

# ST. STEPHEN THE MARTYR SCHOOL

16701 "S" Street  
Omaha, NE 68135

Tele: (402) 896-0754

Fax: (402) 861-4640

[r.williby@stephen.org](mailto:r.williby@stephen.org)

## FAMILY HANDBOOK 2011-2012



**St. Stephen the Martyr School  
Family Handbook  
2011-2012  
16701 “S” Street  
Omaha, NE 68135  
Telephone: 402-896-0754  
Fax: 402-861-4640  
[www.stephen.org](http://www.stephen.org)**

Pastor  
Principal  
Assistant Principal

Rev. James Tiegs, D. Min.  
Dr. Roseanne L. Williby, Ed.D.  
Mr. James Lebeda

**Saint Stephen the Martyr Parish Mission Statement**

St. Stephen the Martyr, a Roman Catholic community, proclaims Jesus Christ in liturgy, evangelization, education, ministry, hospitality, and stewardship of resources: time, talent and treasure.”

**Saint Stephen the Martyr School Mission Statement**

St. Stephen the Martyr School is committed to promoting academic excellence, leading students in developing their God-given talents, and challenging these students to live the teachings of Jesus Christ as revealed through the Roman Catholic Church.

**Philosophy**

The philosophy of Catholic education takes into consideration the total personality of the student in the imparting of knowledge. The school is responsible for contributing to the total development of each student. St. Stephen the Martyr School exists as part of the Mystical Body of Christ and as an institution of society. It strives to help the student grow in Christian love of God and all creation. The school helps the student discern his/her full potential. In order to obtain this we will:

- Encourage love and devotion to God through the Sacraments frequent liturgical services and prayer.
- Promote the Christian view of all persons as children of God.
- Promote a commitment of service to St. Stephen the Martyr parish and the community.
- Assert the necessity of proper use and care of all God's creatures.
- Promote honesty to oneself and others.
- Foster spiritual, intellectual, emotional, moral, and physical development.
- Promote self-discipline.

*St. Stephen the Martyr School follows the directives of the Omaha Archdiocese Board of Education, the Nebraska State Department of Education, and the policies set forth in this handbook and the policy book of the Omaha Archdiocese Board of Education.*

## **ABSENCE AND TARDINESS**

Students must be in their classrooms before the bell rings at 8:00. For absences and tardiness, a written note signed by the parent or a phone call from the parent must be presented to the School Office before entering classes. Any student, who is late for school or late for any class, will report to the Office for a tardy pass. A tardy student will not be allowed into their classroom without the tardy pass. An absence of two hours or more in length shall be recorded as one-half day absence.

If a student is absent for a total of ten days in a semester they will be put on probationary status until all work is completed to the satisfaction of the teacher(s) and administration. Excessive absenteeism may result in non-promotion.

Frequent, unexcused tardiness may result in disciplinary action. If a student has more than five tardies in a semester they will make up the academic time after school and/or at recess time. No student may leave the school premises at any time without a note from parents and permission from the Office. Permission from the Office is required for any student to leave the school premises for lunch.

Periodically the school office will contact parents if there are issues with absenteeism and excessive tardies.

## **ACADEMIC COMPETITIONS**

Students may participate in a number of academic competitions. These may include the annual Spelling Bee, Speech Team, Art Shows, Science Olympics, Quiz Bowl, Wits Clash, Geography Bee, Archdiocesan Math Competition and other inter-school activities and competitions. A student must maintain a "C" average in order to be eligible to participate in these activities and any extracurricular activities sponsored by St. Stephen the Martyr School or Parish.

## **ADMISSIONS GUIDELINES**

### **Statement of Non-Discrimination**

SSM does not discriminate against students on the basis of race, color, national origin, ethnic background, sexual orientation, or gender, with respect to all aspect of the educational program generally made available to students at the school. This includes administration of the school's educational policies and admission policies, its teaching methods, scholarships and loan programs, and athletic and other school sponsored programs.

### **I. GENERAL REQUIREMENTS: (Pre-Kindergarten through eighth grade)**

Prior to being eligible for enrollment in SSM, families must be registered, active members in parish life and participate in the parish as follows:

- A. Spiritual Involvement: Regularly attend mass at SSM Church.
- B. Financial Involvement: Regularly support the parish financially through both contribution envelopes and once enrolled, timely payment of tuition and book fees for students. Tuition and church support are separate financial responsibilities. Tuition is not a substitute for regular church support and regular church support is not a substitute for tuition.
- C. Stewardship Involvement (time and talent): Regularly be involved in parish activities or perform volunteer work in the school.

Initial and continued enrollment in the school depends upon meeting the general requirements set forth above. Failure to meet any of these requirements may be grounds for denied admission or continued enrollment in the school.

### **II. ADDITIONAL ADMISSION REQUIREMENTS: (Pre-Kindergarten through eighth grade)**

In addition to the general requirements, the following must be provided prior to admission to SSM:

- Students must be 3 years old on or before October 15 and complete independently toilet trained to be admitted into the 3 year old pre-kindergarten program.
- Students must be 4 years old on or before October 15 to be admitted into the 4 year old pre-kindergarten program.

**Original Birth Certificate:**

Students must be 5 years old on or before October 15 to be admitted into the kindergarten program. A copy of the original birth certificate will need to be on file in the school office.

**Original Baptism Certificate:**

A copy of the original baptism certificate will need to be on file in the school office.

**Up-to Date Health Record:**

A physical examination is required prior to the start of the school year for all kindergarten students, seventh grade students, and students transferring from an out of state school. All incoming students must provide their last dental examine date and a vision evaluation.

**Up-to Date Immunization Record:**

All students must meet the Nebraska State immunization requirements. These required immunizations must be on file in the school office before the beginning of the school year. Students transferring from another school must submit a copy of their records from the previous school.

**III. PRIORITY FACTORS:**

After the general and admission requirements set forth are met, priority for admission will be given in the following order:

Students currently enrolled in St. Stephen the Martyr School.

Siblings of students at SSM.

Level of involvement in the parish and school.

Length of registered membership in SSM, as determined by census card (with the greatest length being given priority).

Families who have children previously enrolled in the school must pay their registration fee by April 15<sup>th</sup> or make arrangements for payment with the school principal or their place in the school may be given to a child who is on the waiting list.

The pastor, based on the factors set forth above, will determine a waiting list for admissions. SSM reserves the right to exclude any student who demonstrates that he or she is unwilling or unable to handle the school's academic, religious, and discipline expectations or requirements. The decision on whether to exclude a student will be made by the pastor and the principal.

**IV. REGISTRATION:**

Registration will be held in the spring of each year. Advance notice will be published in the parish bulletin. Families must complete the registration forms and pay any applicable registration fees by the deadline date. If a child **not previously enrolled** is not accepted for enrollment into the school because a class is full, the child's name will be placed on a waiting list in accordance with the priority factors set forth above. The waiting list is in effect for one year and will be reviewed periodically. A family will be notified if a space becomes available in the class for which their child is listed. If the family refuses the opening, the name is automatically withdrawn from the list. The family may reregister at the next spring registration.

## **V. NON-CATHOLIC and/or NON-PARISHIONERS**

Those students who are not of the Catholic faith and/or are not parishioners of St. Stephen the Martyr parish must attend and participate in religious activities scheduled at the school (i.e. Religion class, Mass, religious services, etc).

## **ALCOHOLIC BEVERAGES**

State Laws and school policy strictly prohibits students possession or use of alcoholic beverages on school property or at any school-sponsored function. Students who violate this policy may be suspended, referred to legal authorities and/or required to participate in counseling programs at the expense of the parents/guardians. Repeated violation of this rule may result in expulsion.

## **ASBESTOS**

St. Stephen the Martyr School, originally built in 1992 and added onto in 1998, is an asbestos free building. Our school contains no asbestos of any form. In accordance with Environmental Protection Agency regulations, a management plan submitted to the State Department of Health is available in the school's administrative office for you to review.

## **ASTHMA PROTOCOL**

St. Stephen the Martyr School adheres to the State Mandated Implementation of Rule 59, "Emergency Response to Life – Threatening Asthma or Systemic Allergic Reactions Protocol." The protocol involves the use of an IM EpiPen and nebulized albuterol. The protocol is to be administered by trained responders to ANY student showing life-threatening asthma attacks or other allergic reactions. Responders will be available during the course of regular school hours. If you do not want your child to be treated for these life-threatening emergencies you need to send the Principal, written notification prior to August 26, 2011.

## **ATHLETICS**

Athletics are an integral part of a child's education. However, the primary goal at SSM is academics. In order to be eligible to participate in extra-curricular activities, students must maintain a satisfactory academic standing (C average) as well as satisfactory conduct.

## **BAND**

Instrumental instruction begins in Grade 5. The school band is operated under the direction of Music in Catholic Schools. It is funded by a separate parent-tuition which can be paid monthly, quarterly, by semester or yearly. Classes for band take place during the school day. Students in band are expected to keep up with their studies. A band meeting is held early in the fall.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Students should not arrive before 7:45 AM and are expected to leave the school ground by 3:30 PM. Playground supervision is not provided before and after school however there are teachers on door duty before and after school. The children are expected to keep off of the grass before and after school. Students exit the school through doors designated for their classroom. Middle school students are to enter and exit through the east entrance.

Children should go home/to their ride or carpool upon dismissing from school.

In the event a child is not picked up by 3:30 p.m. they will be placed in the charge of the Kidzone (Before and after school care program) staff. Families will be charged a special drop-in rate for such instances.

## BICYCLES

A bicycle rack is provided by the school but the school accepts no responsibility for bikes parked on parish property. Bikes may be used for transportation only to and from school and are not to be ridden on the playground, sidewalks or parking lot at anytime. The students must adhere to the guidelines for entering and leaving the school premises to ensure safety for everyone

## BOARD OF EDUCATION

The Board of Education is elected by the parishioners. The Board meets on the 3<sup>rd</sup> Tuesday of the month at 7:00 PM. The Board of Education makes recommendations to the pastor and is advisory to the administration. The formation of policy is a major role of the Board.

President	Jeanne Meyer
Vice President	Greg Youell
Secretary	Joyce Snowden
RE Advisory	Jaime Bizal
School Advisory	Chris Shouse
Special Projects	Nicole Neesen, Eric Grandgenett

## CALENDAR

The calendar is published annually, listing student days of attendance, teacher in-service days, parent/teacher conferences, holidays and activities. Dates and events may be subject to change as necessary. Timely notice will be provided whenever possible.

### Calendar for 2011-2012:

Aug. 18,19	Thurs./Fri.	First two days of school, noon dismissal
Aug. 22	Mon.	Full days begin, hot lunch begins, Pre-Kindergarten for MWF begins
Aug. 23	Tues.	Pre-Kindergarten for Tues/Thurs classes begin
Sept. 1	Thurs.	Parent Curriculum night
Sept. 2	Fri.	Martyr Marathon-1:00 p.m. dismissal
Sept. 5	Mon.	No school: Labor Day
Sept.	Thurs.	School Picture Day 1 <sup>st</sup> – 8 <sup>th</sup> grades; Tues/Thur Pre-K
Sept.	Mon.	School Picture Day Kindergarten; MWF Pre-K\
Sept. 19-23	Mon.-Fri.	Terra Nova Testing Week; 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> grades
Sept. 23	Fri.	Midterm progress reports sent home
Sept. 30	Fri.	No school: Teacher Fall Conference Day
Oct. 10	Mon.	QSP Magazine Sale begins
Oct.	Mon.	Picture retake day
Oct. 14	Fri.	No school: end of first quarter, teacher workday
Oct. 21	Fri.	Report Cards go home
Oct. 27	Thurs.	No Pre-kindergarten classes, Pre-kindergarten Parent/Teacher Conferences 8 a.m. to 8 p.m.
Oct. 27	Thurs.	No Middle school classes, Parent/Teacher Conferences 8 a.m. to 8 p.m.
Oct. 27	Thurs.	K-5 <sup>th</sup> Parent/Teacher Conferences 2 p.m. to 8 p.m., 1 p.m. dismissal
Oct. 28	Fri.	No Pre-kindergarten classes, Pre-kindergarten Parent/Teacher Conferences 8 a.m. to 4 p.m.
Oct. 28	Fri.	K – 8 <sup>th</sup> grade: no school, Conferences 8 a.m. to 4 p.m.
Oct. 31	Mon.	No school
Nov. 22	Tues.	Midterm progress reports go home
Nov.23-25	Wed.-Fri.	Thanksgiving Holiday, no school.

Dec. 21	Wed.	End of the second quarter, first semester
Dec. 21	Wed.	Christmas vacation begins at Noon
Jan. 4	Wed.	No school; Teacher work day
Jan. 5	Thurs.	Classes resume
Jan. 6	Fri.	Report Cards go home
Jan. 16	Mon.	No school; Teacher Retreat Day
Jan. 29-Feb. 4	Sun.-Sat.	Catholic Schools Week
Feb. 3	Fri.	Noon Dismissal – Catholic Schools Week Luncheon
Feb. 15	Wed.	Parent-Teacher Conferences 4 – 8 p.m.
Feb. 16	Thurs.	Parent-Teacher Conferences 4 – 8 p.m.
Feb. 16	Thurs.	Midterm progress reports sent home
Feb. 17	Fri.	No school
Feb. 20	Mon.	No school; Teacher in-service day
Feb. 22	Wed.	Ash Wednesday
Mar. 1	Thurs.	Kindergarten Parent Information Night
Mar. 8	Thurs.	Science, History, Author Fair
Mar. 15	Thurs.	Kindergarten Experience Day- <b>No School</b> for Kinders and T/Th PreK
Mar. 16	Fri.	No school; end of third quarter, teacher workday
Mar. 23	Fri.	Report Cards go home
Apr. 6-13	Fri.-Fri.	Easter Break, no school
Apr. 22	Sun.	First Communion-9 a.m., Noon, 2 p.m., 4 p.m.
Apr. 23-26	Mon.-Thurs.	8 <sup>th</sup> grade Washington, D.C. trip
Apr. 27	Fri.	Midterm progress reports sent home
May 21	Mon.	No school; end of fourth quarter, teacher workday
May 21	Mon.	Eighth grade graduation
May 23	Wed.	Last day of school, All School Mass at 8:15 a.m., early dismissal

### **CLASSROOM ASSIGNMENT POLICY BOE Policy #3610**

The placement of students with classroom teachers at St. Stephen the Martyr School is an administrative responsibility. Many factors are considered when determining how students are placed each year. These factors deal with the child's academic and social development, a teacher's teaching style, a child's learning style, the boy/girl ratio in the classroom, and balanced academic grouping. It is a very time-consuming process for both the teachers and administration.

If a parent/guardian has a specific request for a child's classroom placement for the following academic year, and their request is based upon a social or academic reason, it is strongly suggested that the parent/guardian communicate with their child's classroom teacher during the spring parent/teacher conferences.

Formal requests need to be in writing. The necessary form will be available in the school office.

Requests need to be communicated to the administration by April 15<sup>th</sup>. Any requests after that date will not be taken into consideration. Making a request does not guarantee the child's placement within a specific classroom.

Classroom assignments will be communicated at our annual Back-to-School Night in August.

## **CLASSROOM SIZE-TEACHER ASSOCIATES**

SSM BOE policy, 2000: Teacher associates will be assigned in the following manner:

- one full-time teacher associate for pre-kindergarten.
- one full-time teacher associate per classroom for kindergarten through second grade.
- one full-time teacher associate per grade level for third-eighth grades.
- a teacher associate may be assigned to specials (music, physical education, computer, library) when deemed necessary to maintain quality instruction.

## **CODE OF CONDUCT**

The Code of Conduct adopted by the Archdiocese of Omaha can be found at:

<http://www.archomaha.com/Pastoral/SafeEnvir/codeofconduct.html>

## **COMMUNICABLE DISEASES**

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

Chickenpox - Students may return after the chickenpox has scabbed over.

Fever - Students should remain home until 24 hours after a fever breaks.

Vomit – Students who vomit at school during the school day due to illness, must be removed from school for the remainder of that day.

Antibiotics (for communicable or contagious diseases): students should be kept home for a minimum of 24 hours after starting on 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, scabies and fifth disease; Strep Infections such as scarlet fever and strep throat. Note: Students who have taken a strep test must remain home until the results of the test have become known. If the test is positive the student will need to stay home at least 24 hours.

When students are detected as having Head Lice, they are sent home immediately and isolated from others in school. They may return after treatment with head lice shampoo.

## **COMPULSORY ATTENDANCE**

St. Stephen's School complies with Nebraska State Law which requires 1032 hours of instruction per year. The progress of each child at school depends to a great extent on the regularity and punctuality of attendance.

## **COUNSELORS**

St. Stephen the Martyr School employs one full time counselor and also two part-time counselors through Family Enrichment Incorporated. Family Enrichment Inc. is located at 820 S. 75<sup>th</sup> St. and their phone number is 391-2477. Our school counselors spend time with the students in the classroom; addressing various issues, expectations and Christian beliefs. They also see students one-on-one and in small groups. If you do not want your child to visit with our counselors one-to-one you need to send that request, in writing, to the principal, by August 26, 2011.

## **DISCIPLINE**

### **Discipline With Purpose**

St. Stephen the Martyr School is a Discipline with Purpose school. The goal of DWP is to teach the 15 self-discipline skills to the students. These skills are age and developmentally appropriate:

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing Time, Space, People and Things
5. Social Skills

6. Cooperation
7. Rules and Reasons for Rules
8. Completing a Task
9. Leadership
10. Communication
11. Setting Time Limits
12. Resolving Problems
13. Initiating Solutions to Problems
14. Distinguishing between Fact Vs. Feeling
15. Sacrifice/Serving Others.

“Today we view the task of teaching self-discipline as one of the most valuable learning experiences we can give to children. This task is no longer an abstract or illusive one. We have learned that self-disciplined behaviors can be made more concrete in the teaching of the 15 self-discipline skills. These skills are taught to children during appropriate periods of their growth and development. Being age appropriate, an adult’s expectation of what a child should be able to do can be more realistic. Perhaps the child derives the greatest benefit. Adults avoid placing unrealistic demands on children when developmentally they may not be able to demonstrate self-disciplined behavior, and at the same time, know when to challenge them to demonstrate the skills that they can responsibly accomplish.”-Barb Vasiloff, originator of *Discipline with Purpose*.

In keeping with the mission and goals for St. Stephen the Martyr School, a school wide discipline system has been initiated. This system provides an age appropriate, respectful, self-discipline system based on a Christian philosophy on a continuum from grades Kindergarten through 8<sup>th</sup>. It allows consistency and continuity that will enable students opportunities to accept personal responsibility to grow socially, academically, spiritually and physically. There are three levels: Primary (K-2); Intermediate (3-5) and Middle School (6-8). Please note: **A student can be held accountable for conduct inside or outside of school that is detrimental to the school, the school image and against our Catholic Christian beliefs.**

Our Primary grades utilize a card system. Should the student fail to comply with the rules governing behavior, the student will be verbally warned. In the case of second offense within the day, the student will have their card flipped on the classroom discipline chart. On this chart the student has colored cards with each card representing a different consequence.

In the Intermediate grades we are recognizing the student’s efforts and successes in assuming responsibility for academic work, organization and personal choices. To quickly identify improvement areas and develop a plan for improvement, students are issued a new lifestyle card each month. These cards provide a written record of each student’s progress which will aid in communication between home and school. These are left at school and reviewed nightly by the homeroom teacher.

In the Middle School, the purpose of the Student Behavior Card is to provide immediate and consistent logical consequences for irresponsible behavior. Demerits are issued to students when their behavior warrants it. We want each student to be aware of what behaviors result in developing a positive school climate, which is neither teacher-dominated or student controlled, but rather it is a joint effort to learn, relate and experience.

## Student Responsibility Program- Primary K, 1<sup>st</sup> and 2<sup>nd</sup> grades

It is our desire to provide our students with a learning experience that will enhance their spiritual, academic, social and physical growth. We believe this will best be fostered by providing opportunities for them to develop responsibility, self-discipline and respect for all people and things. In keeping with these goals we initiated a discipline policy that strives to attain this.

Basically our classroom policies are:

1. Respect for self, others and property.
2. Contribute to the learning environment.
3. Follow classroom procedures.

Specific examples for each rule were given to the students prior to initiating this program. Should the student fail to comply with the rules governing behavior, the student will be verbally warned. In the case of a second offense within the day, the student will have his/her card flipped on the classroom discipline chart. On this chart the student has four colored cards. Each card represents a different consequence.

**GREEN-** You are doing a good job!!

**YELLOW-** Warning- You need to check yourself. Are you respectful, listening and following directions?

**PURPLE-** You have not been respectful, contributing to the learning environment, and/or following procedures. You lose your next recess at which time you will fill out a sheet detailing what was done. This sheet will be taken home, completed with your parents, signed by your parents, and returned the next day.

**RED--** Blatant or harmful disrespect to others or property. Inability to listen/follow directions after prior steps have been followed. Teacher calls parents to discuss behavior. (We strongly urge parents to have some prearranged privilege loss when this occurs.( e.g. TV time, Sega etc).

Positive reinforcement procedures will be instituted in each classroom with recognition of good behavior. This will be in the form of Friday free time, ticket redemption for parties etc. This will be decided by the classroom teacher.

Disciplinary variances from card flipping may sometimes be employed by a teacher. Redirecting inappropriate behavior, giving “the look”, calling a student’s name, asking a student a question, physical proximity, changing of voice, etc... may also help students in their quest for self-discipline. There may be unique circumstances that call for unique responses on the part of a teacher. For instance, if a student is fooling around at the paint station, that student may lose painting privileges for the day/week. Variances from card flipping will be employed to meet the needs of the individual child and respond to the uniqueness of him/her.

Additional disciplinary action/consequence may be enforced by the classroom teachers as deemed necessary.

We appreciate your support and are looking forward to continued success this year!

## Student Responsibility Program – 3<sup>rd</sup> and 4<sup>th</sup> grades

Purpose:

To recognize students efforts and successes in assuming responsibility for academic work, organization, and personal choices. To quickly identify improvement areas and develop a plan for improvement. To increase student accountability in all classes by use of consistent expectations. To provide a written record of student's progress which aids communication between home and school. To encourage students to exercise self-discipline in setting appropriate guidelines for themselves.

Procedure:

- Students are issued a new lifestyle card each month. These are left at school and reviewed nightly by the homeroom teacher.
- Teachers conference with students as needed, when it is necessary to develop a preventative plan, when improvements are shown and to recognize positive efforts.
- Students earning 8 demerits within a month will have an office referral. Parents are immediately notified of the office referral. Discussion with the student and the parent over the areas that need improvement will take place.
- Students who earn 10 demerits are automatically placed on probation and may experience some limited lifestyle status (loss of privileges) if it is determined that more immediate consequences or corrections are needed at this conference.

4<sup>th</sup> grade students receive a 30 minute detention after school after 3 demerits and every third demerit at that (6<sup>th</sup>, 9<sup>th</sup>, etc.). A free dress day is earned if a student receives 2 or less demerits in a month.

Additional disciplinary action/consequence may be enforced by the classroom teachers as deemed necessary.

### **Student Responsibility Program; 5th grade**

Each 5<sup>th</sup> grader will be issued a demerit card for each quarter of school. These demerit cards will be turned in to the homeroom teacher at the end of the week. Failure to do this will result in two demerits. After five demerits the student will receive an office referral. Parents will be notified and the student will fill out the office referral form. At ten demerits the student will again be issued an office referral and parent notification and possible conference will take place. If a student were to acquire 15 demerits within one quarter, he/she will serve a one-day in-house suspension. If a student acquires 20 demerits within a quarter will serve a two-day in-house suspension go through the office referral process and all school privileges will be suspended for the remainder of the quarter. Any student who acquires 25 demerits within a quarter will be required to serve a three-day in school suspension, whereby school assignments will be expected to be completed. Parents will be notified immediately if their child has acquired 25 demerits and of the possible consequences if the student's behavior does not improve significantly. If a student, in the judgment of the principal and respective teachers, still does not demonstrate significant behavioral improvement, student expulsion may be recommended to the pastor.

Note: Students earning 2 demerits or less during the month will have a free dress day on a designated day.

Additional disciplinary action/consequence may be enforced by the classroom teachers as deemed necessary.

### **Student Responsibility Program - Middle School; 6th, 7<sup>th</sup> and 8<sup>th</sup> grades**

Recognition for Good Behavior:

Monthly and quarterly recognition for good behavior for those who earn it.

-2 demerits or less by the close of the month receive a free dress day.

Each quarter students will be issued a new demerit card. Demerits will not carry over. Quarterly recognition will be assigned to those students who complete the entire quarter with 2 or less demerits and no detentions. The principal and the teachers will determine the nature of these recognitions.

Disciplinary Chart of Offenses and Resulting Consequences-Demerits assigned consequences to misbehaviors are according to their seriousness.

#### **Middle School Standard Consequence Chart**

No card when asked	1 demerit
No homework when due	1 demerit
Fooling around in the Halls, Restroom or Line	1 demerit
Tardy to class	1 demerit

Dress code violation	1 demerit
Irresponsibility	1 demerit
Issuance of a new card	1 demerit
Classroom misbehavior (minor infraction)	1 demerit
Gum chewing	2 demerits
Food or candy outside the dining room	2 demerits
Rudeness to another person	3 demerits
Inappropriate language used in school	3 demerits
Throwing of objects	5 demerits
Throwing food in dining room	5 demerits
Destruction, theft or defacement of school property	5 demerits; replace damages
Cheating	5 demerits; no credit
Expelled from class due to serious disruption or disrespect to or of a teacher	5 demerits
Misbehavior at Mass	5 demerits
Pushing, shoving or fighting with another student	5 demerits
Profane language used on the school grounds	5 demerits
Tampering with any demerit card	5 demerits
Any form of verbal or physical harassment	5 demerits

Demerit cards will be turned in to the homeroom teacher at the end of the week. Failure to do this will result in a demerit. After five demerits the student will receive a referral. Parents will be notified and the student will fill out the referral form. There will also be a consequence given at this level. At ten demerits the student will be issued an office referral and parent notification and possible conference will take place. A consequence will also follow. If a student were to acquire 15 demerits within one quarter, he/she will have an office referral and serve a one-day in-house suspension.

If a student acquires 20 demerits within a quarter they will go through the office referral process, serve a two-day in-house suspension. All school privileges will be suspended for the remainder of the quarter.

Any student who acquires 25 demerits within a quarter will be required to serve a three-day in school suspension, whereby school assignments will be expected to be completed. Parents will be notified immediately if their child has acquired 25 demerits and of the possible consequences if the student's behavior does not improve significantly. If a student, in the judgment of the principal and respective teachers, still does not demonstrate significant behavioral improvement, student expulsion may be recommended to the pastor.

Additional disciplinary action/consequence may be enforced by the classroom teachers as deemed necessary.

### **DISMISSAL DURING THE SCHOOL DAY**

St. Stephen's School is a closed campus. A closed campus means that once a student has arrived on school ground, he/she may not leave until dismissal except with permission of the Principal. Those who have doctor and dental appointments or who must go home for some reason must have a written note or verbal communication from the parent. If a parent finds it necessary to withdraw a student before dismissal, then the parent or adult identified in advance by the parent must report to the School Office before taking the student. All students must be signed-out at the office prior to being allowed to leave. This is a protective safety measure.

## **ELUNCH**

St. Stephen the Martyr School handles all financial transactions such as: tuition, lunches, field trips, etc. electronically. Elunch forms are completed when registering students for the upcoming school year. Statements are sent home on the Friday before the 1<sup>st</sup> or 3<sup>rd</sup> Monday that you chose. All banking information must be completed before students are accepted into the school.

## **EMERGENCY INFORMATION**

Emergency Cards are on file in the School Office. The information must be kept current at all times. School should be alerted to any known allergies the child may have and other health problems which could influence the child's performance and learning ability in the classroom. This is done by returning the Student Health Updates at the beginning of the school year. All students are to return this form.

In case of illness or injury parents will be contacted by phone. Parents must arrange for the child's transportation home. If the parent cannot be reached, emergency phone numbers will be called in order to obtain necessary help for the child. Children are not allowed to walk home during school hours if sick or injured.

In the event of an emergency which requires immediate medical attention, the parent will be notified and the child will be transported by ambulance if necessary, to the hospital at parent's expense

## **EVACUATION PROCEDURES**

Directions and diagrams for evacuation due to fire or severe weather are posted in each classroom, school office, the kitchen, the dining room and the church.

## **EXPULSION**

Expulsion is a permanent exclusion of a student from school and school activities. St. Stephen the Martyr School will use expulsion when the student's conduct is a hindrance to the welfare and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules and regulations of the school. Expulsion may be immediate.

If possible, the following procedures will be followed for expulsion:

- The decision to expel a student rests with the principal and pastor.
- The student will be removed from the situation and taken to the principal.
- The principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.
- Upon expulsion, the student's parent/guardian will be notified in writing of the measure being taken, the reasons for the expulsion, and their right to a hearing with the pastor and principal.
- The principal will notify the Superintendent of Catholic Schools and upon request provide record of the evidence justifying expulsion of the student.
- The principal will notify the public school authorities.

## **EXTRA-CURRICULAR ACTIVITIES**

All activities and programs should support the Catholic School Mission and how it benefits the students. Throughout all programs and activities, participation, development of skills and teamwork will be emphasized as well as the aspect of competition.

In order to be eligible to participate in extra-curricular activities, students must maintain a satisfactory academic standing (C average) as well as satisfactory conduct.

Students must be in attendance in school on the same day as participation in any school activity.

Students who do not earn eligibility for participation in extra-curricular activities will have a letter sent to their parents/guardian notifying them of such. This will take place after every grading period. (i.e. progress reports and report cards.)

## **FACULTY AND STAFF 2011-2012**

Principal	Dr. Roseanne L. Williby, Ed.D.
Assistant Principal	Mr. James Lebeda
Office Assistant/Secretary	Mrs. Jodi Broughton
Pre-kindergarten	Mrs. Julie Andresen
Pre-kindergarten	Mrs. Margie Crowe
KA	Mrs. Sheila Keller
KB	Mrs. Kerry Erickson
KC	Mrs. Lisa Winkler
First Grade A	Mrs. Rose Fitch
First Grade B	Mrs. Mary Jackson
First Grade C	Mrs. Catherine Keller
Second Grade A	Miss Angela Christensen
Second Grade B	Mrs. Marlene Roduner
Second Grade C	Mrs. Arlene Winkler
Third Grade A	Mrs. Sharon Babcock
Third Grade B	Mrs. Joanne Vamosi
Third Grade C	Mrs. Tara Compton
Fourth Grade A	Mrs. Angela Lowry
Fourth Grade B	Mrs. Beth Vos
Fourth Grade C	Miss Susan Raff
Fifth Grade A	Miss Megan Kestel
Fifth Grade B	Mrs. Julie Wilds
Fifth Grade C	Miss Margaret Burbach
Sixth Grade A	Mrs. Jennifer Hoover
Sixth Grade B	Mr. Michael Smith
Sixth Grade C	Mrs. Suzanne Brown
Seventh Grade A	Mrs. Shelisa Mabeus
Seventh Grade B	Mrs. Kathleen Jones
Seventh Grade C	Ms. Amanda Carter
Eighth Grade A	Mrs. Mary Simerly
Eighth Grade B	Miss Nicole Stromgren
Eighth Grade C	Mrs. Marcia Regan
Library	Mrs. LuAnn Knobbe
Computer	Miss Gina Fosco
Music	Miss Michele Kruger
Music	Mrs. Susan Smith
Band	Mr. Dan Irvin
Physical Education	Mr. James Lebeda
Physical Education	Mr. Kevin Carnie
Resource A	Mrs. Connie Bredemeyer
Resource B	Mrs. Mariann Bakk
Spanish	Mrs. Margaret Cowell
School Counselors	Mrs. Lucy Kincaid
	Mr. Jeff Keogh
Kitchen Manager	Mrs. Terri Ryan
Maintenance	Mr. Dave Wattier, Mr. John Secora

KidZone	Ms. Cinda Heiman
Pastor	Fr. James Tiegs
Assoc. Pastor	Fr. Joseph G. Broudou
Assoc. Pastor	Fr. Jeffrey J. Mollner
Parish Administrator	Mr. Thomas Jorgensen
Religious Education Director	Mrs. Mary Maguire
Pastoral Minister	Sr. Clarice Faltus
Pastoral Minister	Mrs. Karen Hardy
Pastoral Minister	Deacon Marty Warwick
Administrative Assistant	Mrs. Judy Kirst
Parish Office Manager	Mrs. Cindie Maddock
Business Manager	Mrs. Juli Han
Computer/Tech Support	Mr. Tom Marble

## **FAMILY LIFE/HUMAN SEXUALITY EDUCATION**

Archdiocese of Omaha Policy #6520.10: As children grow older they should receive an education in matters relating to sex that is positive, prudent, and clear with regard to God's design for human sexuality. Such an education should be ordered not only to imparting information, but especially to formation in virtues such as purity, modesty and chastity. The education of children in matters relating to sexuality is preferably given in a gradual way to an individual child, at home, by the parents, when the parents judge the child to be ready. This education is primarily and principally the duty of parents. Parents educate their children in God's design for human sexuality by their word and example. As there is no adequate substitute for the example and teaching of parents, it is particularly important that parents fulfill their responsibilities for the sexuality education of their children. Many parents need assistance in teaching their children about sexuality. They do not know what to say to their children, at what age, and how. It is part of the Church's mission to assist parents in this important task.

### **GUIDELINES**

1. The program must be holistic, positive in approach and based on the fundamental truth that all human life is created in God's image and has inestimable value.
2. The program must be designed to assist each person in the Catholic Christian community to develop an informed conscience in order to be morally responsible.
3. The program must identify genital activity as being reserved for marriage and constituting a great blessing and gift thereof.
4. Teachers must be committed to their own growth and development in human sexuality. They must be accurately informed with necessary knowledge to discuss sexual issues, be able and willing to convey authentic church teaching regarding sexual morality, possess such qualities of right judgment, and balance and must be trusted by parents.

To ensure the development and acceptance of a program of sexuality instruction that meets the needs of the learners as well as the concerns of parents and professional educators, parental involvement must be included in the planning and execution of the program as well as the evaluation process after the program is complete. All parents are given the opportunity to preview the selected materials. Our 5<sup>th</sup> grade parents will attend a meeting explaining the elements of the program.

## **FIELD TRIPS**

Field trips should be a learning experience with preparations and follow-up as to the effectiveness of the educational experience. The purpose is to enhance the curriculum and specific units being taught and to expose the students to cultural opportunities, community service, and resources in the community. Field trips are a privilege; not a right. Plans for field trips will be coordinated with the principal. Parents will be notified as to the details of the field trip at least one week prior to the trip. Bus transportation is the mode of travel. Family vans and cars will not be used for field trips. A signed permission slip must be on file before a student may participate in a field trip. No phone calls or email permission will be accepted. Only parents who ride the bus with the students will be considered chaperones.

## **FIRE AND SEVERE WEATHER DRILLS**

Fire drills are conducted throughout the year. Students are instructed verbally in the classroom concerning the route to be taken to get outdoors quickly. Silence and order are maintained at all times. Severe weather drills are conducted once a year. Students are instructed as to routes and safe location areas. Silence and order are to be maintained. **ALL REMAIN IN THEIR DESIGNATED PLACES UNTIL THE SIGNAL IS TURNED OFF.** Designated routes and procedures are listed at the end of this handbook.

## **FREE DRESS DAYS**

On occasion, the students are given the opportunity to dispense with uniforms and dress casually. Attire for this day may consist of blue jeans in good condition and shirts appropriate for school. These days will be on specific Mondays throughout the year. Shorts may be worn when uniform shorts are allowed. Short shorts and flip-flop slides are not allowed, and stomachs, backs, and shoulders must be covered. Tank tops and T-shirts with inappropriate words or pictures are not allowed, including those of some rock bands. Inappropriate t-shirt messages, statements, and illustrations are not allowed. No pants with writing on the backside (the seat of the pants). Boys are not allowed to wear earrings or jewelry on casual dress days. Girls are not allowed to wear scarves or bandanas on casual dress days. Girls wearing jewelry must follow the guidelines of the handbook (no hoop earrings). Principal's discretion will be used for potentially inappropriate free dress attire.

## **GUM/CANDY**

St. Stephen's is a gum-free environment. No gum is allowed in the school. Candy received as rewards in the classroom must be eaten in that teacher's classroom or taken home. No open candy will be allowed in the hallways or other teachers' classrooms.

## **HAIR/MAKEUP/JEWELRY**

Hairstyles must be kept neat and trimmed. Other extremes in dress and hair- styles such as shaved lettering, tails, etc. are prohibited. Extreme hair color variations will not be allowed. Makeup is not worn until eighth grade and then only moderately. No fake fingernails are allowed. Nail polish may be worn in 6<sup>th</sup> through 8<sup>th</sup> grade and it must be one color and neatly kept and trim. No tattoos, temporary or permanent, are allowed. Girls (K-8) may wear one earring (not dangling) per ear except when activities would warrant them dangerous. No cartilage earrings are allowed. Faddish and extreme adornments are prohibited (such as *Livestrong* style and Jelly bracelets). Boys may not wear earrings or jewelry, and their hair length is to be at or above the collar. All decisions dealing with above items are subject to principal discretion.

## **HARASSMENT/STUDENT OFFENSIVE CONDUCT:**

Archdiocesan Policy 5032 states: Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

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

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

## **HEALTH/NURSE**

The Creighton University School of Nursing will provide Nebraska state required health services. They will review immunization dates, physical exams, dental dates, vision evaluations, and other health data. They will also direct all health screenings.

## **HISTORY**

St. Stephen the Martyr School opened in the fall of 1992 with grades preschool through fifth. Sr. Regina Wagner was the founding principal. The first graduating eighth grade class was in 1996. The second phase of the school opened in the fall of 1997-adding a library media room, gym and final classrooms.

## **HOME/SCHOOL ASSOCIATION**

The purpose of St. Stephen's Home and School Association is to promote better understanding, cooperation, and service between school and home. It is not a policy-making organization. However, input into various aspects of administration and supervision is expected and welcome. All parents should be involved in the Association and its activities and should make an effort to attend the meetings.

### **Home and School Association Officers:**

Co-presidents: Missy Adam, Pam Foral, Stacey Germany

Co-vice presidents:

Co-treasurers: Kim Hall, Beth Soulliere

Co-secretaries: Carrie Cada, Kathy Trout

## **HOMEWORK**

Homework is a normal part of learning and is given at the teacher's discretion. It is appropriate for teachers to consider weekends and holidays when giving homework, but long range assignments, make-up work and practice are an acceptable part of school and home study. Time occupation with extracurricular activities including sports and clubs does not excuse students from homework assignments. All students in grades three through eight are required to have a St. Stephen the Martyr assignment book.

The recommended daily amount of homework is equivalent to 10 minutes per grade level. Example: Second Grade  $2 \times 10 = 20$  minutes of homework. If no homework is assigned it is suggested that students review material appropriate for their grade level.

It is very important that the student come to school prepared with their completed homework in hand. We would like to eliminate the dropping off of forgotten work by parent(s).

Please note: The child will be given the missed assignments upon their return to school.

## **HONOR ROLL**

Students in sixth, seventh, and eighth grade will be eligible for the Honor Roll. Students achieving an average of 93% and above will be on the Gold Honor Roll. Students whose averages are between 86% and 92% will be on the Red Honor Roll. Any student who has earned a D in any subject will not be eligible for Honor Roll.

## **HOT LUNCH**

St. Stephen's School serves a nutritious hot lunch. The program is subsidized by the government and is strictly conducted according to government guidelines. Opportunity for Free and Reduced Price meals is provided for those who qualify. Information is sent home in the fall. Active participation in the Hot Lunch Program is vital to its success.

Any outside food that you bring in must be in a plain sack or bag. No identifying fast food sacks or containers allowed. The State considers this competition with the hot lunch program.

No student may leave the school premises at any time without notification from the parents and permission from the Office. Permission from the Office is required for any student to leave the school premises for lunch.

Safe environment trained guests will be allowed to join their child as of September 9, 2011. To join your child for lunch you must call the school office by 9:00am.

Students in the upper grades are assigned various duties in the kitchen and dining room during the lunch hour (they receive a complementary lunch).

There will be four lunch periods to accommodate all of the students.

11:00 - 11:25 Kindergarten and First

11:30 - 11:55 Second and Third

12:00 - 12:25 Fourth and Fifth

12:30 - 1:00 Middle School

## **LUNCH PRICES**

Hot Lunch (per meal) Grades K- 5 \$2.30

Hot Lunch (per meal) Grades 6-8 \$2.60

Sandwich Bar (per meal) Grades 6-8 \$2.60

Visitors \$4.00

Milk (per meal) \$.40

Second entrée \$1.00

**NOTE: school lunch prices are subject to change with notice.**

In the operation of school nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## **HOURS: OFFICE**

Office hours are from 7:30 a.m. until 4:00 p.m. on school days or by appointment.

## **SCHOOL**

Classes begin at 8:00 a.m. Students arriving after 8:00 are marked as tardy.

Kindergarten through Eighth Grade:

### **Class Begins:**

First bell 7:50 a.m.

Second bell 8:00 a.m. (Tardy)

**Dismissal:**

Kindergarten	3:10 p.m.
Grades 1 - 8	3:15 p.m.

**Pre-Kindergarten AM:****Class Begins:**

First bell	7:50 a.m.
Second bell	8:00 a.m. (Tardy)

**Dismissal:**

Afternoon	10:30 a.m.
-----------	------------

**Pre-Kindergarten PM:****Class Begins:**

First bell	12:30 p.m.
Second bell	12:40 p.m. (Tardy)

**Dismissal:**

Afternoon	3:10 p.m.
-----------	-----------

**HOURS: TEACHER**

Teachers are present at school between the hours of 7:30 a.m. - 3:45 p.m.

**ILLEGAL DRUGS**

State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look alike pills of any type, or possession of drug-related paraphernalia, anywhere on school property or at any school-sponsored activity. If students choose to violate this policy, they may be suspended, referred to the appropriate legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian.

**ILLEGAL POSSESSION OF FIREARMS OR DANGEROUS WEAPONS**

SSM Policy #1080. State laws and school policy strictly prohibits the possession of any weapon judged to be harmful or dangerous to the person or self or others on school property. An ordinary object utilized in a harmful manner is also prohibited. Any student who violates this rule will be immediately suspended from school and referred to the appropriate authorities. Further disciplinary action will be taken after consultation with parents and school authorities.

**KIDZONE**

KidZone is a before and after school program for K-8 grade students of St. Stephen the Martyr School. KidZone services are available from 7:00 AM to 8:00 AM and from after school until 6:00 PM and on scheduled days off. Please contact the KidZone Director for details about their program.

**LITURGY OF THE MASS**

The Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught about the Mass and given opportunities for participating at Masses appropriate to their grade level.

**Mass Schedule:**

Monday	(8:15 a.m.):	No School Mass
Tuesday	(8:15 a.m.):	Grades 1 and 2
Wednesday	(8:15 a.m.):	Grades 3, 4, 5
Thursday	(8:15 a.m.):	Grades 6, 7, 8
Friday	(8:15 a.m.):	All School Mass

## **LOCKERS, DESKS AND COMPUTER FILES**

Lockers, desks and computer files are school property. The school reserves the right to search.

## **MARTYR MESSENGER**

The Martyr Messenger is a bi-monthly newsletter used to communicate school information and activities with parents and students. The school office will coordinate the publication of the Martyr Messenger. Any requested filers, handouts or information needs to be pre-approved by the principal and to the school office by noon on the Monday prior to publication.

## **MASTERPIECE ART**

A volunteer-directed art program coordinated by the Home and School Association to expose students to various artists, their works, their history, and an opportunity to do a project that is similar to the type the artist did. Student artwork is hung around the building and each month selected artwork will appear in the "Artist of the Month" gallery on our first floor.

## **MEDIA/PUBLICATION RELEASE:**

Occasionally, the students of St. Stephen the Martyr School are chosen to publish their writing/ artwork in contests and events. Additionally, events arise where students may be photographed or recorded for television, newspaper, website or radio coverage. If the parent objects to this they must write Dr. Williby a note stating such by August 26, 2011.

## **MEDICATIONS DURING SCHOOL HOURS**

The school will not purchase, prescribe or provide medication to any student. If a child must take medication during the school day, a written, signed and dated school medication form must be completed by the child's physician and by the parent.

The medication must be brought to school by the parent in the original container which has been labeled by the pharmacist. The medication will be kept in a safe area in the health office and administered by a designated school personnel member. Unused medication must be picked up by the parent or it will be destroyed.

Students are not allowed to carry their own medication while in school (with the exception of inhalers in the middle school grades.) The school will not assume the responsibility for medications a student carries and takes on his/her own.

## **MOVIES/VIDEOS:**

There are times during the school year where a teacher may wish to enhance the learning experience for their class, by utilizing various forms of media-films, videos, etc. Any movies that have MPA ratings will have a permission slip sent home (ratings will be either G or PG). This will go home prior to the teacher showing the film.

## **MULTICULTURAL EDUCATION**

Archdiocese of Omaha Policy #6200: It is the policy of St. Stephen's School to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives: To select materials and methods that will eliminate bias and stereotype in our schools. To conduct in-service programs, for our staff that will assist them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential. To guard against the grouping of students that reflect racial, ethnic, or cultural bias.

## **NUISANCE ITEMS POLICY**

Students are asked not to bring personal items from home to school or school-related events. These items can be a distraction to the school environment. These items, if of any value, could also be broken, lost or misplaced. St. Stephen the Martyr School is not liable for any of these personal items brought from home.

Items such as, but not limited to, cell phones, radios, laser pens, iPods, Palm Pilots, CDs, DVDs, pagers, baseball cards, fantasy cards, playing cards, questionable books and pictures, Game Boys, or anything that will detract from the learning situation are not allowed at school at any time.

School personnel reserve the right to confiscate and hold any such items. Items will be returned at the discretion of the SSM personnel.

Students are not to have cell phones. Students found using a cell phone or if a personal cell phone goes off it will be confiscated. Confiscated phones will be released to a student's parent or guardian.

Note: exceptions can be made in the event there is permission given and proper storage arranged.

## **PARENTAL CONCERNS AND PROCEDURES**

A parent who has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teachers will be made by writing a note requesting a conference or by calling the school office to ask a teacher to return the call to the parent.
2. If the concern cannot be resolved with the teacher, the parent should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties.
3. If resolution and reconciliation have not been achieved after discussion with the teacher and principal, and the parent still feels the issue has not been addressed, the pastor may be asked to assist in the resolution and reconciliation of the problem.
4. Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians.

## **PARKING PROCEDURE**

All vehicles that enter the north parking lot must do so by the West drive and exit via the East Drive. Large vehicles such as vans must park on the third tier. Cars can be parked on the second tier. The first tier is to be left free for staff and visitors. The first parking space on each side of the steps is to be left unused on all three tiers. All vehicles entering into the south parking lot during morning drop-off or afternoon pick-up should enter and exit via V Street. Parking is available on the three tiers just south of the church. We do ask that when parking to pick-up students to back into the parking stalls. This allows the drive to have a wider range of vision.

## **PARTIES**

Parties are held at certain times of the year. Generally, there are two. (Halloween and St. Valentine's Day) classroom coordinators help the teacher coordinate the activities. Middle school generally takes a field trip in lieu of the classroom party. Any other parties must have prior approval of the principal.

## **PETS**

St. Stephen the Martyr School and Church are both considered pet free, gum free, smoke free and drug free. There are to be no pets in the building.

## **PHOTOGRAPHS**

School pictures are taken each year in the fall by a commercial photographer as a service to parents. Students may purchase these photographs, but are under no obligation to do so. Students are to dress in nice clothes on that day.

## **PHYSICAL EXAMINATIONS AND IMMUNIZATION**

The school adheres to the Nebraska State Law regarding immunization and physical examinations. Nebraska State Law requires that all students be immunized for diphtheria, tetanus, pertussis, polio, measles, varicella, mumps and rubella. The school must have a record of the dates of these immunizations prior to the first day of school. The school has the right to exclude the child from school until the information is submitted. State Law requires a physical examination of Kindergartners and Seventh graders and for all transfer students from out of state within 60 days.

**THE STATE OF NEBRASKA SCHOOL IMMUNIZATION RULES AND REGULATIONS:  
See attached.**

## **PLAYGROUND**

Students must remain in view of the teacher or person supervising at all times. No one may leave the schoolyard without permission. Appropriate Christian behavior is expected at all times. Students are made aware of the rules concerning behavior and equipment use. Playground supervisors have complete authority to redirect inappropriate student behavior. Students who take playground equipment out to recess are responsible for bringing it back into the school. A rotating schedule provides K-5<sup>th</sup> grade students an opportunity to use the playground equipment.

## **PRAYER**

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons such as Advent and Lent.

## **PROGRESS REPORTS**

Progress reports are sent to parents of students at mid-quarter. Progress will be reported for each subject. This is ample time for a student to improve before report cards are distributed. Regular communication between teachers and parents is necessary at all levels of instruction. Formal Parent/Teacher Conferences are held after the first nine weeks. Third quarter conferences will be at the request of the teacher or parent. The teachers are always available for conferencing during the school year.

## **RECESS**

Regular recesses are scheduled for students K – 5th. Parents should make sure students are appropriately dressed for the weather. With a wind chill below zero degrees the students will have indoor recess. Inappropriate behavior or failure to accomplish assigned tasks may determine a students' participation at recess.

Note: Students require a doctor's note if they are to stay in during recess time or have limited participation in physical education. A note for the child to resume activities must also be provided.

## REGISTRATION AND SCHOOL TUITION

The Finance Committee of St. Stephen the Martyr parish approves tuition. Registration fees are non-refundable. Tuition can be paid through the following payment methods:

<b>Single Payment:</b>	<b>Tuition</b>	<b>Registration Fee</b>
Kindergarten through 8 <sup>th</sup> grade		
First and Second Child	\$2,275.00 each	\$125.00 each
Third Child	\$2,225.00	\$125.00
Additional Children	\$2,225.00	\$125.00
Pre-Kindergarten Programs		
2 Day Program	\$ 975.00	\$125.00
3 Day Program	\$1,225.00	\$125.00
5 Day Program	\$1875.00	\$125.00

When the registration fee is made, a TEFT authorization is required. If Option 1 is selected and payment is not made by due date, then the balance owed to the school will be paid through the Tuition Electronic Funding Transfer (TEFT) Plan as in Option 2 (see below).

**Monthly Payment Plan:** Paid through TEFT (Tuition Electronic Fund Transfer) - Automatic withdrawal from checking or savings account.

Grades K- 8: Total Tuition	\$2,400.00
TEFT for eleven months	\$ 218.18/month
Pre-Kindergarten (5 day)	\$ 2000.00
TEFT for eleven months	\$ 181.82/month
Pre-Kindergarten (3 day)	\$ 1,350.00
TEFT for eleven months	\$ 122.73/month
Pre-Kindergarten (2 day)	\$ 1,100.00
TEFT for eleven months	\$ 100.00/month

Note: the registration fee is nonrefundable. If a student transfers out of the school/parish tuition will be refunded based upon the time remaining in the school year (this is based upon the number of unused quarters remaining in the school year).

## RELIGIOUS FORMATION

The traditions and teaching of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religion classes, and the general climate of the school. Catechesis for justice, mercy, and peace is an integral part of the curriculum and school environment because of our need to live this in our daily lives.

## RELIGIOUS INSTRUCTION

Each student receives daily instruction in religion. The instruction follows Archdiocesan Curriculum Guidelines. Content includes Doctrine, Scripture, Tradition and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith, practicing faith, Church personnel, and being a Catholic. The pastor and assistant pastor teach in the classrooms on a regular schedule.

## **REPORT CARDS**

Report cards are usually given in November, January, March and May. Parent/Teacher Conferences are usually held immediately after the first report card period. Other conferences are called as needed for individual students.

### **The Marking Code for Kindergarten**

The Kindergarten report card is achievement based. It will reflect when students have mastered the skills.

#### **Conduct**

Conduct and behavioral skills will be assessed using the following scale:

S Satisfactory (meets goals)

N Needs Improvement

U Unsatisfactory

### **The Marking Code for all subjects in Grades 1-2 , P.E., Spanish, Computer and Music**

E Excellent

S+ More than Satisfactory

S Satisfactory

S- Less than Satisfactory

U Unsatisfactory

+ Strength

- Weakness

### **Grade Marking Scale Grades 3-8 (includes Music, PE, Spanish, Computer and Art)**

A+ 98-100

A 95-97

A- 93-94

B+ 91-92

B 88-90

B- 86-87

C+ 84-85

C 80-83

C- 78-79

D+ 76-77

D 72-75

D- 70-71

F Below 70

I Incomplete

E Excellent

S Satisfactory

U Unsatisfactory

+ Strength

- Weakness

## **RETENTION**

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

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.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

Non-custodial parents may submit written requests for their children's records, unless a court order prohibits them from doing so. School personnel may assume 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. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with the request. The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. The office will need to know of any current changes in legal custody status.

### **ROOM PARENTS/CLASSROOM COORDINATORS:**

Room Mothers and Fathers volunteer to assist the classroom teachers for special activities. Activities do include the annual Halloween and Valentine's Day room parties.

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

The Student Assistance Team (SAT) is an interdisciplinary support team whose primary purpose is to assist the general education teacher with academic and/or behavioral needs through the development of classroom interventions. The statutes of the Nebraska Department of Education Rule 51-Regulations and Standards for Special Education Programs relating to SAT teams are as follows:

006.01C Student Assistance Team (SAT) or Comparable Problem Solving Team

006.01C1 For a school age student, a general education student assistance team or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation.

006.01C2 The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education.

006.01C3 If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of Subsection 006.01C and a listing of the members of the SAT or comparable problem solving team.

AO Policy #5150: Recognizing that individual differences exist among students, reasonable adjustments and accommodations are to be made to help students develop skills affecting academic growth. When developmental delays and behavioral impairments exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents will initiate a referral to the appropriate agency or resource. After diagnosis by qualified persons, suggestions for helping the student will be implemented by support personnel in the school. If this assistance does not result in significant progress within a specified time, the school administrator will assist parents in locating a more helpful educational situation for the student. Note: Diagnostic testing services are available to students through the public school system. Referrals are arranged through the principal. A certified resource teacher will work with those students that are identified as needing additional

assistance in academic courses. Teacher recommendation, class output and testing results will be used to determine a student's level of need.

The SSM SAT team which includes the school principal, resource specialist, and other general education teachers will problem solve, offer suggestions and strategies, and review and evaluate interventions the general education teacher has implemented in the regular classroom. If the SAT team determines that the general education interventions are not successful, a referral to the appropriate public school district multidisciplinary team will be made. The St. Stephen the Martyr SAT team strives to offer the best possible instruction programs for all students. Additional SAT information and procedures are available through the SSM resource department.

## **SACRAMENTAL PREPARATION**

Students receive special, intense preparation for Reconciliation, Holy Eucharist and Confirmation. This is done in cooperation with the parent/guardian. Students will receive the sacraments only if they are adequately prepared. Reception of the sacraments is celebrated jointly by families in both the school and religious education program.

The sacraments of Reconciliation and Holy Eucharist are ordinarily received for the first time by second graders. Meetings are scheduled during the year so that parents may review the content of preparation, deepen their own understanding of the sacrament being received, and help prepare their children for receiving these sacraments.

Preparation for confirmation involves grades 7-8 and requires candidates to participate in special retreats, service hours and activities. Confirmation is received in the spring of the 8<sup>th</sup> grade year. There are also parent meetings for this sacrament.

## **SAFETY PATROL**

All fifth and sixth graders are members of the Safety Patrol and will take their turns on the weeks assigned. All students must obey the Safety Patrol. They will be reported to the Office if they fail to adhere to the simple rules of safety. Safety Patrol is scheduled for each semester. All assigned Safety Patrol students must find their own sub if they are unable to report for duty.

## **SAFETY/CRISIS PLAN:**

SSM has a school safety and crisis plan in place. The faculty and staff have been trained and will utilize our Safety/Crisis plan if and when needed. Periodic drills concerning lock-downs and evacuations will take place during the school year.

All guests that enter SSM must sign-in at the front desk. A visitor badge will be issued upon entering and signing-in. All SSM staff will wear identification badges

Video cameras are installed in the main entryways and exterior of the building. These cameras cover the playground areas, entrances and parking lots. These are there to enhance student and parishioner safety.

## **SERVICE**

Service to others is one way children learn the responsibilities of belonging to a caring community. Each classroom participates in service projects during the year, either as a class or in conjunction with all-school projects. Students are trained for service on the Altar beginning in fourth grade. Middle school students serve as sacristans for our daily masses. Children in all grades are given the opportunity to perform one of the ministries as their class prepares their mass.

## **SMOKING**

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

## **SOLICITATIONS**

Students are asked not to solicit teachers and staff for various fundraising programs and projects. Many times teachers/staff members are asked repeatedly to support candy, cookie, popcorn, gift wrap, value cards and other sales. While we support the goal of these various activities and organizations, it can place an undue obligation upon the employee.

## **SPIRITUAL DIMENSION**

To teach as Jesus did, the Catholic bishops envisioned the threefold educational ministry of: Message, Community, and Service.

Message - "For I have not spoken on my own; No, God Who sent me has commanded me what to say and how to speak. Since I know that God's commandment means eternal life, whatever I say is spoken just as I was instructed." It is this message, this doctrine, which we are called to proclaim authentically and fully.

Community - "I give you a new commandment: Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you are my disciples: your love for one another." Formed by this experience we (teachers and students) are better able to build community in our families, neighborhoods, nation and world.

Service - "You address me as Teacher and God and fittingly enough, for that is what I am. But if I washed your feet -- I who am Teacher and God -- then you must wash each other's feet.. What I just did was to give you an example: as I have done, so you must also do." In this spirit we are called to serve our students, one another, and to reach out to the community at large.

## **STUDENT COUNCIL (Leadership Council)**

Student council is an organization of middle school student representatives selected to represent St. Stephen's school in a variety of school functions. These members have met the extracurricular grade requirement (C grade average or higher). The mission of student council is to foster school spirit, promote a better communication between faculty and students, and encourage Christian values.

## **STUDENT RECORDS**

In compliance with the Federal Family Rights and Privacy Act, St. Stephen's 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.

## **SUSPECTED CHILD ABUSE/NEGLECT**

When any person has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall make a report by calling the State of Nebraska, Department of Social Services at 1-800-652-1999. The person making the report shall also inform the Pastor and Principal of the alleged misconduct. The parish cooperates fully in the investigation of such cases.

## **SUSPENSION**

Suspension is a temporary exclusion of a student from school and school activities. St. Stephen's School personnel strive to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student by suspension. The conditions or circumstances which may lead to these disciplinary actions may include but are not limited to those behaviors/actions listed under

Unacceptable Behavior. The decision to suspend a student rests with the principal. The following procedures will be followed for suspension:

- The student will be removed from the situation and taken to the principal.
  - The principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.
  - If suspension is necessary, the parents will be called immediately to come and get the student. The principal will meet with the parents and discuss the conditions under which the student may return to school. During the suspension, the student will be required to complete all of the work he or she will miss while gone. Parents are expected to monitor student's work at home.
  - In some instances an in-house suspension may be used. The student is removed from the classroom but remains in school. The student is isolated throughout the day from the other students and placed with an adult supervisor. The student will do all of the daily assignments provided by the teachers.
- NOTE: any student suspended at any point in a given semester will lose all privileges for that semester.

### **TELEPHONE**

The school telephone is a business telephone. Students may use the phone free of charge in emergency situations. Permission to use the phone may not be given depending on the reasons given for the call. At no times is a student to use a teacher's classroom telephone. Student telephone use is restricted to the school office area.

Teachers are not called from their classrooms for telephone calls except in case of emergency. Teachers' phone numbers are not given out. If it is necessary to speak with a teacher, leave your name and phone number and the Office will see that the teacher gets the message.

A teacher can easily and effectively be contacted by email. All teachers' email is their first name, followed by a period, their last name and then @stephen.org. An example would be: [r.williby@stephen.org](mailto:r.williby@stephen.org)

### **TESTING PROGRAM**

Standardized Norm-Referenced and Criteria-Referenced tests of Achievement are given annually. The Terra Nova exams are administered in late September and/or early October. The Terra Nova tests are administered to the students in 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades. An individual student report will be sent home to each family once the school has received the scores. Aggregate scores for St. Stephen the Martyr School will become part of a profile of scores comprising the Archdiocese of Omaha Catholic schools. No individual student scores are released to the Archdiocese. Individual scores are kept in the student's cumulative record file.

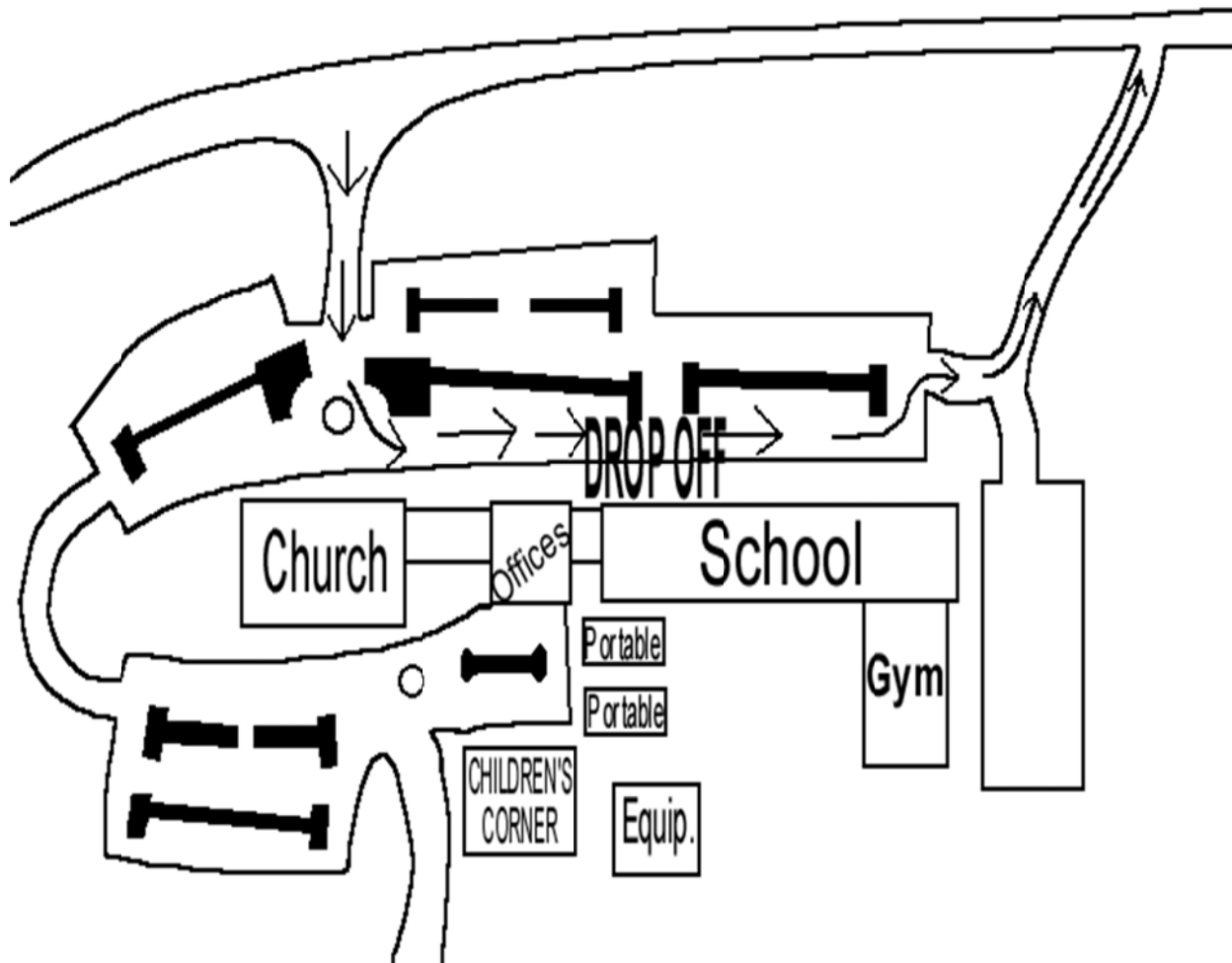
### **TEXTBOOKS**

Textbooks are approved by the Archdiocesan Office. The fee for textbooks are part of the tuition paid by each family. All books are to be covered. We do ask that you not use contact paper book cover material. A fine is assessed for loss or unreasonable damage.

### **TRAFFIC DROP-OFF AND PICK –UP**

**There are two routes to drop off students. If you enter the NORTH lot, you need to follow the NORTH traffic route. Those entering the SOUTH lot need to follow that route map. Those families with pre-kindergarten students should use the SOUTH entrance.**

## TRAFFIC ROUTING



## TRANSFERS

Transfers into St. Stephen the Martyr School:

Parents must provide a copy of health and immunization records from the previous school attended prior to acceptance into St. Stephen's.

A release of information form for academic records must be signed by the parents.

A baptismal certificate is required before reception of any of the Sacraments.

A letter of recommendation from the previous school may be required.

Transfers out of St. Stephen the Martyr School:

Parents of students transferring to other schools from St. Stephen's will sign a release of information form at the school they will be attending. Students entering St. Stephen's must sign a release form when registering. Information is sent by mail between schools and is not given to parents to hand carry.

## TREATS

Students who wish to bring birthday treats should make arrangements with the teacher ahead of time. All treats must be individually wrapped and ready to be distributed at the end of the day. No gum is to be given as a treat. The government lunch program prohibits the distribution of treats at lunch time. These should be given sometime during the last hour of school.

## **UNIFORMS AND DRESS CODE**

School uniforms give students a sense of identity, that they are collectively part of something bigger than just themselves as individuals. The uniform gives the student a greater sense of purpose in being at school; in a word, dressed for success. The following dress code is to be followed. All shirts, shorts, slacks, sweaters, jumper, skorts and skirts can be purchased at Dennis Uniform Company or at Educational Outfitters.

### **BOYS**

#### **Trousers:**

**Pants need to be worn at the waist.**

navy blue pants

navy blue corduroy pants for winter months (optional)

#### **Shirts:**

light blue knit shirt

light blue button down shirt with collar long or short sleeved shirt

SSM logo polo style long or short sleeved light blue shirt

SSM Logo Sweatshirts (optional)

K-5 only: navy blue vest or cardigan sweater

Middle school only: ash colored knit shirt, wine colored vest or cardigan sweater

Note: Official Scout uniforms on meeting days are allowed

#### **Shorts:**

navy blue walking shorts, optional attire may be worn during daylight savings time.

Knee length to 2 inches above the knee

#### **Socks:**

**All students need to wear socks.**

solid blue, solid black or solid white plain socks (no logos, beads or ornaments).

#### **Shoes:**

tennis shoes

dress shoes

shoes must have closed heel and closed toe

No sandals, no air pumps, no black soles that leave marks, no light-up

shoes, no boots during school hours. No shoes with wheels.

Shoes need to be visibly tied at all times.

#### **Belts:**

All middle school boys are required to wear a belt. Belts are to be of solid black, brown or blue in color.

### **GIRLS**

#### **Jumpers/Skirts:**

K-5 blue plaid jumpers

6-8 blue plaid skirts (also allowed is to remove bib from jumper)

length of skirt: knee length to 2 inches above the knee

#### **Slacks:**

navy blue slacks-pleated or flat front are allowed. Dark navy blue corduroy for winter months is optional.

**Shirts:**

white knit shirt  
white knit shirt with banded bottom: middle school only.  
ash knit shirt: middle school only  
white blouse with a pointed, button-down or peter pan collar  
white turtleneck optional during the winter months  
SSM Logo Sweatshirts (optional)  
K-5 navy blue vest or cardigan  
6-8 wine colored vest or cardigan  
Note: Official Scout uniforms on meeting days are allowed.

**Skorts:**

navy skort, optional attire that may be worn all year.  
length of skort: knee length to 2 inches above the knee

**Shorts:**

navy walking shorts, optional attire that may be worn during daylight savings time.  
length of shorts: knee length to 2 inches above the knee

**Socks:****All students need to wear socks.**

solid blue, solid black or solid white plain socks (no logos, beads or ornaments).  
knee highs (solid navy, solid black or solid white)  
tights (solid navy, solid black or solid white)  
leggings: optional attire, solid color, navy blue, must be Dennis Uniform and they have to be fitted (tight at ankle).

**Shoes:**

tennis shoes  
dress shoes  
shoes must have closed heel and closed toe  
No sandals, no air pumps, no black soles that leave marks, no light-up shoes, no shoes with wheels, no boots during school hours.  
Shoes need to be visibly tied at all times.

**Physical Education Uniform:** all middle school students (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades) are required to purchase a St. Stephen the Martyr PE uniform from Educational Outfitters. This uniform will be the only acceptable attire for physical education classes in the middle school.

Students are not allowed to wear colored tee-shirts or tee-shirts with lettering/writing under their uniform shirts.

Students' clothing and other personal belongings must be marked with the last name and first initial. Any materials found will be placed in the Lost and Found Box in the office. If purchasing used uniforms, remove prior owners' identification and replace with your own.

**VACATIONS:**

Families are encouraged to schedule vacations during times when school is not in session. This helps promote the value of education to the students. During the school year there are many designated holiday/vacation times; Thanksgiving, Christmas, Easter and summer.

Note: students will be expected to make-up any schoolwork missed while gone. Requests for homework prior to any vacation will be given at the discretion of the student's teacher.

## **VOLUNTEER PARENTS/VISITORS**

**As mandated from the Archdiocese of Omaha, all volunteers and visitors will need to participate in the Safe Environment Training session and undergo a background check, prior to their assistance in the school. After one has completed the session the following applies:**

Volunteers provide support for the teachers by working in the classroom or at home. All volunteers are asked to sign in before working in the building. All volunteers must wear an identification badge. These are handed out in the school office.

Visitors are always welcome. The Administration must know when people are in the building. Visitors, including parents, should report to the School Office to register before going anywhere in school.

## **WEATHER AND SCHOOL CLOSINGS**

St. Stephen's School observes the school closing policies of the Millard Public Schools. If the Millard Public Schools are not in session SSM will follow the closing procedures of the Omaha Catholic Schools. The decision to close schools due to inclement weather is normally made before 6:00 A.M. at which time the local radio and television stations are notified. School closing information may be heard on television Channels 3, 6 and 7 and radio station KFAB. Usually, school will not be dismissed once it is in session. However, parents may come to the school to pick up children in threatening weather at any time during the day.

## **RIGHT TO AMEND**

St. Stephen the Martyr School reserves the right to amend this Family Handbook.

## **INTERNET ACCEPTABLE USE POLICY** **Archdiocese of Omaha Catholic Schools**

### **St. Stephen the Martyr School**

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his or her decision is final.
3. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;

- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
- g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
  - 1. Use of illegal or controlled substances, including alcoholic beverages;
  - 2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
  - 3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

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

## Parent Signature Page

I have read the 2011/2012 St. Stephen the Martyr School Family Handbook and agree to follow the school policies and procedures as stated.

---

Student Signature

---

Date

---

Student Signature

---

Date

---

Student Signature

---

Date

---

Students Signature

---

Date

---

Parent Signature

---

Date

Please sign and return this form to the school office by September 9<sup>th</sup>, 2011.