

**St. Wenceslaus Catholic School**

**108 N. Linden**

**Wahoo, Nebraska**

**402-443-3336**

**<https://saunderscatholic.com>**

**Parent-Student**

**Handbook**

**2024-2025**

## ***Parent – Student Handbook Policies***

*The following provisions of this handbook address only the specific areas of reference. New situations may arise during the school year that may require the implementation of additional policies and disciplinary actions as well as adjustment of existing policies and procedures. The administration expressly reserves their right to draft, institute and enforce any new policies and to adjust existing policies in order to better effectuate the education of our students. The students and their parents expressly waive any right to contest the administration's right to adopt new policies, approve additional disciplinary actions and change existing policies.*

**Note:** When additions or changes are made in this handbook, parents will receive a copy of the change or addition. It can then be pasted or stapled to the back page. This handbook will be reviewed each school year.

The official School Policy Handbook for Catholic Schools in the Diocese of Lincoln will be referred to in dealing with any questions or concerns not addressed in this handbook. The Diocesan School Policy Handbook is available in the St. Wenceslaus Catholic School office.

## Our Mission Statement

*St. Wenceslaus Catholic School provides a Catholic Education  
for those whom God has entrusted to our care.*

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## St. Wenceslaus Catholic School Staff

2024-2025

|                         |                         |  |
|-------------------------|-------------------------|--|
| Parish Administrator    | Fr. Jeffrey Eickhoff    | <a href="mailto:Fr.Jeff-Eickhoff@cdolinc.net">Fr.Jeff-Eickhoff@cdolinc.net</a>     |
| Principal               | Mr. Mike Weiss          | <a href="mailto:Mike-Weiss@cdolinc.net">Mike-Weiss@cdolinc.net</a>                 |
| Secretary               | Mrs. Colleen Chvatal    | <a href="mailto:Colleen-Chvatal@cdolinc.net">Colleen-Chvatal@cdolinc.net</a>       |
| School Nurse            | Mrs. Tasha Rubendall    | <a href="mailto:Tasha-Rubendall@cdolinc.net">Tasha-Rubendall@cdolinc.net</a>       |
| Pre-Kindergarten        | Mrs. Julie Swanson      | <a href="mailto:Julie-Swanson@cdolinc.net">Julie-Swanson@cdolinc.net</a>           |
| Kindergarten            | Mrs. Lori Nelson        | <a href="mailto:Lori-Nelson@cdolinc.net">Lori-Nelson@cdolinc.net</a>               |
| Kindergarten            | Mrs. Beth Paisley       | <a href="mailto:Beth-Paisley@cdolinc.net">Beth-Paisley@cdolinc.net</a>             |
| First Grade             | Mrs. Kelsey Baumert     | <a href="mailto:Kelsey-Baumert@cdolinc.net">Kelsey-Baumert@cdolinc.net</a>         |
| First Grade             | Mrs. Kayla Schlautman   | <a href="mailto:Kayla-Schlautman@cdolinc.net">Kayla-Schlautman@cdolinc.net</a>     |
| Second Grade            | Mrs. Jean Dailey        | <a href="mailto:Jean-Dailey@cdolinc.net">Jean-Dailey@cdolinc.net</a>               |
| Second Grade            | Mrs. Kylie Pippitt      | <a href="mailto:Kylie-Pippitt@cdolinc.net">Kylie-Pippitt@cdolinc.net</a>           |
| Third Grade             | Mrs. Gail Miller        | <a href="mailto:Gail-Miller@cdolinc.net">Gail-Miller@cdolinc.net</a>               |
| Third Grade             | Mrs. Sue Mika           | <a href="mailto:Sue-Mika@cdolinc.net">Sue-Mika@cdolinc.net</a>                     |
| Fourth Grade            | Mrs. Rita Kavan         | <a href="mailto:Rita-Kavan@cdolinc.net">Rita-Kavan@cdolinc.net</a>                 |
| Fourth Grade            | Mrs. Shelley Palensky   | <a href="mailto:Shelley-Palensky@cdolinc.net">Shelley-Palensky@cdolinc.net</a>     |
| Fifth Grade             | Mrs. Tricia Meduna      | <a href="mailto:Tricia-Meduna@cdolinc.net">Tricia-Meduna@cdolinc.net</a>           |
| Fifth Grade             | Mr. Luke Walz           | <a href="mailto:Luke-Walz@cdolinc.net">Luke-Walz@cdolinc.net</a>                   |
| Sixth Grade             | Mrs. Kelly Tvrdy        | <a href="mailto:Kelly-Tvrdy@cdolinc.net">Kelly-Tvrdy@cdolinc.net</a>               |
| Sixth Grade             | Mrs. Stefanie Chvatal   | <a href="mailto:Stefanie-Chvatal@cdolinc.net">Stefanie-Chvatal@cdolinc.net</a>     |
| Computer                | Mrs. Jeanne Havelka     | <a href="mailto:Jeanne-Havelka@cdolinc.net">Jeanne-Havelka@cdolinc.net</a>         |
| PE & Title I Reading    | Mrs. Megan Kumpula      | <a href="mailto:Megan-Kumpula@cdolinc.net">Megan-Kumpula@cdolinc.net</a>           |
| Music Teacher           | Mrs. Emily Nakayama     | <a href="mailto:Emily-Nakayama@cdolinc.net">Emily-Nakayama@cdolinc.net</a>         |
| Resource Teacher        | Mrs. Jessica Barger     | <a href="mailto:Jessica-Barger@cdolinc.net">Jessica-Barger@cdolinc.net</a>         |
| Band Instructor         | Mr. Bill Kellett        | <a href="mailto:Bill-Kellett@cdolinc.net">Bill-Kellett@cdolinc.net</a>             |
| Speech Teacher          | Mrs. Whitney Swanson    | <a href="mailto:wswanson@wahoowarriors.org">wswanson@wahoowarriors.org</a>         |
| Librarian               | Mrs. Pam Nelson         | <a href="mailto:Pam-Nelson@cdolinc.net">Pam-Nelson@cdolinc.net</a>                 |
| Pre-Kindergarten Aide   | Mrs. Melissa Cernik     | <a href="mailto:Melissa-Cernik@cdolinc.net">Melissa-Cernik@cdolinc.net</a>         |
| Pre-Kindergarten Aide   | Mrs. Susan Bruenig      | <a href="mailto:Susan-Breunig@cdolinc.net">Susan-Breunig@cdolinc.net</a>           |
| Pre-Kindergarten Aide   | Mrs. Jill Maly          | <a href="mailto:Jill-Maly@cdolinc.net">Jill-Maly@cdolinc.net</a>                   |
| Classroom Aide          | Mrs. Cheryl Castle      | <a href="mailto:Cheryl-Castle@cdolinc.net">Cheryl-Castle@cdolinc.net</a>           |
| Classroom Aide          | Mrs. Ashley Fujan       | <a href="mailto:Ashley-Fujan@cdolinc.net">Ashley-Fujan@cdolinc.net</a>             |
| Classroom Aide          | Mrs. Angie Jedlicka     | <a href="mailto:Angie-Jedlicka@cdolinc.net">Angie-Jedlicka@cdolinc.net</a>         |
| Classroom Aide          | Mrs. Christine Spreeman | <a href="mailto:Christine-Spreeman@cdolinc.net">Christine-Spreeman@cdolinc.net</a> |
| Facilities Manager      | Mr. John Benal          | Not Available  |
| School Family President | Mrs. Kim Codr           | <a href="mailto:reimerkim@yahoo.com">reimerkim@yahoo.com</a>                       |

## **I Admissions**

All students entering Kindergarten shall be five on or before July 1<sup>st</sup> of the current year. A physical examination by a qualified physician is required within six months prior to the entrance of a student into school. A copy of the student's birth certificate, baptism certificate and immunization record must be on file at the school. No student may attend school unless these immunization records are on file and current with state regulations. See appendix A for all immunization requirements.

***NOTE: We also require a dental exam as well as a vision exam (or a signed waiver of a vision exam by parent).***

New students to our school community are accepted after review of transcripts and preliminary testing. We reserve the right to not accept any student who demonstrates that they are not able to handle our academic, religious and discipline requirements.

St. Wenceslaus Catholic School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

We are religiously oriented and therefore give preference to members of the Catholic Faith, but we welcome members of other denominations after our community is served. We believe that a catholic education is a support not a replacement for parental involvement in the religious education of their children.

St. Wenceslaus Catholic School families are encouraged to be involved in parish life and stewardship. The three aspects of stewardship are: 1) Spiritual - regularly attending Mass; 2) Ministerial - being involved in a ministry or volunteer work in the school and your parish 3) Material - regularly supporting your parish and parish campaigns.

## **II Attendance**

### A. Compulsory Attendance

In compliance with the State of Nebraska Department of Education Rules and Regulations regarding length of school day and year, St. Wenceslaus Catholic School will be in session and will accumulate at least 1032 instructional hours for grades K-6. The length of the day will be at least six clock hours, exclusive of lunch time.

### B. Arrival Time

Students who do not ride the buses should come to school between 7:45 a.m. and 7:55 a.m. Students will be required to wait outside the building if they arrive earlier than 7:45. Students may enter the building and proceed to their classrooms when the doors open at 7:45 a.m. The tardy bell rings at 8:00 a.m. Students who are dropped off early will also be expected to wait outside. Only in adverse weather conditions will students be allowed to wait inside the building. Good conduct is expected from all students at all times. Any gross misconduct will result in appropriate disciplinary procedures. Regular adult supervision is not available to monitor students before school. St. Wenceslaus Catholic School is not responsible for any injuries that may occur during this waiting time.

### C. Dismissal Time

A regular school day dismisses at 3:25 p.m. Students riding the buses will be dismissed at 3:23 so they can have time to line up and be accounted for by being in their assigned bus line. A staff member is assigned to each bus line until the bus arrives and loads. Students are expected to be on their best behavior in line and on the bus, showing respect to the adults assigned to get them to their destination. Once the students are on the bus they must abide by the discipline system set in place by Bishop Neumann High School. Students walking home shall leave the school grounds immediately after school using the cross walks. Students riding home with an adult shall go directly to their car. **Due to heavy traffic, playing in the parking lot after school is not allowed.** Students can play on the playground equipment as long as they are being actively supervised by their parent or the adult responsible for picking them up.

### D. Tardies

Prompt arrival at school is expected of all students. A child is considered tardy if she/he is not in her/his classroom by 8:00 a.m. when the tardy bell rings. When buses do not arrive on time students involved are not marked tardy. When weather conditions are adverse, some leeway will be given to those arriving late. Chronic tardiness is not acceptable behavior. Notes will be sent home or mailed to the parent of students who are habitually tardy. **NOTE: After a note is sent home, if tardies continue to be a problem an email and/or phone call from Mr. Weiss will be made to the parents/guardian of the student(s).**

### E. Absences

If a student arrives at or after 10:00 a.m. or leaves before 2:00 p.m. on any day, that student is considered 1/2 day absent. If the buses are unable to pick up certain students on the regular bus route, those students will not be considered absent. Parents will be notified when a student has been absent for 10 days per semester. Students may be asked to repeat a grade or do make up work if they miss more than 15 days in one semester. Extended illness will be taken into consideration. A medical doctor's note is required in the event of an extended illness.

St. Wenceslaus School participates in the ARRIVE Program which has been established by the Saunders County Attorney's Office. The ARRIVE program is a resource for parents and community members seeking information on services available for youth and family and support for school and parents to improve attendance. According to Nebraska State Statute 79-209, all public school districts are required to have a mandatory attendance policy limiting the number of school absences to a maximum of twenty (20) days per school year. St. Wenceslaus School has its own attendance policy that defines excessive absenteeism "as fifteen (15) or more absences per semester from a class for any reason other than school sponsored activities may result in having the student repeat the grade they are currently in." This credit can be restored in the event of extenuating circumstances (such as illness or hospitalization). The ARRIVE Program is asking that St. Wenceslaus School complete a referral form for the Saunders County ARRIVE coordinator when a student reaches seven (7) absences for the quarter. For documented illnesses, surgeries, and the like, the referral to the ARRIVE coordinator is more of a formality that assists the county attorney to comply with state law. If there are other reasons for excessive absences from school, a referral to the ARRIVE program can provide families with services that can assist in alleviating the difficulties behind the student absences. If you have any questions about the ARRIVE program, you may contact Mike Weiss or Cody Lambert. Cody is the Saunders County ARRIVE Coordinator: 402-443-8169. You can also email him at: [clambert@co.saunders.ne.us](mailto:clambert@co.saunders.ne.us) More information also can be found at: [https://saunderscounty.ne.gov/pdfs/juvenile/arrive\\_brochure.pdf](https://saunderscounty.ne.gov/pdfs/juvenile/arrive_brochure.pdf)

### F. Make-up Work

Any time a student is absent, it is a good idea to get their work to them as soon as possible. Homework can be picked up in the office at the end of the school day. If a student is going to be absent for 2 or more consecutive days the parents should make arrangements with teachers concerning make-up work.

### G. School Closings

Inclement weather causing school closings will be announced on the local TV stations. If you would hear or see anything with "Bishop Neumann High School" this would also include St. Wenceslaus Catholic School even if we are not listed!! This will eliminate the need to call the school. Listen for this information between 5:30 a.m. and 9:00 a.m. A mass email & text message will be sent out as long as we are not having difficulty with the School Messenger service provider.

### **III Conduct - Discipline**

The purpose of discipline is to promote genuine student development, to increase respect for authority, to assist the growth of spiritual understanding, to develop an understanding of self-discipline and to provide an environment conducive to learning. Grades 3-6 use a Demerit Card system and an example of this is in the back of the handbook.

**NOTE:** Once a student receives a 3<sup>rd</sup> & 7<sup>th</sup> demerit the student is to come to the office and an email will then be sent to their parents by the Principal notifying them along with what each demerit was for.

#### **A. Student Responsibility**

- Do your work as best you can with your God-given talent.
- Respect and be kind to everyone in a spirit of Christian charity.
- Respect the property of the school, staff and each other.
- Obey Authority.

Inappropriate behaviors are those actions that inhibit a healthy, productive environment and disrupt the learning of an individual and/or the group. Inappropriate behaviors that are physically or verbally abusive to another are unacceptable.

No student may have in his/her possession during school time any kind of weapon, such as, guns, knives or explosives. Students who are determined to have knowingly and intentionally possessed, used or transmitted a firearm on school grounds or in a school vehicle will be expelled for no less than one year. (Gun-Free Schools Act of 1994)

#### **B. Staff Responsibility**

Staff members view inappropriate behaviors as an opportunity to teach the appropriate behaviors. It is the duty of all staff members to maintain a calm, consistent, firm but gentle control in the classroom, lunchroom, playground or hallway. Each teacher shall post their classroom expectations and consequences and explain them to the students the first week of school. Consequences will vary depending upon the frequency and seriousness of the behavior. The classroom teacher according to the outlined rules and expectations will handle most inappropriate behaviors.

#### **C. Administrative Responsibility**

When a student is referred to the office, a discussion will happen on what skills could have been used better. Consequences will vary depending upon the seriousness of the situation and it is possible that the parent(s) will be notified in some manner (form sent home, email or phone call).

#### D. Detentions

They are served on Tuesday & Thursday afternoons from 3:30 to 4:00. The time at school will be spent doing various tasks such as school work, cleaning, vacuuming, emptying trash, outdoor work or other activities deemed appropriate by the supervisor.

#### E. Suspensions

A suspension is a temporary exclusion of a student from school and school activities.

In-school suspensions may be for a few hours during the day or up to several days. The student will do homework as well as other activities determined by the principal in an isolated location.

Out-of school suspension means that the student is not allowed to attend school or school activities during the time they are suspended from school.

On occasion, students may be suspended from school, not only for their well being but also for the well being of all the students at St. Wenceslaus Catholic School. When a student is suspended, the parent(s)/ guardian(s) are called. A letter stating the reason for the suspension will be sent home. A meeting with the parents and the principal will be scheduled in order to discuss the student's academic future at St. Wenceslaus Catholic School. One copy is placed in the student's cumulative file. This copy does not leave the school; it is for our documentation alone and will not follow the student when she/he leaves or graduates from sixth grade.

#### F. Expulsion

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

1. The decision to expel a student rests with the principal and superintendent.
2. The principal will investigate the situation by talking to the person(s) involved and the student involved.
3. Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for expulsion, the measures being taken and their right to due process.
4. The principal will notify the Diocesan Superintendent of Catholic Schools with a written record of the evidence justifying expulsion of the student.
5. The principal will notify the public school authorities.



## **IV Financial Matters**

### A. School Fees

School fees for the 2024-25 school year are as follows:

Pre-K Fees = \$1,900

K-6 Fees = \$2,700

\*\*Technology Fee for K-6 = \$430 per student

St. Wenceslaus Catholic School has adopted the following school fee payment policy for the 2024-25 school year. Families can pay their school fees in one of three ways.

1. 10 month Payment Plan - These automatic payments July through April will be made through the FACTS Payment Plan.
2. 4-Payment Plan – These automatic payments will be made in July, October, December, and February through the FACTS Payment Plan.
3. 2-Payment Plan – These automatic payments will be made in August and January through the FACTS Payment Plan.
4. Full payment of school fees by the start of school. This payment will be made directly to the school. You will receive an invoice in July.
5. Will only need to pay for first three children grades K-12. All Pre-Kindergarten will need to pay.

\* St. Wenceslaus Catholic School is a parish-funded school. The parishioners of each parish that feeds into St. Wenceslaus Catholic School carry over 45% of the cost of education.

No family will be denied a Catholic Education due to financial difficulties. If a family feels they are in such dire financial difficulties they will need to contact the school Principal Mr. Mike Weiss. Mr. Weiss will then give the necessary steps to be completed in order for the school to determine whether or not financial assistance will be given.

### B. Non-parishioners & Non Catholics

Families who are not Catholic will pay \$5,430 and families that are Catholic but are not a registered member of any of the parishes that feed into St. Wenceslaus Catholic School will pay \$4,630.

### C. Fundraising/Donations

Fundraising projects are kept to a minimum in our school. There are two major fundraisers throughout the year. During these major fundraisers you will be expected to sell a minimum amount or you may pay a stipend in order not to participate. We have other fundraisers that are dependent more upon volunteers donating their time to the event. This is the St. Wenceslaus School Family Breakfast Burrito Fundraiser. All of these activities are important aspects of the school as they raise money to support the school and give families an opportunity to work together as a community. Participation of all parents at these events is vital to our school.

### D. Bus Fee

The bus schedule is arranged and managed by Neumann High School. Bus fees are \$500.00 per family a year payable to Neumann High School with a separate check. Questions concerning busing should be directed to the Neumann Office. Students who wish to ride the Wahoo Public School bus are dismissed in time to catch the bus. We do not have the schedule for these buses. Please contact Wahoo Public Schools for this information.

### E. Hot lunch

A balanced hot lunch is served daily by Bishop Neumann Catholic High School. The hot lunch program is computerized. Families may make payments to their account at anytime. When the account is low, you will be notified so that additional payments may be sent to school. The cost of a meal for grades PreK - 6 is \$3.85. Students may buy extra milk for 60¢. Also, 5<sup>th</sup> & 6<sup>th</sup> grade can purchase an extra helping of the main course for \$1.75. Application may be made for federally funded free and reduced price meals. Candy and pop are not allowed in the lunchroom. Those bringing cold lunches from home are encouraged to bring a non-carbonated drink or purchase a carton of milk at the lunchroom.

#### Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **V. Health & Safety**

St. Wenceslaus Catholic School has a part-time nurse. She will be at the school a few hours every week. She will oversee all health related issues connected to the school, it's students and state mandates. The St. Wenceslaus Catholic School Staff and parent volunteers safeguard the children while they are at school. Supervision and normal precautions are taken to aid in the safety of all students. Injured and ill students are brought to the school office. Office personnel will decide if the student is to be sent home and will contact a parent or the appropriate contact person.

#### A. Treatment of Injuries or Illness

The office personnel may administer first aid for minor injuries. Parents or Guardians will be notified if an injury needs further attention. If a child is seriously injured at school and the parents or other persons indicated on the emergency card cannot be contacted, the doctor specified on your emergency card will be called. Necessary information will be provided to the EMS personnel if an ambulance is called or if the student is taken to the hospital for treatment.

Any student with an oral temperature 100° or higher will be sent home. Children who have fevers over 99.7° should not be sent to school and those who have fevers of 100° are considered contagious. Should a child become physically ill at school, parents will be notified and arrangements must be made for the child to be picked up at school.

#### B. Dispensing Medications

All non-prescription drugs must be brought to the office in the container they are sold in. The bottle must be labeled with the student's name. All prescription drugs must be brought to the office in the original prescription bottle. A note, with the following information, must accompany all medication (prescription as well as non-prescription drugs):

- |                            |                    |                             |
|----------------------------|--------------------|-----------------------------|
| 1) name of the medication, | 2) child's name,   | 3) date medication is sent, |
| 4) duration of permission, | 5) time of dosage, | 6) instruction for dosage   |
| 7) parent's signature.     | 8) dosage sent     | 9) special instructions     |

School personnel will keep a record of the medication dispersion. By signing a permission sheet, the parent/guardian is assuming responsibility for monitoring their child for side effects, adverse reactions and the effectiveness of the medication.

### C. Communicable Diseases

Students with a condition which may be passed on to others in the classroom must be excluded from school until they are no longer contagious. Including but not limited to:

*\*Chicken pox* - student may return after pox have scabbed over.

*\*Fever above 100 degrees* – Please make sure your child is fever free and off of all fever reducing medication before they return to school.

*Antibiotics* - students should be kept home 24 hours after starting the medication.

Some conditions may require a doctor's attention and note before returning to school. Examples:

*Pink Eye; Skin Rashes* - which may include impetigo, ringworm and 5th disease.

*Strep infections such as scarlet fever and strep throat.*

*Head lice* - when head lice or nits are detected on a student they are sent home immediately or isolated from others in school. They may return after treatment with head lice shampoo and when nits are no longer detected. All students who had head lice must report to the school office before returning to the classroom.

### D. Emergency Information Cards

An Emergency Information Card for each student is on file in the office. This contains health and accident information needed in case of serious illness or accident and in case you, the parent/guardian, cannot be reached. Please fill out this card for each student in your family and return it to school as soon as possible. These will be sent home the first week of school. Please notify the school of any changes or updates in this information. It is the parents/guardians responsibility to notify the school of any chronic illnesses.

### E. Health Records

St. Wenceslaus Catholic School follows the requirements of the State Health Department in securing and recording health information. The school maintains cumulative health records, including screening tests, immunization records and physical and dental examination reports. The school is required by law to keep updated immunization records from each child enrolled in the school. Parents are therefore required to provide the school with the needed information. No student may attend without such information on file as per state law.

### F. Health Screenings

Health screenings are done every year. Height, weight, vision, hearing and oral screenings are done for students in Pre-K and grades 1-4. Our school nurse supervises and trains parent volunteers for the general screenings. The nurse rescreens anyone who has abnormal results. Parents are notified only after rescreening by the nurse is done. Follow-up is solely at the discretion of the parent/guardian and becomes their responsibility upon notification of the findings.

### G. Fire and Severe Weather Drills

By State Law, schools are required to hold at least one fire drill a month that school is in session and two tornado drills per year. Fire drills will be held without warning. Students and staff are to proceed to the north parking lot in a single file line without talking and remain there until signaled to re-enter. In the event of severe weather or for a severe weather drill, students and staff will proceed to their designated areas and remain in those areas until given the okay to return to their classrooms.

#### H. Suspected Child Abuse/Neglect

According to State Law, St. Wenceslaus Catholic School Employees are required to notify Child Protective Services and law enforcement officials if they believe a child has been subject to abuse or neglect. The school will cooperate in the investigation of such cases.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child: to be placed in a situation that may endanger his/her life or physical or mental health; to be tortured, cruelly confined, or cruelly punished; to be deprived of necessary food, clothing or shelter or care; to be left unattended in a motor vehicle, if the person is six years of age or younger; or to be sexually abused.

#### I. Asbestos

St. Wenceslaus Catholic School is free from asbestos containing materials. The management plan that states this is on file in Lincoln at the Diocesan office. Our management plan is available for public inspection during regular school hours. Since we have no asbestos in the building, our only plan is to remain asbestos free and send you official notification each year as to the status of the building. If you have any questions concerning this situation, you may contact our Diocesan Program Manager. The name and address is:

\*\*Mr. Ron Prochaska of Alfred Benesch & Company, 825 M ST STE 100 Lincoln NE 68508, 402-479-2296

### **VI Lines of Communications**

#### A. Absences

A written excuse or an email to the classroom teacher & office for an absentee may be sent on the first day of absence, or a phone call should be made to the school office. Parents should notify the school by 9:00 a.m. if a student is going to be absent that day. If the school has not been notified by 9:00 a.m., the parents will be contacted to verify the students' absence. A written excuse or email is always required, at the latest, on the day the student returns to school. Reason for tardiness should also be given in writing or by a phone call by the parents to the school office. On the rare occasion that a student would be absent for reasons other than illness, permission should be requested from the principal prior to the date of absence.

#### B. Contact with Parents

Letters and memos will be sent home with students either from the classroom teacher or from the office for various reasons. Other forms used by the school to communicate to parents will be through emails & the school website. These types of communications are important to us and we expect that you will take the time to read them on a regular basis.

### C. Grievance Procedure

Administration, staff and parents are expected to manifest charity in all matters pertaining to school. Suggestions and criticisms are welcome and should be properly channeled. If a parent has a concern regarding a situation with their child at school, the following procedure is to be followed:

1. Contact the classroom teacher of the student involved. If a satisfactory solution is not reached, the principal is informed.
2. Should the involvement of the principal not result in a resolution of the problem, a request is made to the Pastor of St. Wenceslaus Church to set up a special meeting. The grievance must be presented in writing.
3. The Pastor of St. Wenceslaus Church has the final word in the school.
4. Only after all these steps have been taken, should the parent contact the Diocesan Education Office about the matter.

Handling such matters in this manner is preferable to making them the subject of neighborhood conversation, which often leads to a distortion of the facts and much misunderstanding in the community.

### D. Newsletter

A newsletter from the school will be emailed to every school family near the end of each month. This newsletter contains information about your child's classroom, reminders about upcoming events, the school calendar for the next month and other informational material. Let us know if you did not get a newsletter emailed to you. The newsletter will also be posted on our school website.

### E. Notices Regarding Transportation

Parents should notify the school office if for any reason a student will not be taking their regular route home. A note should be sent to the school office to let the school know what the child is to do. Problems that arise in the same day can be called in by 3:00 pm before the 3:25 p.m. dismissal bell. If this involves bus transportation, a parent must take the responsibility of notifying the bus driver. Send in a dated note to the office so the person on bus duty will have the information needed to ensure that child's safety. Any student who rides the bus must board the bus home unless a note or a phone call has been received by the school prior to boarding. Call only if a change has occurred during the day or a note has been forgotten. Students are expected to behave properly on the bus. Bishop Neumann Catholic High School will contact parents of students with chronic misbehavior. Any extra guests or friends needing to ride the bus with a regular passenger will be charged a fee. Please check with Bishop Neumann High School ahead of time for billing and cost.

### F. Parent-Student Handbook

All parents are expected to read the Parent-Student Handbook and discuss the information in the handbook with your child(ren). After the handbook has been read, parents are to complete and return the verification form to the school office. The verification form is found on the back page of the handbook and needs to be signed by the parent(s) and their child(ren).

### G. Permission to Leave School

When doctor or dentist appointments cannot be arranged outside of school hours, parents should notify the teacher as well as the office the day before the appointment, indicating the time the child will be leaving and returning and with whom. No child will be permitted to leave school grounds during school hours without the parents' permission. Parents should notify the classroom teacher as well as the office beforehand if they need to pick up their child during school hours. Physical access to a child by the non-custodial parent shall be granted only in accordance with the legally binding documents which state these rights, or with the written permission of the custodial parent. Children will not be released to strangers. If a child is to be picked up by someone other than a parent, a note must be sent to school prior to pick up or a phone call made to the school to identify who will be picking up the child and the time of pick up.

### H. Phone Calls

No child is allowed to use the school phone without specific permission for each call. Messages may be left at the school office if an emergency should arise. Teachers are not always available to take phone calls during the school day. If you need to talk with a teacher during the school day, leave a message in the office and the teacher will return your call at their earliest convenience. Teachers are expected to be at school each school day from 7:35 a.m. - 3:45 p.m. minimally. If at all possible, calls should be made for the teachers prior to 8:00 a.m. and after 3:30 p.m. The school phone number is 443-3336. Students are allowed to bring cell phones to school but cannot use them at anytime during school hours. They must be turned off during the school day and kept in their backpacks/school bags. Technology devices of any kind cannot be worn by students during the school day.

### I. Visiting School

All doors to the school building will remain locked at all times. Visitors are welcome at St. Wenceslaus but are required to check in at the office to pick up a visitor identification tag & receive permission to visit a classroom prior to going to that classroom. This includes parents, volunteers, guest speakers, room parents, friends and/or relatives. If for any reason a parent/guardian needs to contact their child during school hours, they are asked to call or report directly to the school office and someone will assist you. We do this to keep the school a safe and secure place for the children to be. If a parent wishes to visit a classroom, they must make a request with the classroom teacher and have it cleared ahead of time. Some students will experience some difficulty when their school day is interrupted or when a visitor is present. We trust that parents will be discreet in the timing and the frequency of their visits. During Catholic Schools Week we hold an "Open House". At that time visiting classrooms is allowed without prior check-in.

### K. School Advisory Board

This is a consultative organization that aids the school administration, staff and parents. There are elected and appointed positions to this board. This provides parents with a voice over matters that may concern them.

#### L. St. Wenceslaus School Family Association

The purpose of the St. Wenceslaus School Family Association is to facilitate an active line of communication between school administration, staff and parents. It is a supportive organization that aids in the effective operation of the school. The Breakfast Burrito Fundraiser and social activities are organized through this association. All parents, guardians and school staff are members of the association and are strongly encouraged to attend meetings. Four meetings are held in the months of September, November, February, and April. Dates for meetings will be announced and printed in the monthly newsletter.

### **VII Academics**

#### A. Report Cards

St. Wenceslaus Catholic School is responsible for issuing individual report cards on which the academic progress of each student is recorded at the end of each quarter. These shall be distributed to the students who are to have them signed by their parent/guardian and returned to school.

#### B. Progress Reports

A brief report of each student's progress will be sent to parents of students in grades 2 through 6 approximately half way through each quarter. These reports are designed to inform parents of the student's progress. Parents are encouraged to seek information about their child's progress anytime during the school year.

#### C. Parent - Teacher Conferences

Formal Parent-Teacher Conferences are scheduled sometime in the middle of September and February. It is important that parents attend these conferences. Parents are advised in the school newsletter when conferences are and what day they can begin to call in and schedule a conference. Conferences may be held at other times of the year if the parent and/or the teacher feels the need for the conference.

#### D. Homework

Homework is a normal part of learning and is given at the teacher's discretion. Appropriate homework assignments will be given according to the grade level of the student. Assigned work will correlate with material covered in the classroom. We ask that parents provide an atmosphere at home that will strengthen and support the child in completing their homework.

#### E. Late Work

Each teacher is responsible for letting parents and students know what their policy is for handling late work. Please make sure that you know that information. Encourage your child to get their work done prior to being late.

#### F. Nebraska Department of Education (NDE) Note

St. Wenceslaus Catholic School follows all Rule 14 guidelines under the NDE (website link below). One of the key requirements is that between July 1 and June 30 we will provide no less than 1,032 hours of instruction for grades K-6. This time does not include time scheduled for lunch as well as anytime school is not in session.

<https://www.education.ne.gov/nderule/approved-nonpublic-schools/>

### G. Retention

A teacher may recommend retention of a student after conferring with the Principal and the parent. Reasons for retention may include, but are not limited to the following:

1. Excessive absences
2. Failing grades
3. Immaturity / inability to interact with peers
4. Emotional instability

The final decision to retain a student rests solely with the parents. If the decision is made to retain a student, the parents are required to document this decision with a signed and dated statement to be placed in the student's cumulative file.

### H. Student Assistance Team

St. Wenceslaus Catholic School has on staff a Resource Coordinator who coordinates all meetings, testing and services for students who have special learning needs. We are unable to provide special education services beyond reasonable accommodations with our current resources. The Student Assistance Team (SAT) is comprised of the Resource Coordinator, the Principal, the child's current teacher and the child's teacher from the previous year. This team meets as necessary to review and discuss the strengths and weaknesses of students with academic and behavioral needs. The team will offer suggestions and strategies to the current classroom teacher, recommend other resource support if needed or may suggest further testing by the public school district.

### I. Special Services

- A. Title I resources are available to St. Wenceslaus Catholic School through the various Public School districts that serve our student population. This program provides additional reading instruction to students in the primary grades who are having difficulty mastering basic reading concepts.
- B. Speech and Language assistance is available to St. Wenceslaus Catholic School students in grades K-6 through the various Public School districts that serve our student population. These services are available to those students who qualify for the services. They are serviced by certified Speech and Language Pathologists employed by the district the student resides in.

### J. Student Records

In compliance with the Federal Family Rights and Privacy Act, St. Wenceslaus Catholic School recognizes the right of the parent/guardian to be given access to their child's educational records and prevents the school from allowing information to be released to others without parental consent.

Non-custodial parents may submit written requests for their child's records, unless a court order prohibits them from doing so. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but will notify the custodial parent that they intend to comply with such a request. School personnel may assume that the non-custodial parent has a right to the student's records unless a court order to the contrary has been provided. Court orders must be presented to the Principal by either or both parents.



### K. Testing

The State of Nebraska Department of Education has made testing at all schools mandatory. St. Wenceslaus Catholic School uses the Iowa Assessments. Iowa Assessments testing is a tool for us to determine strengths and weaknesses of programs at the school. Students are encouraged to get lots of rest and eat good breakfasts during testing week.

### L. Multi-cultural Education

The schools of the Diocese of Lincoln will utilize the resources of curriculum, instruction, counseling and guidance to reflect racial, ethnic, linguistic and cultural heritage of both the historic and modern United States of America. The Catholic Church upholds the importance of multicultural education, which teaches that each person is made in God's image and likeness, that each person is loved by God, and that each person must love his neighbor as himself.

## **VIII Special Area Subjects**

### A. Computer

Students in grades K-1-2-3-4 will go to computer classes once a week and grades 5-6 will go twice a week. St. Wenceslaus Catholic School currently has access to the World Wide Web. As classrooms begin to work on internet projects in the classroom, students must understand our internet usage expectations. An internet usage policy is located in Appendix D of this handbook. Please read it with your child(ren), sign it and return it to St. Wenceslaus Catholic School. No student will be allowed access to the internet unless this form is signed and returned to school. **If a child is too young to sign their name they should do their best to at least print their first name on the form.**

### B. Library

The library is a place of study, research and work. Students are encouraged to check out books and do research in the library. Students must remain quiet while in the library. Books may be checked out for two weeks at a time. If a book is overdue, a fine will be assessed for each school day. If a book is lost or damaged, we expect that you pay for its replacement.

### C. Music

All students attend vocal music class twice a week for 30 minutes each session. Musical performances include a Fall Music Celebration and a Spring Program. \*Attendance & Participation at these programs are expected otherwise it could affect their overall grade.

### D. Physical Education

All students will participate in physical education classes twice a week for 30 minutes each session. Each child must have a pair of **non-marking** tennis shoes for Physical Education classes. ***To be excused from gym for a single class, a written excuse from the parent must be presented to the P.E. teacher for approval. Extended excused absences will be permitted only at the written request of the student's physician. Requests are expected to be specific about restrictions & indicate duration of the restrictions. If a child cannot participate in PE class, he/she will not be allowed to run around and play at recess until a physician/doctor gives written permission (note) with a date on it.***

### E. Band

Students in 5th & 6th grades are allowed to participate in band. This is an optional course offered for those interested. A staff member of Neumann High School's Band Department during school hours provides instrumental instruction. Information about the program and how to obtain an instrument will be sent home in the fall.

## **IX Non Academic Areas**

### A. Eucharistic Liturgies

Mass is celebrated each school day. Students are involved in the daily celebration either by serving as an altar boy, offertory procession, singing or reading. Faculty members help with the planning to enable the students' growth in their knowledge, understanding and participation of the Liturgies as appropriate to their age level.

### B. D.A.R.E.

D.A.R.E. is a drug and alcohol awareness program taught to our 6<sup>th</sup> grade by a Police Officer from the Wahoo Police Department. The program lasts for approximately 10 weeks (taught one day a week).

**\*\*NOTE:** This was not available the last two years. Hoping that it starts up again this year.

### C. Field Trips

The purpose of field trips is to extend the learning experience beyond the limits of the school building. Educational tours or field trips will be planned at various times throughout the school year. These trips will be supervised by certified staff members and parent volunteers. If a parent/guardian would like to volunteer it is important to know that younger siblings will not be allowed to come along on the field trip. The reason for this is we need help with supervision of the students and younger siblings could be a distraction. A signature of parent or guardian will be requested on the Emergency Cards to allow your son or daughter to participate in any school-sponsored field trip. If you assist on a field trip as a chaperone, please avoid parking directly on the school parking lot during the school day. This is the playground area during recess time. Also, the Diocese of Lincoln requires any volunteer for the school to fill out a background check form as well as complete an on-line program which is through the Safe Environment Training Program (see page 19). These forms are available in the school office. **\*\*It is highly suggested that parents new to the school complete this ASAP.**

### D. Recess

Students in grades Kindergarten to 4<sup>th</sup> are allowed two recesses (noon and afternoon). Students in grades 5<sup>th</sup> & 6<sup>th</sup> are allowed one recess (noon). From time to time, students in 5<sup>th</sup> & 6<sup>th</sup> grade will have opportunities to earn extra recesses as determined by the classroom teacher. Recesses are held on the parking lot to the north of the building. Adult supervision is provided at all times. In the event of inclement weather, morning and afternoon recesses will remain inside (gym or classroom). The noon recess periods will be able to make use of the school gym. ***NOTE: It is important to understand that if a child cannot participate in P.E. (sickness, doctor's note, etc.) then it makes sense that they will not be allowed to run around & play at recess either.***

### Playground Rules

1. Students should show respect to one another at all times.
2. Students should show respect to their supervisors at all times.
3. Students must stay inside the main play area; east of the church and north of the school.
4. Any bicycles ridden to school by students are off limits during school hours.
5. Students should not pick up or throw snow at any time.
6. Students should not pick up one another while playing.
7. Students are not allowed to climb on the basketball goal posts.
8. Students must remain seated and facing forward while going down the slides.

## Playground Rules (Continued)

9. Students must use and play on the playground equipment as it is intended to be used.
10. No one is allowed in the building without permission from the playground supervisor.
11. Any student who receives a time out for any reason is not allowed to talk to others while serving their time out.
12. Rules for the ground up rubber playground padding are: the students should not pick it up to play with it, throw it, put it in their mouth and they cannot dig holes in it to try and get to the bottom of it.

***NOTE:*** *After school is dismissed any children that are playing on the playground are the responsibility of their parents. It is EXPECTED that the children do not play any games and/or use any balls until the parking lot is completely empty of vehicles. Parents that let their children play after school are responsible to supervise them at all times. If students are to walk home after school and have no parent supervision then they are not allowed to play on the playground.*

## **X General**

### A. Bicycles

The school provides a bike rack but accepts no responsibility for bikes parked on the school grounds. Bikes will be used only for transportation to and from school, not during the school day.

### B. Faculty Meetings

Faculty meetings normally are the first Wednesday of each month from 8:00 a.m. to 9:30 a.m. Classes will begin at 10:00 a.m. on these days. Students are allowed in the building at 9:50 a.m. and the tardy bell rings at 10:00 a.m. Students should not be here any earlier than necessary because there will be no adult supervision outside until 9:50. Buses will run 2 hours later than usual on these mornings.

### C. Non-Uniform Days

There will be certain days each month when the students will not have to abide by the school dress code (will be noted on the school calendar or an email and/or note sent home). On these days students will be allowed to wear any of the following: school dress code shorts, skirts, skorts, wind pants, **below the knee** length capris, jeans along with the appropriate shirt listed on the calendar for that day. Jeans should not have holes in them. Anytime a student is allowed to wear a T-shirt it must not have any inappropriate wording or pictures on them. **GYM SHORTS ARE NOT ALLOWED AS WELL AS TIGHT SWEATS, TIGHT LEGGINGS OR "YOGA" STYLE PANTS ARE NOT ALLOWED. Students not in compliance with Non-Uniform day dress code will be asked to change into school dress code items that are on hand in the school office.**

### D. Party Invitations

Invitations to birthday parties, sleepovers and the like are best handled by parents directly or with invitations that are sent through the mail. Handing out invitations to only a few people at school can be the source of boasting, teasing and hurt feelings.

#### E. School Parties

Parties are allowed during the year at Halloween, Christmas, Valentine's Day and Easter. Room mothers/ fathers or volunteers are asked to help organize or run these parties and make them fun for the students. These parties should not exceed one to two hours maximum time. Parties must be approved ahead of time by the classroom teacher.

#### F. Toys or Electronic Devices

Generally, bringing toys or electronic devices to school is not encouraged. If anything happens to them while they have them at school, the owner must take full responsibility. If a toy or electronic device is used in an inappropriate manner or causes unnecessary distraction, it may be taken from the student for the rest of the day and sent home with the child after school that day.

#### G. Treats

Students who wish to bring birthday treats should make arrangements with their teacher prior to bringing them. Treats should be a light snack type item that can be handed out at the end of the day. When bringing treats we encourage healthy snacks as well as being mindful of food allergies that students in the class may have. Students are not allowed to bring candy from home for personal enjoyment during school hours. If a teacher rewards a student with a piece of candy, they must eat it during that class period or save it until after school hours. **Chewing gum is not allowed during school hours.**

#### H. Sports

School law does not permit any school in the State of Nebraska to sponsor interscholastic sports for sixth grade or lower. At St. Wenceslaus Catholic School, tackle football and playing with hard baseballs is not allowed at anytime.

#### I. Smoke Free Facility

St. Wenceslaus Catholic School is a smoke-free facility. Smoking is not permitted in any section of the school building.

#### J. Cold Weather Policy

Our policy is when the temperature is below 0 degrees, we will stay inside and have recess in the gym (wind chill is considered when making this decision). A coat of some sort must be worn if the temperature is less than 50 degrees but yet above 40 degrees. If the temperature is below 40 degrees stocking hats, gloves and a winter coat (hooded sweatshirts or light jacket are not considered a winter coat) must be worn. Real Feel temperature is considered

#### K. Safe Environment Program & Background Checks

According to Diocesan Policy anyone wanting to volunteer their services for the school must come to the school office and fill out a background check form as well as complete an on-line program through the Safe Environment Training Program. These forms are available in the school office.

#### L. Child Care Program

\*Before/After School Care = Open to all students enrolled PreK to 6<sup>th</sup> Grade. The program runs in the morning from 6:45 to 7:45 and after school from 3:25 to 6:00.

\*Summer Care = Open to all students who are registered members of a Saunders County Catholic Church parish entering PreK to 6<sup>th</sup> Grade. This program runs from 6:45 am to 6:00 pm.

# Nebraska School Immunization Laws FAQ

## WHERE ARE THE REGULATIONS ON IMMUNIZATIONS FOUND?

The full regulations can be found here: [Title 173 \(nebraska.gov\)](http://nebraska.gov)  
 You may also find information at: [dhhs.ne.gov/immunizations](http://dhhs.ne.gov/immunizations)



## WHAT IMMUNIZATIONS ARE REQUIRED?

Each student must be protected by immunizations against the following diseases, unless otherwise exempted from this requirement under the provisions of 173 NAC 3-010:

- ▶ Measles, Mumps, Rubella
- ▶ Polio
- ▶ Diphtheria
- ▶ Hemophilus Influenzae type b (Hib)
- ▶ Invasive pneumococcal disease
- ▶ Hepatitis B
- ▶ Tetanus
- ▶ Varicella
- ▶ Pertussis

| STUDENT AGE GROUP   | REQUIRED VACCINE   |
|---|--|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider       | <ul style="list-style-type: none"> <li>• 4 doses of DTaP, DTP or DT vaccine</li> <li>• 3 doses of Polio vaccine</li> <li>• 3 doses of Hib vaccine or 1 doses of Hib given at or after 15 months of age</li> <li>• 3 doses of pediatric Hepatitis B vaccine</li> <li>• 1 dose of MMR or MMRV given on or after 12 months of age</li> <li>• 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. (Written documentation- including year- of varicella disease from parent, guardian, or health care provider will be accepted)</li> <li>• 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.</li> </ul>                                 |
| Students entering school (Kindergarten or 1st great depending on the school district's entering grade | <ul style="list-style-type: none"> <li>• 3 doses of DTaP, DTP, or TD vaccine, 1 dose on or after the 4th birthday</li> <li>• 3 dose of Polio vaccine</li> <li>• 3 doses of pediatric Hepatitis B vaccine (or 2 doses of adolescent vaccine if student is 11-15 years)</li> <li>• 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least 1 month</li> <li>• 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. (Written documentation-including year- of varicella disease from parent, guardian or health care provider will be accepted. If the child has had varicella disease, they do not need the vaccination.)</li> </ul> |
| Students entering 7th grade   | <ul style="list-style-type: none"> <li>• Must be current with above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</li> </ul>   |
| Students transferring from outside the state at any grade   | <ul style="list-style-type: none"> <li>• Must be immunized appropriately according to grade entered</li> </ul>   |

# St. Wenceslaus Catholic School Dress Code

## Shirts (girls and boys)

PLAIN RED or WHITE dress shirts or polo shirts. These can be short or long sleeve.

They must have a collar and must be tucked in at all times.

The company insignia or logo of 1" or less is permitted.

Any short or long sleeved T-shirts worn underneath must be of the same color as the dress/polo shirt they are wearing.

## Shorts (girls and boys)

Shorts should be BLACK and **must be purchased from the Dennis Uniform Company and/or Tommy Hilfiger School Uniforms. These are allowed to be worn starting in the Spring on April 1<sup>st</sup> and ending in the Fall on November 1<sup>st</sup>.**

## Pants (girls and boys)

Pants should be BLACK slacks or corduroys.

They must have four or less pockets and the pockets must be on the upper portion of the pants and not on the legs.

Pants cannot be rolled up, be torn or have any holes in them.

Girls may also wear LOOSE FITTING stretch pants in place of slacks.

*\*These pants are usually made out of cotton & spandex. If they "LOOK LIKE" or "FEEL LIKE" sweat pants then please do not have your daughter wear them to school. These types of pants can be purchased at a variety of stores such as Target, Walmart, Sears, JC Penney, etc. If you have any questions please stop by school and we would be happy to show you samples that we have on hand.*

**\*\*NOTE: All pants/slacks MUST have a zipper and button/snap!!!**

Black leggings may be worn under jumpers during cold weather.

However, leggings are not considered uniform pants and should not be worn alone.

## Jumpers and skorts (girls only)

School jumper for grades K-6; Belair Plaid in color and **must be purchased from the Dennis Uniform Company.**

The jumper style is a shift with a v-neck or high neck collar. Not a romper.

When wearing jumpers shorts must be worn underneath and jumpers must be long enough in length to cover the shorts

**Black skorts must be purchased from the Dennis Uniform and/or Tommy Hilfiger Uniform** and are optional for all girls grades K-6.

*NOTE: Black leggings must be worn underneath jumpers & skorts from November 1<sup>st</sup> until March 31<sup>st</sup>.*

## Sweatshirts (girls and boys)

GREY Crew Neck sweatshirt with or without St. Wenceslaus Logos, Dukes Logo & Bishop Neumann Logo (not Neumann's dress code)

RED Crew neck sweatshirt with or without St. Wenceslaus Logos, Dukes Logo or Bishop Neumann Logo

RED half or full zip fleece jacket with either St. Wenceslaus Logos, Dukes Logo or Bishop Neumann Logo (not Neumann's dress code)

\*Shirts must be worn under all sweatshirts and jackets.

- All sweatshirts, half/full zip jackets plus additional dress code outerwear is available at Rivalry Apparel in Wahoo. You can use the following direct link if interested: <https://stores.inksoft.com/stwenceslausdukes/shop/home>
  - Dress code items are under the category of "APPROVED UNIFORM YOUTH"

- **NOTE: NOT ALL OUTER WEAR GEAR WITH BISHOP NEUMANN LOGO IS PART OF BISHOP NEUMANN'S DRESS CODE**

## Shoes and Socks (girls and boys)

PREDOMINANTLY WHITE or BLACK socks of any style must be worn (no other colors will be allowed).

Tennis shoes must be worn at all times throughout the school day. NO BOOTS CAN BE WORN IN THE CLASSROOMS.

NOTE: During winter months boots can be worn to school but the student must bring tennis shoes with them to change into while they are at school.

## Miscellaneous

Girls may wear earrings. However, large showy dangling earrings or earrings in places other than the ear are not allowed.

Boys are not allowed to wear earrings.

Girls are allowed to wear "simple" headbands or barrettes to help keep their hair out of their face

NO hair coloring and/or dyeing.

Haircuts for boys should be simple, clean, and neatly kept.

Note: "Simple" means NO LONG HAIR OVER THE EARS, NO DESIGNS, MOHAWKS, MULLET, LINES, etc.....

There is to be no permanent or semi-permanent foreign objects attached to hair or head (example = feathers or extensions)

Girls are not allowed to wear any type of make-up, lipstick and/or eye shadow.

***The administration will make any changes and/or additions to the dress code. If there are any questions/concerns in regards to the dress code please contact the administration or a member of the St. Wenceslaus School Advisory Board.***

## Merit/Demerit System for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Grades

Down below is the Merit/Demerit card that will be used this year in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grades.

**(\*Front of the card)**

| <u>Date</u>                              | <u>Teacher</u> | <u>Reason</u> | <u>Date</u>          | <u>Teacher</u> | <u>Reason</u> | <u>Merits</u> |
|--|----------------|---------------|----------------------|----------------|---------------|---------------|
| 1  |                |               | 16                   |                |               | 1             |
| 2  |                |               | 17                   |                |               | 2             |
| 3  |                |               | 18                   |                |               | 3             |
| 4  |                |               | 19                   |                |               | 4             |
| 5  |                |               | 20                   |                |               | 5             |
| (Detention and parent call)              |                |               | (Conference and ISS) |                |               | 6             |
| 6  |                |               |                      |                |               | 7             |
| 7  |                |               |                      |                |               | 8             |
| 8  |                |               |                      |                |               | 9             |
| (Detention and parent call)              |                |               |                      |                |               | 10            |
| 9  |                |               |                      |                |               |               |
| 10                                       |                |               |                      |                |               |               |
| (Two 30 min. detentions and parent call) |                |               |                      |                |               |               |
| 11                                       |                |               |                      |                |               |               |
| 12                                       |                |               |                      |                |               |               |
| 13                                       |                |               |                      |                |               |               |
| 14                                       |                |               |                      |                |               |               |
| 15                                       |                |               |                      |                |               |               |
| (Conference and Saturday School)         |                |               |                      |                |               |               |

-A staff member will cross off a number when a positive (Merit) or negative (Demerit) behavior occurs. Each number represents how many Merits/Demerits have been given. The date of the behavior will be recorded, initials of staff member that witnessed the behavior as well the reason (simple explanation).

- When your child receives their 5<sup>th</sup> demerit the discipline cycle begins.

-Detentions will be held on Tuesday & Thursday from 3:30 to 4:00 pm. If your child receives a detention they will call you from school and inform that they received one. At the end of the phone call Mr. Weiss or Colleen Chvatal will ask you if there will be someone at school the day of their detention to give them a ride home.

- Teachers will set class and individual goals to reward outstanding behavior!

- Student will receive new cards each month & start over with a clean card.

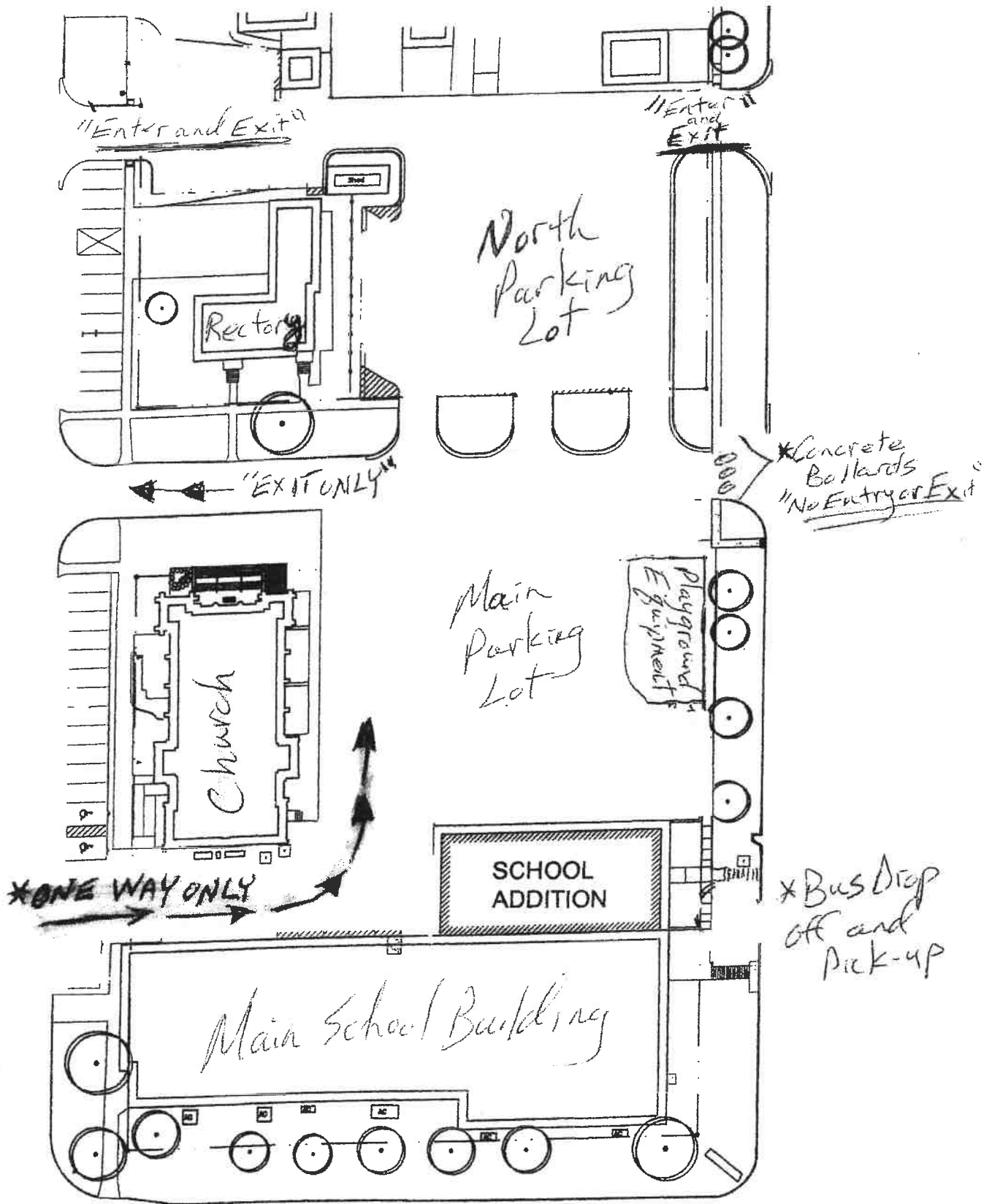
-Staff members will use one of the numbers you see to the left under the reason column when giving a demerit.

-Some behaviors warrant more than one demerit. For example #2 Respect for classmates shows the numbers 1-5. This means that a student can be given either 1 demerit or as many as 5 demerits for this behavior depending on the severity of the behavior.

**(\*Back of Card)**

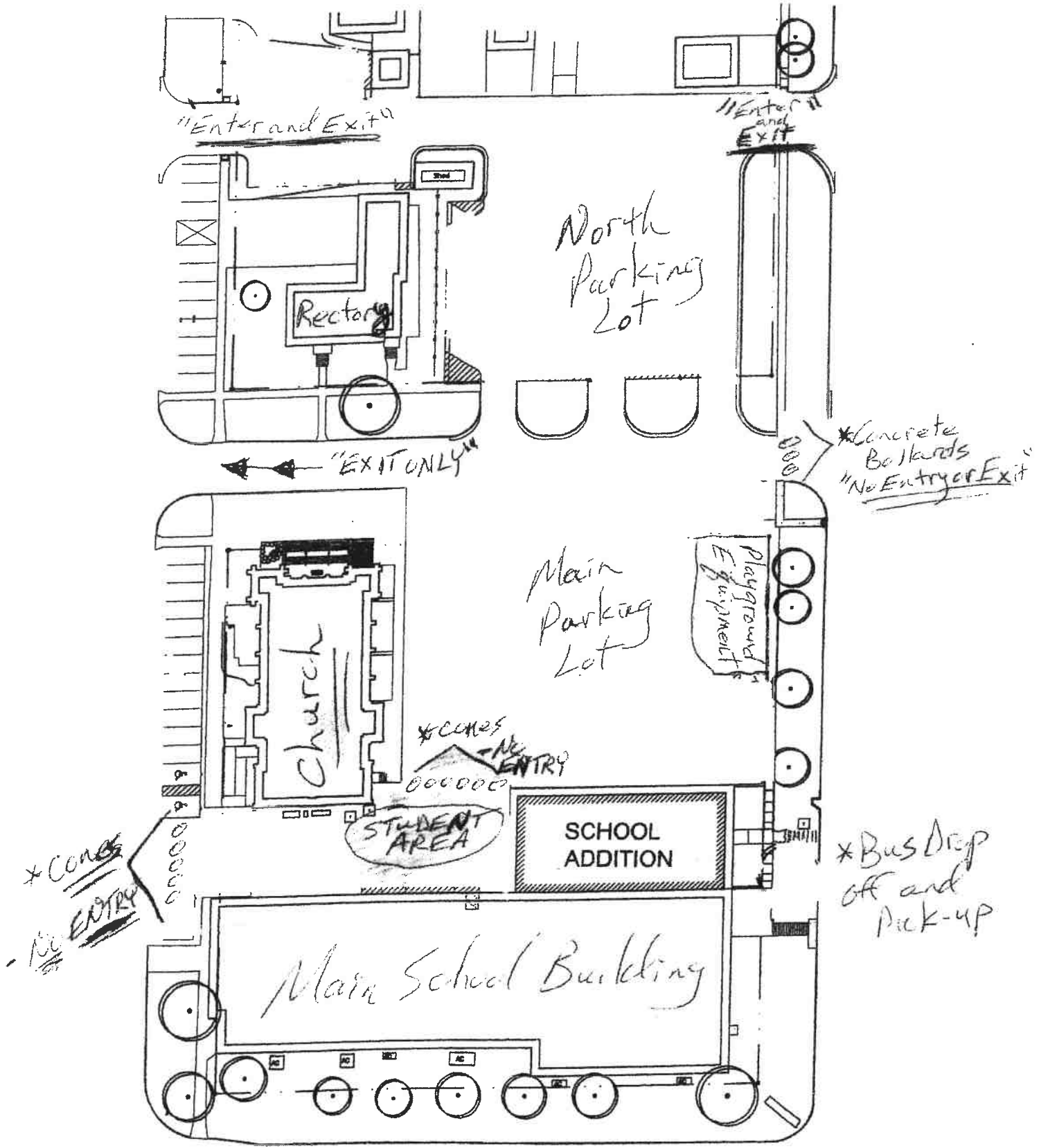
1. Respect for classmates.....1-5
2. Following Instructions.....1-3
3. Inappropriate or abusive language.....1-10
4. Failure to care for school property.....1
5. Unprepared for class (late work, materials, etc.).....1
6. Hallway Behavior.....1
7. Disruptive Behavior.....1-5
8. Cheating or Plagiarism.....loss of credit and.....1-15

# BEFORE SCHOOL DROP OFF





# AFTER SCHOOL PICK-UP



**Instruction for Pastors and Administrators Regarding Those in Public Ministry in the  
Diocese of Lincoln**

May 20, 2015

As a result of our dignity flowing from our rebirth in Christ, all the Christian faithful “cooperate in the building up of the Body of Christ” and “even in their own manner of acting, are always obliged to maintain communion with the Church” and to “direct their efforts to lead a holy life and to promote the growth of the Church and its continual sanctification, according to their own condition” (C.I.C. Canons 208-210). The communion of the Catholic Church is preserved in the visible bonds of a common profession of faith, the seven sacraments, and ecclesiastical governance under the Pope and the bishops in communion with him (*Lumen Gentium* 14).

Serving Jesus Christ and His Church in a leadership role in the various liturgical, catechetical, formation, and outreach ministry roles, or in any Church approved apostolate is undertaken at the discretion of the pastor or administrator. Catholics in the Diocese of Lincoln who serve in these roles are expected to maintain full communion with the Church by believing, accepting, and forming their behavior – both public and private – in accord with all that the ordinary and universal Magisterium of the Church teaches to be revealed by God.

If it becomes known in the external forum that a person who is serving – either paid or volunteer – in public ministry or a Church approved apostolate, is acting in a manner not in accord with the teachings of the Church regarding faith and morals\*, the pastor or administrator shall meet with the individual and ascertain the facts of the case. The pastor or administrator shall inform the person how he obtained the information in the external forum. The pastor or administrator must document and keep a record of the facts of the case.

If corrective action is necessary, the person shall normally receive a warning to correct the improper behavior or to renounce publicly any public advocacy positions made contrary to the teachings of the Church. The warning likewise must be documented. Whenever a warning has been issued, the pastor or administrator shall contact the Chancery. The pastor or administrator shall follow-up with the individual within a time period not to exceed 30 days and document how the person ultimately responded to the warning. Failure to follow the guidance of the pastor or administrator may result in a suspension or removal from the position, as the gravity of the offense merits, and as determined by the local pastor or administrator, or the Bishop of Lincoln. In case questions arise, the pastor or administrator shall contact the Chancery.

\* This applies when an immoral behavior becomes known in the external forum, or when one chooses to advocate or support positions or causes in a public manner (such as by becoming a member of an organization, participating in a public demonstration, signing a petition, writing via social media, etc.) that are contrary to the teachings of the Catholic Church.

**Appendix E**

# SAUNDERS COUNTY CATHOLIC SCHOOLS' LUNCH POLICY

## EFFECTIVE 7/1/2024

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Saunders County Catholic Schools utilize the National School Lunch Program. We encourage all families to apply for free or reduced price meals. All families will receive the Federal Lunch Application for Free or Reduced Priced Meals before the start of each school year. Applications will be sent via email and student information packets. You can also find them on the Bishop Neumann website <https://bishooneumann.com/2023-2024-lunch-information/>. Families may apply for lunch benefits anytime during the school year if there are changes in the household income or household size. All lunch applications are confidential.

Saunders County Catholic School families are expected to provide a lunch from home or maintain funds in their meal account to purchase school meals and a la carte items. Pre-payments are strongly encouraged.

### **SCHOOL LUNCH PRICING**

Bishop Neumann Student's **grades 7-12 lunch prices are \$**, St. John Nepomucene and St. Wenceslaus Student's **grades K-6 and St. John's Pre K Student's lunch prices are \$**, a second milk or milk taken with a sack lunch are \$0.60. Bishop Neumann Students are allowed to purchase a second entrée (\$1.65), a la cart items and snacks pricing to be determined. St. Wenceslaus and St. John's 5<sup>th</sup> and 6<sup>th</sup> grade will be allowed to purchase a second entrée (\$1.65).

### **Payments**

1. On-line payments may be made with MySchoolBucks.com to set up account (there are fees associated with this program): This system allows parent/guardian to make payments with Master Card, Discover Card, or Visa at their convenience. Your School district is Diocese of Lincoln, Login or Create an account, then sign up for email notifications. You will need your students 8 digit ID number, please contact Carolyn Haberman by calling Bishop Neumann (402)443-4151 or [kitchen@cdolinc.net](mailto:kitchen@cdolinc.net). After you have done this you will be able to add your student. If you should have any trouble with the website call [myschoolbucks.com](http://myschoolbucks.com) toll-free customer support at 1-855-832-5226 for questions or assistance with enrollment.

2. Cash or check may be sent with students to school, please have them take payments to the school office or cafeteria. For students in Pre K-6th, we ask parents to send payment in a sealed envelope with the student's name clearly marked. Checks should have the students name in the memo.
3. Families with more than one student, please indicate how the funds are to be divided to each student in your household, or the funds will be equally applied.

#### **NEGATIVE BALANCE POLICY**

1. When an account becomes negative \$3.75 an email will be sent out. These emails will be sent out each Friday.
2. Students will not be denied a meal due to a negative balance.

#### **Balance notifications**

1. MySchoolBucks.com: parents have the ability to track all purchases and payments made in the family account. Email alerts of balances of \$10.00 or less are sent to those who wish to participate in this system.
3. When the account becomes negative by -\$3.75 notification will be sent via email on Friday of each week from the Cafeteria Director.
4. Should the negative balance get to -\$25.00 or more, a personal call will be made by the Cafeteria Director to remind parents of the negative balance.

If your financial circumstances change during the school year please contact the school. If you have questions regarding your family meal account, call Bishop Neumann office at 402-443-4151 and ask to speak to Carolyn Haberman or email [kitchen@cdolinc.net](mailto:kitchen@cdolinc.net)

## ST. WENCESLAUS CATHOLIC SCHOOL ETHICAL TECHNOLOGY USE POLICY

St. Wenceslaus Catholic School has a network system and a wireless connection with Bishop Neumann Catholic High School. As students/staff use this network, it is essential for each user on the network to recognize his/her responsibility in accessing the resources provided. The user is ultimately responsible for his/her actions in accessing network service.

All technology devices at St. Wenceslaus Catholic School must be used in a manner that is consistent with the school's educational purposes and environment. These resources are primarily provided for the academic and research computing needs of the students, faculty and staff of St. Wenceslaus Catholic School.

The school reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with the policies, rules and regulations governing the use of its computer systems.

### Student Responsibilities

1. Your access to the network and resources within St. Wenceslaus Catholic School is a privilege, not a right. You may not impose yourself on others, access private files (even if those files are unprotected), attempt to break the security system, or use computer supplies frivolously.
2. The use of the network is a privilege which may be revoked by the school at anytime for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful objectionable language or images in either public or private files or messages.
3. Students using the Internet or accessing the network via remote access accept the responsibility of keeping all pornographic materials, inappropriate text files, or file dangerous to the integrity of the network from entering the school via the Internet or any other means.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy files of another user, or of equipment.
5. Any use of the network to facilitate illegal activity is prohibited.
6. Copyrighted material must not be placed on the network without the permission of the Computer Center and the author.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. You may not engage in unauthorized duplication, installation, alteration or destruction of data, programs, or software. You may not transmit or disclose data, programs or software belonging to others and may not copy material, including manuals protected by copyright.
9. Computing is free to all students, faculty and staff. At no time should you tell anyone your password.



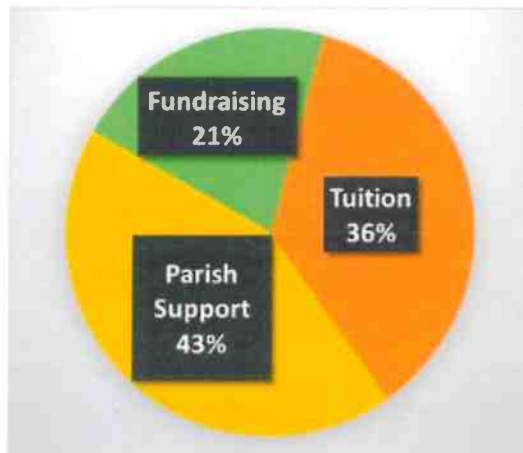
## Tuition Policy

2024 – 2025 School Year

*It is the policy of the Diocese of Lincoln to deprive no child of Catholic education because of an inability to pay.*

The Catholic faithful of Saunders County in each generation have embraced the apostolate of education with dedication and sacrifice, recognizing that Catholic schools are the best means of sharing the faith with Catholic children and preparing them for service to the Church and the world.

The financial support of this work is a relationship that involves Catholic parishioners, parents, and fundraising efforts on an annual basis. The assessment of tuition and fees for a child's education is understood as a necessary and integral component of the financial management of the school and of a family's share in the gift of Catholic education received from the Church and the greater community. The policies that follow detail the guidelines for qualification and the procedures for payment of tuition and fees to the school, as well as the policies and procedures that address tuition assistance, delinquency, and tuition refunds.



The Wahoo Deanery parishes subsidize each Catholic student's educational costs each year, but there remains an unsubsidized cost which must be covered by the parents, fundraising, or scholarship. For this reason, each Catholic family is expected to tithe to their parish an amount that is equal to or greater than the difference between actual cost of educating their child/children and the tuition. This tithe is tax-deductible. Therefore, any family who is in financial need, but wishes their child to be educated in Saunders Catholic Schools (SCS), is encouraged to contact their pastor to see about financial assistance.

## Participation Guidelines

While parents have certain expectations of their child's educators, SCS has certain expectations of students and their families, families with children enrolled in SCS are expected to be the primary educators of their children, especially in faith and morals. For our part, SCS will fulfill our vision to *"Foster strong Catholic Values and successful life-long learning for the 21st Century and hold high expectations in a person's spiritual, intellectual, physical, and social growth."* For Catholic families, it is expected that the family attends Mass each Sunday and each holy day of obligation which does not fall on a Sunday. It also includes being an active member of your parish which not only includes regular Mass attendance, but being active stewards in their parish. It is the responsibility of the Catholic parishes to determine the participant status of its parishioners and to communicate this information to the school prior to the annual registration date. It is understood that any reference to "parent" in this policy includes parent, guardian, or individual assuming the responsibility for the student's tuition. Enrollment in SCS is open to all students who meet the eligibility requirements of the State of Nebraska and the policies of the Catholic Diocese of Lincoln. Eligible enrollees in SCS fall into three groups with corresponding attributes:

### **1) Active Participants of Wahoo Deanery parishes are generally:**

- A registered member of a parish.
- Fulfilling their obligations as members of the Catholic Church, including Mass attendance each Sunday and on Holy Days of Obligation.
- Participants in the stewardship program of the parish.
- Providing some financial support to the parish through their weekly, monthly, and or annual contributions at Mass. As a general rule all parishioners are expected to contribute to the financial support of the parish.
  - i) This expectation can be modified, based on demonstrated need, by written agreement of the family and their pastor. Contact your pastor for more information about assistance from the parish.
  - ii) Families from parishes outside of the SCS boundaries are asked to pay \$1500 above the regular tuition rate to compensate for the fact that your parish does not financially support SCS schools.
- Active participant families are eligible for parish tuition assistance
- Active participant families may be eligible for Good Shephard, Guardian Angel, and other scholarships based on need

### **2) Non-participant Catholic families:**

- Catholic families are not active participants of a Catholic parish based on the attributes of parish participation described above.
- Non-participant families are not eligible for parish tuition assistance
- Non-participant families may be eligible for Good Shephard Scholarship based on need

### **3) Non-Catholic families**

- SCS schools readily welcomes all students to enjoy the benefits of a Catholic education. Because tuition is based on the expectation that Catholics are assisting at their local parish, Non-Catholic families are asked to assume the full per pupil cost of the education of their child. Additional tuition assistance is outlined below.
- Non-Catholic families may be eligible for Good Shephard Scholarship based on need

## Tuition Rates

Tuition rates will be established annually by the school administration at the recommendation of the SCS Advancement Committee and in cooperation with the Wahoo Deanery Pastors.

|  | <b>Deanery Student</b> | <b>Non-Deanery Student</b> | <b>Non-Catholic Student</b> |
|--|------------------------|----------------------------|-----------------------------|
| <b>St. John Nepomucene Elementary School</b> | \$2,700.00             | \$4,200.00                 | \$5,000.00                  |
| Technology Fee (K-6th graders Per Student)   | \$430.00               | \$430.00                   | \$430.00                    |
| SJ Pre-K T-TH Session                        | \$1,900.00             | \$1,900.00                 | \$1,900.00                  |
| SJ Pre K M-W-F Session                       | \$2,100.00             | \$2,100.00                 | \$2,100.00                  |
| SJ Pre-K M-F Sessions                        | \$4,000.00             | \$4,000.00                 | \$4,000.00                  |
|  |                        |                            |                             |
| <b>St. Wenceslaus Elementary School</b>      | \$2,700.00             | \$4,200.00                 | \$5,000.00                  |
| Technology Fee (K-6th graders Per Student)   | \$430.00               | \$430.00                   | \$430.00                    |
| SW Pre-K T-TH Session or M-W-F Session       | \$1,900.00             | \$1,900.00                 | \$1,900.00                  |
| SW Pre-K M-F Session                         | \$4,000.00             | \$4,000.00                 | \$4,000.00                  |
|  |                        |                            |                             |
| <b>Bishop Neumann Jr/Sr High School</b>      | \$4,100.00             | \$5,600.00                 | \$7,700.00                  |
| Technology Fee (Per Student)                 | \$430.00               | \$430.00                   | \$430.00                    |
| Band/Chorus Fee (Per Family)                 | \$50.00                | \$50.00                    | \$50.00                     |
| Show Choir Fee (Per Student)                 | \$50.00                | \$50.00                    | \$50.00                     |
| FCS Fee (Per Student)                        | \$50.00                | \$50.00                    | \$50.00                     |
|  |                        |                            |                             |
| Bus Fee (Per Family)                         | \$500.00               | \$500.00                   | \$500.00                    |

Scholarship applications are available January 1<sup>st</sup> and the deadline for applying is March 31<sup>st</sup> of each year.

**Good Shepherd Scholarship** - Offered by the Catholic Diocese of Lincoln, this scholarship is for families up to 225% of the Federal Poverty Level, which is verified through a third party application. We utilize FACTS Management for scholarship applications which helps us ensure fair and equal treatment, and also helps to keep financial information secure.

**Family Tuition Cap Scholarships** – Families in the Lincoln Diocese pay tuition for up to 3 students, the rest are eligible for a full tuition scholarship.

**Guardian Angel Scholarships**– All three Saunders Catholic Schools have funds set aside for families that may not qualify for the Good Shepherd Scholarship but have need of additional tuition assistance. They are awarded annually based on available funds and the number of families that apply.

**Other Scholarships** – Saunders Catholic Schools has other scholarships available through our generous donors and benefactors.

**Parish Tuition Assistance** – If you wish to apply for parish tuition assistance, it is your responsibility to talk to your pastor prior to signing the Tuition Agreement.



## Tuition Delinquency

Tuition is due in full on or before August 1<sup>st</sup> prior to each school year unless the parents enter into a payment plan. If the parents enter into a payment plan, tuition is due on the dates identified in the Tuition Agreement plan. It shall be the responsibility of each school family to keep the school business office informed of their need to make any changes in their preferred tuition plan and dates for their automatic withdrawal. The following action will be taken for school families who have been unwilling or unable to make suitable alternative arrangements with the school.

1. Any family who is **30-days delinquent** on their tuition payment or tithe and/or who has ceased to be active members of a Catholic parish will be contacted by the administration or their parish to discuss alternative arrangements, and/or to arrange a meeting.
  - a. If payment of tuition and/or tithe cannot be brought current within 30-days of becoming delinquent, the person responsible for payment will make arrangements to meet with the Chief Administrative Officer to discuss viable and acceptable payment alternatives, such as extended payment plans.
  - b. If a Catholic family is not active in their parish, the pastor will work with the family to work out a plan to restore participation in parish life.
    - i. If a Catholic family does not provide a Confirmation of Active Membership from their parish, the family will be required to pay the same full tuition paid by non-Catholic families.
  - c. If a non-Catholic family is not following the moral teachings of the Church the CAO will contact the family in an effort to work out a plan to resolve the issue.
  - d. The administration may not waive tuition payments or fees or provide financial relief for tuition payments for those who cannot pay.
    - i. Relief may only come from the Advancement Committee after recommendation by the CAO.
  - e. Any changes made to the original payment agreement will be documented and signed by the parents and the CAO.
  - f. If the family has not discussed with school administration their inability to make tuition payments and/or return to active parishioners, and/or to follow the moral teachings of the Church, the school administration will implement the procedures outlined in this policy regarding non-payment of tuition.
2. The student of anyone who is **60-days or more delinquent** regarding tuition or tithe at the time school recesses for Christmas break and who has not brought their tuition or tithe account current by the time school resumes in January, will not be re-admitted on the first day of classes in January.
3. All tuition accounts and tithing must be current by August 1st if a student is to be readmitted on the first day of class for the new school year.
4. Any unpaid tuition which remains **delinquent for more than 120 days** may be referred to an attorney, a collection agency, or small claims court. No such referral will be made regarding tithing.
5. If the issue is not financial in nature and is not brought consistent with this policy by August 1 of any year, the student/students will not be readmitted on the first day of class for the new school year.

## Tuition Refunds

Tuition refunds will be made on an academic quarter basis. For example, if a student withdraws during the second week of the third quarter, the family will be refunded the tuition for the fourth quarter only. If a student withdraws during the first week of the second quarter, the family will be refunded the tuition for the third and fourth quarters. All withdrawals must be made in writing.

## Graduation Eligibility

All senior tuition and fees must be paid in full prior to final exams. Seniors will not receive a diploma nor participate in the graduation ceremony until all accounts are paid in full. Transcripts of student records will not be prepared nor sent until accounts are settled. There will be no exceptions to this policy.

**St. Wenceslaus Catholic School  
Parent-Student Handbook Verification**

As a student of St. Wenceslaus Catholic School, I have received and read the Parent-Student handbook. I understand the contents of the handbook and I agree to follow the policies and procedures of the school set forth in the handbook.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

As a parent at St. Wenceslaus Catholic School, I have received and read the Parent-Student Handbook. I understand the contents of the handbook and I agree to work with the school to ensure that my child(ren) respect and abide by these policies and procedures.

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign this form and return to the school office.**

**Appendix G**

## Ethical Technology Use/Permission Form

As the parent or guardian of \_\_\_\_\_, I have read the Ethical Technology Use Policy. I understand that this access is designed for educational purposes to eliminate controversial material. However, I also recognize it is impossible for St. Wenceslaus Catholic School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network or the Internet. I hereby give permission for my child to engage in Internet activities.

---

Parent or Guardian Signature

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Date

I understand and will follow the St. Wenceslaus Catholic School Ethical Technology Use Policy. I understand that any violation of the responsibilities is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken.

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

---

Date

Please sign this form and return to the school office.

**PARENT/GUARDIAN MEDIA  
CONSENT AND RELEASE**

I, the undersigned Parent/Legal Guardian, hereby give my consent for St Wenceslaus Catholic School, the Catholic Diocese of Lincoln, any Religious Order within the Catholic Diocese of Lincoln, and any Third-Party Media Outlet approved by the School Administration, to record, film, photograph, audiotape, or videotape my below Child(ren)'s name, image, likeness, spoken words, student work, performance or movement, in any form at school or a school-related activity or event (hereinafter collectively referred to as "School Works"), and to display, publish, post, reproduce, disseminate, or exhibit these School Works or any part thereof in connection with any promotional material, website, social media posting, radio broadcast, television broadcast, or any other media form or format. The School, Catholic Diocese of Lincoln, Religious Orders within the Catholic Diocese of Lincoln, and Third-Party Media Outlets approved by the school administration shall be collectively referred to as the "Approved Parties".

I hereby release the Approved Parties, including their respective officers, directors, employees and agents from any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to the creation, publication, posting, reproduction, dissemination, or distribution of the School Works.

**I have read this Media Consent and Release and understand its terms. I am a parent or legal guardian of the below listed Child(ren) and have the authority to execute this Consent and Release on behalf of myself and my Child(ren).**

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

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

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

| CHILD'S NAME | CHILD'S GRADE |
|--------------|---------------|
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |

**OR**

I, the undersigned Parent/Guardian, **DO NOT CONSENT** to the above Media Consent and Release.

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

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

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