

# ***Family Handbook***

## ***2022-2023***



***Where Faith and Knowledge Meet***

***Rev. Marc Lim, Pastor***  
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## INTRODUCTION

YOUR HANDBOOK IS AN IMPORTANT SOURCE OF INFORMATION!

In order to maintain high standards of academic excellence and moral growth, it is necessary to establish certain guidelines for participation. This handbook provides you and your child with the policies and procedures that will be followed and enforced at Mary Our Queen School. All students are subject to these regulations. Your complete cooperation and support is required so that your child and his/her classmates can benefit as fully as possible from the education offered at Mary Our Queen School. Please read and discuss these guidelines with your children.

*Statements in this handbook are subject to amendment without notice. We will attempt to keep you informed of all changes as soon as possible.*

## PHILOSOPHY

### Mission Statement

*Mary Our Queen Catholic School forms students of faith to pursue academic excellence and live in Christian service.* We fulfill our mission in partnership with parents and in the context of community through exceptional comprehensive programming that nurtures the development of each child's mind, body, and spirit.

### School Goals

Mary Our Queen students are knowledgeable, practicing Catholics who...

- Demonstrate an understanding of Scripture, traditions, and the teachings of the Church.
- Demonstrate behaviors consistent with Catholic teachings and values respecting self and others.
- Participate in school liturgies, service projects, and prayer services.

Mary Our Queen students are responsible, caring citizens who...

- Accept consequences for behavior and employ problem-solving skills.
- Recognize the responsibility of a citizen of a democracy.
- Understand and respect people of all cultures and religious beliefs.
- Demonstrate a willingness to help those in need.

Mary Our Queen students are self-directed learners and creative thinkers who...

- Take responsibility for learning.
- Use effective learning strategies.
- Organize time and tasks to accomplish reasonable goals.
- Employ higher order thinking skills and creativity.
- Accept academic challenges to meet their highest potential.

Mary Our Queen students are effective communicators who present written and oral information accurately in an organized, clear and ethical manner.

## HISTORY OF MARY OUR QUEEN PARISH

In 1963, the Archdiocese of Omaha, under the direction of Archbishop Gerald T. Bergan, donated 10 acres of property in Southwest Omaha, and \$35,000 to form a new parish. On June 13, 1963, Father Francis P. Kenny from St. Paul's Church, Plainview, Nebraska, was appointed the first pastor. About 550 families that had been part of Christ the King Parish came together to start this new parish. Father Kenny said the first Mass on September 8, 1963, at Oak Valley School. At that time, the area consisted mostly of fields with a few new homes built nearby. One of these new homes was purchased and became the center of many activities needed to start a new parish and eventually became the residence for the School Sisters of Saint Francis. Construction of the church and school was started in July of 1964. On May 1, 1966, Archbishop Bergan dedicated Mary Our Queen Church and gave it his solemn blessing.

The founding pastor was Monsignor Francis P. Kenny. He remained pastor until 1994. At that time, Father Carl Salanitro became acting pastor while Monsignor Kenny remained in residence. Monsignor Kenny passed away in December of 1996. Father Robert K. English became pastor in 2003 and retired in 2019. Father Marc Lim became the fourth pastor of Mary Our Queen on July 1, 2019.

Mary Our Queen School opened in the fall of 1965. Sr. Elizabeth Menard was founding principal. She served from 1965-1978. Mrs. Mary Jane Meyer was the second principal from 1978-1993. Mr. Tom Kros served as principal from the fall of 1993 until his untimely death in 1995. Mr. Jim Lebeda served as interim principal for the remaining school year. Mr. Don Ridder was principal from 1996-1999, and Mrs. Kayleen Wallace served as principal from 1999-2009. Mrs. Lisa Nelson served as principal from 2009-2015. Mrs. Maureen Hoy was the interim principal for the 2015-2016 school year and became acting principal in the 2016-2017 school year.

When the school opened in the fall of 1965, enrollment was 350 with a faculty of 13 teachers, five of whom were School Sisters of Saint Francis. The school served grades 1-8. The first graduating class in the spring of 1966 consisted of 30 students. Additional classrooms were added in 1968. The school gym was built in 1971. Kindergarten was added in 1982. Three more classrooms were added in 1997, and four other classrooms were added in 2002. In the fall of 2006, the kindergarten program was extended to full day. A part-time assistant principal was added in 2011. A preschool program opened in the fall of 2017.

Mary Our Queen School offers music, physical education, Spanish, art, STEM and library classes. The school has a full-time counselor as well as two full-time resource teachers. Music in Catholic Schools, an instrumental band program, is offered for students in grades 5-8. The curriculum is taught in self-contained classrooms in grades K-3, and 4th and 5th grade students are introduced to switching classes in preparation for grades 6-8 which are taught departmentally.

Mary Our Queen School is accredited by the state of Nebraska and Cognia. Our last on-site visit was in 2021. Mary Our Queen School is commissioned by the Archdiocese of Omaha.

## **ADMISSIONS**

### **Admission Guidelines**

Parents and students admitted to Mary Our Queen School must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of Mary Our Queen School.

Since the 2016-17 school year, children of families from St. John Vianney Parish in Omaha are invited to attend Mary Our Queen School at the parishioner rate.

Admission at Mary Our Queen School is based on the following criteria:

- Students currently enrolled; and
- Siblings of MOQ students; and
- Date of registration in Mary Our Queen or St. John Vianney Parish.

After our own parish community is served, other families will be admitted according to the following stipulations:

- Catholic non-parishioners; and
- Non-Catholics.

*These families pay full tuition and will be accepted on a year-to-year basis.*

Any family applying for enrollment after May 15th for the following school year will be considered after the above criteria are met and as space allows. (Older siblings of new kindergarten students not currently enrolled in MOQ School do not achieve sibling status for admission purposes).

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

No student will be admitted unconditionally to Mary Our Queen School unless he/she has a reasonable, well-founded hope of completing the school's program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

Mary Our Queen does not generally accept students after the start of the school year. The final decision rests with the pastor and principal.

Any new families admitted to the school must comply with Nebraska law regarding records required for admission.

### **Non-Discrimination Enrollment**

Mary Our Queen School accepts students of any race, religion, national or ethnic origin, if, with reasonable accommodations, the applicant can meet the program requirements.

### **New Family Referral Policy**

Beginning with the 2011-2012 school year, the Mary Our Queen School implemented a referral program. When a current family with children enrolled at Mary Our Queen School refers a new family, a \$50 referral bonus will be paid to the referring family after the new family has



completed one semester of attendance at MOQ School. The new family must indicate the referring family's name on their registration form. If more than one family refers the same new family, the rebate will be divided evenly among the referring families.

**Total Cost of Education for Students in Grades K-8**  
**Mary Our Queen School 2022-2023**

	<b>Cost to Educate (Non-Parishioner Tuition Rate)</b>	<b>MOQ/SJV Parishioner Tuition</b>
1 Child	\$ 5,760.00	\$3,450.00
2 Children	11,520.00	6,150.00
3 Children	17,280.00	8,250.00
4 Children	23,040.00	9,450.00
5 Children	28,800.00	10,500.00

FACTS Management Company handles the tuition management for Mary Our Queen School. Parents/guardians will be required to set up a tuition payment plan through FACTS Management Company. Several payment plans (annual, semi-annual, monthly, from 3-11 monthly payments) and payment options (checking account, savings account, or credit card) are available. FACTS Management enrollment and maintenance fees are assessed according to the payment plan and method of payment selected. New family registration fees, financial aid, and scholarship awards will be deducted from the tuition amount due.

Should a family leave during the school year, tuition will be prorated, and the unused portion will be credited back to the parents/guardians. The new family registration fee is nonrefundable.

**Tuition Assistance**

Families who have difficulty funding their child's education are encouraged to apply for tuition assistance. Assistance is available from either the Parish Tuition Assistance Fund or Children's Scholarship Fund. In an effort to provide financial assistance to as many families as possible, parents may apply for both types of assistance, but they are eligible to receive an award from only one source. Information regarding application submission deadlines for both programs will be shared in the weekly school communication. Only the pastor has the authority to exempt or defer any unpaid tuition.

Mary Our Queen parishioners are eligible to apply for parish tuition assistance. The parish uses a third-party company to assess and prioritize the financial need of qualifying families. Families are then awarded aid based upon availability of parish funds. Applicants need to complete an online application through FACTS Grant & Aid Assessment at <https://online.factsmgt.com/signin/43L8L>. Families applying for assistance for both elementary students and high school students need to submit only one application and pay only one application fee. Once the online application has been completed and FACTS Grant & Aid Assessment has verified the submission, the tuition assistance committee will review the application and grant or deny the request.

Children's Scholarship Fund (CSF) is a national program. Each year in early spring, families who are currently enrolled in the CSF program will receive a requalification application by email from CSF. Families not currently enrolled in the program who meet the income guidelines can also apply for CSF assistance during the application period. There is no application fee for CSF. The requalification applications and new applications must be completed online and supporting documents uploaded online through the CSF secure portal on or before the application deadline to be eligible for assistance. The scholarships will not cover the full tuition, and families will be required to pay the difference between the scholarship and the school tuition. Families will be expected to contribute a minimum of \$500.00 toward their child's education. New scholarships are awarded by lottery, and CSF will notify families by mail whether they are selected to receive a scholarship or are not selected.

## **COMMUNICATION**

### **Communication Protocol**

Effective communication is essential for a successful partnership. Parents, faculty and administration should work together for the best interest of the students. When parents have concerns or questions about their child's progress in school, the first place to seek help is with the child's teacher. A note, phone call, or email to the teacher suggesting a meeting regarding the parents' concerns is the first step. In the event that the parents' concerns are not resolved after meeting with the teacher, the parents should then seek assistance from the school principal, school counselor, or both. If parents still do not feel that their concerns have been satisfactorily addressed after meeting with the principal, then they should seek assistance from the pastor.

### **Parent and Faculty Technology Use – FACTS Management Student Information System**

FACTS Management Student Information System (FACTS SIS) is a comprehensive online school management system used by Mary Our Queen School. FACTS SIS is also the primary source of communication for the school. Parents can access the latest school news, lunch menus, student grades, and other school information on FACTS SIS while school is in session.

### **Parent/School Communication**

The primary ways to contact a faculty or staff member during the school year are to send an email message or send a note with their child to the faculty or staff member. Please understand that the faculty and staff are not on duty during the summer; however, you may contact the school office.

### **Mustang Memo for Parents**

On the first day of each school week, parents will be emailed the Mustang Memo. This communication contains pertinent information and upcoming events.

### **Website**

MOQ School maintains a website at [www.mogschool.org](http://www.mogschool.org). This is another resource for parents to access current school news. School calendar, lunch menu, contact information and other school events are shared on the website.

## Social Media

MOQ School social media accounts include:

Facebook: <https://www.facebook.com/mogschool/>

Twitter: <https://twitter.com/MOQSchool>

Instagram: <https://www.instagram.com/maryourqueenschool/>

In compliance with our parish technology policy, only MOQ employees assigned by the principal or pastor may post content on MOQ social media sites.

## Home and School Association

The Home and School Association is a volunteer service organization whose goals are to establish effective communication between the home and the school, to provide support for the faculty and staff, to provide services to the school through volunteer efforts, and to provide for the spiritual and physical needs of the students, faculty and staff of Mary Our Queen School.

### 2022-2023 Home and School Association Executive Board Members:

President	Jenny Dillingham	402-880-5449	jennynashia@yahoo.com
Vice President	Tamarae Kock	402-680-1381	tehuss@cox.net
Secretary	Ashley Klug	402-598-3021	Aam.Klug@gmail.com
Treasurer	Emily Becerra	402-203-9417	elasnowski@hotmail.com

### Committees:

Mustang March	Sarah Murray	402-981-6955	smurray@bridgestrust.com
Mustang Stampede	Nikki Hein	402-332-1117	niikkihein88@gmail.com
Room Parents	Kristi Evans	402-659-2671	kristi.k.evans@gmail.com
Preschool/PK Liaison	Emily Hillebrandt	402-301-1311	echillebrandt@gmail.com
New Parent Partner	Carrie Wortmann		carrie.wortmann@gmail.com
Hospitality	Ellie Stull	402-320-9956	stullsports@gmail.com
Faculty Appreciation	Amy Bullington	402-598-7449	aebullington@gmail.com
Apple Trees	Michaela McGuire	402-297-2666	michaela.mcguire@ops.org
Uniform Room	Michaela McGuire	402-297-2666	michaela.mcguire@ops.org
School Board Advisor	Danielle Selzle	913-940-7515	dmkmhs@gmail.com
Dine Out Nights	Ashley Klug	402-598-3021	Aam.Klug@gmail.com
Trunk or Treat	Amber Kraemer	402-578-9260	arkraemer@hotmail.com
SCRIP	Lisa Leighton	402-880-6476	lml13@live.com
Social Media	Karisa Malchow	405-204-4534	kmalchow@obicreative.com

## School Board

The Mary Our Queen School Board is an advisory group to the pastor and principal. The parishioners elect members. The board meets in the Upper Room on the first Tuesday of the month at 7:00 p.m.

The pastor enacts policies and the principal implements them. Policies are broad, direction-setting guides to discretionary action by the principal. Individual matters or resolution of specific problems after the fact are not matters to be handled by the School Board, but are the responsibility of the principal.

### 2022-23 School Board:

Members:

Bob Soukup	402-720-3273	BSoukup@cwparchitects.com
Danielle Selzle	913-940-7519	dmkmhs@gmail.com

Maureen Lohmeier	402-706-2733	maureen@magnumcompanies.com
Erin Herold	402-290-0201	eherold@nebraskamed.com
John Sullivan	712-592-6760	johnsully85@gmail.com
Karen Lawler	402-516-2504	kannfrain@yahoo.com
Scott Murray	402-515-4589	stmurraypki@gmail.com
Anne McGill	402-968-4730	aezmccgill@gmail.com
John Hillebrandt	402-995-9968	jphillebrandt@gmail.com
Ex Officio Members:		
Rev. Marc Lim	402-333-8662	frmarc@moqchurch.org
Mrs. Maureen Hoy	402-333-8663	mhoy@moqschool.org

### **Refusal of Media Access**

Mary Our Queen School has the right to refuse to allow representatives of the media on parish/school grounds. No employee should speak to the media about a school matter unless approved in advance by the pastor/principal.

## **PARENT/NON-CUSTODIAL PARENT POLICIES AND PROCEDURES**

### **Custody Procedures**

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student(s) in whatever manner is appropriate. Mary Our Queen requires that a court-certified copy of the legal custody document that sets forth the rights and restrictions pertaining to each parent's rights must be on file in the school office. Unless such rights are restricted by a legally-binding instrument or court order, the non-custodial parent:

- Is entitled to exercise all parental rights regarding student records.
- May obtain information from their child's records on a regular basis.
- May receive general notices.
- May attend regularly scheduled teacher conferences or have separate conferences.

If the parents are separated and neither is designated the legal primary custodian of the child(ren), the school may release the child(ren) to either parent or his/her designee unless the school has evidence of a legally binding instrument or court order to the contrary. A child may not be released during the school day to anyone except the custodial parent unless permission is provided in writing or verbally by the custodial parent.

### **Access to School Records**

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

### **Information for Student Records**

Mary Our Queen School complies with the provisions of the Family Educational Privacy Act of 1974. Official student files will contain only:

- Academic transcript;
- Attendance record;

- Records of educational or related testing;
- Emergency information; and
- Required health information.

### **Transfer of Student Records**

Mary Our Queen School will send both academic and health records to the student's next school in response to a parent's request for transfer.

## **REPORTING STUDENT PROGRESS**

### **Grading System**

The grading system for achievement and effort is explained on the report card and online. The grading system for Kindergarten through 8th grade is as follows:

E	=	Excellent Progress	A+	=	99-100
S	=	Satisfactory/Steady Growth	A	=	94-98
N	=	Needs Further Development	A-	=	93
I	=	Incomplete	B+	=	92
X	=	Not Graded at This Time	B	=	87-91
+	=	Indicates Strength	B-	=	86
-	=	Indicates Need for Improvement	C+	=	85
			C	=	80-84
			C-	=	78-79
			D+	=	76-77
			D	=	71-75
			D-	=	70
			F	=	Below 70

### **Homework**

Homework is an essential part of any school program. Appropriate homework assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom. Parents should provide an atmosphere at home that will strengthen and support the child in completing the homework. There may be consequences for missing assignments.

The advantages of homework are many:

1. It extends the learning time beyond the normal school day.
2. It increases responsibility among students by completing assignments without teacher supervision.
3. Homework can create a close working relationship between home and school, parents and children, by encouraging involvement by parents in the lessons and activities assigned by the school.

Although assigning homework is beneficial, it is also understood that certain limits are needed to ensure a well-rounded education. Today's children are involved in many activities outside the school setting which contribute to their intellectual, physical, social and spiritual development

(e.g., religious functions, family activities, Scouts, sports, etc.). It is the desire of the school to seek a happy balance between allowing time for wholesome outside activities and requiring the discipline involved in doing homework. As a guideline, teachers will assign homework when needed following the guidelines of ten minutes per grade level (e.g., 10 minutes for first grade; 60 minutes for sixth grade, etc.).

The classroom teacher will monitor homework. The teacher will be aware of the approximate amount of homework each student is required to complete. Homework should not be entirely the result of unfinished assignments during the school day. This creates a situation where some students are burdened by too much work in the evening, and some students with too little.

### **Student Absence and Homework**

If a student has been absent, the responsibility rests with that student to check with the teacher concerning assignments that have been missed. Students are given one day for each day of absence to complete missed work. The classroom teacher determines make-up work.

### **Progress Reports**

Parents have access to view student grades online in order to monitor progress. Mid-quarter progress reports will be issued each quarter. Parent-teacher conferences are scheduled twice during the year. Special conferences are arranged if requested by either the parents or the teacher.

### **Report Cards**

Report cards will be issued each quarter for grades K-8.

### **Conferences**

Parent-teacher conferences are held at the end of the first quarter and again in the spring. Conferences for students in grades K-3 are 15 minutes, and 10 minutes for students in grades 4-6. Parents will have the opportunity to sign up for conferences for students in grades K-6 using the SignUp Genius Conference Schedule. Conferences for students in grades 7-8 are 10 minutes, and are conducted on a first-come, first-served basis. Specials teachers are available for conferences as well.

### **Programs for Students with Special Needs/High Ability**

All Mary Our Queen teachers are expected to develop plans for students who exhibit special needs. Special needs include students who are working above grade level or exhibit academic or behavioral needs. This recommendation is made so that all students can be challenged in accordance with their abilities. The teachers will work with the Resource Department to coordinate efforts. The resource teachers will work closely with parents and classroom teachers to provide the best possible academic progress for these students. Recognizing that individual differences exist among students, reasonable adjustments and accommodations are made to help students develop skills affecting academic growth.

Mary Our Queen School offers students in grades 4-8 an opportunity to participate in an accelerated mathematics curriculum. The purpose of this program is to meet the needs of high ability mathematics students. The criteria for eligibility in advanced placement math are: the student's score from the end-of-the-year test along with their Star 360 math score, grades from math class, and teacher recommendation.

**Student Assistance Team**

The Student Assistance Team (SAT) is comprised of the school principal, resource teachers, counselor, and one or more teachers from the primary, intermediate and junior high levels. The team, with the classroom teacher, meets as often as necessary to review and discuss the strengths and weaknesses of students with special academic or behavioral needs. The team will offer suggestions and strategies for classroom implementation, recommend resource support when necessary, and may suggest further testing to be administered by the partnering public school district. Follow-up evaluation meetings are held, and suggestions to try at home will be shared with the parents.

While working with the parents, the Mary Our Queen SAT team strives to offer the best possible instructional program for its students with special needs as well as those students with high ability.

**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 for all school families available to purchase. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of the school year.

**Parental Knowledge of Student Progress**

Parents, as the first and foremost educators of their children, will be provided information on a timely basis relative to the progress of their children.

**SCHOOL PROGRAM POLICIES AND PROCEDURES****Back to School Open House**

This event offers students and parents the opportunity to meet their new teacher and see their new classroom. Students can drop off school supplies, pick up books that need to be covered and receive any pertinent information provided by the teacher.

Families also have the opportunity to stop by the Trinity Rooms, located next to the church, to purchase assignment notebooks, headphones, and used uniforms, order school directories, deposit money in their school lunch account, register for Extended Care, and sign up for various activities such as Boy Scouts/Girl Scouts, Music in Catholic Schools, Mustang March, MARQUEE, and Ladies Guild raffle.

**Parent Knowledge of School Programs/Activities**

As the primary educators of their children, parents will be fully informed regarding the educational programs and activities of the school. Parents will agree to follow the mission and the rules of the school.

**Religion Curriculum/Mass/Religious Practices**

Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of Mary Our Queen School's curriculum. The liturgy will be celebrated regularly, prayers said daily, and Catholic traditions celebrated according to the liturgical season. Students will attend Mass

weekly. Each classroom in grades 2 through 8 will have the opportunity to plan and participate in the Mass. Our mission is to model and encourage participation both in spoken and sung prayer at the liturgy.

Mary Our Queen School will utilize the Archdiocesan Religion/Theology Standards and Curriculum Guide. The curriculum for religion/theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

The curriculum will include the teachings of the Creed, Sacraments, Prayer and Christian Living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on Vocations, Human Dignity, Human Interaction/Sexuality, Moral Conscience, Social Justice, Community Service/Stewardship and The Circle of Grace. The Circle of Grace is a separate program mandated by the Archdiocese of Omaha to fulfill partial requirements for Safe Environment.

The parish priests visit the classrooms for religious instructions as their schedule allows.

In October, the Month of the Rosary, and May, the Month of Mary, classes recite the Rosary. During Lent, students attend Stations of the Cross on Fridays when school is in session and one additional unit level Mass during the week.

Students in grades 2-8 will have the opportunity to receive the Sacrament of Reconciliation twice during the school year. It is the parents' right and responsibility to see that their children attend Mass on Sundays and receive the Sacrament of Reconciliation frequently. By their good example of frequent reception of the Sacraments, parents can establish habits in their children that will remain with them forever.

### **Sacramental Preparation**

The sacramental program includes participation by both parent/guardian and child. Participation includes all mandatory meetings, retreats and practices.

**Grade 2** – First Reconciliation and First Eucharist

**Grades 7 and 8** – Confirmation Preparation and Confirmation

### **Academic Curriculum**

Mary Our Queen School will utilize the standards, assessments and curriculum guidelines promulgated by the Archdiocese of Omaha, which also meet the requirements of the Nebraska Department of Education. The guidelines will be distributed to the building administrators. The Catholic Schools Office will provide direction for the development and implementation of all Pre-K-12 curriculum. The Catholic Schools Office will make available professional development offerings in the areas of curriculum, instruction and assessment to strengthen teachers' and administrators' expertise in these areas.

Building administrators will be responsible for distributing the curriculum guides in their building and in providing time for staff to work with the curriculum. Administrators will be responsible for monitoring the curriculum and assessment process in their buildings. Administrators will be



responsible for providing professional development time and opportunities to attend workshops that will strengthen teachers' expertise in the areas of curriculum, instruction and assessment.

### **Curriculum Night**

Each fall, Mary Our Queen School offers a Curriculum Night for parents of students in grades K-8. Curriculum Night presentations given by classroom teachers will provide parents with an overview of grade-level standards, classroom procedures, discipline cycles, and an opportunity to review expectations for the school year.

### **Assessment**

Mary Our Queen School will administer the Star 360, a norm-referenced assessment for grades 3-8. Norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education.

Mary Our Queen School will administer the Archdiocesan performance assessment(s) scheduled annually by the Catholic Schools Office. The performance assessment fulfills the criterion-referenced assessment requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education.

### **Special Education Policy**

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will be made to help students develop skills affecting academic growth. When developmental delays (and behavioral impairments) exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents, will initiate a referral to the appropriate agency or resource.

After diagnosis by qualified persons, suggestions for helping the student will be implemented by support personnel in the school. If this assistance does not result in significant progress within a specified time, the school administrator will assist parents in locating a more helpful educational situation for the student.

### **Multicultural Education**

Mary Our Queen School, through its religious and other specific multicultural programs, will provide students with a knowledge and understanding of other cultures and a respect for people of other cultures.

### **Guidance Programs/Counseling**

Mary Our Queen School will provide guidance and counseling services in accord with applicable State of Nebraska Accreditation or Approval regulations. A counselor is available five days a week at Mary Our Queen. Our program includes:

- Guidance classes in all classrooms;
- Preparation for junior high students' transition to high school;
- Career exploration;
- Consultation available to faculty, staff and parents;
- Consultation with students whenever referred by principal, teachers, or parents; and
- Referrals for counseling when circumstances warrant.

### **Field Trips**

Field trips enhance academic curriculum. Your child will periodically have the opportunity to participate in field trips. However, field trips are privileges afforded to students, not absolute rights. Teachers will have the right to deny students to participate if they fail to meet academic or behavior requirements.

Parents will be fully informed of all details of students' field trips, including means of transportation, cost, arrival and departure times and educational purpose of the trip. Parents must submit written permission for student participation. Without this signed permission, the student will not be allowed to participate.

### **Physical Education Program**

Physical Education is an integral part of the total education of a child. It is a multi-faceted process of skills and activities aimed at students becoming physically educated, physically fit, able to enjoy a variety of physical activities, and committed to lifelong health and physical well-being. To be excused from physical education class for a single class, a written excuse must be presented to the PE teacher for approval. Extended excused absences will be permitted only at the written request of the child's physician.

### **Music**

Performing, creating and responding to music are integral to human life. Music education within Mary Our Queen School provides a balanced, comprehensive, and sequential program in the study of music. Additionally, students experience music as a spiritual and community-forming resource. Performances are an important part of the music program and students are required to participate. If a student is unable to attend, a written excuse must be presented to the music teacher prior to dress rehearsal to allow for necessary revisions and a makeup assignment will be given for students in Grades 5-8.

### **Extracurricular Activities**

*School Sponsored:* Students are encouraged to participate in school sponsored extracurricular activities such as choir, math contests, speech contests, Book Bowl, or Robotics. Eligibility to participate in any extracurricular activity is determined by the faculty members directly involved in the activity, and/or the principal.

Eligibility requirements, including academic, disciplinary and attendance standards for each activity are clearly specified, and students agree in writing to accept the terms of eligibility before participation. Students will be responsible for any fees associated with the extracurricular activities. Failure to comply with stated requirements could result in denial of a student's right to participate.

*Parish Sponsored:* Students are also encouraged to participate in parish sponsored extracurricular activities including Middle School Youth Group, Boy Scouts/Girl Scouts, Squires, Choir, and Athletic Club and Soccer Club sporting activities.

### **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 will

begin no earlier than 12:00 Noon on Sundays. Pre-arranged approval may be granted by the pastor or principal.

### **Student Photographs**

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of the school year.

## **TECHNOLOGY**

### **Technology Use Policy**

Mary Our Queen School offers Internet access that provides students and faculty a variety of Internet resources available for educational purposes. It also provides the opportunity to teach responsible and ethical use of technology in their daily lives. Learning with technology connects us locally and globally and requires all users to understand the responsibility to use technology safely, legally, and ethically. This supports the vision of technology to enhance learning while also stressing the importance of each user's responsibility as a digital citizen. All Mary Our Queen School employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of Mary Our Queen School's technology are outlined below.

#### **Technology and Network Resources**

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

#### **Student Responsibilities and Acceptable Use**

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

1. All technology must be used to further the educational and religious mission of Mary Our Queen School, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using Mary Our Queen School's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.

5. Do not share passwords with any other person. Mary Our Queen School faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her Mary Our Queen School email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via Mary Our Queen School's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her Mary Our Queen School email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of Mary Our Queen School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Mary Our Queen School's content filter or network security.
- To knowingly spread computer viruses or malware.

- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Mary Our Queen School's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on Mary Our Queen School computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates Mary Our Queen School's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

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

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

Guidelines for social networking:

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

### **No Expectation of Privacy**

Mary Our Queen School sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by Mary Our Queen School. All content created, sent, accessed or downloaded using any part of Mary Our Queen School's technology or network resources is subject to the rules stated in this policy. Mary Our Queen School reserves the right to monitor the network and examine or remove electronic files and/or materials

whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on Mary Our Queen School's network will be maintained as private or confidential. Should Mary Our Queen School determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, smartwatches, etc.) brought on to school grounds.

### **Disciplinary Action**

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

### **Access to Inappropriate Materials on the Internet/Disclaimer**

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

### **Electronic Devices**

Personal electronic devices such as cell phones, smartwatches, FitBits, iPads, Bluetooth headphones and other such devices with wireless or Bluetooth technology may not be used, worn, or carried during school hours.

If, for safety reasons, parents want their child to bring an electronic device such as a cell phone or smartwatch to school, the following conditions must be observed:

1. Phones must be turned OFF upon arrival at school until dismissal.
2. Phones and smartwatches must be stored in student lockers or stored in student classroom cubbies, unless otherwise directed by a teacher/teacher assistant for specific school projects.
3. No cell phone, smartwatch or other wireless or Bluetooth enabled device may be used for picture taking/text messaging unless otherwise directed by a teacher/teacher assistant for specific school projects.
4. No harassment or threatening of persons via the cell phone, smartwatch or other wireless or Bluetooth enabled device is permitted.
5. Those who choose to violate any of the rules regarding cell phone, smartwatch or other wireless or Bluetooth enabled device use may forfeit their privilege to bring the cell phone, smartwatch or other wireless or Bluetooth technology device to school.
6. If a student uses a cell phone, smartwatch or other wireless or Bluetooth enabled device during the day (text message, etc.), without the permission of a teacher/teacher assistant for a specific school project, or it is a distraction in any way, the item will be confiscated

from the student and held in the school office until the student's parent or legal guardian comes to the school office to pick up the item.

7. Students are not allowed to connect their personal devices to the wireless network unless otherwise directed by a teacher/teacher assistant for specific school projects.

Parents who need to get a message to their child during the school day may contact the office, and a message will be sent to the child before the end of the day.

Mary Our Queen School is not responsible for lost or damaged cell phones, smartwatches or other electronic devices.

### **Technology 1:1 Device Program**

Mary Our Queen School has a 1:1 device program for students in grades 6-8. Specific policies, procedures and information about the 1:1 device program are available in a separate document entitled *Chromebook Policy & Usage Handbook*.

### **Inappropriate Use of Cyberspace**

Inappropriate use of electronic information and communication devices to harm, discredit or embarrass another individual will not be tolerated whether it occurs at school or elsewhere. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in a reasonable fear of harm or damaging the individual's property or reputation; disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in inappropriate use of cyberspace include but are not limited to social networking sites (including, but not limited to, Facebook, Twitter, Instagram, and Snapchat), chat rooms, and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too will be included with the above forms of electronic communication.

### **Digital Citizenship**

The use of social networking, wikis, podcasts, blogs and other Internet tools are considered an extension of the classroom as directed by the teachers. Students using web tools are expected to act safely by keeping all personal information out of their posts. Students using these tools are expected to keep their usernames and passwords private with the exception of parents and teachers. Students who do not abide by these expectations may lose the opportunity to participate in the activity and/or be subject to the consequences as directed by this policy.

All students will complete classroom lessons throughout the school year related to Digital Citizenship learning goals. Digital Citizenship is a way to prepare students for a society full of appropriate and responsible technology use. It includes the understanding and practicing of safe and ethical online behavior and technology use. It is vital that students stay safe and make good choices online.

### **Cyberbullying**

The school network and equipment will not be used to harass, intimidate or threaten others. Cyberbullying is the targeted posting of inappropriate and hurtful email and text messages, digital pictures or website postings including blogs, social websites and other web tools.

Students and school personnel, who believe they are victims of cyberbullying, should notify their teacher, principal/pastor.

### **Technology Policy Acknowledgment**

Before network and Internet access is allowed, students, parents and school personnel must read the Technology Use Policy and sign the Technology Policy Acknowledgment annually stating that they have read the policy and will abide by the rules.

### **Rules for Internet Use - Review**

In summary, the following statements provide a review of expected behavior:

- I will not download files from the Internet unless I have permission.
- I will obey and uphold copyright laws (plagiarism) and other applicable laws and regulations.
- I will not access non-educational sites.
- I will not play games or access game websites at school unless I have permission, at that time, by the teacher.
- I will not use inappropriate language in any Internet communications.
- I will not intentionally search for, view, and/or distribute inappropriate materials.
- I will not give personal information about myself or others on the Internet.
- I will not post anonymous or false information on the Internet.
- I will not harass others on the Internet.

## **SCHOOL DAY PROCEDURES**

### **Daily Schedule**

The school building doors open at 7:45 a.m. The school day begins at 8:00 a.m. All students are to enter through their designated family door and go to their classrooms when they enter the building and be seated at their desks when the 8:00 a.m. bell rings. Students who arrive after the 8:00 a.m. bell, must check in at the school office before reporting to their classroom. School dismisses at 3:15 p.m., except for Early Dismissal Days. The school office hours are 7:30 a.m. to 4:00 p.m. (Summer hours vary.)

### **Dismissal Procedures**

Dismissal is at 3:15 p.m. A written request from the custodial parent or legal guardian is required for a student to leave school before the scheduled dismissal. Request must clearly state the reason(s) for leaving early. To ensure the safety of students, the principal will not release students to strangers or callers without using necessary precautions because of the grave danger involved. Students will not leave school property for any authorized school activity without adult supervision.

At dismissal, a child must go directly home or to his/her carpool unless attending a scheduled after-school activity. **Students still waiting for rides after 3:30 p.m. will be taken to Extended Care and parents will be charged the drop-in fee. If excessive late pickups occur, parents will be required to meet with the principal.**



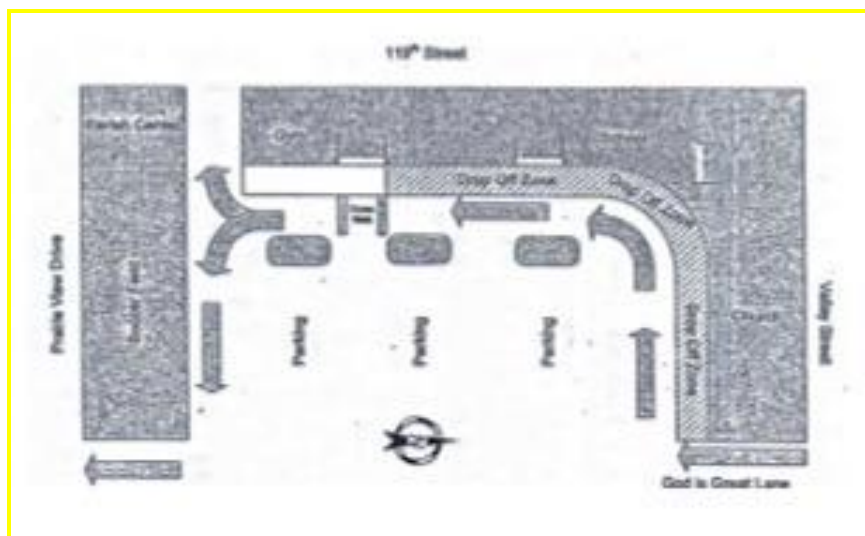
**Students may not play on the school playground or soccer field after school dismissal hours unless supervised by a designated adult, parent or guardian. Supervision by school personnel is not provided.**

### **Dismissal for Inclement Weather**

In the event of inclement weather, Mary Our Queen School will cancel school if Westside Community Schools cancels school. The Omaha Archdiocese Catholic Schools may also announce school closures. Families will receive notification of closures via a FACTS text message. If the weather becomes bad after school is in session, our intention is to complete the school day. In the event of inclement weather, it is the parents' decision to take children home prior to the regular dismissal time. Parents may not take children other than their own unless the school office has written or oral permission for them to do so.

### **Traffic Procedures – One Way Only**

All traffic on the east side of the parking lot will move from north to south on school days (one way only) from 7:00-8:00 a.m. and 3:00-4:00 p.m. This means that all vehicles must enter from east of the Church on God Is Great Lane, and exit east of the soccer field on God Is Great Lane or the drive between the gym and Parish Center onto 119th Street. When exiting east of the soccer field on God Is Great Lane, there will be two lanes for traffic. The east lane will turn left, and the west lane will turn right.



For the safety of our students and parishioners, please follow these directions when dropping off students in the morning. Please pull forward as far as possible to the Gym doors. Students should be ready to depart the vehicle via the **passenger side** as soon as it comes to a complete stop. Safety patrol volunteers will be there to assist. Drivers will proceed when the vehicles in front of you have left. It is imperative that a vehicle never attempts to pass or go around another vehicle.

If you must take additional time to have the children exit the vehicle, or you need to enter the building or Church, you may park in the center portion of the lot. **However, you must escort your passenger(s) to the crosswalk by the gym doors or church entrance.** At all times, please be watchful of the children who walk to school across the parking lot. **Under no**

**circumstances are children to be dropped off or picked up on 119th Street as this creates a safety concern for our students.**

**At dismissal, all adults should park their cars so that they will not be backing out of the parking stall when they leave the parking lot.**

### **Compulsory Attendance**

Mary Our Queen School complies with Nebraska State Law that requires a minimum of 1,032 hours of instruction a year. The progress of each child at school depends to a great extent on the regularity and punctuality of attendance. Therefore, it is strongly recommended that family vacations be taken only on the vacation days already scheduled in the school calendar or during the summer months.

### **Absences**

**When your child is absent, parents are expected to call the school absentee line at 402-333-8231, ext. 1501, by 8:00 a.m. to report the absence.** Otherwise, we will phone the parent/guardian to determine the reason for the absence. Parents should send a note to the school office and classroom teacher if there is a planned absence for a child. Unless sickness prevents attendance at school, we urge parents to realize the importance of attendance.

### **Tardiness**

A child is considered tardy if he/she is not in his/her classroom at 8:00 a.m. when the school day begins. If a student will be tardy because of an appointment, parents are expected to call the school office before 8:45 a.m. to notify the office of the student's hot lunch choice. Students arriving after 8:45 a.m. will receive Choice 3 (yogurt and cheese stick) if the office has not been notified of their hot lunch choice.

### **Truancy**

Mary Our Queen School is required by law to report excessive absences to the County Attorney regardless of the reason for the absences. If a student misses 10 days in a semester, he/she will be placed on probation for the next semester, understanding that excessive absences could result in non-promotion. Parents will be contacted and a plan will be devised to aid the student.

If the student fails to meet the conditions of the documented plan, excessive absences continue to occur, and exceed 20 absences during the school year, MOQ is required to contact the Douglas County Attorney, reporting a truant student. Truancy is a violation of Nebraska's Compulsory Attendance Law. Parents will be notified of the potential charges of truancy.

### **Leaving/Returning from the Building During the School Day**

Ideally, students should never have their instructional day interrupted. However, when the need arises and a student must leave during part of the school day, a parent/guardian must send a dated and signed note or email to the teacher and school office explaining the circumstances for dismissal, how long the student will be gone, and when the student will return. The student will be released to his/her parent. If returning to school after the appointment, the student will check in at the office prior to returning to class.

## Lunch/Recess

Morning Recess: Grades K-2

Afternoon Recess: Grades 1-4

Lunch/Recess Schedule:

Grade Level	Lunch Time	Recess Time
K-2	10:45-11:15	11:15-11:45
3-4	11:15-11:45	10:45-11:15
5-6	11:50-12:15	12:15-12:45*
7-8	12:15-12:45	12:48-1:27*

\*Recess, Guided Study, House/Homeroom Meeting time for grades 6, 7 and 8

Recess is valuable for students' physical health and well-being. Boys and girls are allowed to play together. However, if there is a concern or problem, then they may need to take turns on certain games. The following is a list of rules, but it is not all-inclusive.

- **Only recess equipment provided by the school will be allowed on the playground. No toys from home are allowed.**
- No food will be allowed on the playground.
- All students will stay in the area designated for their grade level.
- Students in the same grade will be allowed to play with each other unless classes are being separated for a specific circumstance.
- Students must ask permission to enter the building. (Returning to the building during recess is for emergencies only.)
- Students are to bring a change of shoes if the weather is wet.
- If the temperature/wind chill factor is 14° or lower, outside recess will be canceled, and students will have indoor recess.

The teachers, teacher assistants, and volunteer supervisors may give additional rules to the students.

Students who are not able to follow rules at recess, will be given consequences as follows:

- The student will sit on the curb and be talked to by the supervising teacher.
- The student who continues to break the rules may lose additional recesses.
- Students involved in behavior deemed harmful to themselves or others will be sent to the office, given additional consequences, and their parents will be informed.

## Playground

We care about our students' safety so students are not allowed on the playground before or after school unless their parent/guardian is present. The school is not responsible for any injuries, accidents, etc., that occur during those times.

## Healthy School Environment/Wellness Policy

Mary Our Queen School plays a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

*Nutrition Education:* The primary goal of nutrition education is to influence students' eating behavior. Schools will promote nutrition education throughout a students' K-12 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

*Physical Activity:* The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal wellbeing. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' K-12 educational program.

*Nutrition Standards:* Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. A la carte (snack) items, which may be made available to 5<sup>th</sup>-8<sup>th</sup> grade students, are considered "Smart Snacks" as they meet all USDA nutrition standards. Staff will promote school standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.

*Other School-Based Activities:* Faculty and staff promote a school environment which provides consistent wellness messages that are conducive to healthy eating and being physically active.

*Birthdays:* We know birthdays are special for our students, and we want to celebrate them. We will acknowledge this milestone by awarding the students a Birthday Celebration Dress Day on their birthday (or summer half-birthday). Students must follow the Non-Uniform guidelines for the Birthday Celebration Dress Day. Students who choose to bring a birthday treat to share must follow these guidelines:

1. The treat should be healthy.
2. Avoid food items that could be problematic for students who have food allergies (free from peanuts/tree nuts).
3. Treats are limited to distribution in the homeroom only.

**Invitations to parties may be distributed at school only if all students or all boys or all girls within the student's homeroom are included.**

### **Lunch Program**

Cafeteria service is offered at Mary Our Queen School. The lunch menu consists of a main lunch selection and one or two alternate choices. Students must select and report their choice to their homeroom teacher each day before 8:15 a.m. If a student will be tardy because of an appointment, parents are expected to call the school office before **8:30 a.m.** to notify them of the student's hot lunch option. Students will receive Option 3 (yogurt and cheese stick) if they arrive after **8:30 a.m.** and the office has not been notified of their hot lunch option.

All menus meet the guidelines that are established for the federal school lunch program as administered by the Nebraska Department of Education. The lunch menu is available on the FACTS SIS home page. The cost for student lunch is \$3.50. Milk is available to students who

bring cold lunch. The cost of milk is 50¢. Parents can monitor their child's lunch account through their FACTS Family Portal.

When a family registers with Mary Our Queen School, a lunch account is established in the custodial parent's name. The lunch account financial responsibility can be split between parents within the FACTS Family Portal. Lunch account deposits can also be made online through WeShare at: <https://maryourqueenchurch.weshareonline.org/Cafeteria>.

The U.S. Department of Agriculture regulates foods sold in competition with the National School Lunch Program. The Competitive Foods Policy for the National School Lunch Program states that competitive foods shall not be sold or otherwise made available to students in the cafeteria during the period beginning one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving of lunch. **No one may bring fast food into the cafeteria during the lunch period.** State and Federal reimbursement may be withheld from schools found in violation of this policy.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **Allergy Free Tables**

Students with food allergies and/or asthma are given the option of sitting at the allergy free table at lunchtime.

### **Lockers**

Lockers installed in the upper corridor are for use by the sixth, seventh, and eighth grade students. These lockers are the property of Mary Our Queen School and may be opened at any time by school administration for just cause. Students need to keep lockers neat and in good repair. Students are not allowed to keep any items on top of the lockers, as this can become a safety issue if items fall off the lockers. In the event that an item is left on top of a locker, the item will be taken to Lost and Found.

### **Movies/Media**

From time to time, a teacher may need to show a portion of a movie for instructional purposes to help teach his/her class. Only G-rated movies will be shown. If a teacher in grades 4-8 feels that a movie with a PG rating would be beneficial, that teacher may seek the principal's approval. If the principal grants approval, it will be done with consideration of the United States Council of Catholic Bishops' rating (<http://www.catholicnews.com/movies.htm>), and notification will be sent home prior to viewing the film. Parents always have the right to have their student opt out of the viewing.

## **DRESS CODE AND UNIFORM POLICY**

### **DRESS CODE**

Mary Our Queen School strives to maintain an atmosphere conducive to learning and academic

excellence. We believe that simple, modest, and conservative attire best reflects the school's philosophy, and minimizes the competitive nature of fashion trends. The school observes a dress code consistent with that objective. The dress code includes a school uniform, which is the normal daily attire, and guidelines for other, non-uniform days.

Uniforms are to be worn every day, from the first day of the school year. Non-uniform days may be designated by the administration and will be announced at school and on the school website homepage.

### UNIFORM POLICY

The purpose of the uniform is threefold:

1. To signify the importance and special purpose of school in a student's life. In school, there are standards of appearance and quality, which apply to clothing as well as academic work and behavior. Good grooming and appropriate attire enhance pride in oneself and the school.
2. To support and simplify compliance with the dress code by providing a limited range of clothing options, which are available at various sources and price ranges.
3. To promote School and Parish identity through consistency of color and appearance.

### AVAILABILITY

The Mary Our Queen School uniform items are available at DENNIS Uniform (748 N. 109 Court, 402-496-9911) or DiGiorgio's Sporting Goods (14111 Q Street, 402-212-3568). Used uniforms are available to purchase from the Home & School Used Uniform Room. Please call the school office (402-333-8663) for Used Uniform Room appointments.

### BOYS AND GIRLS GRADES K-8

Uniform Shirts  Colors: Girls – White Boys – Blue	<ul style="list-style-type: none"><li>• Girls: White uniform blouse, polo or banded-bottom polo.</li><li>• Boys: Blue uniform shirt or polo.</li><li>• Uniform shirts, except banded-bottom polo, must be tucked in.</li><li>• If a T-shirt is worn under the uniform shirt, it must be plain white.</li></ul>
Uniform Pants  Color: Navy	<ul style="list-style-type: none"><li>• Twill or corduroy uniform slacks may be worn.</li><li>• A belt must be worn with uniform pants in grades 5-8.</li><li>• If the slacks fade from repeated washings, they must be replaced.</li></ul>
Uniform Shorts (Optional)  Color: Navy	<ul style="list-style-type: none"><li>• May be worn from the start of the school year until the end of Daylight Saving Time in the Fall, and again from the beginning of Daylight Saving Time in the Spring until the end of the school year.</li><li>• Other shorts (e.g., basketball shorts, gym shorts, etc.) may <b><u>not</u></b> be worn under the uniform shorts during the school day.</li><li>• Shorts may be no more than 3 inches above the knee.</li><li>• A belt must be worn with the shorts in grades 5-8.</li></ul>

<p>Socks</p> <p>Colors: White, Navy, Black</p>	<ul style="list-style-type: none"> <li>• Anklets, crew, athletic, or knee highs</li> <li>• Must be worn at all times</li> <li>• Same color or small logos permitted</li> <li>• No additional trim allowed</li> </ul>
<p>Shoes</p>	<ul style="list-style-type: none"> <li>• Appropriate school-type shoes (including athletic shoes)</li> <li>• No open-toed or open-heeled shoes, sandals, clogs, Crocs, moccasins, slippers, ballet flats, flip-flops, or boots.</li> <li>• No wheeled, flashing/light-up, glittered, or sequined shoes.</li> <li>• Shoes must be neat, clean, and without holes.</li> <li>• Shoes must be tied or fastened at all times.</li> <li>• Boots may not be worn indoors.</li> </ul>
<p>Sweatshirt (Optional)</p> <p>Color: Navy</p>	<ul style="list-style-type: none"> <li>• Mary Our Queen crewneck sweatshirts are available for purchase at school while supplies last.</li> <li>• Mary Our Queen quarter-zip sweatshirts are available for purchase from DENNIS Uniform.</li> <li>• If a sweatshirt is worn, it must be the current Mary Our Queen crewneck or quarter-zip sweatshirt.</li> <li>• Sweatshirts may be worn at any time during the school year.</li> <li>• <b>The uniform shirt must be worn under the sweatshirt.</b></li> <li>• Oversized sweatshirts are not to be worn. Length should be appropriate (approximately waist length) and cuffs should not extend beyond the wrists.</li> <li>• New sweatshirts should be purchased when fading occurs.</li> </ul>
<p>Sweater (Optional)</p> <p>Color: Navy</p>	<ul style="list-style-type: none"> <li>• If a sweater is worn, it must be the navy cardigan or pullover uniform sweater purchased from DENNIS Uniform Company or DiGiorgio's Sporting Goods.</li> <li>• The uniform shirt must be worn under the sweater.</li> </ul>
<p>Accessories</p>	<ul style="list-style-type: none"> <li>• One religious necklace with a pendant no more than two inches in diameter may be worn.</li> <li>• Small religious pins are acceptable.</li> </ul>
<p>Hair</p>	<ul style="list-style-type: none"> <li>• Hair should be kept out of the eyes.</li> <li>• Boys' hair should be of a reasonable length above the shirt collar.</li> <li>• Boys are to be clean shaven.</li> <li>• No artificial hair color or haircuts/hairstyles designed to call attention to the student.</li> </ul>

Not Allowed	<ul style="list-style-type: none"> <li>• Frayed, cut or torn clothing</li> <li>• Tattoos or applied skin markings of any kind</li> <li>• Bandanas, scarves or hats</li> <li>• Makeup</li> <li>• Nail Polish</li> <li>• Unnatural/ artificial hair colors</li> <li>• Haircuts/hairstyles designed in a way that calls attention to the student</li> <li>• Removable (faux) hair pieces</li> <li>• Colognes, perfumes, scented body sprays and other heavily-scented products</li> <li>• Costume jewelry</li> <li>• Bracelets, necklaces, ankle bracelets, and rings</li> </ul>
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### BOYS AND GIRLS 5-8

Belts  Colors: Black, Brown, Navy	<ul style="list-style-type: none"> <li>• Belts must be solid color, in leather or fabric, with a simple buckle and no other ornamentation.</li> <li>• Belts must be worn with uniform pants and uniform shorts for grades 5-8.</li> </ul>
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### GIRLS K-3

Uniform Jumper  Color: Plaid	<ul style="list-style-type: none"> <li>• Skirt length should be no more than 2 inches above the top of the kneecap.</li> <li>• Shorts must be worn under the uniform jumper.</li> </ul>
Skort Color: Plaid	<ul style="list-style-type: none"> <li>• Skort length should be no more than 2 inches above the top of the kneecap.</li> </ul>
Leggings/Tights (Optional)  Color: Black, Navy, White	<ul style="list-style-type: none"> <li>• Full-length leggings or tights may be worn under the uniform jumper, skort or skirt.</li> <li>• Leggings must be plain with no embellishments.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>• Single pair of small earrings (one per ear) is allowed. Earrings should not hang past the ear lobes.</li> <li>• Plain barrettes, ponytail holders, and headbands up to three inches in width of any color and/or appropriate design are allowed to keep hair out of the student's face.</li> <li>• Barrettes, ponytail holders and headbands should not have any embellishments or attachments, including, but not limited to, bows, ribbons, flowers, feathers, glitter, sequins or commercial logos.</li> </ul>



**GIRLS 6-8**

Skirt Color: Plaid	<ul style="list-style-type: none"> <li>• Skirt length should be no more than 2 inches above the top of the kneecap.</li> <li>• Waistbands must not be rolled.</li> </ul>
Skort Color: Plaid	<ul style="list-style-type: none"> <li>• Skort length should be no more than 2 inches above the top of the kneecap.</li> </ul>
Leggings/Tights (Optional) Color: Black, Navy, White	<ul style="list-style-type: none"> <li>• Full-length leggings or tights may be worn under the uniform jumper, skort or skirt.</li> <li>• Leggings must be plain with no embellishments.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>• Single pair of small earrings (one per ear) is allowed. Earrings should not hang past the ear lobes.</li> <li>• Plain barrettes, ponytail holders, and headbands up to three inches in width of any color and/or appropriate design are allowed to keep hair out of the student's face.</li> <li>• Barrettes, ponytail holders and headbands should not have any embellishments or attachments, including, but not limited to, bows, ribbons, flowers, feathers, glitter, sequins or commercial logos.</li> </ul>

**NON-UNIFORM DAYS**

On designated or announced days, students are allowed to wear clothes other than the school uniform. Students may express more personal style on these days; however, this should not deviate from the overall dress code philosophy.

Non-Uniform Days	<ul style="list-style-type: none"> <li>• Clothing of the student's choice</li> <li>• Skirts or dresses of uniform length; if shorter, then must be worn with leggings or tights.</li> <li>• Leggings may only be worn if the top, dress or skirt comes at least to the top of the thighs.</li> <li>• Shorts must be mid-thigh length.</li> <li>• No spandex shorts worn alone.</li> <li>• Shorts may be worn from the beginning of the school year until the end of Daylight Saving Time in the Fall and then again in the Spring from the beginning of Daylight Saving Time until the end of the school year.</li> <li>• Tops must cover the midriff when arms are lifted overhead. Backs must be covered. Necklines must be modest and reveal no cleavage.</li> </ul>
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Not Allowed	<ul style="list-style-type: none"> <li>• Sandals or other open-toed shoes</li> <li>• Any offensive or inappropriate words or sayings on any clothing item; wording that promotes weapons, violence, drugs or alcohol</li> <li>• Tank tops or spaghetti straps</li> <li>• Visible undergarments or pajama pants</li> <li>• Frayed, cut or torn clothing</li> <li>• Tattoos or applied skin markings of any kind</li> <li>• Excessive jewelry or jewelry with offensive words</li> <li>• Bandanas, scarves or hats</li> <li>• Makeup</li> <li>• Unnatural hair colors</li> <li>• Removable (faux) hair pieces</li> <li>• Colognes, perfumes, scented body sprays, and other heavily-scented products</li> <li>• Facial hair</li> </ul>
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## **DRESS CODE AND UNIFORM POLICY VIOLATIONS**

Parents are expected to support the dress code and uniform policy by purchasing the appropriate uniform components and by supervising the student's attire on uniform and non-uniform days.

- Examples of appropriate uniform components may be viewed on our customized DENNIS Uniform webpage or DiGiorgio's Sporting Goods (see links on school website).
- Students whose shirts are untucked will be asked to tuck them in. Untucked shirts may result in disciplinary consequences if the student is unresponsive to "tuck requests," or exhibits repeated offenses.

Students must be in uniform to be admitted to class. If a student appears to be in violation of the dress code or uniform policy during their first class period, the student may be sent to the office for proper uniform attire, and may be subject to standard disciplinary consequences. Proper attire may be acquired by borrowing items from the school's supply of used uniforms or calling home.

## **SCHOOL DISCIPLINE**

Discipline is a system of rules and regulations that govern the conduct of the staff and students. These rules and regulations effectively work together so that learning can take place. Just as academic learning is an on-going process, so too, is the mastery of self-discipline skills. The goal of discipline is that each student will become self-disciplined and self-directed. Parents, as the primary educators, are encouraged to reinforce these skills.

Discipline With Purpose (DWP) is the pro-active teaching of self-discipline skills. The meaning of self-discipline is clear. Self-discipline is defined as a person's ability to wait. While we wait, we think, or we restrain impulsivity, or we delay an immediate gratification or need. Most childhood misbehavior occurs because children are unable to wait or they don't think. Children frequently do not need a disciplinarian in these circumstances as much as they need a teacher

of self-discipline skills. The student's consequences give an opportunity to practice a missing skill.

The fifteen self-discipline skills identified in the Discipline With Purpose program are as follows:

**Basic Skills**

1. Listening
2. Following instructions
3. Questioning
4. Sharing: time, space, people, and things
5. Interacting socially

**Constructive Skills**

6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively

**Generative Skills**

11. Organizing: time, people, space, and things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

These skills are developmental in nature and can be taught; several teaching and learning styles are used to teach them. We will actively seek opportunities to teach and practice these skills.

### **Classroom Discipline Cycle**

Opportunities to teach students the 15 self-discipline skills abound within any school day. Teachers and staff embrace "teachable moments" throughout the school day to help students develop DWP skills. School staff routinely handle all disruptive behavior on the spot. Broad rules that affect all members of the school community include the following:

- 1. Respect yourself and others as children of God.**
- 2. Contribute to the learning environment.**
- 3. Follow school and classroom procedures.**

Each classroom teacher has adopted some version of these three rules. These three rules will be posted in the classroom and explained to the students the first week of school. A copy will be sent home to the parents. Most inappropriate behaviors will be addressed by the classroom discipline cycle. Examples of such inappropriate behavior include: incomplete assignments, not following classroom rules, classroom disruptions, passing notes, etc. Teachers work with the students to determine acceptable consequences. Consequences may include a verbal reminder, a verbal or written apology, or a detention.

### **Academic Honesty and Integrity**

At Mary Our Queen, students and their parents/guardians, teachers, staff, and administrators work together to help students develop their self-discipline skills. As a Catholic community, we value honesty and integrity in student work. These values complement the DWP skills of

cooperating with others, understanding rules, and accomplishing a task. It is our hope that everyone understands that no grade, test, or paper is worth compromising one's personal integrity.

### **Cheating**

Using the work of other people rather than doing their own work deprives students of the chance to actually learn the material they are expected to learn. Cheating includes, but is not limited to:

- Giving someone else the answer to a question
- Giving someone else your paper to copy
- Looking on someone else's paper for an answer
- Filling in answers when you are correcting a paper
- Leaving books or notebooks open during a test
- Using unauthorized notes, note cards, etc.
- Writing answers on desk tops, or on hands, legs, arms and other parts of the body, or clothing
- Passing notes during a test, looking at notes during a test, looking at another student's test
- Talking with another student during a test
- Writing down answers copied from others when tests are handed in
- Talking with students from previous class periods in order to get test information
- Using or attempting to retrieve digital images of a quiz or test
- Handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- Forging a signature

Cheating in any form is dishonest and unacceptable. Consequences for cheating will be covered in the Classroom Discipline Cycle.

### **Plagiarism**

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. (MLA Handbook for Writers of Research Papers. Third Edition.) To clarify, Mary Our Queen School defines plagiarism as the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas or information. Examples of plagiarism include, but are not limited to:

- Papers or passages of papers that are copied verbatim (word-for-word) from books, magazines, Internet websites, etc.
- Turning in a paper which has been composed by an individual other than the student
- Claiming someone else's work to be your own
- Willfully falsifying data and presenting it as one's own research or work

Consequences for plagiarism will be covered in the Classroom Discipline Cycle.

### **Working Together**

Cooperation is a value we wish to foster. Students are expected to cooperate with students, faculty, staff and volunteers. One way we have used the DWP skill is through cooperative learning. Students have participated in and benefitted from cooperative learning. Teachers advise students to cooperate and work together to assist each other in acquiring and practicing skills. There are instances when working together has crossed the line into dishonest behavior

including copying answers when working together, copying another person's work with minor changes, simply writing down another person's solution without doing the work, allowing one person's work to represent the entire group, and forging a signature. When asked to do cooperative learning, each student should take an active role and contribute to the final product.

### **Detentions**

Detentions are used when students continually choose not to use their self-discipline skills. These problems can range from a need for extra time to complete missing assignments to minor forms of misconduct. When a detention is given, the following will occur:

- A detention slip is given to the child at the teacher's discretion.
- The parent is notified by phone, or if the parent cannot be reached by phone, the detention slip is sent home for parental signature.

Students are responsible to serve the detention when it is given. The fact that a student rides with a car pool does not excuse him/her from detention. Detention time will be spent doing activities such as finishing missing assignments or other activities deemed appropriate by the supervisor.

### **The Big Three**

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

1. Physical/psychological danger
2. Severe disrespect, abusive behavior
3. Out of control, unreasonable behavior

Disciplinary actions that might result when students engage in "The Big Three" can include:

1. Immediate removal from the group.
2. Guidance: A one-to-one conversation between the child and an adult at a designated time.
3. Conference: Meeting of student's legal guardian(s) and school personnel.
4. Special Attention Time: Extended conference with teacher/student or administrator to make a plan to do restitution and remediation.
5. Rearrangement of school schedule: In-school suspension or time-out may be needed to gain control to go back to the learning environment. Some actions will call for long-term or short-term out-of-school suspensions.
6. Restriction of activities: Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
7. Legal or criminal action: Depending upon the nature of infraction.

### **Suspension and Expulsion**

Reasons for suspension and/or expulsion include, but are not limited to, the following:

- Physical or psychological behavior that presents danger to anyone in the school
- Fighting or serious disruption of a class or school situation
- Possessing any dangerous weapon, substance, or obscene materials
- The possession, transmission and/or use of tobacco, drugs, look-alike drugs, drug paraphernalia, or alcohol

- Abusive in tone or gesture
- Responding in an insubordinate manner to teacher, teacher assistant, parent volunteer or other authorized adults on the school property
- Out of control, unreasonable behavior
- Damaging or stealing school property or another's personal property
- Inappropriate use of technology or the Internet (Please refer to the Technology Use Policy.)
- Violating the philosophy and/or policies of Mary Our Queen School

### **Suspension (In School/Out of School)**

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. The student will do homework as well as other activities determined by the principal. Suspension may also be out of school.

Procedures for suspension:

1. The procedure to suspend a student rests with the principal and/or pastor.
2. Parents are notified.
3. A letter explaining the incident and length of suspension is sent to the parent.
4. A meeting with the parents and the principal may be scheduled in order to discuss the student's academic future at Mary Our Queen School.
5. The principal will keep a copy of the letter. This copy does not leave the school; it is for our documentation alone, and does not follow the student when he/she leaves or graduates from eighth grade.

### **Expulsion**

Expulsion is the permanent exclusion of a student from school and school activities. Mary Our Queen School will use expulsion only when the student's behavior is a hindrance to the welfare, safety, learning and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules and regulations of the school.

Procedures for expulsion:

1. The decision to expel a student rests with the principal and pastor.
2. The principal will investigate the behavior problem by talking to the person(s) involved and the student involved.
3. Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for the expulsion.
4. The principal will notify the Superintendent of Catholic Schools and, upon request, provide a record of the evidence justifying expulsion of the student.
5. The principal will notify the public school authorities of the expulsion.

### **Bullying Behavior Policy**

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment may result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

1. Explicit and offensive references or gestures;
2. Unwelcome physical contact and unwelcome verbal, writing, or physical advance or suggestions;
3. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
4. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

In addition, inappropriate display of affection between students will be subject to disciplinary action. Consequences will be determined in relationship to the severity of the behavior.

The following is a commonly referenced definition of bullying:

“A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons.” *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

Normal Conflict or Bullying: Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.

Harassment or Bullying: Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.

Types of Bullying: Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm.

An individual who has complaints of offensive conduct, bullying or harassment will 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 offensive conduct, bullying or harassment, this individual will inform the pastor. Charges of offensive conduct, bullying or 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 offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion, will follow.

Mary Our Queen School will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

Mary Our Queen School will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. Mary Our Queen School will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature, the directives of the Omaha Archdiocese Safe Environment Program will apply.

### **Drug, Alcohol and Tobacco Policy**

Through our Guidance (Counselor) program, Mary Our Queen School offers an anti-drug/alcohol education program that begins at the primary level and progresses through grade eight.

A student who is in possession of, or selling alcohol, cigarettes, drugs, look-alike drugs, drug paraphernalia, or whose behavior is affected by alcohol or drugs through prior use of a substance, will be suspended or expelled immediately from classes and held in the principal's office until the student's parents are notified. The student will then be released to his/her parent.

The option for reentry into the school for students with alcohol problems rests entirely with the principal/pastor. Circumstances that may be considered are an evaluation of the severity of the situation and whether the student has an alcohol problem. A qualified psychologist or agency must administer this evaluation. If the student does have an alcohol problem, counseling and treatment services must be agreed upon by the counselor, the principal and the parents of the student before possible reentry to the school.

State law and parish policy prohibit students from carrying and/or using tobacco products on parish/school property or at parish sponsored activities. Students who violate this policy are subject to suspension. Repeated violations of this rule may result in expulsion.

### **Weapons Policy**

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object that could be used to injure another person will be considered a weapon. 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, weights, fireworks, explosives or other chemicals. The pastor/principal will make the final determination regarding what constitutes a weapon.

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

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.



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

### **Cooperation with Law Enforcement**

In all cases where Law Enforcement Personnel enter Mary Our Queen School 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 Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the principal 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 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 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 interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the principal shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.

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 procedures followed by Mary Our Queen.
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 Mary Our Queen.

## **STUDENT HEALTH**

### **Primary Responsibility for Health Care: Parents**

Mary Our Queen School respects 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.

### **Student Health**

Healthy children contribute to the learning environment. Sick children, including those with colds and coughs, should not be sent to school and should remain home until they are symptom-free for 24 hours. A student's parents will be contacted first before a child is sent home. If we are unable to reach the parents, we will go to the emergency contact list. Please notify the school if your child has an exceptional health problem which may affect his/her daily school routine and of which the teacher should be aware.

### **Student Immunization**

In Nebraska, children cannot attend classes in public or private schools until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

#### **General Rule**

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chickenpox [MMRV or Varicella]
- Tdap (7th grade booster)

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

#### **Exemptions**

Nebraska does allow for two types of exemptions: Medical and Religious.

**The Medical Exemption** requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." Forms signed by a health care provider which simply state the parents do not feel it is in the best interest of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and

Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term “physician” does not include a chiropractor.

**The Religious Exemption** requires “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenants and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with “the tenants and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

### **Chickenpox**

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease.

### **Student Medications**

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensation of such medication to their child(ren).

If a student is required to take medication during school hours, medication will be administered only under the following guidelines:

- Medication cannot be administered by school personnel without a completed medical authorization signed by both a parent/legal guardian and a physician. This applies to both prescription and over the counter medications.
- Prescribed medication must be in a prescription container with a pharmacy label outlining directions for administration.
- Over the counter medications (Motrin, Tylenol, etc.) must be in the original container labeled with the student's name, and the manufacturer's directions must be legible. The medication must also be accompanied by a written note with dosing instructions, dated and signed by the parent.\*
- No expired medications of any kind will be accepted by the school.
- The school reserves the right to refuse to administer medications.
- The school does not assume responsibility for reactions to medicine brought to school.
- At the end of the school year, a parent or legal guardian must claim any unused medications at the school office. Medications will not be sent home with students. After June 1 each year, the school will dispose of any unclaimed medicine.

\*We understand that students may need medication during the school day, however, if a student does not feel well (temperature, cough, stomach pains), please keep him/her home.

Mary Our Queen School will fulfill State of Nebraska laws and regulations governing dispensation of medications by unlicensed persons.

### **Health Screening**

School health screening is not diagnostic nor is it intended to replace regular preventive 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 could include height/weight, vision, and hearing.

Students with abnormal results at the initial screening may be re-screened. If re-screening results are abnormal, parents will be notified. Annual hearing testing may be performed for students with abnormal hearing screening results during the previous year.

It is the responsibility of the parents/guardians to notify the school in advance each year if they do not wish to have their child(ren) participate in the screening. Health screening dates are noted on the school calendar.

### **Reporting of Accidents and Injuries**

Mary Our Queen School will promptly record in writing and report any student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

### **Head Injury/Concussion**

Mary Our Queen School follows Nebraska statute 71-9104(2)(a) regarding head injuries and concussions.

### **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 an 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 a 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/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.

### **Asthma Protocol**

Mary Our Queen School has implemented an emergency treatment plan, known as a protocol, to be used anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

Protocol:

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

Parents must provide to the school staff for students having a known allergic condition or asthma:

- Written medical documentation
- Instructions
- Medications as directed by a physician

### **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 a 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.

## SCHOOL/STUDENT SAFETY

Mary Our Queen School maintains an Emergency Operations Plan and a School Safety Team that meets quarterly to review and revise the plan and oversee practice drills. All staff members are trained in school safety procedures annually. Drills for weather events, fire, accidents, intruders and other threats to student safety are planned over the course of the year.

The purpose of the Emergency Operations Plan is to identify potential emergency events and to develop policies and procedures addressing the following:

- Prevention - capacity to avoid, deter, or stop an event from occurring
- Protection - capacity to secure facilities against acts of violence and manmade/natural disasters
- Mitigation - capacity to eliminate or reduce damage, injury and/or loss of life in the event of an emergency
- Response - capacity to stabilize a situation once a critical event has happened or is certain to happen
- Recovery - capacity to begin healing and restore the learning environment after a crisis

Specific plans have been developed for:

- Security
- Communications before, during, and after an event
- Evacuation of facilities, including the identification of relocation sites
- Lockdown to prevent entry of a threat into the building
- Shelter-in-place to secure individuals within the facility in the event of a threat inside the building
- Accounting for All Persons during and after an event
- Reunification of students with parents or guardians after an event
- Continuity of Operations during and after an event
- Recovery after an event - academic, fiscal, physical, psychological, and emotional

Mary Our Queen School safety procedures are based on the Standard Response Protocol (SRP) program which includes:

- **HOLD:** The directive - "**In Your Room or Area**" - is given and is the protocol used when hallways need to be kept clear of occupants.
- **SECURE:** The directive - "**Get Inside. Lock Outside Doors**" - is given and is the protocol used to safeguard people within the building.
- **LOCKDOWN:** The directive - "**Locks, Lights, Out of Sight**" - is given and is the protocol used to secure individual rooms and keep occupants quiet and in place.
- **EVACUATE:** The directive to evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building.
- **SHELTER:** The directive for sheltering will give the **Hazard** and **Safety Strategy** for group and self-protection (eg, Tornado).

For more information about SRP, visit [iloveguys.org](http://iloveguys.org).

### **Visitor and Volunteer Procedure**

For the safety of our students, all visitors and volunteers must report to the office, sign in and get a pass, when entering the school building, and then sign out when leaving the building. This includes everyone who is not a Mary Our Queen staff member. All doors will be locked during the school day. In addition, the church doors will be locked during All School Mass. Volunteers must complete the Safe Environment Training provided by the Archdiocese of Omaha and renew their certification before the expiration date. A complete child protection policy manual is available in the school office.

### **Safe Environment Training**

Safe Environment Training is required for all volunteers and/or others who have regular contact with children and young people in school, religious education, youth ministry, liturgical ministries, vacation bible school, athletics and scouts. Regular contact is defined as any contact with children. The training is good for five years and is required for all school employees and volunteers at Mary Our Queen Parish and School. In addition, every faculty and staff member of Mary Our Queen School will receive training and maintain current Safe Environment certification as required by the Archdiocese of Omaha. A formal background check will be required prior to employment. Below is a list of some of the volunteer areas involving regular contact with children in the school:

- After School Care – All employees and volunteers
- Cafeteria Volunteers
- Classroom Volunteers
- Field Trip Chaperones
- Field Day Volunteers
- Recess Volunteers
- Room Parents
- Junior Achievement Volunteers
- Academic/Extracurricular Coaches
- Special Event Volunteers

### **Safety Patrol**

The Safety Patrol is endorsed by the Traffic Division of the Omaha Police Department and manned by the sixth-grade students. Members of the Safety Patrol direct pedestrian traffic at school intersections.

When the temperature or wind chill is 14° or lower, safety patrol members are not on duty, and children should be driven to and from school for their safety.

Patrols are on duty from 7:45 to 8:00 a.m., and from 3:15 to 3:30 p.m. Patrolled intersections may include:

- 119th & Valley Drive
- God Is Great Lane & Valley Drive
- God is Great Lane & Prairie View Drive

After school, an adult will cross students that live west of 120th to ensure their safety. Children should cross at the lights at 120th and Valley Drive.



### **Bicycle Safety**

Students must walk their bicycles on the school grounds. Each bicycle must be provided with a lock and kickstand. No student is to borrow another's bicycle or lock without the owner's expressed permission. The school is not liable for any damage to or loss of a student's bicycle. No scooters, skateboards, or roller blades are allowed on school property.

### **Smoke Free Facility**

Use of tobacco products by anyone is prohibited in the school building.

### **Drug Free School and Workplace**

Mary Our Queen School is a drug free school and workplace in accordance with federal laws.

### **Gum/Candy**

**Mary Our Queen is a gum free facility.** Candy received as rewards in the classroom must be eaten in that teacher's classroom or taken home. No open candy will be allowed in the hallways or other teachers' classrooms. Students will be given a consequence for not adhering to this policy.

### **Asbestos**

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 Mary Our Queen School in 1988 and has been re-inspected every third year (last re-inspection was conducted June 2021). Any areas of known or assumed friable or non-friable asbestos will continue to be inspected on a regular basis (every six months) and procedures implemented to assure no health hazards are present. Our management plan has been filed with the State Department of Health and is on file in the school office. The plan is available for public inspection during normal office hours.

## **CIRCLE OF GRACE SAFE ENVIRONMENT PROGRAM**

Out of concern for all God's people and in response to the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*, we have a program for the safe environment education of children and young people supported and mandated by Most Reverend George J. Lucas, Archbishop of Omaha.

*Diocese/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. Diocese/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.*

*Article 12 – Charter for the Protection of Children and Young People*

This program is called *Circle of Grace*. It is meant to supplement and be integrated into the excellent programs and curricula for the formation of children and young people in our schools and religious education programs. *Circle of Grace* aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This

program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

### ***What is a Circle of Grace?***

The Catholic Church teaches that God has created each of us as unique and special. Genesis 1:27 tells us that we are created "male and female in God's image" and that God saw this as "very good." In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God.

Adults assist children and young people to recognize God's love by helping them to understand that each of us lives and moves in a *Circle of Grace*. You can imagine your own *Circle of Grace* by putting your arms above your head then circle down in front of your body including side to side. This circle, front to back, holds who you are in your body and through your senses. It holds your very essence in mind, heart, soul, and sexuality.

### ***Why is it important to help our children understand the Circle of Grace?***

God intends our relationships in life to be experiences of divine love. Respectful, nurturing, loving relationships increase our understanding of our own value and help us to love others. It is never too early to help children and young people understand how very special they are and how relationships in life are called to be sacred. Understanding this can help them to protect the special person they are and to be respectful of others.

Adults, especially parents, as they strive to provide a safe and protective environment, hold the responsibility to help children and young people understand and respect their own dignity and that of others. A truly safe and protective environment is one where children and young people recognize when they are safe or unsafe and know how to bring their concerns, fears, and uncertainties to the trusted adults in their lives.

### ***How is the Circle of Grace Program different from other protection programs?***

According to research, one in four girls and one in seven boys will be sexually abused by age eighteen ([www.uscb.org](http://www.uscb.org) or <http://nccanch.acfhhs.gov>). Many protection programs focus on "stranger danger"; however, up to ninety percent (90%) of the time, the perpetrator of abuse is known to the child or young person such as a relative or family friend. *Circle of Grace* goes beyond just protection by helping children and young people understand the sacredness of who they are and how to seek help through their relationships with trusted adults.

## **SERVICES**

### **Extended Care**

The extended care program is available before school from 6:15 a.m. to 7:45 a.m., and again after school from 3:15 p.m. until 6:00 p.m. (12:00 p.m. until 6:00 p.m. on scheduled early dismissal days). There is an annual registration fee of \$50.00 per family. After-school extended care may be canceled in the event of severe winter weather conditions.

Emergency care is also offered at Extended Care. If an unregistered person needs emergency care for after school, the cost is \$25 for the afternoon and payment is due upon pick-up. Extended Care will need a copy of the emergency contact form from the school office.

If you have any questions, please contact the Extended Care Director, Mrs. Mary Culjat, at [mculjat@moqschool.org](mailto:mculjat@moqschool.org). During extended care hours, she can be reached at 402-333-8231, ext. 1413.

### **Music in Catholic Schools**

The school band is under the direction of Music in Catholic Schools. This program offers students in grades 5 through 8 the opportunity to participate in a structured band program. Arrangements are made through the school office. Interested students are encouraged to attend a band meeting, which is held early in the fall. For more information, contact Ms. Annette Wallace, director of the program, at 402-557-5600, Ext. 2004, [amwallace@archomaha.org](mailto:amwallace@archomaha.org). Students in band are expected to keep up with their studies.