian has not called, school office personnel will call a parent/guardian to verify the absence. A school representative must have a documented contact with a parent or guardian to discuss the reason for the absence.

Persistent absenteeism in K-8 creates a genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances are the recognized excuses for school absence:

- a) student illness or injury; b) medical/dental appointment; c) death in the family; d) previously approved school-sponsored event; e) family illness or injury; f) court appearance; g) other conditions at the discretion of the principal or assistant principal. The items listed above constitute reasons for excused absences; however, the student is still recorded as being absent from school. The SJS principal or assistant principal, not the parent/guardian, will determine if an absence is excused. Extended or repeated absences for illness require a doctor's note.

Students will be considered in attendance if the student is:

- a). Physically present in the classroom or working under the direction of the classroom teacher during the scheduled meeting time; or
- b). Receiving administration-approved alternative/home instruction.

When students change classes or sections, attendance will be taken by each teacher or during each class.

Students who need to leave school early must bring a note signed by their parent/ guardian to the office, or be picked up by the parent/guardian in the school office.

According to Nebraska law, the number of absences shall not exceed five (5) days per quarter or the hourly equivalent. The number of absences shall not exceed twenty (20) days cumulative per year or the hourly equivalent (Nebraska Education Law 79-209). Time missed from school due to either being absent or tardy that is less than a full day will be documented. Repeated absences and tardies can have discipline administered.

Absenteeism resulting from parents/guardians taking children on vacation is discouraged.

SJS ATTENDANCE PROTOCOL For purposes of Nebraska Law LB800, the St. James/Seton School Assistant Principal is designated as the School Attendance Officer.

Depending on the nature of the absences, interventions may be taken by the school that might include, but are not limited to, the following: meetings with the parent/guardian, educational counseling, educational evaluations, student assistance team meetings; an/or investigation of the truancy problem.

A student who exceeds twenty (20) excused and/or unexcused absences during the school year may not be eligible for promotion to the next grade level at the discretion of the St. James/Seton School administration. A written notice will be sent to parents/guardians of students in danger of not being promoted due to excessive absences.

Any student who is habitually absent or absent for an extended period of time (excused) will be placed on incomplete status until the schoolwork is made up to the satisfaction of the teacher(s) and administration. Work not made up in the allotted time frame will be subject to failure status. Habitual absences can result in administrative action to include possible suspension or removal from St. James/Seton School. A student who is absent for more than 5 days continuously, because of family crisis or illness, must make special arrangements with the teacher(s) and school administration for completion of the work.

Homework Requests

A student who is absent is required to make up all assignments missed. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. The parent/guardian must notify the school office by email or phone by 9:00 am if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available at the front desk after school is dismissed. Teachers will not be able to make homework available prior to the end of the school day.

When a student is absent, he/she will be expected to complete missed homework in two day's time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or principal. Makeup assignments and tests are the student's responsibility. Each teacher will have a policy for late work not returned. This policy will be communicated to the students at the beginning of each school year.

Tardiness

Tardiness is the absence of a student in the assigned classroom at the time the regularly scheduled session begins provided that the student is in attendance before the close of the session. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time. Students are expected to make up all time missed from learning.

A student who is tardy to school or to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. The SJS school day begins at 8:00 a.m. for all students in Grades K-Eighth. A student arriving at their assigned classroom after 8:00 a.m. will be considered tardy. Students arriving after 8:00 a.m. must report to the school office in order to obtain an admit slip into their classroom or homeroom.

If there are some extraordinary circumstances for a student being tardy, please contact the principal or assistant principal. The amount of time that a student is tardy will be documented. Students in grades kindergarten through eight arriving after 10:30 a.m. are considered one-half day absent. Students arriving after 1:00 p.m. will receive a full-day absence. In cases of excessive tardies, a school administrator will contact a parent or guardian to discuss the situation and possible remedies. Examples of possible age-appropriate consequences may include but are not limited to: making up school minutes missed, after-school written paper, discussion with school counselor, detention with the child's teacher, administrative detention, administrative conference with parents and student, restriction of student's school privileges, and in-school suspension. (See Appendix for further explanation of consequences.)

Extreme cases of a student being excessively tardy, as determined by the school administration, may result in the following:

Mandatory parent/guardian meeting held with the school administration and Parish Pastor to determine possible alternative school placement.

Out-of-school suspension with the recommendation to the Pastors that the child's attendance at St. James/Seton School be terminated. Parent/Guardian called, with follow-up written documentation sent, records sent to Douglas County Attorney's office when applicable. Public school notified of the child's termination of attendance at SJS.

X. HEALTH

The Catholic schools respect the parents as persons responsible for the health care of their children. The school staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

The school nurse will organize and assist in vision, color vision, height, weight, hearing, blood pressure, and oral screening, and notify parents if problems are suspected. She/he assists with student health needs and sees that all current requirements of the Nebraska Health Department are met by the school. Screenings as described below will be performed if the personnel and equipment to do them are available.

School health screening is not diagnostic nor is it intended to replace regular preventative health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings include: height/weight, blood pressure, oral, hearing, and vision for Grades One through Six and Grade Eight.

Color vision screening is performed in First Grade. Students may be screened upon request of a parent or teacher at any time. Students with areas of concern at the initial screening will be re-screened and a parent will be notified of abnormal results. Results that are within screening norms will be documented in the student's health chart and parents will not be notified. If interested in the results, notify the school nurse.

The "**Annual Student Health Update**" is sent home at the beginning of the school year. It is important that it be completed and returned to school as soon as possible so the school is aware of your child's health status. During the year, it is the parent's responsibility to notify the school office or school nurse if changes in medication or onset of medical problems occur. It is imperative to have parents easily accessible by phone in case of emergency.

Physical Exam

Nebraska State law requires a physical exam within six months prior to entering Kindergarten and Seventh Grade. Students entering Nebraska schools from other states also need to provide evidence of a physical exam taken within the past six months. In-state transfers need proof of immunizations. Dental exams are also recommended.

Eye Exam

Students entering school for the first time, including Kindergartners and transfer students from out of

state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. The vision evaluation is required to test for amblyopia (lazy eye) and strabismus (misalignment of the eyes) as well as internal and external eye health and visual acuity.

Illness or Injury

Children who become ill at school will first report to their teacher and then to the office. If necessary, parents are called. If parents are not available, the person designated on the census card is contacted. In an emergency situation, ambulance transportation may be called if deemed necessary by the school nurse, principal or designated personnel. The cost of this service will be the responsibility of the parent. **All students who exhibit a temperature or vomit will be sent home. It is up to the parent to make arrangements to pick them up from school.**

In case of injury, a student will be cared for temporarily by office personnel or a member of the school staff. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, then the contact person listed by the parents on their file will be called. If it is necessary the student will be taken to the emergency room at the hospital by ambulance. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file at the school. Be sure to give the school office updated information on your home, work, and emergency numbers. Please inform the school office of any phone number changes that occur during the school year.

Records are kept of students visiting the office. The school nurse will contact parents of any student accidents or injuries. Reporting does not constitute an acceptance of liability.

Immunizations and Communicable Diseases

All students are required to have the immunizations mandated by state law. The State of Nebraska requires that all students will be immunized for diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, hepatitis B, and rubella prior to enrollment. Each vaccination has a specific schedule that must be followed. Chickenpox or varicella vaccine must be given if the child has not had the chickenpox disease. If your child has had the chickenpox disease, written documentation of the date of the disease needs to be signed by the parent and submitted to the school and kept on file in the nurse's office.

The Archdiocese of Omaha states that Catholics are required to promote the common good in society, which includes health and life. Catholics have the moral obligation to submit to just laws regarding vaccinations. Currently vaccines for rubella and chickenpox are the only vaccines derived from cell lines originated from aborted fetuses and there are no alternatives available in the United States. Due to the potential health risks of an outbreak of these diseases, the Catholic Church teaches that, "For the sake of the common good, it is morally licit and advisable for a parent to submit to the vaccines despite their problematic origins."

Despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for rubella and chickenpox vaccines, and the Catholic Schools will honor that limited exemption request. **Catholics may not submit a religious exemption for any of the other vaccines.** The religious waiver must be on file in the nurse's office. In case of a disease outbreak, the student with the waiver may not remain in school.

A medical exemption may be completed for those students when their health care provider deems that the vaccine in question may be "injurious to the health and well-being of the student or any member of the student's family or household." This medical exemption must be completed and signed by an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and

surgery or osteopathic medicine and surgery. This does not include chiropractors. The acceptable exemption forms created by the Archdiocese can be obtained from the school nurse upon request. The medical waiver must be on file in the nurse's office. In case of a disease outbreak, the student with the waiver may not remain in school.

Students with rashes or other symptoms that may be communicable to other students are to be sent home at the discretion of the school nurse, principal or designated personnel. A student with red or draining eyes will also be sent home. The student may return when the rash is gone or the eyes are no longer draining. The only exception to this is, if after being seen by the physician, the physician deems the child not contagious and a note stating it is alright for the child to return to school with the MD's signature is sent to the school office.

Aids Policy

A current student or student seeking enrollment at St. James/Seton School shall not be discriminated against on the basis of that person having AIDS, ARC, or HIV infection. No student shall be suspended or denied enrollment solely on the basis of AIDS, ARC, or HIV infection unless the nature and extent of the illness reasonably preclude that student from being able to continue the customary educational responsibilities or if the student poses a risk to other students or personnel in the school.

Asthma Protocol

SJS staff is prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction that has not been diagnosed.

Protocol: (implemented by the trained school nurse or a designated and trained medication aide.)

- 911 is called first.
- EpiPen injection is given.
- Albuterol is provided through a nebulizer.

Parents must provide to the school nurse for students having a known allergic condition or asthma: written medical documentation, instructions, and medications as directed by a physician, and the student's individual care plan will be utilized if the need arises.

Medication Policy

Consult with your physician or dentist on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours. If the medication must be given during school hours, the school nurse, principal, or designated personnel will administer the medication and will keep a written record. Medications will not be dispensed to PreS/PreK students with the exception of emergency medications (eg. epipens and nebulizer treatments).

All prescription medication to be administered must be brought to school in the prescription container and properly labeled, including the child's name, name of drug, dose and time to be taken. The school retains the discretion to reject requests for administration of some medications. No medications are allowed to be kept in the child's locker or backpack. The child's doctor may write an order for Jr. High students to carry inhalers.

Legally, medication cannot be in school without written permission. The physician or dentist AND parent authorization that is signed and dated must be brought with the prescription medication and kept on file in the school office. Any changes during the school year of dosage or time must be given in writing by the physician or dentist and to the school office.

Over-the-counter medications (i.e. Tylenol, cold tablets, etc.) can be administered with a permission form filled in by the parent/guardian. The permission form must have dosing and timing instructions. All dosing must be according to package instructions. All over-the-counter medications must be in the original bottle/container. Medication will be stored in a secure area and/or refrigerator. All medications will be sent home the last day of the school year.

Insurance

St. James/Seton School does not provide student insurance coverage while the student is attending school. Any insurance claims for injury to students during school hours must be filed with the family's insurance carrier.

XI. VOLUNTEERING

Volunteer Opportunities

Volunteers play a vital role in the education of the students of St. James/Seton School. Volunteers include not only parents and grandparents of students, but also many people of both parishes as well as non-parishioners who give their time and talent to enhance the students' lives. Volunteers help with the media center, classrooms, computer lab, cafeteria, fund-raisers, as room-parents, and more. By participating in even one volunteer activity, you will learn more about SJS and about your child. Volunteers help personalize the students' total education experience. You are strongly encouraged to contact the school and volunteer some hours of your time. Parents can also assist individual teachers throughout the year with special projects. Field trips are taken occasionally to add to classroom learning. Some grades have end-of-the year picnics. Whenever students attend field trips, parents are needed to assist the teachers. Junior High students may visit Washington, DC during the summer every other year and parents may help chaperone.

Parent Participation

All parents are required to volunteer 20 hours for the family each school year. Single parent families 10 hours. There is a \$100 non-participation fee.

Volunteer Code of Ethics

We wish to assure you of our appreciation of individuals volunteering with us. Volunteers are an important and valued part of our school and we hope to make their volunteer experience with us enjoyable and rewarding. The volunteer must be expected to conduct their efforts in a manner that will allow the values, goals and mission of St. James/Seton School to be achieved. Failure to adhere to this code will represent unacceptable behavior and will undoubtedly damage the school; therefore the volunteer may be dismissed from their volunteering opportunities. In signing up as a volunteer of St. James/Seton School, the individual agrees to the following:

Charter for the Protection of Children & Young People: This Charter includes the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops carried out by the Archdiocese of Omaha. As a volunteer who has regular contact with the youth of the parish, he/she agrees to abide and adhere to this Charter.

Status as a Volunteer: In performing services in connection with St. James/Seton School, an individual shall operate as, and have the status of a volunteer. They shall not act as or be an employee of the school. All of their activities will be at their own expense. Volunteers shall refrain from using that position to secure special privilege, gain or benefit.

Treatment of Confidential Information: In reference to St. James/Seton School private information, a volunteer agrees not to disclose, divulge, copy or reproduce any of the proprietary or confidential information/materials regarding students, staff or curriculum unless authorized to do so by St. James/Seton School.

Representation and Professional Behavior: A volunteer does not represent the school on matters of policy, procedure, programs and personnel. When approached with concerns, they agree to refer parents to the principal and/or appropriate personnel.

Volunteers should represent the school in a helpful, friendly and professional manner at all times. The image people form of the organization may be based on their contact with volunteers. For this reason, it is important for volunteers to always represent the school in a positive manner and promote the beliefs and practices of the organization.

In the performance of duty at St. James/Seton School, volunteers should:

- Be polite at all times when dealing with students, staff and visitors.
- Treat other volunteers, students, and staff with courtesy and sensitivity to their rights and responsibilities.
- Take the personal initiative to learn, respect, communicate and adhere to the rules of SJS.
- Follow reasonable directions from their program leader or manager and those of the organization who have appropriate authority.
- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, religion, political belief, or economic status.
- Consistently display high personal standards and project a favorable image of SJS.
- Refrain from public criticism of fellow volunteers, students and staff.
- Be honest and trustworthy.
- Respect the privacy and dignity of others.
- Be passionate about what you are performing and be an advocate in the parish/school community.

Media Contact: A volunteer does not represent the school on inquiries and matters of the media. They agree to refer all media contacts to the administration.

**CIRCLE OF CARE: A SAFE ENVIRONMENT FOR ALL
CHARTER FOR THE PROTECTION OF CHILDREN TO PROTECT THE
FAITHFUL IN THE FUTURE**

ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

ARTICLE 13. Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).

The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference.

Background C for Applicants, Employees, and Volunteers

The Archdiocese of Omaha and St. James/Seton School are committed to providing a safe and secure environment for all children, youth, employees and volunteers who participate in ministries and activities by the Archdiocese of Omaha and St. James/Seton School. As part of that commitment, background checks are conducted of all applicants for employment, employees, and certain volunteers within the school or two parishes. The level of background check depends upon the position or potential position of the applicant, employee, or volunteer. The information is requested solely to conduct the background check, and the record will be maintained in a confidential manner, and disclosed only to those with a legitimate need to know.

Respecting All God's People Training

Attendance at a "Respecting All God's People" workshop is mandated for all in the Archdiocese who come in contact with children on a regular basis.

XII. ORGANIZATIONS & PARISH ACTIVITIES

Home and School Association HSA is a parent-run organization that is involved in a number of activities that have a direct impact on our school, both financially and functionally. Financially, HSA brings money into the school through many Fundraising activities. Over the last few years, HSA has provided the school with necessary funds to purchase: A New Gym Floor; Air Conditioning in all classrooms; 2 Wireless Computer Labs; Books for the Media Center; New School Desks; New Playground Equipment; Lockers and carpeting for the Junior High; Equipment for the kitchen, etc. None of this would have been possible without the proceeds from the Fall Fundraiser as well as proceeds from Adopt-A-School activities (e.g., Godfather's pizza night, Runza night, etc).

HSA also coordinates the **Big G/Campbell's Soup labels**. Every soup label and box top from General Mills that you bring to the school generates money for the school. **"Our Family" and "Tyson" labels** are also saved and turned in for credit for the school. On the non-financial side, HSA is responsible for the following SJS activities: Student Directory, Holiday Classroom Parties, Family Fun Night, Cafeteria Volunteers, Staff Appreciation Activities, and Eagle's Wings.

Parents' participation in HSA offers a great opportunity to meet other parents, to stay informed with what is happening in the school, and to provide the volunteer help the school heavily relies on. Dues are \$5 per family annually. **As a parent, you are a member of the Home and School Association. Take advantage of this opportunity and get involved!** Parents are encouraged to attend monthly HSA meetings which are generally held at 7:00 pm. on the 4th Wednesday of the month in the SEA Parish Center. Because of scheduling conflicts meetings are sometimes moved to other Wednesday nights. Consult the school calendar for each month's meeting dates. Please consider volunteering in one of the many committees of SJS HSA.

Scouting

St. James/Seton sponsors and/or promotes scouting at many levels. Girl Scouts at any level can register in September with the Great Plains Girl Scout Roundup. Daisy Troops for the Kindergarteners will form following Roundup. Older girls will be placed in active troops. For information on registering, call the Great Plains Girl Scout Council, 402-393-4200. Brownie Troops are available for those in Grades 1-3, Junior troops for Grades 4-6, and Cadette troops for older girls.

Pack 380 is the SJS Cub Scout Pack. Tiger Cubs begin in First Grade. Cubs Scouts begin in Second Grade and continue for three years. They spend 1-2 years as a Webelo Scout and can then advance to Boy Scouts. Parents are the staff and den leaders.

Parish Activities

Sunday School - St. James and St. Elizabeth Ann Seton parishes both offer Sunday school for children ages 3-5. This is a fun learning experience for them and helps parents to have a more prayerful experience at Mass. Volunteers include parents and teenagers.

Nursery-Both parishes have Nurseries available for younger children. At SJ the nursery is during the 9:30am. Mass. At SEA it is during the 11:00 Mass. At St. James there is a special Liturgy for Children as part of the 9:30am. and 11:30am Masses on Sunday. This is designed for children from K-6 and includes Liturgy of the Word for children, an interactive homily, profession of faith, and petitions on a level they can understand. Children rejoin the adult liturgy at offertory time. Volunteers are welcome.

We believe our young people are important members of our church today and will grow to be fully active as leaders of our church and society in the future.

A **Youth Ministry program** is offered to all high school age students at the 5:30pm. Mass on Sunday at St. Elizabeth Ann.

The **St. James Youth Ministry** program helps our High School youth build a strong foundation in leadership that invites and challenges them to grow spiritually and socially. Many opportunities are available on Sundays, Wednesdays and throughout the summer.

Playgroups - Both parishes participate in the Helping Hands Playgroup. The Playgroup is designed to help children make new friends and for parents to gain support from one another. The Playgroup is held twice a month at the St. Elizabeth Ann Nursery for infants and preschoolers. Members also exchange vouchers/coupons for sitting time with other parishioners.

Parish Athletics

The SJS athletic program is a direct outgrowth of a Christian educational philosophy; that is, a balanced approach to athletics to develop oneself mentally, socially, and physically, with Christ the center of attention on and off the athletic field. Athletics should be conducted so that emphasis is placed on their value as an educational tool. The success of the SJS program should not be based on the number of games won and lost but rather the attitude, commitment, and dedication shown by the contestants and spectators, and the way in which the program blends into the framework of the St. James /Seton educational system.

SJS Athletic Association

The Athletic Association is a self-funded parent organization, governed by a Board of Directors, that sponsors the athletic programs listed below. There are registration fees required for all sports. Uniforms are provided with a refundable deposit fee. Parents are expected to volunteer to take admission and sell concessions for the indoor sports. Each spring the association holds the “Spring Fling” dinner/auction fundraiser.

“A-Team” selections are made on the basis of ability and will compete in the Parochial Athletic League

(PAL). Other recreational teams compete in the PAL with teams of similar ability. If a player tries out for the top team, they are expected to make SJS athletics their top priority.

All coaches are dedicated volunteers who believe in teaching fundamentals of the sport along with sportsmanship and Christian values. When possible all coaches are known prior to having tryouts. Sometimes a parent may wait to see what team his/her child is on before committing to coach.

All coaches are required to complete the Archdiocesan "Safe Environment" training and background checks. Questions concerning selection, coaches and scheduling should be referred to the Athletic Director.

Parents are also expected to maintain a positive Christian attitude and behavior when supporting their child's team.

Due to the fact that the PRE students have these opportunities at the schools they attend, they are not eligible to participate in SJS athletics. Members of the parish who are home-schooled are eligible to participate in SJS parish athletic programs.

Competitive Sports Sponsored by the Athletic Association

Volleyball is open to all 5th, 6th, 7th, and 8th Grade girls who attend St. James/Seton School or are home-schooled. Tryouts are held in August and the season lasts through October with a league tournament at the end of the season.

Football is open to all 7th and 8th Grade boys in either SJS School or who are home-schooled. Practices start in August and games are usually on Saturdays. The season lasts through mid-November ending with a championship game played usually on a Sunday at the UNO field.

Basketball is open to all 5th, 6th, 7th, and 8th Grade boys and girls who attend SJS School or are home-schooled. Try-outs are usually held in November and the season usually lasts through February with a league tournament at the end of the season.

Track is open to all 6th, 7th and 8th Grade boys and girls who attend SJS School or are home-schooled. Practices usually start in April and the season lasts through May with a huge final meet at UNO.

Soccer

SJS has an outstanding recreational soccer program, which competes in the Catholic Youth Soccer League, and practices and plays on an excellent field next to St. Elizabeth Ann Church. Students play in both the fall and spring. Teams are coed under six (micro soccer), boys and girls under eight, under ten, under twelve, and under fourteen. Parents organize, coach, assist and maintain the field. A registration fee is required for each season the child plays. Children typically have weekly practices and must have a club uniform.

The SJS Soccer Association comes under the organizational structure of the Athletic Association for consultative purposes and is directly accountable to the two Parish Pastors through the Total Board of Education. The Soccer Association will maintain a separate board, financial accountability and by-laws (separate from the other Athletic Association programs).

Even though the athletics are not school sponsored, but rather sponsored by the two parishes through the Athletic Association, most of the athletes attend the school. Because of this the school will be utilized when possible and appropriate to disseminate the information to the youth and the parents. Subject to approval by the school administration, school facilities will be utilized to facilitate the athletic programs listed above.

XIII. ADDITIONAL SCHOOL POLICIES

Cell Phone & Other Electronic Devices Policy

Cell phones, pagers and/or any electronics device must be turned off and cannot be visible while on school grounds during the time when school is in session.

While it is not encouraged, cell phones may be brought to school or to a school activity under the following conditions:

- Junior High students will always keep their cell phones in the off position, in their backpack, and in their assigned locker during the school day.
- Primary and intermediate age children will always keep their cell phones in their backpack in the off position during the school day.
- In the event that students need to communicate with their parents, cell phones may be used 10 minutes after dismissal or off of school grounds. When given teacher permission, students may also use the school phone to communicate.
- No cell phones may be used for picture taking or recording.
- In the event a cell phone is found on at school or a school sponsored event, the school reserves the right to review all photos, voicemail, text messages, etc, on the phone.
- No harassment or threatening of persons via the cell phone is permitted.
- Use of electronic signaling devices, including cell phones, at any time during instructional time will result in confiscation and possible disciplinary action.
- All other electronic devices are not to be brought to school by students.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. We expect Catholic behavior and communication even after school hours.
- At no time is the school responsible for lost, stolen, or damaged electronic devices brought to the school or onto school grounds by a student.

When students choose to not follow these rules and are found with an electronic device (games, etc.), school personnel will confiscate the device, place it in a sealed bag, and turn it into the school office. The student will receive the appropriate consequences. Parents will be asked to come to the office to pick up the device from one of the administrators.

If a student has a phone on his/her person during the school day, has his/her phone ring during the day, is caught talking on a cell phone, is text messaging, playing games, or using it in any other way, the phone will be confiscated and discipline will be administered accordingly.

Computer Technology Policy

The use of computer technology at St. James/Seton is a privilege, not a right. Inappropriate use may result in cancellation of those privileges and appropriate disciplinary action taken. The administration, faculty, and staff, based upon the acceptable use guidelines, will deem what is inappropriate use.

Delinquent Tuition and/or Fees

No registration will be accepted for the next school year until payment for fees/tuition for the current school year has been paid or arrangements to do so have been made with the pastors.

Discipline Policy

Students and staff members should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community. In order to guarantee all students at St. James/Seton School the excellent educational climate they deserve, no student will be allowed to

prevent a teacher from teaching or classmate from learning. Students will not be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others. If a student demonstrates inappropriate behavior or conduct unbecoming a student in a Catholic school, the administration will address the situation and consequences may follow.

Any conduct both in and out of school that has an intended negative effect on a student or that adversely affects the safety and well-being of a student while in school or that reflects negatively upon the reputation of the school may be subject to disciplinary action.

Sometimes children do not respond appropriately and disciplinary action is warranted. Discipline may be administered for conduct outside of school hours. In this instance the child will be referred to the office and a discipline process will be set in motion. The age of the child, circumstances of the situation, and severity of the conduct will determine the consequences of the inappropriate behavior.

There are three occasions when it will be necessary for school personnel to take immediate steps to remove the child from the situation and help him/her regain control. The teacher/staff member and child will work together to determine a specific action plan to redirect the inappropriate behavior:

1. When a child or staff member is in physical or psychological danger.
2. When a child has difficulty deciding for him/herself the appropriate course of action.
3. When a child exhibits abusive or disrespectful language or actions.

The administration retains the right to make exceptions to existing rules and regulations. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

SUSPENSION AND EXPULSION

On occasion, students can or ought to be suspended and/or expelled. In cases of student inappropriate behavior, the administration reserves the right to suspend or expel as deemed necessary. Reasons for suspending and/or expelling a student include but are not limited to:

- a. behavior of the student which presents a physical or moral danger to other students.
- b. behavior that is incorrigible:**
- c. frequent absences and/or tardies

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

The administration will consider expulsion when the student's conduct is a hindrance to the welfare/safety and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules and regulations of the school. The decision to expel a student rests with the principal and Pastors.

K-8 UNIFORM POLICY, DRESS CODE & STUDENT APPEARANCE

The dress code pertains to all students at St. James/Seton Catholic School. Parents are expected to support and enforce this code and to be certain that children are dressed neatly, appropriately, and in a modest and conservative manner. This will allow teachers more time for classroom instruction.

The St. James/Seton Catholic School administration in conjunction with Dennis Uniform, Educational Outfitters of Omaha, and Cornerstone Custom Apparel, will establish the standard as to the color, style, and length of the particular uniform item. Uniform items purchased at these companies have been pre-approved by the administration. Items purchased elsewhere may not fit the intent or parameters of the

dress code policy. If in doubt as to the color, style, etc., of a uniform item it is recommended to get pre-approval from a school administrator.

Student Appearance

Students will be expected to keep themselves well-groomed and neatly dressed. Articles of the uniform must be clean, in good condition, and of the designated color. Any form of dress, grooming, or hair style that is considered contrary to good hygiene or that is distracting, disruptive in appearance, or detrimental to the purpose or conduct of the school as determined by the administration will not be permitted.

- If for any special circumstances a child needs to be out of uniform, a written note stating the reason must be sent by a parent and approved by the administration.
- Final interpretation of the appropriateness of dress will be determined by the school administration.

Boys' Dress & Appearance

Boys are to have neatly trimmed hair with at least the bottom half of the ears exposed and not touching the top of the collar. Hair on the forehead cannot be touching the eyebrows. Boys will not display facial hair, and sideburns may not be longer than halfway down the ears. Hairstyles must not be disruptive to the educational process (for example: no mohawk, etc.). No gaudy or unusual cuts, designs, artificial highlights or unnatural colors are allowed.

Simple neck chains, watches, and rings are permitted. No body rings or piercings (including ear piercing) are allowed for boys. Distracting, faddish jewelry and buttons are not allowed. No tattoos of any kind (permanent or temporary) are allowed.

- **Pants:** Solid (no design) navy blue dress pants or cords may be worn; no jeans are allowed. Pants must follow the color code, be in good condition, and not faded or tattered. Pants with cargo pockets are not allowed. Pants can be purchased at the uniform stores mentioned above or through J.C. Penney uniform. All slacks for students in Grades 5-8 must have belt loops.
- **Belts:** Simple black, brown, or blue belts are to be worn with slacks and shorts in Grades 5-8. Belts must be worn at the waist.
- **Shirts:** Uniform yellow or heather gray, long or short sleeved shirts that button down the front, pullover knit shirts with a collar and buttons, and yellow or heather grey turtleneck shirts may be purchased elsewhere as long as the color and basic style are identical to the color standard set by the administration and uniform companies noted above. Long sleeved polo shirts are acceptable.

Turtlenecks cannot be worn under short-sleeved shirts. T-Shirts worn under shirts must be short sleeved and solid white (no writing or patterns). Shirts must be tucked in at all times to show the waistband/belt.

Pullover or cardigan sweaters (navy only) are permitted over shirts (collars out). The official St. James/Seton School navy sweatshirt is permitted over the yellow or heather gray shirts (collars out). No other sweatshirts or outerwear may be worn during school hours at any time other than recess.

- **Shorts:** Navy shorts consistent with the uniform companies may be worn August through October and April/May only. All shorts for students in Grades 5-8 must have belt loops.
- **Shoes:** Shoes with eyelets must have laces and be tied. There are also styles of shoes that for potential safety reasons will not be allowed. These include boots, clogs, sandals, platform, and wheeled shoes. This list is not inclusive as to all of the types of shoes that would be considered

inappropriate for school use. Shoes must have a closed-in heel. Handwriting is not allowed on shoes. Gym shoes must be worn for Physical Education classes. Shoes that mark the floor may not be worn.

Please note that the administration still has the option of determining that a particular pair of shoes is inappropriate, distracting, and may not be allowed to be worn with the uniform. Extremes (as defined by the administration) will not be allowed.

- Socks: Socks must be worn at all times. The uniform colors for socks need to be primarily navy, black, white, or gray. Socks must match and rise above the top of the shoe.

Girls' Dress & Appearance

Girls' bangs are not to touch/cover the eyebrows. Long bangs are to be pinned back. Distracting cuts, colors, styles, and ornamentations (such as multi-colored or embellished hair bows, barrettes or headbands) are not allowed. Girls may wear plain, solid colored barrettes, ribbons, and narrow width headbands to keep the hair out of her face as long as they are not distracting and/or dangling. No unnatural artificial hair coloring is allowed. Girls are allowed to wear the plaid hair accessories sold at the approved uniform vendors.

Simple neck chains, watches, and rings are permitted. No body rings or piercings are allowed for girls other than earrings, which can only be in the earlobe. Small "stud type" earrings are allowed, no dangles. Distracting, faddish jewelry and buttons are not allowed. No tattoos of any kind (permanent or temporary) are allowed. Excessive use of make-up is not permitted in the Junior High (Grades 7-8), which will be determined by administrator and teacher; no make-up is permitted in other grades.

- Pants: Solid (no design) navy blue twill dress pants or cords may be worn by all students; no jeans, leggings, stirrups, or knit pants are allowed. Pants must follow the color code, be in good condition, and not faded or tattered. Pants with cargo pockets are not allowed. Pants can be purchased at the uniform stores mentioned above or through J.C. Penney uniform section of the catalog. All slacks for students in Grades 5-8 must have belt loops.

- Belts: Simple black, brown, or blue belts are to be worn with slacks and shorts in Grades 5-8. Belts must be worn at the waist.

- Uniform plaid jumpers, skorts, and skirts: Uniform jumpers, plaid skorts, plaid skirts, and navy skorts are supplied by all uniform companies listed above. All are to be no more than 3 inches from the top of the kneecap. Rolled waistbands are not allowed. These articles can be worn as follows:

Grades K-6: Uniform jumper, plaid or navy uniform skort, or uniform skirt

Grades 7-8: Uniform plaid or navy skort or uniform skirt

All skorts must be purchased through one of the approved companies listed above. Styles and colors of skorts purchased elsewhere will not be permitted.

- Shirts: Uniform yellow or heather gray, long or short sleeved shirts that button down the front with Peter Pan or Oxford collars, pullover knit shirts with a collar and buttons, and yellow or heather gray turtleneck shirts may be purchased elsewhere as long as the color and basic style are identical to the color standard set by the administration and uniform companies noted above. Long sleeved polo shirts are acceptable. Turtlenecks cannot be worn under short-sleeved shirts. T-Shirts worn under shirts must be short sleeved and solid white (no writing or patterns). Shirts must be tucked in at all times to show the waistband/belt.

Pullover or cardigan sweaters (navy only) are permitted over shirts (collars out). The official St. James/Seton School navy sweatshirt is permitted over the yellow or heather gray shirts (collars out). No other sweatshirts or outerwear may be worn during school hours at any time other than recess.

- **Shorts:** Navy shorts consistent with the three uniform companies sizing for inseam may be worn August through October and April/May only. All are to be no more than 3 inches from the top of the kneecap. All shorts for students in Grades 5-8 must have belt loops.
- **Shoes:** Shoes with eyelets must have laces and be tied. There are also styles of shoes that for potential safety reasons will not be allowed. These include boots, crocs, clogs, sandals, platform, and wheeled shoes. This list is not inclusive as to all of the types of shoes that would be considered inappropriate for school use. Shoes must have a closed-in heel. Handwriting is not allowed on shoes. Gym shoes must be worn for Physical Education classes. Shoes that mark the floor may not be worn.

Please note that the administration still has the option of determining that a particular pair of shoes is inappropriate, distracting, and may not be allowed to be worn with the uniform. Extremes (as defined by the administration) will not be allowed.

- **Socks/Tights:** Socks or tights must be worn at all times. The uniform colors for socks need to be primarily navy, black, white, or gray. Socks must match and rise above the top of the shoe. Tights may be black, navy, or white.

In addition to tights or socks, basic solid navy or black leggings will be acceptable attire for girls, worn underneath the standard uniform jumper or skirt. Girls wearing leggings will be required to wear socks that cover the bottom of the legging.

On a designated dress up day, leggings maybe worn only if an appropriate length dress, skirt is worn over the top. Appropriate length for skirt or dress is three inches above the knee. Leggings are not allowed on spirit or dress down days.

Spirit Days

On Spirit Days students may wear jeans, sweatpants, or wind pants with a uniform shirt, uniform sweatshirt, or with a SJS spirit shirt or sweatshirt. Jeans may not be torn or have holes in them. Tight pants are not allowed (for example: yoga pants and leggings). Pajama shirts or pants are not allowed. Uniform shorts are allowed on spirit days when shorts are part of the dress code (August-October and April-May).

Occasionally the SJS administration will designate a special “dress-down” day. T-shirts or sweatshirts must be in good taste with no abusive or offensive language or graphic images. No advertisements for alcohol, drugs, or tobacco products are allowed. Jeans may not be torn or have holes in them. Tight pants are not allowed (for example: yoga pants and leggings). Pajama shirts or pants are not allowed. All other rules and standards contained in this document are still applicable.

Students that do not meet proper attire for spirit or dress down days will contact home or be given a school uniform to wear for the day.

Please note the distinction between “spirit days” and “dress down days.” Spirit days are more frequent and require the student to wear a uniform shirt, uniform sweatshirt, or an SJS spirit shirt. A spirit shirt doesn’t include wearing a school color. The key feature of the shirt is to demonstrate school and/or

parish spirit. Shirts that demonstrate approved programs of either the parish or the school will be allowed. (i.e. SJS athletic programs, Kids for Jesus, Scouts, etc.)

Procedures & Consequences for Non-Compliance

When dealing with issues associated with dress or appearance, a child's age and grade level is taken into consideration. As our children get older and proceed through the SJS educational system, we expect them to have an increased ability to be more responsible for themselves and their actions. The Uniform policy can be adjusted at any time by the administration.

Final interpretation of the appropriateness of dress and consequences for non-compliance is determined by the school administration. Consequences may include, but are not limited to, a Dress Code Violation form, a demerit, a room/office detention. Chronic dress code violations may require an administrative meeting with the parents or loss of privileges.

Drug & Alcohol Policy-Student

The philosophy of St. James/Seton School is to provide a positive, Christian environment for our students. With this intention in mind, the following policy is written:

The use, possession (whether on person or property) and/or sale of any illegal drug, drug related product, alcohol, controlled substance, or mind altering chemical substance, narcotic or any substance represented to be illegal or controlled, is forbidden. This policy applies while a student is on school grounds, at school sponsored functions (at the school or away from school), on school chartered buses, or when representing St. James/Seton School in any capacity. A student found to be selling, using, or in possession of any of the above items can incur a variety of discipline means from suspension to expulsion.

Fundraising Policy for Educational Programs

1. One of the educational programs (5-day school, PRE, Adult Education, or Service to the Community) must be the beneficiary of the fund raising activity.
2. All families are encouraged to participate in the fund raising activities.
3. Parents must be notified of the scope of the project, time frame and the beneficiary of the proceeds prior to the event.
4. Fund raising activities must have adult supervision and accountability.
5. Fund raising activities must have prior approval from the school administration

Grievance Policy & Procedure

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged and expected to follow these procedures. The steps to resolving any conflicts or concerns are expected to be followed in the order they are presented below:

- 1) Contact the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teacher must be made by writing a note requesting a conference, sending an e-mail, or by calling the school office and asking that the teacher return the call as soon as possible. In cases relating to St. James/Seton School policies or procedures outside their child's classroom, parents/ guardians should begin with a discussion with the Principal.
- 2) If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation

between the two parties. The principal is responsible for the day-to-day operations of the school, and in accord with that responsibility, has the authority to make final decisions relative to resolution of concerns.

- 3) If resolution and reconciliation have not been achieved after discussing the problem with the teacher and the principal, and the parent still feels that the complaint has not received proper consideration, the pastor will be asked to assist in resolving the situation and achieving reconciliation.

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

Multi-Cultural Education Policy

It is the policy of St. James/Seton School to utilize the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, gender, ethnic, language and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will guard against bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will assist them in understanding a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflects racial, ethnic, gender, or cultural bias.

Non-Custodial Parents

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

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

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order. If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

Smoking/Chewing Tobacco

St. James/Seton School is a tobacco-free environment. No tobacco products may be used at any time within the St. James/Seton educational facility.

Student Records Policy

Access to and disclosure of student records are provided according to the following guidelines:

1. Parents may review their student's records within 45 days of the request to do so.
2. The school will consider written requests to amend a student record. Such a request needs to identify the requested change and specify reasons for the change.
3. Parents must provide written consent for release of student records, with the exception of

- disclosure to other school personnel with legitimate educational interests, or disclosure upon legal requirement to provide record information.
4. Custodial parents may access their student's record, barring a court order to the contrary. Arrangements to provide non-custodial parents with copies or information are at the discretion of the school.
 5. Release of official copies of student records is contingent upon written consent.
 6. The school releases elementary graduates' records to the enrolling High Schools upon request without written consent.
 7. The school reserves the right to withhold the release of a student's grades for non-payment of an outstanding financial obligation.

Technology Acceptable Use Policy

Our mission is to provide St. James/Seton students with hands-on experience in computer technology as a tool to enhance their learning. This year your son/daughter will use the Internet and computers networked within the building. **The only purpose is to participate in curriculum enhancing projects.** In a Catholic Christian setting it is necessary to stress responsible behaviors using these technologies. The following guidelines were developed through the cooperative effort of the administration, faculty, staff, and parents. Please read and discuss the importance of these with your child.

There are websites where students do not belong. No blockage or filtering program will stop them all and will still make available good sites. It is the feeling of the school that a blockage or filtering program would instead give us a false sense of security. Instead, we choose to be specific in the sites students are sent to and help the student learn to make correct choices and to be responsible for any choices made. A student finding himself/herself in an inappropriate place has the responsibility to back out of it immediately. This includes any place the student is not to be, both on the Internet and on the networked computers. Any student continuing to watch will also be held accountable.

Expectations of students include but are not limited to:

- Respect other peoples' work, including staying out of their files and obeying copyright laws and guidelines, as all communications and information accessible via the network should be assumed to be private property.
- Passwords are to be kept private and are not to be shared with anyone.
- Log on to computers only as yourself with your password. Do not try to hack into someone's files by trying various passwords.
- No student may be on the Internet if there is not a **teacher present**, and is never to transmit name, address, phone number or any other personal information of himself/herself or anyone else.
- E-mail and chat rooms are off limits
- No programs may be copied onto the computers at school, nor downloaded from the Internet
- Anything processed on the school computers is subject to school scrutiny.
- Do not use the network in such a way that you would disrupt the use of the network by other users, including the disconnection of wires.
- Be knowledgeable of your source. Publish only what you know to be true and only with the approval of the teacher. Give credit to sources.
- Students in grades K-4 generally are not allowed to do searches (specific websites are given for the students to go to). Students in grades 5-8 may be permitted to do general searches. **No searches at any grade level may be done without teacher permission and supervision.**

- Flash drives may be used at school. Students are to bring the flash drive to the computer lab before or after school to be scanned for viruses. Once it is cleared the document will be taken off the flash drive and placed in student files.

Failure to comply with the guidelines will be dealt with on a case by case basis. Appropriate consequences will be given.

Weapons Policy

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 or weapon-like object. Any object which could be used to injure another person and which has no 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.

Wellness Policy

Wellness Policy on Nutrition and Physical Activity

“You can’t educate a child who isn’t healthy and you can’t keep a child healthy who isn’t educated.”

Joycelyn Elders-former U.S. Surgeon General

In the St. James/Seton Family Handbook it states: “Saint James/Seton School is committed to providing a safe and nurturing learning environment in which our students can receive a quality, faith-filled Catholic education. In partnership with the Christian family community, we aim to develop each student’s full academic potential and strive to teach the Gospel message in order to share it with the world. St. James/Seton School’s mission is to provide the best Christ-centered education possible for each child. In order to accomplish this, there must be a concentrated, cooperative effort between the parent(s) and the school. The school’s curriculum guides students in their expected knowledge and skill development.” This statement is relative to this wellness policy in a number of ways. Providing a safe and nurturing learning environment is key to a child receiving a quality education. It is no secret that a child who receives proper nutrition and who has a feeling of safety is a much better learner. The knowledge we impart to the children and the skills we help them develop are there for a lifetime. Hopefully, proper nutrition and physical exercise will also fit into that lifelong learning category.

Purpose and Goal:

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity. Commonly called Section 204, it requires the development of a local school wellness policy.

Research shows that children and youth who begin each day as healthy individuals are better learners. St. James/Seton School promotes a healthy school by supporting a school-wide wellness policy. This policy includes guidelines for good nutrition, physical activities, and health/nutrition education for our students and staff. We believe that all students should possess the knowledge and skills necessary to make healthy lifetime choices. In addition, we encourage our staff to model healthy eating and physical activity as a valuable part of daily life.

To Achieve These Policy Goals:

School Wellness Advisory Council

The SJS Wellness Advisory Council (WAC) will help ensure that the wellness policy directives are met. Further, the WAC, in conjunction with the Student Nutrition Advisory Council (SNAC) and the Total Board of Education, will aid the administration by acting in an advisory capacity and providing technical support in the areas of nutrition and physical activity.

The WAC will be comprised of representatives from a broad cross-section of the school including such participants as the school nurse, food service personnel, teachers, physical education teacher, and administrators. The SNAC committee will consist of student representatives from 4th through 8th Grade.

Program planning may include such issues as:

- Assessing student health risk behaviors
- Identifying resources within Omaha and the SJS community that would further the nutritional and physical well-being of SJS students
- Helping to develop program goals, objectives, menus and outcomes for the school
- Linking school activities with community resources

The Nutrition Environment

The school environment should encourage students to make healthy choices. Food served in St. James/Seton School should make a positive impact on the nutritional well-being of students. This will be accomplished by the following:

- Serving lunches that meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Engaging students in trying new foods sold through the school meal programs through taste-tests of new entrees and surveys on food preferences.
- Employing school food service staff that is properly qualified according to current professional standards and providing continuing professional development for all nutrition professionals in schools.
- Staff development programs should include appropriate certification and/or training programs for child nutrition directors and cafeteria workers, according to their levels of responsibility.

Site

- Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize.
- Cafeteria supervisory staff (teachers, aides, custodial staff, etc.) shall receive appropriate training in how to maintain safe, orderly, and pleasant eating environments.
- Cafeteria facilities will provide for a physical and aesthetic surrounding that constitutes a healthy, safe, caring culture that maximizes the health of students and staff.
- School personnel should discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel.
- Careful consideration should be given when scheduling tutoring, assemblies, organization meetings, classroom instruction, and other activities during meal times.

Nutrition Quality Meals

- The school food service program will approve and provide all food and beverages sold to all students in the lunch line. In SJS, the lunch will be sold as a balanced meal.

- School lunches will be appealing and attractive to children.
- Lunches served at SJS will meet USDA guidelines which currently require no more than 30 percent of the total meal calories come from fat, and less than 10 percent from saturated fat. The meal will also meet 1/3 of the daily requirement for protein, Vitamin A, Vitamin C, iron, calcium and calories.
- According to the Federal Lunch Program, foods of minimal nutritional value are prohibited from being served or sold in the elementary schools.
- Foods of minimal nutritional value as defined by USDA include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, taffy, licorice, spun candy, and candy coated popcorn.
- Whether or not to allow food and beverages to be consumed in the classroom during the school day will be an administrative decision. If allowed, the Wellness Policy guidelines should be followed.
- Drinking fountains will be available for students to get water at meals and throughout the day.
- In order to meet their nutritional needs and enhance their ability to learn, students will be encouraged to start each day with a healthy breakfast through newsletter articles, take-home materials, or other means.

Meal Times/Scheduling

- School administrators will make every attempt to provide at least 20 minutes for lunch from the time the student is seated, as outlined by the National Association of State Boards of Education.
- Class schedules should accommodate meal periods at appropriate times, e.g., ideally lunch should be scheduled between 11 a.m. and 1 p.m.
- Careful consideration of the school lunch environment should be taken into account when scheduling recess. (Research has shown that plate waste is substantially decreased when recess precedes lunch. It is strongly encouraged that schools provide recess before lunch whenever possible.)
- Students and staff will be encouraged to wash or sanitize their hands before and after eating.

Classroom Celebrations

St. James/Seton School can help promote a positive learning environment by providing healthy celebrations that shift the focus from the food to the child. Every attempt should be made to serve healthy foods and beverages in age-appropriate portions during classroom celebrations.

School Fundraising

Raising money presents a constant challenge for all schools. SJS fundraisers help to pay for computers, field trips, athletics, the media center and other programs that educate and enrich young lives – important programs that are not always covered by the school budget. Fundraisers should make every effort to include healthy alternatives. Education needs to play an active role in this planning. In order to educate the individuals that are responsible for the planning and selection of items to be sold through these fundraisers, the Wellness Advisory Council will be available to assist these groups as to possible healthy alternatives. Every effort should be made to explore and incorporate healthy foods into the fundraising process as well as to explore non-food alternatives.

CURRICULUM

Health/Nutrition Education

Health/Nutrition Education shall be offered at each grade level as part of a sequential, comprehensive, hands-on, learning-based program designed to provide students with the knowledge and skills necessary to promote and protect their health and provide life-long habits of good health.

Health/Nutrition Education should be encouraged to be a part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects.

Curriculum:

- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, and farm visits.
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Emphasizes caloric balance between food intake and energy expenditure (physical activity-exercise).
- Links with school meal programs, other school foods, and nutrition-related community services.
- Teaches media literacy with an emphasis on food marketing.

Physical Activity/Physical Education

Physical education and physical activity must work together in order to help a child maintain a healthy lifestyle. Physical activity is the time on task within rigorous activity and Physical Education teaches students the skills, exposes students to new things, and provides students with knowledge about their bodies.

Curriculum:

- A planned, sequential, K-8 curriculum that provides learning experiences, such as basic movement skills, physical fitness, rhythms and dance, games, teamwork, and dual and individual sports, which will develop lifelong habits and love of being moderately to vigorously active shall be offered to our students.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- All students in grades K-8, including students with disabilities and special healthcare needs, will be taught by a certified physical education teacher.
- SJS will provide students with an environment that is safe and free from obstacles while participating in physical activities.
- Student involvement in other activities involving physical activity (e.g. interscholastic or intramural sports) will be encouraged for student participation.

Health Services

Health services will be provided for all students in a school setting to assess, protect, and promote health; to provide services in harmony with community, parents, and other constituencies and to ensure all students have access to services. SJS has an array of comprehensive health and wellness services that are provided by the school nurse, school staff, community partners, and the Student Assistance Team Program that focuses on prevention and early intervention. Parents will be educated and informed of the availability and variety of health services for their children.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

Daily Recess

All SJS students, K-6 will have at least 15 minutes a day of supervised but unstructured recess, preferably outdoors, during which supervising staff should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. School staff should discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory

school-wide testing, make it necessary for students to remain indoors for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.

Staff as Role Models

School staff should model healthy eating behaviors and engage in physical activity on a consistent basis.

Communication with Parents

- SJS will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- SJS will encourage parents to pack healthy lunches and snacks.
- SJS teachers are encouraged to provide information about physical education and other school-based physical activity opportunities before, during, and after the school day, and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports could include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Free and Reduced-Priced Meals.

SJS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Marketing Products on Campus

Long-term wellness requires significant public-private participation and should be encouraged. Therefore, partnerships between SJS and businesses is encouraged and appropriate business sponsorship of educational activities that promote educational well-being of students is encouraged. However, such partnerships should not be designed to threaten the health, wellness, and physical well-being of the child.

If for medical reasons a student cannot adhere to the guidelines in the St. James/Seton School Wellness Policy, a written request for exemption should be submitted to the School Nurse. A care plan will be developed to meet that student's individual needs and appropriate staff will be informed of the necessary accommodations.

Monitoring and Policy Review

Monitoring. The school administration, faculty, and the Wellness Committee will ensure compliance with nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the committee upon review.

The wellness policy committee will develop a summary report every three years on the compliance with the established nutrition and physical activity wellness policies, based on input from faculty, staff, and students. That report will be posted on the school web site.

Policy Review. To help with the initial development of the SJS wellness policy, the wellness committee will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and

determine areas in need of improvement. As part of that review, the school will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The wellness committee, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Withdrawal of Registration & Fees

After acceptance, withdrawal of the registration will result in forfeiture of the registration fee. In special circumstances, the pastors may waive the forfeiture of the total fee, and the amount paid, minus a \$25 administrative fee per registration, will be returned. If books and classroom materials have been purchased for the child registering and then withdrawing, an amount proportionate to the costs incurred will be forfeited from the registration fees paid. The school administration will determine the amount to be paid.

Additional Archdiocesan School Board Policies To Note

Policy On Self-Administration of Prescription Asthma or Anaphylaxis Medication at School During School-Related Activities

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - (c) permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - (f) be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified;

however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Policy on Self-Administration of Diabetic Condition at School During School-Related Activities

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her diabetic condition;
 - (c) permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
 - (d) be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school-related activity, or in any private location specified in the plan.
6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students

In cooperating with Law Enforcement Personnel or other Government Agents requesting access to students, Administrators will grant such access in accord with the expressed wishes of the student's parent(s) or legal guardian. The Administrator or a staff member must be present during an interview with the student conducted by law enforcement or other governmental agents. Exceptions to parental wishes will be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statutes and directives of the Archdiocesan Child Protection Policy. Administrators will inform the Superintendent.

Sunday Policy

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

Release of Student Information

The principal is the only school official who can authorize release of directory information to outside parties. Student and parent names, addresses and phone numbers are printed in the student directory which is distributed to all school families. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of the school year.

Internet Acceptable Use Policy

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion), and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his/her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
 - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 1. Use of illegal or controlled substances, including alcoholic beverages;
 2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
 3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.
 4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express

- permission of the Principal.
5. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
 6. Employees are prohibited from permitting any other individual or entity from creating a web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
 7. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
 8. The school reserves the right to monitor employee and student use of school computers, including an employee's internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or email.

Use of Physical Restraint and Seclusion

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

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

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

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The administration will verbally notify the parent/guardian as soon as possible.

Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students

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

1. Arrival of Law Enforcement Personnel Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal of the school and state the nature of the inquiry or investigation.
2. Student Interviews In cases where Law Enforcement Personnel wish to interview a student, the Principal of the school (or Principal's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification
 - a. Parental Notification In all cases where a student is taken into custody and removed from school premises, the Principal shall promptly notify the student's parent or legal guardian.
 - b. Superintendent of Catholic Schools Notification In all cases where a student is interviewed or apprehended, the Principal shall notify the Superintendent of Catholic Schools of the incident and the procedure followed by the school.
4. Documentation In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

XIV. APPENDICES

St. James/Seton School Traffic Flow Morning Drop-Off

Please be patient and encourage your children to follow all of the proper procedures and instructions. Remember to put safety first and to follow the instructions of the personnel and volunteers responsible for traffic control and student supervision. We appreciate your cooperation and flexibility.

There are four entrances to the building in the morning for the children. The main school entrance will be for all of the children being dropped off via the parking lot. Junior High students may enter through the back church/school entrance (southwest doors) or they may enter through the main entrance if they are entering from the parking lot area. Only the 7th and 8th grade students may enter the southwest doors. The 3rd and 4th graders may use the east doors (between the parish center and SJS school signs). The Tomahawk entrance (by the Kdg/1st grade area) is for children who walk to school and for those whose parents have dropped them off on Tomahawk. **Please notice there will be no student drop-off or entrance on Larimore Street.** The Larimore school doors will be locked and will have no staff supervision present. The Larimore section is closed to cars other than staff (and obviously residents) during drop-off and dismissal times. Please note the other procedures and factors:

Entrances to the parking lot drop-off area are from 90th Street and up the drive off of Tomahawk. After entering the drop-off area, **please pull your car up as far as possible.** All of the cars following should also move up. As soon as the line of cars comes to a complete stop, let the children out on the drop-off side (the right side) of the car. **Do not let children exit the left side of the car.** All children are to exit the car and walk down the sidewalk or provided safety area. **Please, make one-stop only!!!**

After dropping off your child, proceed in order to the southwest exit areas. You may exit down the drive to Tomahawk or turn left and proceed down the parking area drive and out onto 90th Street. Unless you are coming to the school for a specific reason, please do not park in the parking lot area and let your child off. That means they are crossing in front of traffic.

The same types of safety precautions also pertain to those dropping off on Tomahawk. Please do not let the children exit out the left side of the car into the street. Also, anytime they are crossing the street they must do so at the designated crosswalk.

Key Points To Remember:

- Only staff are allowed to park in the Larimore Street parking area.
- There is no Larimore entrance. All students are to enter through one of the other entrances described above.
- The Tomahawk crossing area is the same place it has been for years, at Tomahawk & Fowler. Safety Patrol members will be there to assist the children in crossing.
- Drop off only at designated drop-off areas.
- Children are to exit only on the right side of the car in the designated drop off areas.
- Before dropping off your child, pull your car all the way forward. Please drive slowly.
- Do not park in the east parking lot and let your children off.
- After 8:00 am. the only entrance the children may enter is through the main office door. At that time they must check in at the office prior to going to class.
- The school provides supervisory staff beginning at 7:40 am. Please do not send your children to school early unless it is to go to KidsCare (as has been prearranged).
- We will have a number of orange cones placed to help guide you. Please follow those closely.

Designated staff are placed at key locations to assist parents and students in the drop off procedures in order to assure maximum safety. Please respect and follow their directions.

*****STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:40 A.M.*****

St. James/Seton School Traffic Flow

All grades will be dismissed at 3:15pm on regular school days and at 1:20pm on early dismissal days. When students are dismissed from class, the teacher will walk with them to the parking lot or in the case of the Kindergarten classes, to Tomahawk. Those students who walk home or those who are to be picked up on Tomahawk will exit through their designated door and walk down to the Tomahawk area. As has been the case in the past, students exiting to the parking lot will wait in the designated area until someone comes to pick them up. We do not want children to go wandering out among the cars looking for their ride. If they see their car from the waiting area they may walk directly to it.

There will be **four** exits from the building in the afternoon for the children. The main exit will be the exit for the majority of the children. The 3rd and 4th Graders will exit through the doors by their classrooms and proceed to the parking lot. The Tomahawk exit (by the Kdg/1st Grade) will be used by students being picked up there or are walking home. The Junior High students will still exit through the southwest (school/church) doors. **Please notice there will be no student exit or pick-up on Larimore.** Students walking home are not to walk east and then down 90th Street. In order to keep them away from the flow of traffic, if they live in that direction they are to walk down Larimore and then down Tomahawk. The bottom line is we need to keep walking children away from all of the cars entering and exiting on 90th Street. Students crossing 90th Street are to be instructed to cross at the light on Boyd Street or the north light by the library.

Key Points To Remember:

- Once children are in the car, please keep them there. Do not let them out to play or to walk back to the school. If they must come back to the school area, wait until all or most cars have left the dismissal area.
- Please do not stand out in the parking area visiting with other parents. If you have a need or wish to visit, we have ample areas set aside where there is no traffic and potential risk to you or the children.
- After picking up your child, proceed in order to the southwest exit areas. You may exit down the drive to Tomahawk or turn left and proceed down the parking area drive and out 90th Street.
- No cars driving or parking on Larimore.
- The Tomahawk exit is for children walking home and children being picked up on Tomahawk.
- There is no Larimore exit for students.
- The Tomahawk crossing area is the same place it has been for years, at Tomahawk & Fowler. Safety Patrol members will be there to assist the children in crossing.
- Children being picked up on Tomahawk should enter the car on the curb side.
- Please do not double park to pick up your child. That puts the children at much higher risk.
- Any student who is to be picked up on Tomahawk or in the parking lot and whose ride has not arrived by 3:30pm will be taken by SJS staff to the school office (or they may be taken to KidsCare at parent expense until their ride comes).
- Children are not to play on the playground after school without adult supervision. (The school does not provide after school playground supervision).

St. James/Seton staff are provided for supervision at the East parking lot and Tomahawk Blvd (by the steps) until 3:30pm. St. James/Seton School does not provide supervision for students who are off of school grounds. If you are having your child wait for you off of school grounds, please discuss with them the care of other people's property (not standing on their lawns, retaining walls, etc.) Appropriate behavior is still expected of SJS students while waiting for rides even while off school grounds. School personnel are happy to assist the parents; however, problem matters not dealt with by the parents that occur off of school grounds will be referred to the police for action. Also please note that SJS students are expected to be good representatives of the school at all times and may be subject to disciplinary action by school personnel off school grounds and during non-school times. (Refer to the discipline policy in the Family Handbook for further clarification).

ALL STUDENTS MUST BE PICKED UP BY 3:25 P.M.

Students remaining after 3:25 P.M. may be sent to KidsCare at parent expense.

Intruder in the Building or Potentially Dangerous Situation in the Area

If a staff member sees a suspicious person in the school or immediate area, he/she will notify the school office using the intercom or two-way radio. When there is an intruder in the building or a dangerous situation in the neighborhood, the administrator may institute a lock down of the building. The office personnel will announce a specific warning. At that point, the following procedures will be implemented by each teacher.

Intruder in the Building:

In this case the office staff will announce: **“The office is closed, stay in your classrooms”**.

1. Remove the magnet from your doorway to lock yourselves in.
2. Move the students to an area out of view.
3. Close the blinds to the outside windows.
4. Turn off the classroom lights
5. Keep the children in the classroom until further notice from the office.

6. Do not talk except to give the students direction.
7. Take the 2-way radio with you; however, do not turn it on unless you need to notify the school office of critical information.
 - Double check to be sure that all of the students who should be with you at this moment are accounted for.
 - In cases in which a child is out of the classroom (i.e. restroom, in transition from the Student Services room, Speech, etc.), notify the office immediately, giving the child's complete name, where they are, and the room number of their classroom.
 - Any student seen in the hallway when removing your magnet to lock your door should be pulled into your room and stay with you. Immediately notify the office of the child's location.
 - Any student in a restroom should remain there out of sight until an administrator comes to get him/her.
 - When all of your students are in the room, keep the door locked and do not allow anyone to enter.
 - Once you have reported a child is not with you who should be, the administrators will take charge of locating the child and arrange for his/her safety.
 - Parents and volunteers working in your area are to be kept in the classroom. If they are working in the hallway, bring them into your classroom. The doors will not be opened for anyone without administrator approval.
 - Once the door is locked and you see a child or an adult in the hall, notify the office. **DO NOT UNLOCK YOUR DOOR.**
 - If your class is at recess on the front playground, line the children up and proceed to Abrahams Library. Notify the office of your location.
 - If your class is at recess on the back playground, line the children up and proceed up Tomahawk Blvd. to the park. Notify the office of your location.
 - If your class is in the parish center or church, proceed to the storage room behind the sanctuary in church.

When there is no longer a threat, **only Mr. Kelly or Mrs. Howard are designated to give the authority to unlock the doors thus giving the all clear to resume normal activities.** No other person can give any instructions that will cause teachers to unlock the classroom doors.

Potentially Dangerous Situation in the Area

In the event there is a situation in the neighborhood or immediate area that is potentially dangerous, the administration will announce: **“Please keep all people in the building; business as usual”**. This announcement means that no classes go out to recess or leave the building for any reason until further notice. Students should be reminded to stay away from outside doors, not letting anyone in the door. Students and personnel are free to move around inside the building as normal. Parents who come to the office to pick up a child for an appointment, etc. will be apprised of the situation and allowed to make the choice to stay in the building or assume the risk and take the child with them. (This can only be done through the school office). **At no time during the school day is a parent, guardian, or other person allowed to take a child from the building without going through the checkout procedure in the school office. The child will be dismissed from the office, not the playground, classroom, etc.**

Recess & Cold/Inclement Weather

Small children are more likely to get **hypothermia** (defined as "a drop in the body temperature 4

degrees Fahrenheit below normal") due to quick depletion of energy reserves and difficulty maintaining an even body temperature in cold surroundings. Hypothermia occurs gradually and presents initially with **cold feet, hands, and face** as well as **shivering**. Over 50 % of a child's body heat is lost from the head and hands. Therefore, the following guidelines will be adopted:

1. Recess will be held indoors in the event of precipitation (rain, snow, sleet, etc.)
2. Outdoor recess will be held **without restriction** if the temperature exceeds 25 degrees Fahrenheit (including wind chill factor).
3. Outdoor recess will be held **with the following restrictions** if the temperature is between 10 to 25 degrees Fahrenheit (including wind chill factor):
 - coats must be zipped; hats and gloves or mittens must be worn at all times.
 - legs must be covered with tights or pants.
 - children must be closely observed by the staff for signs of hypothermia.
 - the teacher on duty may shorten the length of outdoor recess time if deemed necessary.
 - indoor recess activities will be provided by the teacher if proper attire (hats, gloves or mittens) are not provided by the family.
4. Recess will be held indoors if the temperature is below 10 degrees Fahrenheit (including wind chill factor).

The site for the determination of the temperature and/or the wind chill factor will be The Weather Channel (weather.com). Teachers will only use a desktop computer, not an iphone or ipad, to check the temperature in order to avoid inconsistencies. The teacher or staff member should refresh or reload the computer to get the latest temperature reading.

- Enter the **weather.com** site.
- Type in zip code 68134
- Follow the temperature and the wind chill (feels like) information

In the event there is a need to stay in for recess, arrangements should be made for the students to engage in some form of physical activity. That may mean going for an indoor walk or performing indoor exercises. Games and movies are OK for an occasional indoor activity.

Cold Weather or Snow Days

When the weather becomes extremely cold, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. **Please prepare your child for the cold temperatures of Nebraska weather by dressing them properly with a heavy coat, hat, gloves and pants or tights covering their legs.**

CLASSROOM EVACUATION PLAN (Weather Related)

Weather conditions will be monitored by administrative and office personnel on the weather alert radio and on the television. If there are threatening conditions and a classroom evacuation is necessary, a P.A. announcement will be made stating: **“This is a weather alert. Please go quietly to your designated area now.”**

All classes are led by the teacher to the assigned shelter area. Everyone is to move quickly and quietly. Occasionally the storm is such that it is in very close proximity or that conditions have worsened making it more dangerous to get to the assigned shelter area. In that situation, we will add to the announcement: **“This is immediate!”** That means immediately go to that area designated as “immediate.” **Get away from all glass and have the children assume a sitting position, head down, with hands clasped behind their neck.**

Teachers should have a class list, first aid kit, 2-way radio and a flashlight with them. They will account for every student and keep the administration informed of any needed information. (If they take a transistor radio, they must have earphones to make sure the children are not unduly alarmed by what they hear either from the teacher or from a radio). School dismissal may be delayed should threatening conditions exist.

<u>Grades Assigned Shelter Areas</u>		<u>Immediate Shelter Areas</u>
PreS/PreK	Kdgn Wing Boys’ Restroom	Kdgn Wing Boys’ Restroom
K2	Kdgn Wing Girls’ Rest Room	Kdgn Wing Girls’ Rest Room
K1	Para Workroom-Main Bldg	Para Workroom-Main Bldg.
101	Media Center (Behind Altar)	1 st -3 rd Grade Hallway
102	Para Workroom-Main Bldg	1 st -3 rd Grade Hallway
Second	Media Center (Behind Altar)	1 st -3 rd Grade Hallway
302	Lower Level-East Wing- Lrg. Conf rm.	1 st -3 rd Grade Hallway
301/Art	Large Conference Rm.	1 st -3 rd Grade Hallway
Fourth	Lower Level-East Wing-Media Center	4 th -6 th Grade Hallway
501/502	Lower Level-East Wing-Media Center	4 th -6 th Grade Hallway
601/602	CTC Lab in Media Center	4 th -6 th Grade Hallway
701/801	Lower Level-East Wing-Media Center	Jr. High Hallway
702/703	Church Choir Room	Jr. High Hallway
802/803	Church Choir Room	Jr. High Hallway
Student Serv.	Office Workroom	Specials’ Wing Restrooms
Office	Office Workroom	Office Workroom
Band	Lower Level-East Wing-Media Center	4 th -6 th Gr. Boys Rest Room
Speech Room	Stay in Speech Rm.	Stay in Speech Rm.
Music	Office Workroom	Specials’ Wing Restrooms
Spanish	Office Workroom	Specials’ Wing Restrooms
Technology	Media Center	Technology Wing Hallway
Media Center	Stay in the Media Center	Stay in the Media Center
Physical Ed.	Media Center	Media Center
4 th , 5 th and 6 th Grade....	Wait by the fire doors until Technology, Spanish, Music and Student Services have descended before proceeding to the stairs.	

- P.R.E. classes should proceed to the Media Center as the assigned area and follow the protocol above for immediate circumstances.
- KidsCare children (before and after school) go to the Lower Level-East Wing of the Media Center.

Tardy Policy

Tardiness is the absence of a student in the assigned classroom at the time a regularly scheduled session begins provided that the student is in attendance before the close of the session. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time.

A student who is tardy to school or to class not only places his/her own learning in jeopardy, but also interrupts the learning of other students. The SJS school day begins at 8:00 a.m. for all students in Grades Kdgn. through Eight. A student arriving at their assigned classroom after 8:00 a.m. will be considered tardy. Students arriving after 8:00 a.m. must report to the school office in order to obtain an admit slip into their classroom or homeroom.

Reasons for excused tardiness include:

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

Unexcused tardiness does not fall into one of the previous categories listed above.

It is the parent's/guardian's responsibility to explain in writing any tardiness to school. If there are some extraordinary circumstances for a student being tardy, please contact the school counselor, assistant principal or the principal. Failure to provide a written explanation will automatically be considered unexcused tardiness.

Fourth Tardy:	Teacher verbal warning issued to the student.
Fifth Tardy:	A letter will be sent from school office to parent/guardian
Seventh Tardy:	After school detention may be issued
Ninth Tardy:	A meeting will be scheduled and school privileges may be restricted
Eleventh Tardy:	Mandatory parent/guardian meeting will be held with school administrators to determine possible alternative school placement

Cumulative unexcused tardies end and begin each semester. Students are expected to make up all time missed from learning.

PARENTS

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach their fullest potential. The major role of parents in assisting with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When children see that parents support their best effort, they are given an incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, midterms, agendas, phone calls, and notes. Parents may be asked to help their child develop specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the child. Parents are required to monitor all social networking communications. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

Parental Responsibilities

Parents who enroll their children in a Catholic School will agree to follow the mission and rules of the school.
Archdiocesan Policy # 5501 May 2006

STAFF

We, the staff of St. James/Seton Catholic School, believe discipline is desirable and necessary for a student's spiritual and educational development. It is an ongoing teaching process that fosters respect and dignity for all individuals. It is proactive, developmentally appropriate, and culturally and gender sensitive. It stresses growth, individual responsibility, and problem solving in a collaborative effort between students, parents, educators, and the school community.

STUDENTS

In order to make our school a safe, comfortable, and effective learning environment, all students will display a level of behavior compatible with Christian principles. Because each teacher structures activities a little differently, teachers will clearly communicate in writing their classroom rules and expectations at the beginning of the school year. There may be slight differences among the classrooms.

Expected Behavior of Students

- Respect and be kind to everyone, teachers, staff and students, in the spirit of Christian charity.
- Respect the property of the school, staff, and each other.
- Obey authority.
- Do your best, contribute to the learning environment, and put your best effort forth.

CONSEQUENCES

Positive consequences include Positive Office Referrals, merits, and other rewards at the discretion of the teacher. Discipline problems should be handled first by the teacher individually and immediately as they interact with students. More serious cases will be handled by the administrators and when necessary, by the Assistant Superintendent. Parental questions regarding discipline should be handled in the same manner, i.e. the teacher first, administrators second, and finally Assistant Superintendent. A Behavior Adaptation Plan may also be created to address future expectations for behavior and consequences. Consequences can be given for after school behaviors.

Kindergarten - 3rd Grade Color Change Policy

A color change system will apply to all K-3rd grade students. The purpose of the color code is to help students track their own behavior. Students begin each day with a clean slate and may be rewarded for positive behaviors throughout each week. Repeat red color changes will be grounds for further disciplinary action and contact with a parent/guardian. Teachers may have slight variations that best suit their students.

Grades 4th - 8th Conduct Card

The merit/demerit conduct card system is a tool used to keep the school atmosphere and learning environment a safe and healthy place for teachers and students to interact. The card uses demerits as a way to not only curb unwanted behavior, but also provide a learning experience for the student. In many cases the unwanted behavior not only impacts the student involved, but also classmates. To provide a learning environment that benefits everyone, it is necessary for students to learn what behaviors detract from that environment, so as to not repeat them.

The Church teaches that good works are meritorious. Jesus tells us in Matthew 25: 35-40, "...As often as you did it for one of my least brothers, you did it for Me." Good works help strengthen the Body of Christ. In this way we are showing true love for one another by giving of ourselves and sacrificing ourselves out of love for Jesus. In keeping with this teaching, and hopefully planting the seeds in our students with a good foundation in sacrificial love, they will be rewarded with merits for good works toward their teachers and fellow classmates.

Merit/Demerit Behaviors

Merits are given for behaviors that go above and beyond what is expected of the student.

Behaviors that warrant a merit include the following, but are not limited to:

- Sincere politeness
- Extraordinary Christian attitude toward one's neighbor
- Offering to help a fellow student or teacher without being told
- Other various behaviors at the teacher's discretion

Demerits and detentions are given for various academic reasons and for behaviors that are contrary to the well being of fellow students in the school.

Potential Demerit:

- Tardy to class
- Unprepared for class (materials and homework)
- Unsigned conduct card or detention slip
- Lack of respect (including property, conduct card, school supplies, etc.)
- Inappropriate language
- Dress code violations
- Any inappropriate behavior at the discretion of the teacher

Potential Automatic Detention:

- Defiance
- Lost conduct card
- Disrespect to teacher
- Cheating
- Gum
- Any significant inappropriate behavior at the discretion of the teacher

Function of the Conduct Card

Students will carry a conduct card throughout the school day. Students are responsible for taking their card home on Mondays to be signed if needed. A student who receives a total of 5 demerits will serve a detention. Five merits will erase one demerit. Additional rewards for merits may be given at the discretion of the teacher.

Tardiness

Students who are excessively tardy may be required to serve an after school detention.

4-8th Grade Detention Policy

Detentions will be held before school from 7:00-7:45 a.m. for grades 7th-8th. Detentions for grades 4th-6th will be held after school from 3:15-4:00 p.m. Students will be required to serve their detention on the day closest to when they received it. If the student misses their scheduled detention, then they will serve two detentions. If the student does not serve these two detentions, then a parent conference will be called.

The purpose of a detention is to let the student know that inappropriate behavior has consequences and should stop. If repeated detentions occur this message has not been made clear, and there will be an additional set of discipline steps to let the student know that further inappropriate behavior will not be tolerated.

- In conjunction with the 3rd detention, the student will meet with the assistant principal and school counselor during their lunchtime. During this time skills will be reviewed and plan developed to help guide the student to choose more appropriate choices in the future.
- In conjunction with the 4th detention, a meeting can be scheduled with the student, teachers, the administrators, and parents to discuss the behavior, the causes of the detentions, and future consequences. If decided by the teaching

staff, this meeting may be held at any time prior to four detentions. A form will be signed by the parents and students to show an understanding of future consequences.

- In conjunction with the 5th detention, there will be a loss of all privileges associated with events, trips, parties, etc., for the remainder of the semester.
- In conjunction with the 6 detention, an in-school suspension will occur. The student will also fill out paperwork showing he/she understands their behavior and the future consequences.
- Following one more detention, further discipline action will occur. Possibilities include, but are not limited to, long-term suspension and expulsion from St. James/Seton Catholic School.
- Students will receive a clean slate at the start of the second semester.
- The school reserves the right to alter this policy at any time.

SUSPENSION

If after the above consequences have been put into place and the student has shown no change in the described behavior, or if the student commits a **serious infraction**, they will be suspended. Serious infractions that may result in a suspension include (but are not limited to):

- Serious disruption to learning or environment
- Insubordinate behavior
- Abusive, rude, disrespectful language
- Stealing
- Vandalism of school, school property, or church grounds
- Fighting or causing injury to others.
- Threatening, harassing or similar conduct
- Leaving school grounds
- Smoking
- Harassment/Bullying
- Leaving class without permission
- Possessing materials inappropriate for a school setting
- Cheating/plagiarism
- Behavior that is incorrigible; meaning that the student has been corrected a number of times but refuses to change his/her behavior
- Acts that communicate false or hurtful information
- Offensive conduct or involvement in any such misbehavior that violates the policies or philosophy of SJS.

The principal has the authority to issue suspensions and determine serious infractions.

Suspension means that the student will not be allowed to attend classes. A suspension may be either in-school or out-of-school for one to five days. The student is then either re-admitted to class or expelled from school. Suspension information:

- The student will meet with the administration.
- The administration will notify the parent that the student has been suspended (in-school or out) for a period of up to five days. This time period will be dependent on the student's cooperation, attitude, and discipline history.
- A conference may be held with the parent, student, and if necessary, the teacher. A contract will be devised to assist the student in changing their behavior. Recommendations may be made to have the family visit with a counselor or other specialists to assist with this process. All work missed during the period of suspension must be completed before the student returns to regular class. It is the student's responsibility to get class assignments.
- Once the student is ready to return to class, a probationary period may be established. During the period the student's progress will be frequently monitored and reviewed to ensure that definite improvement is being made.

When little change in student behavior is evident, and school personnel have attempted reasonable means to affect change, the student will be expelled.

EXPULSION

The administration will consider expulsion when the student's conduct is a hindrance to the welfare/safety and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules and regulations of the school. The decision to expel a student rests with the principal and Pastors. Upon expulsion, the student's parent will be notified in writing of the measure being taken, and the reasons for the expulsion.

Reasons for suspending and/or expelling a student include but are not limited to:

- behavior of the student which presents a physical or moral danger to other students.

- behavior that is incorrigible:**
- frequent absences and/or tardies

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

OFFICE REFERRAL

Occasionally, serious infractions occur that threaten the safety of our students. These infractions include but are not limited to physical/psychological danger, severe disrespect, and out of control behavior. In such cases the teacher will remove the student from the situation. If possible, the teacher who removed the student will work quickly to help the student gain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If the student does not gain self-control, or if the action warrants significant attention, the student will be sent to the principal's office. The principal and student will then create a personal plan for the student to use in changing inappropriate behavior. The student will notify parent of the incident by phone or by a signature. If a student is sent to the principal's office frequently, a conference with parents will be established, and a suspension or expulsion will be administered.