

# **St. Isidore School**

## **Parent & Student Handbook**

Revised: June 2026

Dear Parents and Guardians,

The St. Isidore School Parent-Student Handbook is reviewed annually each spring to ensure our policies meet the needs of St. Isidore School, the Columbus Catholic School system when appropriate, and the Archdiocese of Omaha Policy and Procedure Manual.

Adjustments were made to best suit our unique school environment and encompass the individuality of St. Isidore School. However, we know there will always be adjustments needed! Please use the form below to suggest revisions/additions and submit those to the school office. The St. Isidore School Board will review these suggestions and plan for future updates.

Thank you for your assistance in making St. Isidore School a vibrant, faith-filled, learning environment!

Amy Evans, Principal

-----

**St. Isidore School  
Parent-Student Handbook  
Suggestion for Revision**

Policy Page # \_\_\_\_\_

Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request made by: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT OF CATHOLIC EDUCATION FOR YOUR CHILDREN  
AT ST. ISIDORE SCHOOL!**

## **RESPONSIBILITY FOR RECEIPT OF THIS HANDBOOK**

The Parent & Student Handbook contains much of the essential information about St. Isidore School. It is important that each student and each parent/guardian read it in order to better understand the policies of the school. It is expected that each student and parent/guardian will comply with these regulations, and will support the religious, Christian, and Catholic nature of St. Isidore School.

We ask that the “**Acknowledgment of Responsibility Form**” be signed by the parents/guardians and student(s) to ensure that you have read the material and intend to abide by the philosophy, policies, and procedures set forth. These signatures will be kept on file in the office.

## **POLICY AND PROCEDURE OVERVIEW**

The policies and procedures put forth in this document reflect the policies and procedures as approved by the Archdiocese of Omaha School Board and the Board of Education for Columbus Catholic Schools.

Any or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Policy Book of the Archdiocese of Omaha Board of Education and are applicable to all of St. Isidore Catholic Schools situations and needs.

This Parent/Student Handbook is provided for information purposes only and does not constitute a contractual agreement between St. Isidore School and any student, or any parent of any student.

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

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

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

We ask that the Acknowledgment of Responsibility Form at the end of this handbook be signed and dated and returned to the office by the date requested stating that you understand and intend to abide by the policies set forth in this Handbook.

*The Omaha Archdiocesan Schools admit students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs.*

## **ST. ISIDORE SCHOOL MISSION STATEMENT**

St. Isidore School's mission is to create disciples of faith who grow in faith, character, service and knowledge.

## **PHILOSOPHY OF EDUCATION**

The philosophy of education at St. Isidore Catholic School is to provide ample opportunities for our community members to grow spiritually, intellectually, culturally, physically, and emotionally in order to be better prepared for lives of service to Christ as productive, Catholic citizens of our community, country, and world.

St. Isidore Catholic School includes in its program: standards-based instruction in academics, Catholic faith formation, character education, service opportunities and spiritual experiences. A combination of Catholic Doctrine and the support of a strong Christian home allow the Catholic youth of our school the opportunity to develop strong faith and Christian principles. The comprehensive, standards-based curriculum of St. Isidore School is aligned to the Nebraska Department of Education's state standards and the Archdiocese of Omaha standards. It has been carefully designed to provide outstanding educational opportunities for the Catholic youth of our parish.

We believe that each person is a unique and sacred individual worthy of respect and dignity. Our school community is enriched by the students, families, and staff that make St. Isidore School their educational and faith home. Each of us are called by God to become personally and actively involved in the St. Isidore School community. Each of us are entrusted with a job to do -- one that has been given to no one else. Whoever and wherever we are, each of us has an opportunity to help shape the St. Isidore School community.

With this philosophy in mind, the Board of Education, administration, and faculty devote themselves to providing the highest quality PK-6 elementary program of Catholic education.

## **ST. ISIDORE SCHOOL VISION**

- We will develop a love and knowledge of God through the teachings of the Catholic Church and study of the Bible.
- We will demonstrate our knowledge of Catholic values by our service and actions towards others in daily life.
- We will show respect for all of God's people and creation by participating in activities which emphasize civic and global responsibilities.
- We will demonstrate cooperation and self-discipline in all social situations and relationships. • We will demonstrate the ability to read, write, speak and listen across all areas of the curriculum. • We will demonstrate the ability to solve problems using creative thinking and cooperation. • We will demonstrate the ability to express ourselves in creative ways by displaying personal talents.
- We will be able to use technology as a tool for teaching and learning.
- We will develop insight into healthy living and physical wellness.

## **ST. ISIDORE SCHOOL BELIEF STATEMENTS**

### **WE BELIEVE....**

- In fostering a Catholic Christian atmosphere in every aspect of St. Isidore School.
- In teaching the Gospel message and in building a faith community.
- In setting high expectations for the students and staff associated with St. Isidore School.
- In the worth of every individual.
- In providing for individual differences.
- In developing relevant life-long learning and self-discipline skills in students, so that they can successfully meet the challenges of the future.
- In problem-solving challenging situations.
- In providing expanded opportunities and enrichments for those who have earned them.
- Students and staff are entitled to a safe, caring and respectful environment.
- Students learn at different rates and in different ways.
- All students can learn and succeed.
- Students will be complex thinkers and collaborative workers.
- Students are responsible for their actions, and need to be directly taught appropriate behavior.
- Growth of the whole child (physical, social, emotional, intellectual, spiritual) is the primary responsibility of the parent, and is actively supported by the school and the community.
- Continuous school improvement is an ongoing process of planning, reviewing and revising in order to meet the needs of the St. Isidore School community.
- Racism, sexism, and all other forms of discrimination are wrong, and it is our responsibility to instill this belief in our students through our teaching and by our example.
- Staff development is an on-going process.

Education at St. Isidore Catholic School is a privilege. Our school cannot educate your child(ren) alone. It is vital that both parents/guardians and the school work closely together to ensure that our students are provided the best opportunities for faith, academic and behavioral/social development. Students at St. Isidore School will be held to high, yet achievable standards. Teachers will expect diligence and self-discipline from their students. It is important that parents expect and nurture these qualities in their children as well.

As parents, you are the first, and most important, educators of your child(ren). You have the duty to support the work of the school in the areas of faith development and student academic achievement. By sending your child(ren) to St. Isidore School, you are making a commitment to support the teachings of the Church and *do everything you can* to make sure that your child's education continues outside school. The following information helps parents to see what the school can and should do, and what they can and should do, to help their child grow in faith and knowledge.

### **We Believe in Faith Development!**

The school provides for all students:

- formal instruction in the Catholic faith.
- opportunities for prayer and worship to build a close, personal relationship with Christ.
- community building and service activities.
- encouragement to grow in virtue.
- encouragement to live as a disciple of Christ.

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

**We ask that our parents** continue your efforts in all of the above areas and continue to model for your child(ren). Your own commitment to *prayer*, to *attendance at Mass and participation in the Sacraments if you are Catholic*, to *service to others* and to *compassion to those in need*, will form your child(ren) in ritual and practices that will enable them to deepen their relationship with God.

## **We Believe in Academic Achievement!**

The school identifies the knowledge and skills which students are expected to master, and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance and encourage each student to achieve to the best of their ability.

Teachers also know that self-discipline and hard work are essential to academic success and to the reaching of each student's potential. They expect hard work and self-discipline on the part of each student.

**We ask that our parents** expect from your child(ren), *hard work* and *self-discipline*, that you require *good study habits*, *well completed assignments*, and *additional reading*. Check to make sure *homework is completed*, *assignment books are used (3rd grade and up)*, and *materials are organized* to return to school for the next day. By working together and having these expectations, parents and teachers will see the academic achievement of each child maximized.

## **We Believe in Service to Others!**

St. Isidore School recognizes that each student and family can offer gifts of time, talent and/or treasure in order to model our commitment to Catholic values and be the hands and feet of Christ on Earth. We recognize that each family's gifts are different and we celebrate that each of us brings different gifts to our community!

St. Isidore staff will organize service projects for student to participate in. We encourage families to support these service projects and assist in whatever way they are able.

**We ask that our parents** participate in community service whenever, and however, they are able. Parents who model service to others through gifts of time, talent or treasure, will help promote the development of this character trait in their children.

## **We Believe in Character Development!**

St. Isidore School recognizes that we are building the future of our community and country in the students we serve each day. We are committed to developing strong, positive, Christ-centered people. Our school staff will model and promote healthy development of positive character traits in each of our students. Being centered on Christ helps us become people of good character and morals. We know that no one is perfect, and we will all make mistakes, but we strive to always improve in practice and belief. The values of *honesty*, *respect*, *responsibility*, *kindness*, *service to others*, and *fairness*, are important in our classrooms, hallways, cafeteria and playgrounds. We will encourage and nurture these traits in all of our students through modeling, instruction, and feedback/correction when needed.

**We ask that our parents** also expect these traits to be displayed away from school. Together we can shape the future of our country and develop adults who are strong in character and morals, more effectively modeling the teaching of Christ, and bringing others closer to Christ.

# **St. Isidore School Policies and Procedures**

## **ABSENCE POLICY**

A written request from the custodial parent or legal guardian is required when it is necessary for a pupil to leave school during the school day. The request must clearly state reason(s) for leaving early.

When a student is absent, the school office should be notified before 8:15 AM. A signed, dated, and written explanation for absence is requested from the parent or guardian upon the student's return to school.

Students with excessive absences are subject to retention in the same grade for the following year unless they are able to maintain academic standards. The administration will review academic standing after 10 days of absences in one semester. Archdiocesan policy calls for the county attorney to be notified after 20 days of absence in one school year.

Students will not be taken off the school/church property during school time without consent of the custodial parent or legal guardian.

## **ACADEMIC RESPONSIBILITY**

Students are responsible for completing all schoolwork assigned to them by their teachers. They are also responsible for having the necessary supplies such as pencil/pen, paper, etc. Any student who fails to show a sincere and regular effort to complete his/her assigned schoolwork may have discipline consequences for being academically irresponsible. Consequences may vary from teacher to teacher.

## **ACCIDENT INSURANCE**

St. Isidore School is committed to ensuring the safety of our students as much as possible, particularly when they leave school premises. Generally, a Scotus bus is used to transport students off campus. In the rare situation that students are transported to local field trips by private vehicle, we require that parent/volunteer drivers have current Safe Environment training, up-to-date auto insurance forms kept on file in the school office, along with driver information forms.

## **ACCREDITATION**

St. Isidore School has been recognized as an accredited school by the State of Nebraska since 1990. As such, we meet or exceed the minimum requirements listed under Rule 10 Accreditation by the Nebraska Department of Education.

## **ALLERGY POLICY**

St. Isidore School is an Allergy Aware facility. While we cannot guarantee that a student will not come in contact with an allergen, we will strive to make our environment as safe as possible to promote the health and safety of all our students. School staff will work closely with parents, students and physicians to provide a safe learning environment for all students through an allergy management plan that includes prevention, education, awareness, communication and emergency response components. *It is the sole responsibility of the parents and guardians to initiate an Allergy Action Plan with the school.* This action plan should be created by the parents and the child's physician to outline steps to take should a student with a known allergy come in contact (or suspected contact) with a known allergen.

**St. Isidore School will ONLY allow unopened, store-bought & packaged foods, with an ingredient label**

**attached that identifies it is free of peanuts AND tree nuts to come into our building for sharing during special events (ie: birthdays, holidays). SHARED FOODS CANNOT BE PREPARED AT HOME. The store bought & packaged foods should be in an unopened container, with an ingredient list attached. Items identified as having peanuts/tree nuts will not be passed out to students due to multiple students in the building with those allergens.**

Students are allowed to bring an individual snack from home each day, to be eaten at a time of the classroom teacher's choosing. The most learning-friendly foods are low in sugar and have both carbohydrates and proteins. Individual classrooms may have other food guidelines, depending on the needs of the students. Snacks or treats that do not meet these requirements will be sent back home. Thank you for keeping all of our students safe!

## **ASBESTOS NOTE**

St. Isidore School has been inspected for asbestos-containing products, especially in a form that could represent a risk, by ATC Environmental Inc. Asbestos has been found in the following products: non-friable asbestos in the slate board and floor tile; friable asbestos in pipe insulation which is found in the basement.

If you wish to see the Asbestos Management Plan for St. Isidore School, it is available for review in the St. Isidore School office, 3821 20th Street, Columbus, NE 68601.

## **ATTENDANCE**

Nebraska State Law (79-201) holds parents and guardians responsible for regular school attendance of their children. Nebraska State Law required 1,032 instructional hours each year in grades 1-6 and 400 hours for Kindergarten students.

Absent students miss valuable class instruction, discussion, and the continuity of work. If one is to be successful in school, regular attendance is necessary.

When possible, parents are requested to schedule vacations and medical/dental appointments outside of school hours. If a child must leave school during class hours due to illness or some other good reason, he/she will not be dismissed until a parent or guardian arrives at the office. Students are required to sign in at the office when arriving and sign out at the office when leaving at times other than the scheduled beginning time of 8:00 AM and the scheduled dismissal time of 3:25 PM.

**Vacations during the school year are discouraged due to students missing valuable instructional time.**

**Tardy:** Classes officially begin at 7:55a.m. If students are tardy at the beginning of the day, they need to sign in at the school office. Students will be counted tardy up to one hour (8:55 a.m.) after school has begun.

**1/2 Day Absence:** If a student arrives after 8:55 a.m., or leaves before 2:25 p.m., or is gone longer than 1 hour during the day, s/he will be counted as 1/2 day absent.

## **BAND (gr. 5&6), MUSIC, GUIDANCE, AND PE**

The instrumental band, vocal music, guidance, and PE programs are coordinated with Scotus and/or the three Catholic elementary schools. The instrumental band program is open to all fifth and sixth grade students. Those 5th and 6th grade students not enrolled in band will participate in one of two grade level enrichment classes. Each student's teacher will decide if enrichment above and beyond the curriculum will benefit the student or if enrichment/remediation within a curricular area will be more beneficial. Enrichment grades are not part of the student's permanent record. Guidance classes are available to all the students. The classroom teacher will work closely with the parents, teachers, and administrator in attempting to meet the needs of the students. Individual counseling may be recommended to parents when a concern is identified.. Each class in grades K-6 receives two periods of vocal music per week, and two periods of PE each week.

## **BLOOMZ MESSAGING SYSTEM**

St. Isidore School will use the Bloomz platform to send out reminders, announcements, and school schedule changes. Messages will go out via text and/or email, according to the preferences you set up when you register in the system. Parents must register for Bloomz through our school office. Be sure to notify the school to make changes to the phone numbers or email addresses.

## **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

All students must refrain from riding their bicycles on the school grounds before, during, and after school. Students are to walk their bicycles on and off the school property. The school is not responsible for any damage or loss of personal property that may occur. Skateboards and rollerblades are not allowed on school grounds.

## **BIRTH CERTIFICATES**

Per Nebraska state statute, enrollment in school requires the documentation of a certified birth certificate from the State of Nebraska, or other state of birth. School personnel need to see the certified document (with a raised seal) and then will make a copy of it for student records. Copies of a birth certificate/record from a hospital are not acceptable.

## **CALENDAR**

The calendar is planned in cooperation with the Columbus Catholic Schools. It is understood that each school has particular needs to meet. The St. Isidore yearly calendar may change slightly as needs arise. Watch the monthly paper calendars and live calendar on our website for any variations in schedule.

## **CARE OF BOOKS AND PROPERTY**

A student is responsible for textbooks or other materials issued to him/her. Book bags are to be used daily to protect the books from moisture, damage, or loss. Students in 3<sup>rd</sup> – 6<sup>th</sup> grade are required to have their workbooks and textbooks covered to protect them from the wear and tear of daily use.

Students are expected to care for and protect all school property. Any damage or fines incurred are the financial responsibility of the student involved. Damages will be assessed. Report cards will be given when all bills have been paid.

## **CCS BOARD OF EDUCATION**

The Columbus Catholic Schools has a Board of Limited Jurisdiction, which consists of members in three categories:

- Executive Director
- Members from each partner parish/school
- School Administration

This Board is an advisory and limited jurisdiction body, helping advise on the educational opportunities in Columbus Catholic Schools and determine policy and funding. This board is subject to the requirements of the Archdiocesan Board of Education and the Nebraska Department of Education.

Meetings of this Board are held monthly throughout the year. Everyone is welcome to attend. These are open meetings with the exception of the executive sessions. Meeting times are given on the CCS website and school

calendar. *Non-members may address the Board provided they have submitted a written request one week in advance of the meeting to the President of the Board or the Executive Director.*

When terms expire, or vacancies arise, new members are brought in for a three-year term. If you are interested in being on the Board of Education, talk to the Executive Director or current board members to share your interest.

## **CELL PHONES & ELECTRONIC DEVICES**

We If a student brings a cell phone or communication device (ie: SmartWatch) to school, they must keep the device turned off and in their school book bag during school hours, unless otherwise directed by the teacher. If the device is left on and it rings, or if it is seen outside the backpack during school hours, it will be taken by the teacher. The first offense will result in contact with the student's parent, and the student will be able to pick up the device from the classroom teacher at the end of the day.

The second offense will result in the phone being taken away, the student will be issued an office referral, and the phone will remain in the school office until a parent comes to pick it up from the office. If cell phone devices are requested to be used in a classroom for a teacher-directed project, specific classroom policies will apply.

Students are not allowed to communicate with people outside of school via SmartWatches or phones, or use their watch for anything other than tracking time. Violation will result in the device being taken to the office for parent pickup, and the request to not bring the device back to school.

## **CHANGE OF ADDRESS**

If a student has a change of address or phone number during the school year, please report the change to the school office. This will assist in keeping all records current.

## **CHILD ABUSE & NEGLECT**

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

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

1. placed in a situation that may endanger his/her life or physical or mental health;
2. tortured, cruelly confined, or cruelly punished;
3. deprived of necessary food, clothing, shelter, or care
4. physically, emotionally or sexually abused

## **CLOSING OF SCHOOL/LATE START**

In the event of threatening weather such as snow or severe storms, St. Isidore will coordinate changes in school open/closed status with the other Columbus Catholic schools. Changes in schedule will be communicated through our School Messaging System and Bloomz. When there is a late start, school doors will open 30 minutes prior to the announced late start.

## **CONFESSIONS**

Opportunities are scheduled during Advent and Lent for students to receive the sacrament of Reconciliation. During the year students are also encouraged to receive the sacrament of Reconciliation with their parents.

## **CRISIS/EMERGENCY PLAN**

Columbus Catholic Schools has developed a Crisis/Emergency Plan that is designed to minimize danger to anyone in school should an emergency occur. Our main objective is to attend to the health and welfare of our students in the event of a crisis.

In most emergencies, students will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits re-entry to the school building (such as a broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility designated by the school personnel (St. Isidore Church or Methodist Outreach Center, depending on the nature of the concern).

We ask that you follow this procedure if you hear of any school emergency:

1. Turn on your radio or television. We will keep the media informed of an emergency.
2. DO NOT CALL the school. We have limited phone lines. These must remain open to be used to respond to the emergency.
3. DO NOT COME to the school - unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building quickly and without obstruction. If the emergency necessitates relocation of staff and students, you will be informed via the School Messaging System where and when to pick up your children..
4. In a situation where students are not allowed to return to the building, they will be released to a parent/guardian from a designated location through a checkout process.

## **CURRICULUM OBJECTIVES & STANDARDS**

Curriculum standards have been developed by the Archdiocese of Omaha Catholic Schools Office. Curriculum Objectives are determined by Columbus Catholic Schools Curriculum Committees to ensure articulation from kindergarten to grade 12. Copies of the curriculums are available to preview upon request at the administration office.

Non-Catholic students are required to attend religion classes and masses, but the degree of participation in religious celebrations is left to the discretion of the parents, after consultation with the Pastor and Principal.

## **DISCIPLINE GUIDELINES**

***Purpose:*** to provide a safe school environment that allows all students to learn.

We take the education of students entrusted to us seriously. Students must treat all members of the community with care, respect, and dignity.

High standards of conduct are an important goal in our school in order to have an effective and safe environment for learning. Proper attitudes and character development are emphasized. Disruptive or defiant behavior on the part of an individual child almost always interferes with the education of many others. Parent support, communication and cooperation is essential in order for our school to succeed.

Classroom teachers have the authority to set appropriate rules, procedures, and expectations for their classroom. Teachers shall determine reasonable and age-appropriate consequences for breaking classroom rules and will correct minor incidents in their rooms whenever possible. Teachers shall request the assistance of parents as soon as a minor misbehavior becomes a repeated concern. Teachers will request the assistance of an administrator for more severe misbehaviors, or chronic minor misbehaviors, by filling out an office referral. Teachers and staff have the responsibility to promote proper behavior from all students. Teachers and staff will respect the dignity of each child and handle any behavioral incident with respect and care for the individual.

## **CORRECTIVE ACTION**

**Purpose:** The purpose of any disciplinary action is to assist the student in gaining self-control and becoming more aware of appropriate behaviors, which will increase his/her opportunities to grow and learn.

**Policy:** Any disciplinary action occurs at the discretion of the school principal, pastor, or Executive Director. Any disciplinary action taken will comply with existing state statutes, school board policy, and shall afford due process of law. The types of disciplinary action that may be taken are:

- 1. Warning Conversation** - A private discussion between the student and school personnel. The purpose of this conversation is not to scold the student but to respectfully remind him/her of the behavioral expectations and inform him/her of the inappropriate behavior that needs to change so that he/she does not violate the rights of others or disrupt the learning environment. After behavioral expectations have been discussed, students will be informed that parent contact and an office referral may be issued if the inappropriate behavior continues.
- 2. Buddy Classroom Reset** – A time in which the student is temporarily removed from the environment where the problem is occurring, and sent to a buddy classroom to work for a short period of time. The purpose of this time is to allow the student to de-escalate their behaviors away from their classroom peers and reflect on how to make better choices in order to succeed.
- 3. Parent Contact** – Contact is made with the child's parents by phone or note home. A meeting may be requested by the teacher or by the child's parents to discuss the student's strengths, behavioral concerns, identify obstacles that may interfere with a child's success, and create a plan for the future. After a parent conference is held, frequent communication between the parent and teacher should take place in order to monitor the child's progress.
- 4. Office referral-** Office referrals serve as documentation that behavioral concerns have escalated beyond the classroom teacher's control. They also serve as a communication piece between school and home. Office referrals are designed as a means to remove the child from the environment where the problem is occurring and give them more time to think about the misbehavior and plan for correction of that misbehavior. The student will complete a "Think Sheet" in the office, which will assist the school administrator and parents in working with their child to discuss behaviors that are interfering with relationships and/or the learning environment.

Office referrals will be issued to students for escalated misbehavior that affects the learning environment and/or relationships. This *may* include the following examples: chronic/willful disregard for classroom/school rules and procedures, physical aggression, chronic classroom disruptions, disrespectful behavior, harassment, bullying, inappropriate language, repeated dress code violations, etc. Teachers will use professional discretion when deciding whether or not an office referral is necessary, based upon the severity and/or frequency of the behavior.

Students need the opportunity to discuss better ways to handle inappropriate choices they make during the school day. By completing the statements on the Think Sheet, students may begin to make better choices for themselves and create opportunities for discussion with school personnel and parents.

**THINK SHEET PROCEDURE:** Students are to work on their own or with a parent to complete the Think Sheet. When parents are unclear about why a student has received an office referral, they may call the teacher for more information. The Think Sheet should be returned to school on the next school day, unless otherwise directed. When the Think Sheet is not returned by the designated date, a parent conference will be requested.

- 5. Detention** – This requires a student to remain after school for a period of time. The student serving the detention will have an opportunity to make up any work that was missed due to his/her behavioral absence from the classroom and/or provide time of service in the school. Detentions are to be served within seven school days after they are issued.
- 6. Restriction of privileges** - A student and parent will be informed ahead of time that the student may not be allowed to participate in certain activities (recess, reward parties, field trips, etc.) if a chronic behavior

doesn't improve, or it would be unsafe to take the child on a field trip or participate in an activity.

**7. Requesting that a student receive counseling** - an action that may require a student to visit a licensed counselor or medical physician in order to assist the student in resolving his/her behavioral concerns. The pastor and other school personnel may assist the student individually or in small groups when problem behaviors are less severe.

**8. School probation** - action taken by the principal to assist a student in resolving his/her educational problems. The action is in the form of certain stipulated conditions agreed upon by the school, student and parent(s) and/or guardian(s) in order to ensure the continued learning of all students.

**9. Suspension or expulsion:** reasons for suspending and/or expelling a student include the following:

- Behavior of the student which presents a severe moral or physical danger to other students.
- Behavior that is continuing without improvement, despite behavioral interventions and SAT process.
- Chronic, excessive absences without documentation of medical concerns, that interfere with the child's ability to gain a quality education and disrupts the continued learning of other students.
  - *It is the responsibility of the administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.*

**\*\* Corporal punishment or the use of force** – Corporal punishment by teachers and/or administrators may **NEVER** be used to discipline a student for alleged violation(s) of school rules. Teachers, administrators and other school employees may use physical restraint and/or seclusion in accordance with Archdiocesan policy, if a student poses an imminent risk to the safety of themselves and/or others.

#### **DISCIPLINE CONSEQUENCES, example misbehaviors**

**Warning conversations, buddy classroom time-outs, detention, and/or parent contact may be imposed for the following behaviors:**

- Failure to complete assignments
- Improper use of school facilities, i.e. bathrooms, drinking fountains, gym, hallways, cafeteria
- Disruption in class, in the lunchroom, or during any school activities
- Disrespect for authority (minor offense) - principal, teachers, aides, substitute teachers, volunteers, school secretary, custodians, and other personnel
- Leaving the classroom/designated area without permission
- Violation of safety drill rules, fire drill rules, or other evacuation rules
- Violation of lunchroom and/or playground rules
- Demoralizing conduct and/or the use of vulgar language
- Any other forms of behavior as deemed inappropriate by the administration or faculty

**Office referrals, detentions or in/out of school suspensions may be imposed for the following behaviors:**

- Repeated violations of classroom rules, or any of the above infractions becoming repetitive, despite interventions with warning conversations, time-outs and parent conferences.
- Disrespect for authority
- Fighting, pushing, or hitting another student (without injury in need of medical attention) \* Use of violence, force, intimidation, coercion or threats
- Cheating
- Stealing
- Intentionally pulling fire alarm
- Intentionally damaging or defacing school property
- Throwing snowballs, rocks, gravel, or other dangerous objects
- Any other forms of behavior as deemed inappropriate by the administration or faculty

#### **Out of School Suspension**

Suspension from school will only be imposed for very serious reasons. The decision to suspend a student rests

with the principal.

- Short-term suspension is a temporary exclusion of a student from school. Such action will comply with state statutes. A short-term suspension will not exceed five school days in length.
- Long-term suspension is a temporary exclusion of a pupil from school. Such action will comply with state statutes. A long-term suspension will not exceed twenty school days in length.

Suspensions may include in-school or out-of-school and is at the discretion of the administrator.

### **Expulsion**

Expulsion should only be used when all other means of discipline have failed, and the student's conduct is a definite hindrance to the welfare and progress of the school community. The final decision to expel a student is the responsibility of the principal and the pastor/superintendent.

Expulsion is the permanent withdrawal of a student from school. Such action will comply with existing state statutes.

It is the responsibility of the principal to notify the pastor/superintendent, the public school authorities, and the Archdiocesan School Office whenever a student is expelled. A record of the evidence justifying the suspension or expulsion of the student must also be available to the Archdiocesan School Office.

### **DRESS-DOWN DAYS**

On dress down days, students will be allowed to wear non-uniform clothing. During the months that uniform shorts are allowed (Aug/Sept/Oct/April/May,) non-uniform shorts must include a 3" inseam. During the months that pants are worn (Nov/Dec/Jan/Feb/March,) non-uniform pants must also be worn on Dress Down Days. No sleeveless shirts, tank tops, halter-tops, or spaghetti-strapped shirts are to be worn without a sweater (which must remain on all day). If leggings are worn, they must be worn with a hip-length shirt. Shirts with inappropriate wording will not be allowed.

#### **NOT ALLOWED:**

- Torn/Ripped jeans/pants
- Inappropriate words (at the discretion of the staff)
- Shirts without sleeves: tanks, halters, etc.
- Shorts with less than a 3" inseam
- Leggings without a hip-length shirt.

Students who are in violation of these guidelines will be fitted with appropriate uniform clothing from our used uniform shop. Students always have the option of wearing their uniform on dress down days.

### **DRESS-UP DAYS**

Each school year, a few days are designated as "dress-up" days for the students. Examples of these are school picture day and May Crowning. Students will receive information concerning what to wear and the dates for designated "dress-up" days. As the name implies, these are to be "dress-UP" and not "dress-down" days. Children may wear their uniform on these days if they so desire.

### **DROP OFF AND PICKUP PROCEDURE**

Parents may drop off students beginning at 7:30 a.m., when the school doors open. *Before this time, there will be **NO** supervision provided, and students are not allowed to enter the building.* If parents need to drop students off prior to 7:30am, they must make arrangements for supervision with St. Isidore Preschool and Childcare. **St. Isidore School and/or St. Isidore Church are not responsible for the safety of unsupervised children before 7:30am.**

Cars should pull into the parking lot from 19<sup>th</sup> Street and drop students off along the curb near the school entrance doors. Please, NEVER allow your child to walk between parked cars during drop-off. Parents should wait until they are able to park along the curb to allow your child to exit the vehicle. We encourage all students to exit cars from the passenger side of the vehicle to minimize the risk of another car driving by and injuring your child. However, the safety of your child as they exit your vehicle and walk into the school is the responsibility of parents as there is no outdoor supervision in the morning. The main entry doors will be unlocked at 7:30am so that students can enter the building. When possible, students in grades K - 6 will gather for morning walk in the gym, and will remain there until 7:50 am.

In order to alleviate after-school traffic along 19th Street, and to ensure the safety of our students, we ask that all cars park in the diagonal stalls along 19<sup>th</sup> street, or in the lot west of the church, between the church and rectory. The parking lot next to the main church entry is usually restricted with barricades. After school, cars should not enter the parking lot south of the church for any reason, even if the barricades are not present. Teachers will be present on the west and south side of the school building until 3:35 (unless there is inclement weather - then students may be brought back inside sooner). After 3:35pm, all children who have not been picked up will be asked to wait inside the building for their ride. If children are consistently left after 3:35, they will be sent to childcare and childcare charges will apply. Such families would have to complete childcare enrollment forms. Crosswalks must be used for anyone needing to cross the street before or after school. Parents can NEVER stop in the street to pick up their children. **We will not release students to enter vehicles that are not correctly parked.**

The administration and the faculty are not responsible for the students before 7:30 a.m. or after 3:35 p.m. However, anytime a student is on school grounds, they are expected to display proper behavior, and misbehavior will be addressed in the same manner as when the school day is in progress.

### **DRUG-FREE/SMOKE-FREE SCHOOL**

In order to comply with state and federal law, no person may consume, distribute, or possess any illegal drugs or controlled substance in the school building, or on school grounds. Possession of, or distribution of, alcohol and/or drugs will result in suspension or expulsion.

St. Isidore School is a smoke/drug free zone. No smoking is allowed in the building or anywhere on the school grounds.

### **ENROLLMENT MANAGEMENT PLAN**

Columbus Catholic Schools consist of two K-6 elementary schools: St. Anthony/St. Bonaventure, and St. Isidore. Both elementary schools feed into Scotus Jr./Sr. High School. Although each school has unique characteristics, the schools function as one system as much as possible. Items such as curriculum, calendar, tuition, and policies are set each year as a school system.

In order to be good stewards of our supporter's dollars and to run as efficiently as possible with two sites, an enrollment management plan has been put together.

The pre-registration process for the elementary schools will begin in the spring of each year. Parents will be able to pre-register their child for the assigned grade level at their school of choice. After the pre-registration process is complete, administrators will determine exact site assignments based on the potential enrollments and available space in each building.

If enrollment in a particular building or classroom exceeds the available space, school site assignments will be based on the following criteria:

1. Parish membership
2. Siblings at a particular site
3. Date of pre-registration
4. Parish involvement
5. Home address

If parents do not get their first choice because a particular class is considered full, an administrator will contact the

family about the possibility of attending another site. Parish membership will not need to change.

Columbus Catholic Schools prides itself in providing a strong faith-filled, academic environment for its students. The staff in all three buildings has many years of experience and is committed to providing the best for all families who desire a Catholic education and personal faith growth.

## **ENTRANCE REQUIREMENTS**

Nebraska State law requires that a child be five years old on or before July 31<sup>st</sup> to be admitted into Kindergarten, unless he/she is specifically tested for early admittance through Columbus Public Schools. A birth certificate, baptismal certificate, and immunization records must be on file prior to enrollment. Students are required to be up-to-date on immunizations, unless medical exemption forms are on file in the school office. Students may be sent home if immunization records are not complete or up-to-date. Appropriate medical check-ups must also be completed on a regular basis.

## **FIELD TRIPS & STUDENT PARTICIPATION**

Learning environments outside of the classroom are of great value and importance. Students taking field trips may be asked to help fund the transportation costs and entry fees to the event. Permission slips must be signed by the parent and/or guardian and returned to school prior to the day of the field trip for the student to go on the field trip. Drivers for local field trips are required to complete a Driver Information form and have a current Auto Insurance form on file in the office prior to the field trip and must be certified in Safe Environment. For supervision and safety reasons, siblings of students and/or other children are not allowed to accompany parents on field trips.

Students may not be allowed to participate in a field trip if:

1. They have numerous incomplete/late assignments. *(Parent conference would be held at least one week prior to the field trip to inform parents of what work needs to be completed.)*
2. There are severe behavioral concerns with multiple documentations of recent misbehavior. *(In this case, a parent conference would occur at least one week prior to the field trip and a behavior contract would be implemented. Parents would likely be requested to attend the trip with their child to monitor behavior.)*
3. Money and/or permission slips are not returned. *(If entry fees present a financial burden, please contact the building principal to make arrangements. We don't want any of our students to miss a field trip for financial reasons!)*

Arrangements will be made for the student in the above scenarios to stay at school for the day.

Students with late/incomplete work will be expected to attend school that day and work on the late/missing work. They will be assigned a study place in school for the day to complete the work. If they don't come to school, they will be counted absent for the day.

Appropriate attire for field trips will be dress-down attire and tennis shoes, unless otherwise directed. Some field trips require uniform clothes, or long pants/jeans.

Parent chaperones will be requested for all out-of-town field trips. Chaperones will need to be Safe Environment certified, pay for any admission charges to the events, and we will only take enough chaperones as are needed. Depending on the trip and the number of students, anywhere from 2-8 parents per grade level will be asked to chaperone. When more parents than needed are interested in being a chaperone on the trip, a random drawing will take place to select parent chaperones.

## **FIRE & LIFE SAFETY DRILLS**

There will be periodic practice drills throughout the school year. Students are expected to follow proper evacuation procedures.

## **GIFT EXCHANGE/PARTY INVITATIONS**

In fairness to all students, exchange of any gifts or distribution of party invitations AMONG STUDENTS OR BY PARENTS is prohibited during school hours unless all students in a class are included. (Please mail invitations to students who are invited from other classrooms, unless everyone in that class is also included.)

## **GRADING**

|   |             |
|---|-------------|
| A | 93-100%     |
| B | 86-92%      |
| C | 78-85%      |
| D | 70-77%      |
| F | 69% & below |

The percentages listed pertain to first through sixth grades only. Kindergarten has its own grading policy stated on their report card. Additional marks on a student's report card indicates levels of academic achievement or weakness. Students need to complete work to receive a grade. Lack of effort and class participation can affect student grades.

## **HARASSMENT/BULLYING**

Archdiocesan policy states, "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." St. Isidore adheres to this policy on harassment and bullying as established by the Archdiocesan School Board.

Examples of offensive conduct which, **when repeated**, constitute bullying/harassment include, but are not limited to the following:

- Explicit and offensive references or gestures;
- Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, disability, or physical traits;
- 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, disability, or physical traits.

The Columbus Catholic Elementary Schools use the following definition of bullying:

*"Bullying behaviors include acts of teasing or picking on others that are **unwanted, intentional, and repeated**. They cause physical, emotional, or mental harm. Bullying includes an element of physical or social power, either perceived or actual. It includes **repeated instances** of any of the following: verbal teasing, name-calling, leaving people out, hitting, pushing, or other unwanted physical contact, spreading rumors, gossip, breaking/damaging other people's things, and taking other people's things."*

Disciplinary action will result when a student exhibits bullying behaviors at school or during school activities, whether it be through physical, verbal, written, or electronic means.

It is the responsibility of any student, parents, and/or guardians to notify teachers AND administrators immediately of an incident of offensive conduct and/or bullying. Administrators are responsible for investigating & interviewing witnesses to determine if a violation to this policy has occurred. Any disciplinary action is private and confidential and will not be disclosed to anyone other than the parents/guardians of the student being disciplined.

## **HEALTHY SCHOOL ENVIRONMENT/WEELLNESS POLICY**

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. The CCS Wellness Policy included components of Nutrition Education, Physical Fitness, and School-Based Activities. The policy requires all members of the school and community to maintain an environment that enhances maximum student potential. You can find the entire Columbus Catholic Schools Wellness Policy on our website.

## **HOME AND SCHOOL ASSOCIATION**

All parents at St. Isidore School are considered members of this association and are encouraged to participate in the meetings, which are held periodically throughout the school year. Notification of meetings is provided to parents on the monthly school calendar, and reminders will be sent via Bloomz. The purpose of this organization is to plan wholesome opportunities for social interaction, to provide funds for school needs, and to promote open communication with faculty, parents, students and the entire community. Home and School members help to provide funding for programs and materials, which enrich the school environment.

Home and School plays a large part in organizing room mothers, end-of-year classroom cleaning, recess volunteers, and arranging for student activities throughout the year. Dues are \$25.00 per family per year, which supports the purchase of classroom materials by teachers, engagement activities, and other school activities like Fall Festival, Read Across America day, and St. Nicholas day. Your support of this organization is essential in helping our school community grow in relationship with each other!

## **HOMEWORK ASSIGNMENTS**

Parents should expect their children to have daily homework. Homework is assigned to practice learned skills, and develop responsible study habits in the student.

Schoolwork completed at home should be supplemental to the skills already presented in school. It will be practice of skills taught in class, not content that parents need to teach, although some assistance may be necessary at times. If you notice that your child does not regularly understand the homework, or is unsuccessful in completing it correctly after assistance from you, please send a note to school with the homework in question so more instruction can occur. Examples of homework may include assigned daily lesson, test preparation and study, work not completed during the school day and corrections needing to be made.

The National PTA and National Education Association offer these guidelines for the amount of homework each night: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter, e.g., 20-30 minutes for second grade, 30-40 minutes for 3rd grade, 40-50 minutes for 5th grade, 60-70 minutes for sixth grade. (Minutes per night = grade level x 10 + 10). Occasionally, project-based activities or research projects will exceed these minutes, but it should not be a regular occurrence.

If you believe your child has excessive work to do outside of school on a regular basis, please contact your child's classroom teacher to discuss your concerns. Give concrete examples of how many nights a week this is happening, and how much time is being spent on homework. Home study is an important means to success in school, but should not be excessive. Homework time does NOT include additional comfort-level reading time. Expect your child to need to read comfort-level books to reach their reading goals!

Students who are absent are responsible for any missed assignments. They will be allowed the number of days absent plus one extra day to complete assignments. We encourage parents to pick up homework from the school office between 12:30-3:30pm on the day of the absence, so that your child can work on it and not get too far behind. Please do not ask to have homework ready before noon, as teachers are not able to prepare it during instructional time.

Students who have not completed school work on time or have work that needs to be redone may be required to do the work during recess breaks, after school, or at home. Schoolwork is the responsibility of the student and

missing/incomplete work will have a negative effect on report card grades and inclusion in activities. Policies for missing and late homework are set at each grade level and are at the discretion of each teacher.

## **ILLNESS**

*This policy is subject to change based on CDC criteria regarding pandemic illnesses and/or community health situations.*

St. Isidore School recognizes that mild illnesses are a normal and routine part of childhood. Students who display the following contagious symptoms need to be excluded from the school environment until symptom-free for 24 hours **without the use of fever-reducing medications**, or until exclusion criteria is met.

- Temperature at or above 100.4 degrees Fahrenheit.
- Vomiting
- Diarrhea (repeated episodes, not due to medication and/or diet)
- Cough severe enough that it disrupts the learning of the child, or classroom peers,
- Rashes or atypical skin discharge, until examined by a doctor.
- Eye redness & discharge, until examined by a doctor.
- Any other contagious symptoms that warrant examination

## **MMUNIZATIONS**

In compliance with the Nebraska Law, St. Isidore will take all necessary steps to ensure that students are immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis, and varicella. No child will be admitted to St. Isidore classrooms unless a completed immunization record is on file; this is per state statute and not at our school's discretion.

When entering school for the first time or if you are entering your children from another state, you are required by law to be fully immunized. The state requires the following:

- 3 doses of DTaP, DTP or DT vaccine, one given on or after the 4th birthday,
- 3 doses of Polio vaccine,
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month,
- 3 doses of Hepatitis B vaccine,
- 2 doses of varicella (chicken pox)

Please check with your physician immediately if these have not been received, as it takes several months to complete the basic series. Also, please be advised that Nebraska State Law, 79-217, states the following, "Any student who does not comply shall not be permitted to continue in school until he or she so complies."

Please indicate the EXACT date on the record that the school asks you to complete. New students must have a completed immunization card on file thirty days after the first day of school to remain enrolled at St. Isidore School.

In accordance with Archdiocesan policy, religious exemptions are ONLY allowed for Varicella and Rubella. The only other vaccine exemption that is allowed is a medical exemption that must be signed by a doctor stating the vaccine is injurious to the child and/or a member of their immediate family.

## **INSERVICE / PROFESSIONAL DEVELOPMENT**

Teachers participate in ongoing inservice and professional development opportunities to improve instruction and classroom management for the students at St. Isidore School. School will be dismissed periodically throughout the school year to facilitate inservice opportunities for professional staff.

## **INTERNET/TECHNOLOGY USE POLICY**

Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.

The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school (on a school device), will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the school administrator/Pastor/Executive Director and his or her decision is final.

Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.

Some examples of unacceptable uses of the Internet or technology are:

- Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law.
- Unauthorized downloading of software, regardless of whether it is copyrighted;
- Invading the privacy of individuals;
- Using another user's password or account;
- Using pseudonyms or anonymous sign-ons;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
- Engaging in abuse of technology. This includes communications- in or outside of school, using personal computers, phones, or devices, social networking sites- which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations, which communicate, depict, promote, or encourage:
  - Use of illegal or controlled substances, including alcoholic beverages;
  - Violence or threats of violence, intimidation, or injury to the property or person of another;
  - Use of degrading language to describe or refer to another student, faculty member, or school official;
  - Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
- Your School account and password are confidential and must remain so. Do not use another individual's account and confidential password.
- Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal/Head Teacher.
- Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal/Head Teacher.
- Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal/Head Teacher.
- Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
- The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

## **LIBRARY DONATIONS & BIRTHDAY BOOKS**

Students are invited to donate a birthday book to the St. Isidore Library. The child's name and year will be recorded in the book each year a book is given. Please check with the librarian to see if we have the book before you purchase it. This may include donations from clubs, organizations, or relatives.

## **LIBRARY FINES**

Lost books that are not found will be fined by calculating the replacement cost of the book, plus a \$3.00 catalog fee. We request that you do not purchase the replacement book on your own.

## **LOST ARTICLES**

The school is not responsible for lost or stolen articles. Please label ALL ITEMS, including UNIFORMS, SWEATERS, SHIRTS, BOOK BAGS, PENCIL CASES, ETC. Lost and found items are located on the counter by the gym. Please check this area periodically to claim lost items, particularly at the end of each quarter. At the conclusion of each quarter, unclaimed items will be taken to Simon House for donation.

## **LUNCH PROGRAM**

St. Isidore School participates in the National School Lunch Program. Lunches are sold at a rate of \$3.95 per day. The students are provided a nutritious hot lunch daily, that meets the NSLP requirements (protein, grain, fruit, vegetable, dairy.) A salad bar with fresh fruits and vegetables is also available to K-6 students who purchase a school lunch. If a student has certain allergies or special dietary needs, you will need to obtain a medical form from the school office to be signed by the child's physician stating the medical need. Students are allowed to bring a cold lunch from home to school, but we request it be healthy and include components such as dairy, protein, grain, fruits, and vegetables. We request NO snack cakes or desserts be sent, except for Fridays when the cafeteria also provides a dessert item to students.

Free and reduced lunch prices are available for families who meet the federal government guidelines. Application forms are distributed at the beginning of each school year and are available during the school year in the office.

The lunches for the students of an entire family should be paid with one check by the 1st of each month. Please make checks payable to St. Isidore Cafeteria.

Also, please make note of the following policy concerning lunch balances:

## **LUNCH BALANCES**

St. Isidore School utilizes a hot lunch program to provide a well-balanced lunch for students. The lunch program is a financial program in which money is collected through St. Isidore Cafeteria for the family purchase of lunches. Lunch balances can be checked on PowerSchool. Families that are delinquent in paying for lunches will be notified in writing when their balance approaches/reaches \$0. They will not be allowed to register for the following semester until all debts with the lunch program have been satisfied or unless a payment plan has been agreed to by both parties (St. Isidore and the delinquent family.) In addition, all report cards and permanent records will be held until delinquent balances are paid in full.

## **USDA Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program

information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **MASS**

First through sixth grade attend Mass at least twice a week at 8:10am. Kindergarten students attend Mass once per week throughout the year. When Holy Days occur on a school day, all students will attend the morning liturgy. Periodically, the students also participate in liturgies during Advent, Lent and other special occasions.

## **MEDICATION**

If your child needs any type of medication during school hours, the office must be notified of this **in writing**. NO student will be allowed to take or be given any type of medication--even OTCs-- without written permission from the parent and/or guardian. Parents must send the medication to the school, clearly labeled with the child's name. An accompanying note should include the medication to be dispensed, how much, and how often. The school will NOT supply any medication for routine use, including Tylenol, ibuprofen, or cough drops. There is a supply of OTC medications that can be provided for extenuating circumstances, but should not be used routinely. Please fill out the Medication Permission form in the back of the handbook and return it to school with any medication you want stored at school for your child's regular or occasional use. Prescription medication MUST be in an original pharmacy container stating the child's name and administration directions. Non-prescription medication (OTCs) also needs to be in the original container stating the medication and dosage information.

Permission to take medication of any kind will not be allowed to be given over the phone without a signed medication form on file. If there is a specific medical problem (diabetes, epilepsy, etc.) the school should be given any emergency instructions (doctor, medication etc.) to be kept on record in the school office.

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

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - a. identify the health care services the student may receive at school relating to such condition;
  - b. evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
  - c. permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
  - d. include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
  - e. include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - f. be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached 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 the School Secretary when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
  6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
  7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

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

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
  - a. identify the health care services the student may receive at school relating to such condition; b. evaluate the student's understanding of and ability to self-manage his or her diabetic condition; c. permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
  - d. be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached 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.

#### **MEMORIALS POLICY**

The Columbus Catholic Schools will not support any requests for recognition after the death of a student, a teacher, or an administrator who is involved in a suicide, drug, or alcohol related fatality. Any requests such as a flag at half mast, plaques in the hall, and moments of silence at school sponsored events will not be recognized. In other school districts, actions such as these have been misinterpreted by high-risk students who then see this as a way to become a focus of attention resulting in additional student risks. The family may request that a mass be dedicated to pray for the deceased. This request will be reviewed by the school board, administration and Pastor, who will determine the appropriateness of the request and notify the family of the decision.

Any memorial for a student, a teacher, or an administrator who has died as a result of a terminal illness or other circumstances that is beyond their control, will fall under the discretion of the administration and school board for final approval.

#### **MUSIC PROGRAMS**

The music program at St. Isidore School includes an Advent/Christmas Program as well as a Spring Program. Since

music is a part of our curriculum, student attendance at programs is required for those grade levels that are participating. Any absence may affect a student's grade and/or may require additional work outside of school time. Absences will be considered on a case-by-case basis and absences for extra-curricular activities will not be excused. Make-up assignments will not be accepted for extra-curricular activities.

## **NEWSLETTER AND COMMUNICATION**

A monthly calendar is sent home with the youngest in each family. Bloomz is used for ongoing messaging and communication between school and home. The CCS Development office also sends out news and updates. The office staff and the teachers will send home other communications throughout the year. St. Isidore School maintains a website with live-updated school information and lunch calendars. <https://columbus-catholic.org/st-isidore-elementary/>

## **NON-CUSTODIAL PARENTS**

***Unless otherwise directed by a court-order, we recognize both biological parents as having equal access & rights to any children.*** If either custodial parent needs the school to act differently, there must be a court order dictating the custody and parenting plan for the school to abide by. At the time of registration and/or as soon as an order is entered in court, the court order must be presented to the principal by either or both parents. The principal may require identification from either parent.

*Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office in order for the school to comply with the orders. The school will not be held responsible for failing to honor arrangements that have not been filed in the school office and made known to the child's classroom teacher and administrator. **Without a court order proving contrary, it is assumed that both parents have equal access and rights to their child(ren).***

Non-custodial parents may submit written requests for their child's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has the right to the child's records unless a court order to the contrary has been provided.

Non-custodial parents may attend regular parent-teacher conferences or arrange special parent-teacher conferences unless they have been restricted from doing so by a court order.

General school information, such as lunch menus or announcements of school events, are not considered part of a child's records and one copy is typically sent home with the child. The school is not required to provide additional copies of such information to non-custodial parents, but will comply with requests if & when the school administration determines it is feasible and proper to do so.

Whenever any child is going to be picked up by someone other than a custodial parent, notice should be given to school personnel. The school will not release a child to the non-custodial parent unless asked to do so by the custodial parent or by a court order. If custody has not been decided, the child may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may come have lunch with the child, unless restricted by a court order.

If the parents have joint custody, each parent will have the same rights unless restricted by a court order. All court orders must be submitted to the school to be placed on file.

## **PARENT AND STUDENT GRIEVANCES WITH STAFF**

There are procedures to follow if and when parents or students have a grievance:

1. If the grievance is with the administration, contact the administration or pastor.
2. If the grievance is with a teacher, contact the teacher for a conference BEFORE the administration is contacted.

3. If it is with another member of the staff, contact the administration immediately.

If the problem is not solved satisfactorily through a parent/teacher conference, then the administration will visit with the teacher or staff, and finally, if necessary, all those involved (parent, teacher, student, principal) will discuss the problem. If the grievance is not satisfactorily resolved, it may be presented to the Executive Director for review.

If parent grievances toward staff results in continued agitation on the part of parents, particularly when the agitations are expressed in public forums such as social media or disparaging public comments that damage the integrity of the school or school personnel, the school's administrative team will assess the impact of such agitation and comments, and after discussion of the matter with the parents, may exercise the school's right to withdraw permission for enrollment of the child or children.

### **PARENT DISAGREEMENT WITH PROGRAMMING/CURRICULUM**

We always seek to successfully resolve problems in a way that is most beneficial to the student. If parents are seriously dissatisfied with an aspect of the school's program or activities which the school's governance body has deemed as integral to, or in the best interest of the school's goals, they are encouraged to set up a meeting with the principal, Executive Director and/or address the Board of Education to discuss those concerns. If those avenues do not resolve the programming/curriculum concern, they may wish to exercise their option of choosing another school for their children.

If serious dissatisfaction results in continued agitation on the part of parents, particularly when the agitations are expressed in public forums such as social media or disparaging public comments, the school's administrative team will assess the impact of such agitation and comments, and after discussion of the matter with the parents, may exercise the school's right to withdraw permission for enrollment of the child or children.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held after the first quarter, and during the third quarter. When it will benefit the student's educational process, parents or teachers may request a conference at any other time during the school year. Parents may confer with any or all of the student's teachers. Schedules will be sent home with regard to conferences.

### **PHYSICAL EDUCATION**

All students are expected to participate in the physical education program to the best of their ability. If there are health reasons why a child cannot participate, please advise the school and include a note from the student's physician. Students are required to wear tennis shoes to school each day.

### **PHYSICAL RESTRAINT AND SECLUSION IN SCHOOL**

Physical restraint and seclusion will not be used at St. Isidore School unless a student poses an imminent risk of injury to themselves and/or others. Any student who poses an imminent risk of injury to themselves or others may be physically restrained and/or placed in seclusion by school staff in accordance with Archdiocesan policies, as stated below. If/When physical restraint and/or seclusion occurs, parents will be notified immediately and a conference with the parents, teacher and school administration must take place.

#### **ARCHDIOCESE OF OMAHA CATHOLIC SCHOOLS** **POLICY ON THE USE OF PHYSICAL RESTRAINT AND SECLUSION**

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

*Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of*

*the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.*

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

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

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

## **PLAYGROUND & RECESS**

All children have time for recreation on the playground during a lunch break. Grades K-3 also have breaks in the morning and afternoon, which may occur inside or outside. Teachers may choose to utilize recess time with choice centers in their classrooms, while providing individual/small group instruction. Additional recess breaks in the upper grades occur at the discretion of the classroom teacher. Recess is meant to be a change of pace to provide socialization, physical exercise, and a mental break from rigorous academics. Since the playground is for exercise and active play activities, only equipment for outside exercise and play may be on the playground during recess. SAFETY is very important on the playground during recess. Therefore, the students must stay within sight of the teacher or any other supervisor and follow all school rules and procedures.

During the recess breaks, students will be expected to go outside. When a student needs to stay inside for recess breaks because of a medical condition, a written, dated note stating the reason must be sent to the school and the note must be signed by a parent or guardian. If a student needs to stay in from recess for 3 or more days, then a note from a family physician will be needed.

It is important that students have the proper clothing for inclement weather, including coats, hats, and gloves from November through April. Students are expected to wear boots during the winter months when snow is present. Boots and snow gear should be brought to school in a tote bag to be placed under their coat hooks.

## **PRE-SCHOOL & CHILDCARE**

Parents interested in preschool or before/after school childcare are encouraged to contact St. Isidore Preschool and Childcare Center at 402-563-2305.

## **PROMOTION**

Students are promoted each year on the recommendation of the classroom teacher. When evaluating the student's academic progress, the teacher reviews the social, emotional, physical, and moral development of each student. By the end of the first semester, if significant concerns with a child's progress exist, despite instructional interventions, a teacher should notify parents and a Student Assistance Team (SAT) meeting will be held. When a teacher recommends retention of a student, a conference will be held by the end of February with the parent, teacher and administrator to review student progress, grade level expectations, and effects of retention. After review of those items, a joint decision will be made in the best interests of the child.

## **SACRAMENTS**

Primary children must have two years of religious instruction before receiving the Sacraments of Reconciliation and Eucharist. Students in grade two are prepared for the reception of these sacraments.

## **SAFE ENVIRONMENT TRAINING AND CERTIFICATION**

We recognize that parents are entrusting us each day with their most valued gift. Ensuring that all of our students are kept in a safe learning environment is of the highest priority. All St. Isidore School employees and volunteers are required to participate in the Archdiocese of Omaha's Safe Environment Training. This program consists of a training class and includes a thorough background check. The training class lasts for approximately two hours.

Once certification is approved, the employee or volunteer is able to have contact with students. Safe Environment certification lasts for six years and recertification can be completed online.

## **SCHOOL DAY**

Grades K-6:

**Regular School Day:** 7:55am - 3:25pm (Kdg only: 7:55-3:20)

**Noon Dismissal Schedule:** 7:55am - 12:00pm (Kdg only: 7:55-11:55)

\*Kindergarten students always exit school 5 MINUTES before dismissal!

\*Inservice days will be announced in the monthly calendar.

\*Supervision of students begins at 7:30am and ends at 3:35pm.

## **SCHOOL ENTRANCE**

All visitors to the school must use the entrance on the west side of the school. Upon your entrance you will be expected to sign in at the school office. This procedure helps school personnel to know who is in the building and the purpose for their visit.

Classroom visits by parents must be scheduled with the teacher beforehand, and approved by administration.

## **SCHOOL PICTURES**

School pictures are taken each fall. Parents have an option to purchase them. Since many students dress-up for this purpose, students do not need to wear their uniform on picture day.

## **SCRIP**

St. Isidore School participates in the Scrip gift card program in order to raise funds for school projects. This is our only ongoing fundraising program for the school. The Scrip program allows the school to purchase gift cards to common retail stores at a reduced cost, then resell them at face value. The buyer can use the gift cards at their convenience. We have certificates for grocery stores, gas stations, department stores, restaurants, etc. A percentage of every sale helps to benefit our school. ALL purchases credited to your family will earn 1% towards the following year's tuition. We will have periodic "Scrip Challenges" with celebrations occurring when goals are met. You can purchase Scrip after weekend masses (5:30pm Saturday; 8am & 10am Sunday), or weekdays in the school office. During the summer months, Scrip is sold during the week from the office, with a varying schedule that is announced during the summer. Please call the school office for more information on this program.

## **SIXTH GRADE GRADUATION**

In the spring, sixth grade graduation is held. The Home & School Association works with the sixth grade parents to sponsor this special event which includes a mass, graduation ceremony and reception.

## **STUDENT ASSISTANCE TEAM (SAT)**

When students at St. Isidore School are noted to have any prolonged or significant behavioral, academic or social/emotional concern that isn't resolved with parent contact, routine classroom instruction, or school-based interventions, a SAT meeting will be held. This team will consist of the classroom teacher, other teachers, the school administrator and parent. The classroom teacher is primarily responsible for requesting a SAT meeting, but parents can request a SAT meeting at any time if concerns exist. During the SAT meeting, the team will review the concern and teacher documentation, discuss possible causes and make recommendations for interventions to resolve the concern. Initial SAT meetings are usually held as a listening and brainstorming session, which may or may not require parent attendance. If additional SAT meetings are needed, parent attendance will be requested.

## **STUDENT BIRTHDAYS & CLASS PARTIES**

In order to eliminate classroom mess, adhere to student dietary/allergy requirements, simplify things for parents, and not interrupt instruction for lengthy periods of time, we have adopted the following policy regarding treats coming into classrooms:

**ALL treats MUST be individual, pre-packaged, store-bought treats.** (packages of chips/cookies, boxes of raisins, Lofthouse cookies, cheese crackers, fruit snacks, etc.). *St. Isidore School is an allergy-aware school due to students with life-threatening allergies. **No class treats that contain, or may contain, peanuts will be allowed.** Snacks or treats that do not comply with this policy will not be distributed to students. Individual classrooms may have additional exclusions, based upon the student allergies in that classroom.* If there is a concern about a possible allergen entering a classroom, caution will be exercised and the treat in question will be sent back home. One treat per child is plenty, and we ask that NO drinks be brought. If treats come to school that are not in line with this policy, the treats will be sent home, and the child will have the option of bringing an appropriate snack the following day. Children should only bring enough treats for their classroom and classroom teacher(s).

## **STUDENT CUMULATIVE RECORDS**

The school maintains a cumulative folder for each student. The information in the cumulative folders is open to parent/guardian review upon written request to the principal, who will make a copy for you. Parental permission is necessary for any non-school personnel to look at these files. Cumulative folders must remain on school premises. Release of records to outside agencies can be made only with written authorization of parents or guardians.

## **STUDENT PLACEMENT**

When students enroll at St. Isidore School, and at the conclusion of each academic year, they are assigned to a homeroom for the year. Creating class lists is an arduous process that takes a significant length of time for teachers. Several factors impact student placement: academic needs, social needs, behavioral needs, peer interactions, support staff schedules, teacher and student personalities, etc. Teachers spend a significant amount of time and effort making sure that a balance of all of the above exist in each room, and that each student is placed into an environment that will ensure a high degree of learning for all students. Because of this, we generally discourage parental requests for specific teachers. All of our teachers are highly qualified instructors and will do everything they can to make sure every student is provided a year full of learning and growth. We also recognize that your voice matters! While we can never guarantee that your preference will be granted, we appreciate parent involvement in the education of your children and understand that relationships matter. If you prayerfully decide that you must share a preference for a specific teacher, please be aware of the following policy:

*Parental preference for future classroom placement will be included as one piece of information to consider in the student's placement decision, **ONLY IF** all of the following conditions exist:*

- 1. That preference is presented in writing to the current classroom teacher and Principal by April 15<sup>th</sup>; AND*
- 2. Teachers and administrators agree that the placement would be in the best interests of all involved parties (student/teachers/peers); AND*
- 3. An even distribution of students, including genders, as well as academic, behavioral & social needs, is maintained in each grade level classroom.*

*In the event that an existing classroom placement is not working and a resolution cannot be found after meetings are held with teachers, administrator(s) and parents, a mid-year change of placement into another classroom is at the sole discretion of the administration.*

## **STUDENT TRANSPORTATION PLAN**

St. Isidore School places student safety at the highest priority. When students leave the building, we transport students in the safest way possible.

For local trips, a bus or parent/volunteer drivers may be used, if the students are not able to walk to the destination. Parent/volunteer drivers must be Safe Environment certified and have a current Driver Information Form and Auto Insurance Form on file in the school office.

For trips outside the Columbus area, St. Isidore School will utilize Scotus busses, or contract with a local transportation company, to provide group transportation of students to a more distant location. The vehicle(s) used will comply with all state regulations and requirements regarding recent inspection and student safety. A safety and evacuation drill will take place before the bus leaves the school property. The St. Isidore Home & School Association dues and/or Student Activity Fee will assist with the cost of pupil transportation.

## **TELEPHONE USE**

The school telephone is a business phone. Students will not be allowed to call home for books/materials forgotten or to make arrangements for after school pickup/playdates. All after school arrangements must be made before the beginning of the school day, unless unavoidable conflicts occur.

Parents or anyone else should not telephone a student during class hours - students will not be pulled out of class for phone calls. Only an emergency should warrant such a call and then only through the school office. Messages will be given to students when needed.

Students should never communicate with parents or people outside school, and vice-versa, via phones or Smart Watches during the school day. We discourage any cell phones from being sent to school. Any student with a cell phone must have it in their bookbag and turned OFF during the school day. The school and staff are not responsible for any lost, stolen, or damaged cell phones or other personal property that is not required for school.

Faculty/staff will also not be called from a class for phone calls, except in emergency situations. The school secretary will offer the caller the opportunity to leave a faculty/staff member a message, if desired.

## **TESTING PROGRAM**

In order to meet the requirements of the Archdiocese of Omaha and the Nebraska State Department of Education, St. Isidore School administers the STAR Test and Acadience Tests to students in grades K-6 each school year.

Results of these assessments become part of the student's permanent record and will be sent home to parents with report cards, and to future schools along with the student's cumulative file.

## **TRANSCRIPTS AND RECORDS**

When a student transfers to another school, the principal will furnish the new school with the student's academic record upon receipt of a written request from the new school, as long as all records and accounts are in order and any existing lunch/tuition balances are paid.

## **TUITION**

### **TUITION/PARISH SUPPORT**

The educational programs provided by St. Isidore help make us a Catholic family. The tuition you pay to support the school helps ensure the operation of its educational programs. Thank you for your support and investment in Catholic education for your family! In addition to tuition, support of the parish through the Sunday collection is a separate responsibility of all school parents.

### **OUT OF PARISH TUITION**

The members of St. Isidore Parish support the operation of St. Isidore School. However, in order to fill open classrooms in our Columbus Catholic Elementary Schools and to work as efficiently as possible, the parish priests have decided that if a family is a member of one of the three Columbus Catholic Churches, no additional tuition fees will apply if their children attend another Catholic school.

### **NON-CATHOLIC TUITION**

This policy, hereafter, shall be followed in determining and approving the admission of non-Catholic students into the Columbus Catholic School system:

1. Priority for enrollment in any class of the Columbus Catholic Schools shall be open to the registered Catholic parishioners of the Columbus Catholic parishes, namely: St. Anthony, St. Bonaventure, and St. Isidore. Enrollment of non-Catholic students shall be on the basis of space available. As a guide, each parish shall anticipate one vacant space for one additional Catholic student. The enrollment of any non-Catholic student shall not cause any additional expense for the teachers, administrators, etc. or displace a student whose family is a member of the parish.
2. The non-Catholic students shall be required, as a course of regular instruction, to participate in the regular scheduled religion classes and attend weekday Mass.
3. The funding for each student attending the Columbus Catholic Schools is based on the following revenue sources: tuition, parish support, and fund raising. In addition, special assessments are billed to each student such as supply fee, activity fees, etc. Each revenue source, excluding the special assessments, contributes equally to the funding of each student in the Columbus Catholic School system. The tuition for non-Catholic students attending the Columbus Catholic Schools shall be at a rate as follows: 125% of the regular student tuition rate. This tuition rate is based on the components of tuition and parish support. Each non-Catholic student and family agrees to provide resources as necessary for the support of the fundraising activities which constitutes the remaining 1/3 of the cost of educating each student in the Catholic School System.
4. In addition to the tuition, each non-Catholic student shall be billed the appropriate assessment fees (ie. registration fee, activity fees, lab fees, etc.).

### **TUITION ASSISTANCE (Parish & Archdiocese)**

Children's Scholarship Fund of Omaha and St. Isidore Parish provide tuition assistance to help those families who need such financial aid to pay tuition. To be eligible for the assistance from the parish, you must also apply for aid from Children's Scholarship Fund of Omaha (CSF) if your income allows. The deadline for both applications is in the spring. All school families are made aware of the assistance and deadline for application through the school newsletter, Bloomz, and/or the parish bulletin.

Short-term, or emergency, tuition reduction is available to families experiencing hardship such as loss of employment, medical crisis, etc. This assistance can help ensure continued enrollment at St. Isidore School through the remainder of the school year. Families in need of emergency assistance can contact the Principal for an application. Along with the application, families are required to submit a copy of their most recent 1040 Tax Form. ALL APPLICATIONS FOR TUITION ASSISTANCE ARE KEPT STRICTLY CONFIDENTIAL and are reviewed by the Principal, Executive Director, and Business Manager.

### **TUITION PAYMENT POLICY**

All tuition plans and payments are processed through FACTS, and set up online.

Any student whose tuition for the current school year is not up-to-date upon spring pre-registration will not be admitted for the next school year until all debts are paid. If tuition is not up-to-date by the spring registration due date, then those spots will be opened up to new potential families.

Parents experiencing financial difficulties and inability to pay any remaining balance on their tuition must arrange for a conference with administration in order for their child/children to be admitted the following year.

School tuition payments for pre-school/childcare and lunches must be up-to-date by spring registration as well.

If a parent transfers their child(ren) between spring pre-registration and the first day of school, tuition payments will be refunded.

If a parent transfers their child(ren) after the first day of school, tuition will be charged per month for any full and/or partial month(s) the child(ren) was in attendance.

### **UNIFORM POLICY**

St. Isidore School has a dress code for three primary reasons:

1. The manner in which individuals present themselves affects how they are perceived by others, and consequently, how they perform in school.
2. The uniform dress code fosters a sense of equality within the student body.
3. It can prove to be economical for the family.

The following is the dress code for St. Isidore School. It shall be followed every day that school is in session unless otherwise stated.

### **BOYS' UNIFORMS:**

**Shirts:** Shirts that may be worn include:

- White or green polo shirt, short or long sleeved, which can be worn alone or under the school sweatshirt. All are to have no exterior decals or wording.
- The St. Isidore spirit T-shirt may also be worn daily instead of a polo.
- **All shirts should be long enough to be tucked in at all times.**

**Sweatshirt:** A sweatshirt with the St. Isidore logo and purchased through the school, may be worn daily. This should be worn with the polo underneath.

**Slacks/Shorts:** The designated pants will be solid navy blue twill. Navy blue cotton twill walking shorts which reach the top of the knee, and don't extend below the knee, may be worn in the months of August, September, October, April, and May. All pants or shorts are to have no exterior labels, rivets, colored stitching or different colored waistbands, and should not sag. Belts are recommended if loops are present. Cargo pants and shorts with multiple pockets may not be worn.

**Shoes:** Tennis shoes should be worn on a daily basis. Due to the safety of the students on the playground, open toe shoes (such as sandals or flip-flops) are not acceptable school attire. Boots are to be brought to school when snow is present on the ground.

**Socks:** Solid white, gray, black, or navy matching socks must be worn. Footwear should always be athletic/tennis shoes.

*All socks are to be free of any stripes, patterns or large logos (greater than 1").*

## **GIRLS' UNIFORMS:**

**Jumpers:** The Ward plaid jumper or solid navy jumper may be worn. Solid white, red, or navy blue play shorts may be worn under the jumper. The shorts must be two (2) inches shorter than the jumper hemline. Any uniform shirt (other than the spirit shirt) can be worn under the jumper. Jumper length should not be any shorter than (2) inches above the ground when kneeling.

**Skorts:** The Ward plaid skort or navy blue skort may be worn. During the winter months (Nov. through March), tights should be worn under the skort. Solid white, black, red or navy leggings may be worn instead of tights, but must be full length and reach the ankles. The skort length should not be any shorter than (3) inches above the ground when kneeling.

**Blouses/Shirts:** Shirts that may be worn include:

- White or green polo shirt, short or long sleeved, which can be worn alone or under the school sweatshirt. All are to have no exterior decals or wording.
- The St. Isidore spirit T-shirt may also be worn daily instead of a polo.
- **All shirts should be long enough to be tucked in at all times.**

**Sweatshirt:** A sweatshirt with the St. Isidore logo and purchased through the school, may be worn daily. This should be worn with the polo underneath.

**Slacks/Shorts:** The designated pants will be a solid navy blue twill dress slack. The uniform short will be a navy blue cotton twill walking short that should not be any shorter than (3) inches above the ground when kneeling. The uniform short may be worn during the months of August, September, October, April and May. All pants and shorts are to have no exterior labels, rivets, colored stitching, different colored waistbands, and should not sag. Belts are recommended if loops are present. Cargo pants and shorts with multiple pockets may not be worn.

**Shoes:** Tennis shoes should be worn on a daily basis. Due to the safety of the students on the playground, open toe shoes (such as sandals or flip-flops) are not acceptable school attire. Boots are to be brought to school when snow is present on the ground.

**Socks:** Solid white, gray, black, or navy matching socks or tights must be worn (no leggings unless the bottom seam is completely covered by a sock.) Footwear should match the attire being worn, be appropriate for the weather and for the activities of the day. *All socks are to be free of any stripes, patterns or large logos (greater than 1").*

## **DRESS DOWN DAYS:**

On dress down days, students will not be allowed to wear torn or ripped jeans/pants. During the months that uniform shorts are allowed, shorts can be worn; however, shorts must be longer than the child's fingertips when the arms are resting at the side. During the months that pants are worn, pants must also be worn on Dress Down Days. No tank tops, halter tops, or spaghetti-strapped shirts are to be worn without a sweater (which must remain on all day). If leggings are worn, they must be worn with a shirt long enough to reach the top of the thigh. Shirts with inappropriate wording will also not be allowed.

Students who are in violation of these guidelines will be issued a uniform violation and will be fitted with

appropriate clothing from our used uniform collection.

### **ALL STUDENTS:**

Proper dress, grooming and good personal hygiene are important.

- Every student must come to school clean and dressed with clothing properly fitted and repaired if frayed or torn.
- Jewelry for both boys and girls shall be *simple and modest*. Costume jewelry is prohibited.
- The wearing of makeup, cologne, aftershave and faddish items is prohibited.
- Haircuts for students are to be appropriate in length. For boys, hair will be cut above the eyebrows, off the collar and above the earlobes. Girls' and boys' hair will be neatly groomed. Haircuts should not include letters or symbols. Shaved haircuts, mohawks, or extreme hair dye (ie: blue, pink, green) are not acceptable.
- Earrings for boys are prohibited.
- Body piercing and tattoos (temporary or permanent) of any kind for boys and girls is prohibited.
- Any coat, jacket or hooded sweatshirt will be allowed to be worn at recess or when going outdoors, as long as they do not contain any inappropriate graphics or wording (at the discretion of the teacher and/ or administrator). **Only the school sweatshirt can be worn indoors, both at school and at church.** During the winter months, students should wear gloves, hats, and bring boots (when snow is present) to school to protect them from the cold.

Parents will be notified and/or uniform violation forms will be issued by school personnel to students who are not dressed in accordance with policy. If violations are routine, office referrals may also be issued.

School sweatshirts and spirit T-shirts may be ordered through Inked or Special Tee.

### **VISITORS**

Parents are always welcome and encouraged to visit school! If parents are interested in observing their child in the classroom, on the playground, or in the lunchroom, prior arrangements need to be made with the homeroom teacher to ensure the time and activity allows for visitors. For the safety of everyone, we ask parents and visitors to report to the office first to check in and receive a nametag.

If you will be eating lunch with your child, please let the office know by 9am so you can be included in the lunch count.

### **VOLUNTEERS**

The volunteer program is open to anyone (parents, grandparents, friends) who feel they have extra time to help teachers and students. All volunteers are required to attend Safe Environment training and receive a certificate. Volunteers can help us by doing clerical tasks, assisting in small learning centers, listening to children read, and help with many other activities, allowing the teacher to work more with individual children or small groups. Our volunteers contribute to the educational growth of our children and provide additional opportunities to direct children in constructive activities. Volunteers also help in the supervision of students at lunch and recess time.

### **WEAPONS**

Students are forbidden from knowingly and voluntarily possessing, handling, transmitting, or using any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. *Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this code.* The following are examples of instruments ordinarily or generally considered weapons: knives of all types, (plastic/butter knives are allowed for lunch) guns, lead pipes, chains, nunchucks, throwing stars, darts, metal knuckles, unauthorized tools, fireworks, explosives or other chemicals.

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

## ACKNOWLEDGMENT OF RESPONSIBILITY FORM

The undersigned parent(s) and student(s) acknowledge their receipt of the Parent & Student Handbook. We understand the responsibilities and recognize the need for cooperation under the terms of this handbook. The undersigned further agree to all of the authority and rights of the school to administer a program that provides an educational environment as St. Isidore School, the Archdiocese of Omaha, and the Nebraska Department of Education deems appropriate and as operated pursuant to the terms of this handbook. After reading the handbook, please fill out the form below and return it to the school office by **the last school day in August.**

Parent's/Guardian's Signatures: \_\_\_\_\_

Student Signatures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

+++++

## CATHOLIC ATTENDANCE AT WEEKEND LITURGIES

The practice of Catholic faith plays a big role in the life of a student at St. Isidore School. Besides religion classes and daily prayer, the students also attend Mass during the school week and participate in a number of seasonal parish liturgies. The religion curriculum and classroom instruction often provide opportunities for a discussion and review of the Sunday Mass and Gospel readings, thus reinforcing the importance of this total parish celebration. It is crucial for all of our Catholic children to be praying regularly with their families and Catholic parish community on Sundays and Holy days. Without this consistent experience, our students can end up feeling left out of some very valuable and important lessons that take place during classroom instruction.

**St. Isidore School counts on you to attend Mass with your children on the weekends and on Holy Days of Obligation so that they may fully participate in a meaningful way in our parish and school instruction. We, the parents of the child(ren) listed above, agree to this responsibility.**

☐ YES

☐ NO

\_\_\_\_\_  
Names (Signatures) Date \_\_\_\_\_ Parent

Archdiocese of Omaha  
Catholic School Office  
Omaha, NE

**STUDENT ACKNOWLEDGMENT OF TECHNOLOGY USE POLICY**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

Student Signature \_\_\_\_\_ Dated: \_\_\_\_\_

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

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

Parent/Guardian \_\_\_\_\_ Dated: \_\_\_\_\_

## PARENT PERMISSION TO GIVE OCCASIONAL "OTC" MEDICATIONS

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Over-the-counter (OTC) medications are drugs that **do not** require a prescription and are purchased "over-the-counter". This form is required before any OTC medications can be administered at school. Exceptions to this are homeopathic/herbal medications and aspirin, which require permission from a student's doctor and "Permission to Give Prescription/Homeopathic Medication" forms filled out.

**PLEASE CHECK BELOW and/or INITIAL EACH MEDICATION FOR WHICH YOU ARE GIVING PERMISSION**

\_\_\_\_\_ I approve all medications listed below.  
\_\_\_\_\_ I do not want **any** OTC medications given to my child.

**TOPICAL: ORAL:**

\_\_\_\_\_ Antibiotic Cream (i.e. Bacitracin, Neosporin)  
\_\_\_\_\_ Ibuprofen (i.e. Advil, Motrin)  
\_\_\_\_\_ Hydrocortisone cream  
\_\_\_\_\_ Acetaminophen (i.e. Tylenol)  
\_\_\_\_\_ Antihistamine cream (i.e. Benadryl, Caladryl)  
\_\_\_\_\_ Antacid (i.e. Tums)  
\_\_\_\_\_ Antihistamine (i.e. Benadryl)  
\_\_\_\_\_ Oral products containing benzocaine (oragel, chloraseptic)  
\_\_\_\_\_ Cough drops  
\_\_\_\_\_ Burn gels  
\_\_\_\_\_ Eye drops for dryness

*The above medications are available in the school office, and may be utilized on an occasional, as-needed basis.*

***All OTC medications will be given at the manufacturer's recommended dosage, based on the student's weight.***

**THE MEDICATIONS INDICATED ABOVE MAY BE ADMINISTERED TO MY CHILD AT SCHOOL.** *\*Parents will be contacted via phone to give verbal permission before any oral medications are given at school. This ensures that no over-dosing of medication happens between home & school.*

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Date)

If your child frequently uses a medication (once per week, or more) it must be supplied from home. When sending OTC medications to school, they must be in the original manufacturer's container with the label intact, or the medication will not be accepted. For safety reasons, parents are requested to bring the medication directly to the office. The medication should be in a sealed envelope or plastic bag with the child's name on it and a parent note with directives must be included.

☐ I am bringing prescription medication to the office with dosage instructions on the pharmacy label.  
(Child name, route of administration, time of administration, dosage amount)