

**GUARDIAN ANGELS SCHOOL**  
**2016 – 2017**  
**PARENT / STUDENT HANDBOOK**



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West Point, Nebraska 68788  
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[www.gaccbluejays.org](http://www.gaccbluejays.org)

Guardian Angels School has been a landmark in West Point for over 125 years, providing academic excellence within a caring community since March 5, 1885. We continue that endeavor as we meet the educational, spiritual and developmental needs of our children in the 21<sup>st</sup> century. Guardian Angels School is accredited by the State of Nebraska.

Our parents and parishioners have reached out to the community of West Point as they have supported Catholic education at Guardian Angels School over the last century. Ours is a proud heritage and one we do not take lightly. We are proud of our past and we look forward with hope to a future that will continue to offer our families a choice in quality Catholic education.

We invite you to come and learn more about our school and the educational opportunities we provide.

## **WELCOME STUDENTS!**

The teachers, staff and administration would like to say thank you for choosing Guardian Angels Central Catholic School (GACC). The mission statement of GACC is to prepare all students to reach their fullest potential by learning and leading through Christ. We are committed to providing you with a challenging and rewarding education that allows you to grow both academically and spiritually.

The purpose of this handbook is to serve as a guide for students, parents, and teachers in the everyday workings of our school. The handbook contains general information as well as specific policies, procedures, rules, and regulations. The school calendar is available on Sycamore and the activities calendar is available at [www.gaccbluejays.org](http://www.gaccbluejays.org).

We encourage you to maximize your school experience at GACC by becoming an active participant in the school. GACC offers various academic, extracurricular, and spiritual opportunities that will allow you as the student to become involved in your school, Church, and community.

The teachers, staff, and administration are looking forward to a great 2016-2017 school year.

Kate Hagemann, Principal

The policies and procedures put forth in this document reflect the policies and procedures as approved by the Archdiocese of Omaha School Board, and Guardian Angels School. Any and/or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Policy Book of the Archdiocese of Omaha Board of Education, and are applicable to all Guardian Angels School situations and needs.

This handbook is provided for informational purposes only and does not constitute a contractual agreement between Guardian Angels School and any student or parent of any student. The information in this Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the Handbook provisions without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon Guardian Angels School's right to institute any course of disciplinary action, which, in Guardian Angels School's discretion, it believes is necessary and consistent with its Catholic educational mission.<sup>1</sup>

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<sup>1</sup> Handbook revised summer 2016

## Table of Contents

I.	VISION, MISSION, BELIEFS AND GOALS OF GUARDIAN ANGELS SCHOOL .....	1
II.	SCHOOL PERSONNEL .....	1
	A. ADMINISTRATIVE .....	1
	B. INSTRUCTIONAL.....	2
	C. NON-INSTRUCTIONAL.....	2
	D. COOPERATIVE ROLES IN THE STUDENTS’ FAITH DEVELOPMENT .....	3
	E. COOPERATIVE ROLES IN THE STUDENTS’ ACADEMIC ACHIEVEMENT ....	3
	F. CONCERNS .....	4
III.	GENERAL ADMINISTRATION .....	4
	A. STATEMENT OF NON-DISCRIMINATION .....	4
	B. ADMISSIONS .....	4
	C. REGISTRATION .....	5
	D. HOME SCHOOLING.....	6
	E. WITHDRAWALS / TRANSFERS.....	6
	F. TUITION PAYMENTS.....	7
	G. ATTENDANCE.....	7
	H. DAILY SCHEDULE .....	7
	I. TARDINESS.....	7
	J. ABSENTEE PROCEDURE .....	8
	K. TRUANCY .....	8
	L. CONTAGIOUS OR INFECTIOUS DISEASES .....	9
	M. MAKE-UP WORK.....	9
	N. FAMILY VACATIONS .....	9
	O. DOCTOR/DENTIST APPOINTMENTS .....	9
	P. ARRIVAL/DISMISSAL.....	10
	Q. LOITERING .....	10
	R. RELEASE FROM SCHOOL.....	10
	S. SAFETY / SECURITY.....	10
	T. EMERGENCY INFORMATION.....	11
	U. ILLNESS OR INJURY .....	11
	V. MEDICINE .....	11
	W. ASTHMA AND ANAPHYLAXIS.....	12
	X. IMMUNIZATIONS .....	12
	Y. EMERGENCY PROCEDURES.....	12
	Z. USE OF SCHOOL PROPERTY AND GROUNDS .....	12
	AA. NON-CUSTODIAL PARENT POLICY .....	13
	BB. EMERGENCY SCHOOL CLOSING .....	14
	CC. ADDRESS CHANGE.....	14

DD.	COMMUNICATIONS .....	14
EE.	CALENDAR.....	14
FF.	EARLY DISMISSALS .....	14
GG.	TELEPHONE MESSAGES.....	15
HH.	LOST AND FOUND .....	15
II.	DESKS/LOCKERS.....	15
JJ.	EQUIPMENT USAGE .....	15
KK.	RECESS.....	16
IV.	CURRICULUM & SCHOLASTIC INFORMATION.....	17
A.	CORE CURRICULUM .....	17
B.	PRESCHOOL .....	17
C.	PRE-KINDERGARTEN.....	17
D.	KINDERGARTEN .....	18
E.	EVALUATION OF STUDENT PROGRESS .....	18
F.	PROMOTIONS / RETENTIONS.....	18
G.	ADJUSTED CURRICULUM / ADJUSTED GRADING .....	18
H.	HOMEWORK.....	19
I.	TESTING .....	20
J.	ACCESSIBILITY TO STUDENT RECORDS .....	20
K.	PARENT-TEACHER CONFERENCES.....	20
L.	RELIGIOUS INSTRUCTION.....	20
M.	LITURGIES.....	21
N.	ASSEMBLIES/GUEST SPEAKERS/GUEST PROGRAMS .....	21
O.	CLASSROOM VISITS.....	21
P.	FIELD TRIPS .....	22
Q.	TECHNOLOGY / COMPUTERS .....	22
R.	MEDIA CENTER.....	22
S.	SCHOOL SUPPLIES.....	23
T.	TEXTBOOKS / WORKBOOKS.....	23
V.	SCHOOL DISCIPLINE POLICY.....	23
A.	LIFE SKILLS.....	23
B.	CODE OF CONDUCT .....	23
C.	CLASSROOM/GENERAL RULES.....	25
D.	CONSEQUENCES .....	25
E.	FINES AND CHARGES .....	27
F.	USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES.....	27
VI.	DRESS CODE.....	28
A.	GIRLS .....	28
B.	BOYS .....	28
C.	SHORTS/CAPRI PANTS.....	29

D.	WINTER CLOTHING.....	29
E.	PHYSICAL EDUCATION DRESS CODE .....	29
F.	BAND PERFORMANCE DAYS.....	30
G.	GA T-SHIRT DAY.....	30
VII.	SCHOOL SERVICES AND ACTIVITIES .....	30
A.	FINANCIAL ASSISTANCE.....	30
B.	HEALTH SERVICES.....	30
C.	CHILD ABUSE .....	30
D.	SCHOOL LUNCH PROGRAM.....	31
E.	ASBESTOS MANAGEMENT PLAN .....	31
F.	PROFESSIONAL SERVICES .....	32
G.	VOLUNTEERS .....	32
H.	FUNDRAISING .....	32
I.	BAND PROGRAM .....	33
J.	ENRICHMENT PROGRAMS .....	33
K.	SIXTH GRADE FAREWELL.....	33
L.	OUTREACH.....	33
M.	PETS .....	33
N.	PICTURES.....	34
O.	SCHOOL SPIRIT .....	34
VIII.	ORGANIZATIONS .....	34
A.	NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS.....	34
B.	GUARDIAN ANGELS SCHOOL BOARD .....	34
C.	SUPPORTIVE PARENTS ASSOCIATION (S.P.A.).....	35
IX.	APPENDIX .....	36
A-1:	TUITION INFORMATION .....	37
A-2:	TUITION CONTRACTS .....	38
A-3:	CESP TUITION ASSISTANCE APPLICATION.....	41
A-4:	NOTICE OF AN INCOMPLETE/MISSING ASSIGNMENT (GRADES 2 – 3) .....	43
A-6:	SAMPLE TICKET .....	43
A-5:	REQUEST FOR GIVING MEDICINE AT SCHOOL .....	43
A-7:	ACCEPTABLE INTERNET USE GUIDELINES.....	44
A-8:	STUDENT AUTHORIZATION FOR INTERNET ACCESS.....	45
A-9:	WEB PAGE & PHOTO PERMISSIONS .....	46
A-10:	PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION.....	47
A-11:	CURRICULUM.....	48
A-12:	LIFE SKILLS -- BOYS AND GIRLS TOWN MODEL .....	52
A-13:	HANDBOOK ACKNOWLEDGEMENT FORM .....	53

## I. VISION, MISSION, BELIEFS AND GOALS OF GUARDIAN ANGELS SCHOOL<sup>2</sup>

Guardian Angels Central Catholic provides a faith-based community which fosters the acceptance and achievement of all students. We, in partnership with parents, parish, and community establish and enrich the students' faith and knowledge of Catholic tradition.

The mission of Guardian Angels Central Catholic School is to prepare all students to reach their fullest potential by learning and leading through Christ.

Guardian Angels School believes:

1. Each person has a dignity and sacred value, which is immeasurable.
2. Parents have the primary responsibility for the education of their children.
3. Teachers nurture and promote the abilities of each student through the implementation and assessment of the Archdiocesan standards.
4. All students can learn and are responsible for their learning.
5. Parents, teachers, and students live the message of Jesus through service to the school community, church community and civic community.

The goals of Guardian Angels School are to:

1. Improve reading comprehension test scores.
2. Improve math computation test scores.
3. Create a plan for the academic and spiritual growth of Guardian Angels Central Catholic.
4. Put in place a plan for professional development and teacher retention
5. Increase student population

## II. SCHOOL PERSONNEL

### A. ADMINISTRATIVE

The **pastor** of St. Mary's Parish is the chief administrator of the school. The Guardian Angels/Central Catholic **School Board** is an advisory group

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<sup>2</sup> Vision, Mission, Beliefs and Goals statement adopted Jan. 2011

concerned with the formulation of policies to govern operations of the school. All policies must be in accordance with those set by the Archdiocesan School Board. The specific direction of the school is delegated to the **principal**.

## **B. INSTRUCTIONAL**

Each **K-6** faculty member holds a Bachelor's or Master's Degree and a Nebraska Teaching License as well as a Safe Environment certification from the Omaha Archdiocese. The faculty directs the instruction of the curriculum in their grade or subject area.

The **media and technology coordinators** keep the library and computer lab in operating condition, supervise those under their charge, assist the children and provide students and staff with library and computer skills.

**Teacher aides** and **tutors** supplement and reinforce the work of teachers. They are under the immediate supervision and direction of the principal and/or classroom teacher.

**Coaches** are responsible to the principal and athletic director. They supervise the children participating in sports. They should be role models for young athletes to imitate.

## **C. NON-INSTRUCTIONAL**

The **school secretary** is responsible to the principal for the efficient operation of the school office. The school secretary is on duty throughout the school day. In her absence, an authorized person will be on duty. Both individuals should be thoroughly briefed regarding all emergency procedures. The principal shall explain the professional ethics governing any information acquired when serving in this capacity.

The **hot lunch cooks** are directly responsible to the principal. They provide good nutritious meals for students in grades PreK – 6.

The **maintenance staff** maintains the school facility in a safe, clean, and attractive condition. This should be accomplished according to all pertinent regulations of the health and safety code.

#### **D. COOPERATIVE ROLES IN THE STUDENTS' FAITH DEVELOPMENT**

The school provides for all students:

- ✚ formal instruction in the Catholic faith
- ✚ opportunities for prayer and worship,
- ✚ community-building and service activities,
- ✚ knowledge and understanding of Catholic moral values
- ✚ encouragement to grow in virtue
- ✚ encouragement to live as disciples of Christ.

All that the school provides is meant to complement the efforts of parents in providing similar faith development experiences at home. Both the family and the school community make continuous efforts to assist students in the formation and commitment to their faith. Continue to model for your children:

- ✚ The discipleship of Christ.
- ✚ Your commitment to prayer, the Eucharistic liturgy, and the Sacrament of Reconciliation.
- ✚ Your commitment to service of others and compassion and assistance to those in need.
- ✚ The Church is strengthened in its mission of proclaiming the Gospel by your efforts in all of the above areas.

#### **E. COOPERATIVE ROLES IN THE STUDENTS' ACADEMIC ACHIEVEMENT**

The school's curriculum guides identify the knowledge and skills which students are expected to master. Teachers provide instructional experiences to assist the students in their mastery. Teachers assess each student's level of performance on annual norm-referenced tests and curriculum assessments. Teachers encourage each student to achieve to the maximum of his or her potential.

Teachers also know that hard work and self-discipline are essential to academic success and the full realization of each student's potential. Parents, who require development of good study habits, well-done assignments, and supplementary reading, greatly enable the academic achievement of their student.



## **F. CONCERNS**

**Parents are asked to contact the appropriate teacher about any concerns they have regarding their children or their children's education.** If their concerns are not resolved through discussion with the teacher, the principal will meet with both parents and teacher to assist in resolution of the concern. Concerns are most effectively addressed and resolved when parties speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to effective instruction of groups of students.

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

In the event that a parent feels that his/her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion from other school authority, that is the pastor.

## **III. GENERAL ADMINISTRATION**

### **A. STATEMENT OF NON-DISCRIMINATION**

Guardian Angels School does not discriminate on the basis of sex, race, color, or national/ethnic origin in the enrollment and participation of students or the employment of personnel.

### **B. ADMISSIONS**

Families wishing to enroll a child in Guardian Angels School must demonstrate a desire for the integration of Catholic teaching and moral formation with the education program. This includes:

- † participation in the social and spiritual life of their parish;
- † agreement to assist in the financial support of the school education program;
- † compliance with policies and procedures of the school and the Archdiocese;
- † and a willingness to cooperate with the teachers and administration in the total development of their child.

### C. REGISTRATION

Preschool, Pre-Kindergarten and Kindergarten registration are scheduled in early spring along with registration for current students. Registration materials are available in the school office. Applications must be returned promptly to assure proper student placement.

#### **Requirements**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Guardian Angels School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Management, PO. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. (Please note: The document parents receive from the hospital at the time of the child's birth looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state in which the birth occurred and is signed by the director of vital statistics.)

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents include naturalization or immigration documents showing date of birth or official hospital records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### † *Preschool*

For a child to be admitted to Preschool, the student must be three years old on or before July 31.

† *Pre-Kindergarten.*

For a child to be admitted to Pre-Kindergarten, the student must be four years old on or before July 31.

† *Kindergarten.*

For a child to be admitted to kindergarten, the student must be five years old on or before July 31. A physical exam and vision evaluation are required by the State of Nebraska prior to the first day of school for all kindergarten students.

† *New Students and Transfer Students*

New students may register by contacting the school office. Children registering for the first time must submit a birth certificate, immunization record, and baptismal certificate if not baptized at St. Mary's, St. Boniface, St. Aloysius, or St. Anthony's, and a current physical exam plus vision evaluation. Also required is a list of names and addresses of schools previously attended and a transcript from the last school attended. The student will be placed in the appropriate class as recommended by the previous school.

#### **D. HOME SCHOOLING**

Any student seeking admission to Guardian Angels who has been previously home schooled and/or has no formal school records will be subjected to an admissions test. We reserve the right to evaluate all new students and to use the results to place them in an appropriate grade level where we feel they would be most successful. All testing will be discussed with the teacher(s), administration, and parent(s).

#### **E. WITHDRAWALS / TRANSFERS**

If a child is withdrawn from Guardian Angels School during the year, the principal and school office must be informed of this so that proper procedures may be taken. When transferring to another school, records will be issued upon receipt of a written request from the new school.

## F. TUITION PAYMENTS

Tuition and book fee payments may be paid on various terms: in full, semi-annually, quarterly, or monthly over ten or twelve months of school. A tuition contract agreement must be filled out. The use of Electronic Funds Transfer EFT is encouraged. The Band Fee should be paid on orientation day in August.

## G. ATTENDANCE

It is mandatory for students to attend school regularly unless ill or otherwise excused by the principal. Although homework or make-up work must be done, the classroom experiences cannot be made up. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If a student is absent one half of a report card period, teachers may withhold grades for that period. Students who miss thirty (30) days or more may be required to repeat their grade. If absence is due to hospitalization, it is suggested that parents look into tutoring for their child.

## H. DAILY SCHEDULE

7:50 am	Student supervision begins
8:00 am	Entry bell for students
8:05 am	Tardy bell
10:30 am	Recess – grades P – 3
11:10 am – 12:00 noon	Lunch and recess – grades 4-6
11:40 am – 12:30 pm	Lunch and recess – grades K – 3
2:15 pm	Recess – grades K - 4
3:35 pm	Dismissal

## I. TARDINESS

The first bell rings at 8:00 a.m. to enter the school. Students who arrive after 8:05 a.m. are considered tardy. Between 8:05 and 8:15 the homeroom teacher will note the tardiness before submitting attendance. Students who arrive after 8:15 must report to the office for an admission slip. A student is also tardy if he/she is not in class when they resume after recess or lunch. Students will be considered tardy up to 9:45 a.m. If they arrive after 11:30 a.m., they will be counted as absent for the morning. This will also apply to

those going for doctor and dentist appointments. A student excused at lunchtime will be considered tardy up to 1:45 p.m. If they arrive after 1:45 p.m. they will be counted as absent for the afternoon.

#### J. **ABSENTEE PROCEDURE**

Nebraska State Law mandates school attendance. All students are expected to attend school daily and to be on time for classes and other required programs.

A student who is not present at the appointed time is designated absent. Generally accepted excuses for school absences without advance notification include: 1) personal illness 2) family illness 3) death in the family.

In the event an absence is unavoidable the following guidelines should be followed:

1. A parent is expected to **call or send a Pass-A-Note to the School Office by 8:15 a.m. to report a student's absence.** Student's name, grade, room number and reason for absence should be given. If a call is not received by 8:15 a.m., the school will contact the parent. A written excuse is required upon return of student.
2. The **school office** must be notified in advance if absence is necessary for a family trip.
3. The teacher sets the terms for make-up work and tests due to absence.

#### K. **TRUANCY**

The administrator of Guardian Angels School will carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. When a student's absences (excused or unexcused) exceed five days or equivalent hours per quarter, or twenty days or equivalent hours for a given year, the school shall:

1. Notify parents of the potential for charges of truancy;
2. Work with the parents in documenting a plan to obviate excessive absences.

If the student fails to meet the conditions of the documented plan, Guardian Angels School will serve written notice to the parent or guardian, warning him

or her to comply with the Nebraska Compulsory Attendance Law and advising him or her that failure to do so will be reported to the county attorney.

Upon the next failure to meet the conditions of the plan, Guardian Angels School shall file a report with the county attorney.

#### L. **CONTAGIOUS OR INFECTIOUS DISEASES**

Students showing signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found. (NDE Rule 55)

#### M. **MAKE-UP WORK**

Classroom teachers require make-up work for absences. Special arrangements should be made for students who have an anticipated excused absence. Failure to complete the work missed may lower the student's grade. Students who are absent due to illness should use the time at home to get well. Homework sheets will be in the homeroom for the student when he/she returns. The students will be given one day for each day absent to turn in make-up-work. No schoolwork will be sent home to children having a contagious or infectious disease (*chicken pox, pink eye, etc.*)

#### N. **FAMILY VACATIONS**

We encourage parents or guardians to plan vacations when school is not in session. However, realizing that this is not always possible, we request that if a vacation requires a child's absence from school, the matter should be discussed with the principal and the child's teachers well in advance of departure. It is not sufficient just to notify the classroom teacher because attendance is verified in the school office. **A written note must be sent to the office prior to departure.** Every attempt will be made to give the student their missing work before departure. However, the student should check with the teacher when they return.

#### O. **DOCTOR/DENTIST APPOINTMENTS**

Parents or guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written note or phone call should be

logged in the office prior to the event. **Parents or guardians must report to the school office to sign out their child/children.**

**P. ARRIVAL/DISMISSAL**

Parents delivering or picking up students should drive cautiously. When delivering students in the morning please pull up in front of Guardian Angels; **do not park by the Activity Center and ask your children to cross Walnut Street.** At dismissal time parents are urged to park in the designated areas. Teachers supervise the area around school from 7:50 – 8:00 a.m. and from 3:35 – 3:40 p.m.

**Q. LOITERING**

Students should leave the school and school grounds promptly after classes or activities are dismissed. **Students will only be supervised until 3:40 each day.**

**R. RELEASE FROM SCHOOL**

No student may leave the grounds without the permission of the principal. A student leaving the grounds at noon for any reason, including lunch, must present a request from the parent to the office. A parental request for dentist or doctor appointment is required. It is to state the time and place of appointment. If a student becomes ill or injured at school, a parent or designated relative/neighbor will be notified immediately.

**S. SAFETY / SECURITY**

**Students should not arrive at school before 7:50 a.m., as there is no supervision.**

**Parents and visitors are always to report to the school office before going elsewhere in the building during the school day.** When a child is to be dismissed during school hours, he/she will wait in the office for a parent or an authorized person. All parties picking up children for any reason during school hours should report directly to the office to meet their child. A parent request is required for a student to leave school early.

For security the front and back doors of school are locked. **To enter the building, visitors are required to press the intercom button located to the right of the door.** Security Cameras will allow school personnel to monitor the entrances and electronically unlock the doors to authorized visitors.

#### T. **EMERGENCY INFORMATION**

In the event of an emergency every student is required to provide the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete up-to-date address.
3. Home phone and parent(s) or guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician's and Dentist's name and phone.
6. Medical alert information.

**Note:** Parents or guardians may indicate the names of persons to whom their child/children will be released. No other person will be given the right without the parent/guardian changing the form.

#### U. **ILLNESS OR INJURY**

In case of illness or injury a child will be cared for temporarily by a member of the school staff and parents or guardians will be notified. School personnel will render first aid treatment only. If emergency medical treatment is necessary the school will call 911 and will immediately inform parents or guardians of the situation.

#### V. **MEDICINE**

School personnel are not permitted to administer any medication including cough drops and aspirin/Tylenol without a "Request of Giving Medicine at School" form signed by parents. Forms are available in the school office. All medicines will be kept in the school office. **In order to dispense any medication at school, the following requirements must be met:**

1. *Prescription Drugs*

If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, drug, dosage, and



directions for administering. Written permission from the parent is required.

## 2. *Over-the-counter Drugs*

If a request is made to dispense an over-the-counter drug, it must be brought to the school in the original, properly labeled container. Written permission is required from the parent together with instructions, dosage, time and date the medication is to be given. The school will not provide aspirin/Tylenol or cough drops. If your child is in need of these medications please complete a REQUEST FOR GIVING MEDICINE form and provide the school with a supply of these medications. A copy of this form is provided in the APPENDIX section of the handbook.

## W. **ASTHMA AND ANAPHYLAXIS**

Guardian Angels School has in place Asthma and Anaphylaxis protocol plus the medications needed to help a student with a severe Asthma or allergic reaction. Portable nebulizers are available for emergency use.

## X. **IMMUNIZATIONS**

An immunization record must accompany initial registration. Immunizations are necessary in order to be enrolled in any school in the State of Nebraska. **Without these immunizations a child may not come to school.** An immunization list can be found In the APPENDIX of this handbook. **NOTE: A second Varicella immunization is required by the State of Nebraska for the 2012-2013 school year for ALL students PS-12<sup>th</sup> Grade.**

## Y. **EMERGENCY PROCEDURES**

Emergency procedures for fire, tornado, bomb threat, crisis situations and hazardous spills are on file in the office and in every teacher's Faculty Handbook. Evacuation procedures and routes are posted in every classroom.

## Z. **USE OF SCHOOL PROPERTY AND GROUNDS**

Those wishing to use the cafeteria must make reservations at St. Mary's Rectory. Those wishing to use the gyms must make reservations at the Guardian Angels office. Those wishing to reserve the use of Guardian Angels School building must make reservations with the principal.

#### **AA. NON-CUSTODIAL PARENT POLICY**

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

Guardian Angels Central Catholic, however, declines the responsibility to communicate between parents. The school places responsibility of sharing information on the custodial parent and will not be responsible for collection of payments from the non-custodial parent.

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

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary.

The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

So that we know the rights of the non-custodial parent, we are asking the custodial parent to provide a copy of the custody segment of the divorce decree for the child's records.

#### **BB. EMERGENCY SCHOOL CLOSING**

Guardian Angels School will close for inclement weather along with Central Catholic High School. Decisions to close early will be announced on KTIC radio station, Channel 7 out of Omaha, Sycamore, and the Beacon.

#### **CC. ADDRESS CHANGE**

It is imperative that the school has up-to-date address and phone information for the family as well as names and phone numbers of persons to contact in case of an emergency. The school office needs to be notified as changes occur.

#### **DD. COMMUNICATIONS**

A weekly newsletter, containing items of interest to parents and students, will be sent home with the oldest child in the family or you may find them posted on the Sycamore website for Guardian Angels School. These newsletters are sent home every Tuesday. If you have any materials for the monthly newsletter, please send them to the office by **Monday** morning. All enclosures in the newsletter are reviewed and must be approved by the principal. Other written announcements to be posted are made with the consent of the principal.

#### **EE. CALENDAR**

Guardian Angels School publishes a yearly calendar, which remains unchanged unless advance notification is sent to the parents. All unnecessary changes are avoided but feasible alterations are made known to parents. A monthly school calendar is sent home with the newsletter.

#### **FF. EARLY DISMISSALS**

Faculty meetings are scheduled about once a month. Students may be dismissed early on these days. Please check the annual calendar for exact dates and times.

## **GG. TELEPHONE MESSAGES**

### ***For Faculty***

Communications with the principal and teachers are encouraged. However, teachers are teaching between 8:00 a.m. and 3:35 p.m. You may call the school and leave a message for the teacher. The teachers will make every effort to return your call at their convenience.

### ***For Students***

Only extremely important messages may be delivered to a pupil during the school hours otherwise messages are given after 3:15 p.m. each day.

Students will be allowed to use the telephone only if it is extremely important. Students must have the permission of their teacher and the principal or office personnel for use of the office phone. There is a charge of 25 cents per phone call.

## **HH. LOST AND FOUND**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school. Clothing items should be labeled with the child's name. Students or parents may claim lost articles in the lost and found barrel on first floor or in the box in the gym lobby. After a reasonable period of time, articles not claimed will be given to charity.

## **II. DESKS/LOCKERS**

Students are expected to keep their desks/lockers orderly. Desks/lockers are the property of the school, students are considered co-tenants of their desks/lockers; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in desks/lockers.

## **JJ. EQUIPMENT USAGE**

Our school has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to handle equipment, unless they

have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

#### **KK. RECESS**

Students will have an opportunity to enjoy outdoor recess each day unless the temperature drops below 10 degrees or the wind chill factor is 10 degrees or less.

At Guardian Angels School, recess is zone-based. The playground is divided into zones as shown in the photographs found in the Appendix of the Handbook.

The procedures for zone-based recess are:

1. At the beginning of each recess the students will stand at the “zone” of their choice for that recess. They must wait there until the zone monitor gives instructions.
2. At the end of each recess there will be two whistles.  
Whistle #1: All students should face their zone monitor and freeze.  
Whistle #2: Students walk to the bottom of the playground steps. One teacher will lead the students inside while the other will follow at the end of the line. No talking once arriving at the top of the steps.
3. All game disputes are decided by one round of rock, paper, scissors. Students stand back-to-back to play. This is supervised by a zone monitor or peer.
4. Students are not permitted to change zones in the middle of a recess. They must wait until the following recess.

Discipline procedures for zone-based recess are:

- Step 1: Official, face-to-face verbal warning.
- Step 2: The student(s) are sent to the wall for time out. After serving time on the wall at the beginning of recess the student must go to Zone 1.

## IV. CURRICULUM & SCHOLASTIC INFORMATION

Guardian Angels School strives to give students a quality education in all the basic skills. The spiritual formation of the student receives special emphasis.

### A. CORE CURRICULUM

The overall curriculum for Kindergarten through 6<sup>th</sup> grade complies with the recommendations of the State Department of Public Instruction and the Diocesan Department of Education guidelines. It includes:

Religion	Reading	Language Arts	Music
Spelling	Mathematics	Science	Art
Social Studies	Penmanship	Computer Skills	P.E.

An outline of the curriculum standards for each subject can be found in the Appendix of the Handbook.

Reading instruction in the primary grades is supplemented with Phonics.

Spanish is offered to our students PS – 6.

Band is available for students in grades 4 – 6.

### B. PRESCHOOL

Guardian Angels School offers a Preschool program for children who are 3 years old by July 31. Parents have the option of either half or full days on Monday-Wednesday-Friday, Tuesday-Thursday, or a five-day week. Morning session is from 8:15 – 11:15 a.m. The preschool children do not wear a school uniform and may participate in the Hot Lunch Program if attending full days.

### C. PRE-KINDERGARTEN

A Pre-Kindergarten program is offered for children who are 4 years old by July 31. This class is held Monday-Friday, either half or full days. Morning session is from 8:15-11:30 a.m. Pre-Kindergarten children do not wear a school uniform and may participate in the hot Lunch Program if attending full days.

**Preschool and Pre-Kindergarten children must be toilet trained. In accordance with Safe Environment recommendations, if a child has an accident, parents will be called to bring a change of clothing and to help**

**the child change. A child with an inordinate number of accidents may be asked to withdraw until the next school term.**

#### **D. KINDERGARTEN**

Guardian Angels School offers an all-day kindergarten program five days a week, Monday through Friday, 8:00 a.m. – 3:35 p.m. Kindergarten students wear the school uniform. The kindergarten students participate in the Hot Lunch Program offered at the school. Price information is mailed out before school starts.

#### **E. EVALUATION OF STUDENT PROGRESS**

Interim Reports are sent to parents midway through each quarter. Report Cards are issued quarterly for all students. Grades are based upon daily work, participation, homework, tests and quizzes.

#### **F. PROMOTIONS / RETENTIONS**

Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teachers, principal, and any other personnel involved with students.

Students who are failing to perform at their grade level in at least three or more of their core curriculum subject areas (Religion, Reading, Language Arts, Math, Science, Social Studies) will be eligible for retention in the particular grade level. Failure will be verified by an average of the four quarters that would result in a U or an F. Academic readiness, social maturity, or any other related concerns are taken into consideration. Some students may be PLACED in the following grade level rather than promoted. **Conferencing for this will take place at the issuing of the third quarter report card.**

#### **G. ADJUSTED CURRICULUM / ADJUSTED GRADING**

Guardian Angels School strives to meet the academic needs of all students. At times it will be to the advantage of the student to have their curriculum and/or grades adjusted in order to be successful in the classroom and to have a good self-concept. When there is a need for either an adjusted curriculum

and/or adjusted grading scale the parents or teacher(s) may initiate the request. A meeting will be set up with the parents and teachers involved to work up an acceptable plan. The adjusted curriculum and/or grading scale will be noted on the report card and in the student's permanent file. The plan agreed upon should be reviewed periodically throughout the year and revised as needed. If a student is consistently scoring high grades he/she may be ready to drop the plan.

## H. HOMEWORK

Procedure for incomplete/missing assignments are:

### Grades 4 – 6

#### 1. Late Work

- a. All assignments need to be handed in when called for by the teacher.
- b. Students MUST complete all late assignments.
- c. Late assignments will be accepted up to TWO days past the due date and are eligible for a grade up to 100%. The THIRD day the maximum grade drops to 50%.
- d. Parents will be informed of late and missing work with a form that will be sent home with the student. The form is to be signed by the parent; work completed, and returned the next day.
- e. Each late assignment will result in ONE demerit if the form is NOT returned with the homework completed by the next day.

2. Redo an Assignment or Test - The teacher determines what may be redone.

### Grades 2 - 3

- Students must complete all late assignments.
- Parents will be informed of late and missing work with a form similar to the 'Notice Of An Incomplete / Missing Assignment' form found in the Appendix of the Handbook.

Guidelines for marking written work (grades 3-6) are as follows:



- One point will be deducted for each misspelled word when a student is copying sentences, paragraphs etc. from a book or the board for daily assignments or tests.
- Misspelled spelling words will be marked entirely incorrect for all Spelling assignments.

## **I. TESTING**

Students in grade 3 - 6 take the **Terra Nova Tests** each fall. The testing schedule complies with the State Statute and Archdiocesan regulations regarding testing. The school, in evaluating and planning curriculum, uses the tests as one tool of assessing student's ability and progress. Individual student results are sent home to parents.

Students in grades 1 – 6 participate in Curriculum Standards Assessments throughout the year. Standards describe what students should know and be able to do at certain stages in their education. An assessment is an evaluation or an appraisal used to determine a student's progress toward meeting the standards. These assessments are written as part of the Curriculum guides from the Archdiocese of Omaha.

Writing assessments are given periodically throughout the school year. Each spring Guardian Angels will submit writing samples from every grade for assessment.

## **J. ACCESSIBILITY TO STUDENT RECORDS**

Parents have a legal right to view their child's school records under the provisions of the Buckley Amendment. The school office requires a twenty-four hour notice.

## **K. PARENT-TEACHER CONFERENCES**

Conferences are scheduled during the first and third quarters. Parents are also encouraged to confer with teachers whenever a need arises. It is encouraged that parents set an appointment first with the teacher.

## **L. RELIGIOUS INSTRUCTION**

Religion is taught in each classroom. Students plan and participate in the liturgy.

The second grade teachers dedicate a portion of their instructional year to the sacraments of Eucharist and Reconciliation. Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator.

#### **M. LITURGIES**

As liturgy is central to our faith, students in grades PK – 6 have an opportunity to attend Mass each week. PK-6 students will attend Mass on Tuesdays at 8:15 on the first 3 weeks of the month. On the last Wednesday of the month and special occasions PK-12 students will attend Mass at 8:15. Please note the monthly calendar for the Mass schedule. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

The students are given the opportunity to celebrate Reconciliation during the year and to celebrate different devotions such as the Stations of the Cross, the Rosary, etc.

#### **N. ASSEMBLIES/GUEST SPEAKERS/GUEST PROGRAMS**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

Guest speakers and programs enhance the curriculum of Guardian Angels School as well as expand horizons, opportunities, and experiences. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

#### **O. CLASSROOM VISITS**

Classroom visits are welcome, but please contact the school first to set up a convenient time. This cuts down on disruptions of teaching time. It also ensures that the children are in the classroom. Please report to the office

before going to the classroom so that we know you are in the building. This is for the safety of all in our school.

#### **P. FIELD TRIPS**

Parents are to sign a permission form for their child to attend school-sponsored field trips and activities with his/her class as they arise during the school year. (A copy of this form can be found in the Appendix.) A new form must be signed for each trip. Only the form issued by the school will be accepted. A written note by the parent is acceptable. Oral telephone permissions cannot be accepted. Field trips are a privilege and can be denied for appropriate reasons.

#### **Q. TECHNOLOGY / COMPUTERS**

Students are scheduled for classes with the computer teacher on a regular basis. Guardian Angels School has networked all the classrooms to the computer lab to enable more use of the programs available. The Internet is available to teachers and students. A filter has been installed for the Internet. **Parents must sign a computer release form at the beginning of the year for their children to be able to use the Internet.** Students must receive instruction on the proper use and responsibilities before being able to access the Internet. Those students violating the procedures established will have their license of use revoked.

#### **R. MEDIA CENTER**

Students in preschool through grade six have a weekly library class. During this time the students learn and practice new library skills and check out books.

The procedure for late or lost books is:

1. Fines are .05 a day for the days we are in session (this excludes weekends and holidays).
2. Fines can only be computed on books that are returned.
3. Should a student lose or misplace a book he or she must pay the purchase price of the book which stops the fine from growing. If and when the book is located, the purchase price will be returned to the student minus the fine.

4. Two books may be checked out at a time but students may have four books in their possession at a time. This does not include research material.

## **S. SCHOOL SUPPLIES**

A supply list is provided at the end of the school year in preparation for the following year. Copies of these lists are available in the office. Copies are also made available to local retail and office supply stores over the summer.

Students are encouraged to bring these supplies on Orientation Day in preparation for the first day of school. Items of value should be labeled. Students are required to bring all necessary books, paper, pens, pencils, or other needed supplies to class at the proper time. Students who fail to bring supplies cause a disruption to learning.

## **T. TEXTBOOKS / WORKBOOKS**

Each family is charged an annual book fee to help cover the cost of updating and replacing texts. All textbooks and school-owned materials are to be treated with care and respect. Students are held accountable for the books issued to them. Students will be assessed replacement cost for damaged books.

# **V. SCHOOL DISCIPLINE POLICY**

## **A. LIFE SKILLS**

Guardian Angels School uses the Boys and Girls Town model of teaching basic Life Skills as the foundation of their discipline program.

## **B. CODE OF CONDUCT**

The school board policy concerning student behavior is as follows: Students have a basic responsibility to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away. This code of conduct governs all students' participation and attendance at all school-sponsored activities.

Student attendance at school is mandatory for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself/herself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and the privilege of schooling for those under sixteen as well as those sixteen and over.

In other extreme situations a student may be suspended or expelled from school by the principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. Examples of offenses that might result in detention, suspension or expulsion of a student at Guardian Angels School are:

1. Disobedience – A student who repeatedly fails to follow directions of teachers, student teachers, substitute teachers, teacher’s aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Lewdness – use of profanity and obscenity.
3. Insubordination – unwilling to submit to authority.
4. Possession, sale, distribution, purchase or use of narcotics, alcoholic beverages, fireworks, matches, cigarettes, smoking paraphernalia, weapons designed to do bodily harm. (Weapons of any kind such as: guns, knives, firecrackers, lighters, explosives, water guns or toys that resemble such weapons are not permitted on school property or while in the immediate vicinity of the school.)
5. Theft.
6. Smoking while on school property or while in the immediate vicinity of the school.
7. Possession of pornographic literature and objects.
8. Immoral acts or behavior.
9. Vandalism – willful damage, destruction, defacement of property
10. Use of physical violence.
11. Harassment – verbal, physical, or sexual. (A pattern of actions including physical, verbal, and/or psychological/social acts that result in emotional or physical harm or disrupt the educational environment.)
12. Evidence of membership, affiliation, etc. with a gang.

13. Truancy: Absences without parental and school authority consent will be considered truancy. The student will make up the missed time after school or on Saturdays. The student will receive a zero for every class missed.

14. Being convicted of a crime.

Notification of Law Enforcement Personnel may be necessary in some above cases.

### **C. CLASSROOM/GENERAL RULES**

Each classroom sets its classroom procedures, rules and consequences.

Students are expected to follow the procedures and consequences. Repeated disregard of these procedures is referred to the principal. These procedures, rules and consequences are posted in the classrooms or in the building.

### **D. CONSEQUENCES**

*Grades K-3*

Tickets are given to students for offenses for which they spend **time sitting on the wall during recess.**

Teachers keep the tickets on file in their homerooms. See Appendix A-6.

At 5 tickets, students will write a letter to their parents explaining what happened and what they could do to improve.

At 10 tickets, parents may be called by the teacher to alert them to the difficulty.

At 15 tickets, students may be sent to the office for conference with the Principal.

At the end of the month, the count starts over.

Those who have not received 5 tickets in the past month will be recognized with an extra recess.

Examples of unacceptable behaviors which might result in the student receiving a ticket are but are not limited to:

1. Talking – the student was asked to be quiet but is talking.
2. Running – Students were asked to walk the halls/stairs for their own safety; they are running.
3. Playing after whistle blows – Recess has ended but the student continues to throw the ball, bounce the ball, twirl the jump rope, run around and chase someone.
4. Disobeying restroom rules – The students were asked to be quiet and not poke or punch another student but they continue to talk or poke another student.
5. Annoying Classmates – Laughing at another student, calling the student a name, pushing a student, tripping another student.
6. Fighting – When two or more students start to hit each other.
7. Hitting other students – Hitting students on the head, the back, the arm, etc.
8. Improper Language – Using bad words, swearing, cussing, using God's name in vain.
9. Disrupting class – The teacher is trying to teach but the student refuses to be quiet, won't sit down, won't do work.
10. Disrespectful – Not obeying the teacher, talking back to an adult, arguing with an adult, and/rolling one's eyes.
11. Restless/Inattentive behavior – Moving around in their seat, not paying attention, getting up and walking around the room without permission.
12. Bullying – Picking on one or two students every day. Calling them names, hitting or tripping them, demanding things from them, leaving them out of games and other activities.

#### *Grades 4 – 6*

Students will be given demerits for inappropriate behavior. After 5 demerits have accumulated, the student will be required to **serve 30 minutes after school. The school secretary will contact parents with the date and time that the detention supervisor will be available.** Each 4-6 grade student will carry a honor card to track their demerits.

#### **Bullying is a serious issue and may result in the following consequences:**

- 1<sup>st</sup> Offense – Conference with parents and one day of In-School Suspension
- 2<sup>nd</sup> Offense – Conference with parents and one day of Out-of-School Suspension
- 3 or more Offenses – Possible term suspension or expulsion

Unacceptable behaviors which might result in the student receiving a demerit are:

1. Not following rules – Refusal to follow any rule mentioned above plus those posted by each teacher and those listed in the Parent/Student Handbook.
2. Dress Code violation – Shirt untucked, wrong color, wrong style, and other items listed in the uniform dress code.

3. Disruptive behavior – Talking out of turn, tapping or making noises, laughing at the teacher or at another student, refusing to sit down or refusing to do the assignment.
4. Fines not paid in a timely fashion – Fines should be paid within 5 days.
5. Lying – Not telling the truth about an incident.
6. Unfriendly teasing – Teasing that makes the other person feel uncomfortable, and they do not enjoy.
7. Arguing/ Talking Back – The student has been corrected but they argue with the adult.
8. Cheating – Using another person’s paper, looking at another person’s paper, having cheat notes written out, using the textbook without permission.
9. Stealing – Taking something that belongs to someone else.
10. Fighting – When two or more students start hitting one another.
11. Inappropriate Language – Swearing, cussing, using God’s name in vain, using vulgar sexual terms.
12. Bullying/Physical Harassment – Picking on one or two students for a series of days.
13. Hitting them, tripping them, calling them names, leaving them out of activities on purpose.
14. Verbal Harassment – Name-calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability; 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 origin, race, color, religion, national origin, marital status or disability.
15. Incomplete work.
16. Skipping detention

#### E. FINES AND CHARGES

- \$5.00 Throwing or kicking stones
- \$3.00 Chewing gum or any item in school or on school grounds
- \$3.00 Throwing or making a snowball

#### F. USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phone use and text messaging are prohibited during school hours. This includes passing times between classes and in the bathrooms. Students are asked to keep cell phones off while in school and in their backpacks.

Students who are caught using cell phones during school hours will have the following consequences.

**1<sup>st</sup> offense** – Student will be fined \$15.00 and serve 30 minutes of detention. Parents must meet with the Principal and pick up the phone.

**2<sup>nd</sup> offense** – Student will be fined \$30.00 and serve 30 minutes of detention. Parents must meet with the principal and student, and pick up the cell phone.



**3<sup>rd</sup> offense and beyond** – Student will be fined \$45.00 and will serve 30 minutes of detention. Parents must meet with the principal and student when picking up the cell phone.

The principal reserves the right to modify the consequences.

## **VI. DRESS CODE**

Teachers are expected to enforce all dress code regulations. The principal will make judgments when there is doubt about a violation.

### **A. GIRLS**

- School uniform plaid jumper, plaid skirt or navy skirt purchased from the Dennis Uniform Company. Navy shorts or capris are also acceptable.
- Solid navy slacks, simple in design, with two or four pockets.
  - Pockets must be in the front and/or the back.
  - Pockets down the sides of the legs are not permitted.
  - Patch pockets and pockets with a flap may be worn.
  - Rivets on any part of the slacks are not permitted.
  - A designer label may appear on the slacks above the pocket near the waist.
  - Designer labels or logos are not permitted on the pockets of the slacks.
  - Low-rise slacks are not permitted.
- Plain white or light blue polo shirt.
  - All shirts must be tucked in
- Socks must be worn.
- Belts should fit through the loops and should be a solid color with no bling. Cosmetics are prohibited.
- Only post earrings: no dangling or large hooped earrings.
- No flip-flops or sandals.

### **B. BOYS**

- Solid navy pants or shorts simple in design with two or four pockets.
  - Pockets must be in the front and/or the back.
  - Pockets down the sides of the legs are not permitted.

- Patch pockets and pockets with a flap may be worn.
- Rivets on any part of the pants are not permitted
- A designer label may appear on the pants above the pocket near the waist.
- Designer labels or logos are not permitted on the pockets of the pants.
- Solid light blue button down collar oxford shirt either with long or short sleeves, or a solid white / light blue knit polo shirt with pointed collar.
  - All shirts must be tucked in.
- Socks must be worn
- Belts should fit through the loops and should be a solid dark with no bling. Hair should be neat and clean and may not reach below the collar, ears or the eyebrows.
- No earrings of any kind.
- No flip-flops or sandals.

#### C. **SHORTS/CAPRI PANTS**

Shorts/capri season ends October 31 and begins April 1. The shorts should be uniform solid navy walking shorts with at least a 6-inch inseam. The capris should be solid navy in color. Same regulations for slacks/pants apply for shorts/capris.)

#### D. **WINTER CLOTHING**

- White or light blue knit top with turtleneck.
- A school-approved gray or navy sweatshirt with the school logo on it. A uniform shirt or blouse must be worn underneath the sweatshirt.
- Any shirt worn under the uniform blouse, oxford or polo, must be solid white with no design or print.

#### E. **PHYSICAL EDUCATION DRESS CODE**

- Grades K-6: tennis shoes **with non-marking soles.**
- Grades 4-6: t-shirts and gym shorts.
- Grades K-6: All students must keep their P.E. shoes in school at all times in case of a change in the P.E. schedule.

## **F. BAND PERFORMANCE DAYS**

Students in grades 4 – 6 wear black dress pants and G.A. band shirt.

## **G. GA T-SHIRT DAY**

On a GA t-shirt day the students may wear their special GA t-shirt / sweatshirt with their uniform pants, shorts, or capris. These GA t-shirts / sweatshirts may be worn un-tucked. JEAN DAYS – ANNOUNCED BY THE PRINCIPAL

*The following are permitted:*

- Jeans, uniform shorts or jean capris
- Any GACC t-shirt, uniform shirt or Edge shirt

## **VII. SCHOOL SERVICES AND ACTIVITIES**

### **A. FINANCIAL ASSISTANCE**

Parents with financial difficulties are urged to apply for the Children's Scholarship Fund and to our own local Family Tuition Assistance grant. All information is kept confidential.

### **B. HEALTH SERVICES**

All required health screenings are scheduled during the year.

### **C. CHILD ABUSE**

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

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

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

#### **D. SCHOOL LUNCH PROGRAM**

Students may eat either hot or cold lunch at school. Hot nutritious lunches are part of the federally funded Hot Lunch program. Menus are published monthly. Information on advance lunch payment by the semester or by the month is distributed at the beginning of the school year. Students in grades 4–6 may order salads and/or purchase seconds of the main menu items for \$1.30 an item. Extra milk is available for grades K – 4 during the day. It may be ordered by the semester only.

Parents with financial difficulties are urged to sign up for free or reduced lunch. The forms are attached to the lunch letter sent home with Parent Orientation Materials.

**HOT LUNCH BILLS MUST BE PRE-PAID BY THE FIRST OF THE MONTH OR YOUR CHILD WILL BE ASKED TO BRING A SACK LUNCH UNTIL THE BILL IS PAID.<sup>3</sup>**

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

#### **E. ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This first inspection was completed at Guardian Angels School in 1985. The latest inspection was the summer of 2015. All asbestos areas will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present. The state health office has approved the asbestos management plan for Guardian Angels School. The plan is available for public inspection during office hours.

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<sup>3</sup> Policy adopted the summer of 2007.

Copies of the management plan will be provided to requesting parties for the cost of reproduction. Requests for copies of the plan should be sent to Guardian Angels School.

#### **F. PROFESSIONAL SERVICES**

Speech and testing services are available through the local West Point Public School District. Title I services are available at Guardian Angels School through the resource room.

#### **G. VOLUNTEERS**

Volunteers are an integral part of our learning program. Guardian Angels School is most fortunate and grateful to have people who volunteer in the school. These people are necessary to enable the teachers to work with small groups of students, take care of clerical duties, and a wide variety of other tasks. It is perhaps the best way to give parents and other adults first-hand information regarding the school program.

To become a volunteer aide, tutor, or helper, please contact the school office. The principal is responsible for training volunteers. All volunteers who work with children are required to complete the Archdiocesan 'Safe Environment' training.

#### **H. FUNDRAISING**

Fundraising is a part of Guardian Angels School's financial picture. Each year fundraising is necessary to continue the offering of Catholic education. Some of the major fundraisers are:

1. Catholic Schools Week Breakfast
2. G. A. Development Dinner
3. Jay Fest

Information on each of these events is available through the Tuesday newsletter.

Additionally, the Guardian Angels parent organization – Supportive Parents Association (SPA) – conducts the following fundraising events:

1. Fall Candy Sale
2. Paper Drives

3. CSW Breakfast
4. Bake Sale
5. Aluminum Can Drives
6. SPA Luncheon

#### **I. BAND PROGRAM**

Students in Grades 4 – 6 are offered an opportunity to take class instrumental lessons and perform in a school band. Lessons are scheduled during the regular school day. A Band Handbook is given to parents and students at the beginning of the school year.

#### **J. ENRICHMENT PROGRAMS**

We strive to recognize the gifts of each student. Therefore, a variety of enrichment programs are provided to all students. These programs include field trips, sports, various contests, guest speakers, and assemblies. Teachers make every effort to provide challenging activities in the regular classroom.

#### **K. SIXTH GRADE FAREWELL**

Upon completion of the student's final year at Guardian Angels a special farewell prayer and memento will be extended to the 6<sup>th</sup> grade students during the closing Mass on the last day of school. The 6<sup>th</sup> grade students will dress up for this Mass and have their class picture taken.

#### **L. OUTREACH**

The students of Guardian Angels are taught to care for the poor. Projects throughout the year offer the students the opportunity to donate money or supplies for various local, state, national and international organizations who assist the poor.

#### **M. PETS**

Pets of any kind are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the

presence of pets (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

#### **N. PICTURES**

Individual student pictures will be taken in the fall by a local photography studio with whom the school contracts. Further information as to date and prices is sent home in the Tuesday newsletter.

#### **O. SCHOOL SPIRIT**

Guardian Angels School colors are blue and white. The mascot is the Bluejay.

### **VIII. ORGANIZATIONS**

#### **A. NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

Parents are encouraged to join the Nebraska Federation of Catholic School Parents, which is a Nebraska Catholic Conference Affiliate. The goals of the NFCSP are to:

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

Parents may join by sending their name, address, phone number, school affiliation and \$3 fee to: Nebraska Federation of Catholic School Parents, P.O. Box 94872, Lincoln, NE 68509-4872

#### **B. GUARDIAN ANGELS SCHOOL BOARD**

Guardian Angels School Board is a policy-formulating body focused on the operation of the educational facilities of Guardian Angels School. The Board consists of the Pastor and Associate Pastor of St. Mary's, representatives from St. Mary's, St. Boniface, St. Aloysius, St. Anthony's, Holy Cross, and Ex officio members are: the pastors, the Principal and the S.P.A. President.

The term of membership is three years. Each parish determines the method of selecting representatives. Meetings are held each month, August – May, the third Wednesday of each month at 7:00 p.m.

The Guardian Angels School board members are responsible for two annual fundraisers: the Catholic Schools Week Breakfast, and the GA Development Dinner.

### **C. SUPPORTIVE PARENTS ASSOCIATION (S.P.A.)**

The Supportive Parents Association (S.P.A.) is an organization of parents of students in Guardian Angels and Central Catholic Schools who work together to enhance their children's education and the environment of the school. Meetings are held twice a year as an opportunity for personal growth through speakers and a chance to become acquainted with the Guardian Angels and Central Catholic staff.

A spring salad Luncheon, aluminum can drive, paper drive, bake sale during CSW breakfast and a candy sale are the means of gathering funds to provide activities and purchase items needed for the school. S.P.A. provides a social event for 7<sup>th</sup> & 8<sup>th</sup> graders, bowling for grades 4<sup>th</sup> through 6<sup>th</sup> graders and a spring activity for students in grades P – 3.



## **IX. APPENDIX<sup>4</sup>**

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<sup>4</sup> Revised June 2015

# Guardian Angels Central Catholic

## A-1: TUITION INFORMATION 2015-2016

### Preschool Tuition

- Half-day Five mornings annually \$1350.00.....Monthly \$135.00
- Full-day Five days annually \$1650.00.....Monthly 165.00
- Full-day Mon, Wed, Fri annually \$990.00.....Monthly \$99.00
- Full-day Tue and Thur annually \$660.00.....Monthly \$66.00
- Half-day Mon, Wed, Fri annually \$810.00.....Monthly \$81.00
- Half-day Tue and Thur annually \$540.00.....Monthly \$54.00

### Pre-Kindergarten Tuition

- Half-day annually \$1350.00..... Monthly \$135.00
- Full-day annually \$1650.00.....Monthly \$165.00

(Already includes \$150.00 Mary Brunsing scholarship)

### Kindergarten through 12

- **K – 6:** \$ 2,025.00 per child
- **7 – 8** \$ 2,135.00 per child
- **9 – 12:**\$ 2,710.00 per child

(Already includes \$150.00 Livestock Feeder grant)

### Tuition reduction for multiple students K - 12

- Second child \$75.00 reduction
- Third child \$280.00 reduction
- Fourth child \$340.00 reduction
- Fifth child \$400.00 reduction
- Sixth child \$500.00 reduction
- Seventh child \$600.00 reduction

**Corporation parishes help subsidize the money needed to cover the Cost Per Pupil above the family contribution.**

**A-2: TUITION CONTRACTS**  
**Guardian Angels Central Catholic School Payment Contract**  
**Preschool**

(Due back to the Guardian Angels Office by **May 29, 2015**)



Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parish \_\_\_\_\_

**Below are payment options for Preschool. Please check the option you prefer and complete the contract.**

- \_\_\_\_\_ Half-day Five mornings annually \$1350.00.....Monthly \$135.00
- \_\_\_\_\_ Full-day Five days annually \$1650.00.....Monthly \$165.00
- \_\_\_\_\_ Full-day Mon, Wed, Fri annually \$990.00.....Monthly \$99.00
- \_\_\_\_\_ Full-day Tue and Thur annually \$660.00.....Monthly \$66.00
- \_\_\_\_\_ Half-day Mon, Wed, Fri \$810.00.....Monthly \$81.00
- \_\_\_\_\_ Half-day Tue and Thur \$540.00.....Monthly \$54.00

**Please check the plan of your choice.**

- \_\_\_\_\_ 1. I will pay the entire sum by August 1, 2015.
- \_\_\_\_\_ 2. I will pay twice a year by August 1, 2015 and January 5, 2016.
- \_\_\_\_\_ 3. I will pay monthly August 5, 2015 – May 5, 2016 or August 20, 2015 – May 20, 2016
- \_\_\_\_\_ 4. If none of the above are convenient, please remit at least 10% by August 5, 2015 and make arrangements at the school office to pay the balance.

\_\_\_\_\_ **My chosen payment will be paid by Electronic Funds Transfer. (Please complete Electronic Funds Transfer Authorization below.)**

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

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION –Bank account information must be completed**

[ ] Checking Account –attach voided check      [ ] Savings Account—attach deposit slip

Monthly withdrawal on the:      \_\_\_\_\_ 5<sup>th</sup> of the month      \_\_\_\_\_ 20<sup>th</sup> of the month

***I authorize Guardian Angels to debit my checking/savings account monthly beginning August 2015 for bookbill/tuition payments only. I understand that if I have requested and received scholarships or tuition assistance, the payment amount may be adjusted***

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions or would like to make different payment arrangements, please call Deanne Wieneke at 372-5328.

Guardian Angels Central Catholic School Payment Contract  
**Pre-Kindergarten**  
(Due back to the Guardian Angels Office by **May 16, 2014**)



Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parish \_\_\_\_\_

\_\_\_\_\_ The tuition cost for **Pre-Kindergarten (half-days)** is \$1350.00 or \$135.00/month over 10 months. (This reflects the \$150.00 Mary Brunsing Scholarship).

\_\_\_\_\_ The tuition cost for **Pre-Kindergarten (full days)** is \$1650.00 or \$165.00/month over 10 months. (This reflects the \$150.00 Mary Brunsing Scholarship).

**Please check the plan of your choice.**

- \_\_\_\_\_ 1. I will pay the entire sum by August 1, 2015.
- \_\_\_\_\_ 2. I will pay twice a year by August 1, 2015 and January 5, 2016.
- \_\_\_\_\_ 3. I will pay monthly August 5, 2015 – May 5, 2016 or August 20, 2015 – May 20, 2016
- \_\_\_\_\_ 4. If none of the above are convenient, please remit at least 10% by August 5, 2015 and make arrangements at the school office to pay the balance.

\_\_\_\_\_ **My chosen payment will be paid by Electronic Funds Transfer. (Please complete Electronic Funds Transfer Authorization below.)**

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

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**ELECTRONIC FUNDS TRANSFER AUTHORIZATION –Bank account information must be completed**

[ ] Checking Account –attach voided check      [ ] Savings Account—attach deposit slip

Monthly withdrawal on the:    \_\_\_\_\_ 5<sup>th</sup> of the month    \_\_\_\_\_ 20<sup>th</sup> of the month

***I authorize Guardian Angels to debit my checking/savings account monthly beginning August 2015 for bookbill/tuition payments only. I understand that if I have requested and received scholarships or tuition assistance, the payment amount may be adjusted***

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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If you have any questions or would like to make different payment arrangements, please call Deanne Wieneke at 372-5328.

**Guardian Angels Central Catholic School Payment Contract  
Grades K-6**

(Due back to the Guardian Angels Office by **May 29, 2015**)



Student Name(s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Parish \_\_\_\_\_

The tuition cost for **Kindergarten through 6th** grade students is \$2025.00 or \$202.50/month over 10 months. (This reflects \$200.00/child donated by Livestock Feeder Grant).

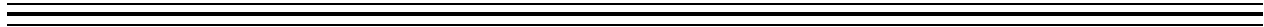
**Please check the plan of your choice.**

- \_\_\_ 1. I will pay the entire sum by August 1, 2015.
- \_\_\_ 2. I will pay twice a year by August 1, 2015 and January 5, 2016.
- \_\_\_ 3. I will pay monthly August 5, 2015 – May 5, 2016 or August 20, 2015 – May 20, 2016
- \_\_\_ 4. If none of the above are convenient, please remit at least 10% by August 5, 2015 and make arrangements at the school office to pay the balance.

**Assistance Information**  
\_\_\_ I have applied for the Children's Scholarship Fund assistance.  
\_\_\_ In the past, I have applied for CESP tuition assistance.

\_\_\_ **My chosen payment will be paid by Electronic Funds Transfer. (Please complete Electronic Funds Transfer Authorization below.)**

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



**ELECTRONIC FUNDS TRANSFER AUTHORIZATION –Bank account information must be completed**

[ ] Checking Account –attach voided check      [ ] Savings Account—attach deposit slip

Monthly withdrawal on the:    \_\_\_ 5<sup>th</sup> of the month    \_\_\_ 20<sup>th</sup> of the month

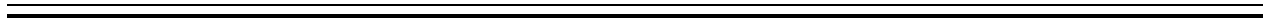
***I authorize Guardian Angels to debit my checking/savings account monthly beginning August 2015 for bookbill/tuition payments only. I understand that if I have requested and received scholarships or tuition assistance, the payment amount may be adjusted***

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



If you have any questions or would like to make different payment arrangements, please call Deanne Wieneke at 372-5328.

**A-3: CESP TUITION ASSISTANCE APPLICATION**

GACC Schools  
Family Tuition Assistance Application  
(formerly CESP)

FOR OFFICE USE ONLY  
Date Received: \_\_\_\_\_  
Tuition Award \$ \_\_\_\_\_  
School Official Initial: \_\_\_\_\_

**PARENTS CONFIDENTIAL FINANCIAL STATEMENT**

Welcome to GACC Schools. We are pleased to offer you the opportunity for quality Catholic education. In order to be considered, please answer all of the questions and sign the application form. Return the application to the school office by **April 30, 2015**. Please call 372-5328 should you have any questions or concerns regarding this process. Thank you!

**FAMILY TUITION ASSISTANCE APPLICATION FOR 2015-16 SCHOOL YEAR**

PARENT STATUS: Both live at home \_\_\_ Deceased (Father \_\_\_ Mother\_\_\_) Divorced \_\_\_ Separated\_\_\_

Student lives with: \_\_\_\_\_ Person responsible for students' tuition? \_\_\_\_\_

Is this family eligible for ADC or unemployment benefits? Yes \_\_\_ No \_\_\_

Did you apply for free and reduced lunches? Yes \_\_\_ No \_\_\_

Did you apply for an Archdiocesan or Children's Fund Scholarship Yes \_\_\_ No \_\_\_

Father's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ Annual Gross Salary \$ \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ Annual Gross Salary \$ \_\_\_\_\_

TOTAL AMOUNT GROSS INCOME: including father's & mother's plus Social Security benefits pensions, interest, ADC, Unemployment. If father's or mother's salary is not part of family support, do not include.....\$ \_\_\_\_\_

If application, do you receive child support? Yes \_\_\_ No \_\_\_ If yes, how much? \$ \_\_\_\_\_

PLEASE LIST ANY EXTRAORDINARY EXPENSES OR CONDITIONS THAT WOULD BE IMPORTANT FOR US TO KNOW IN EVALUATING YOUR REQUEST FOR ASSISTANCE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued on reverse side)

**COMMUNITY INVOLVEMENT**

The community is happy to support your family in its goal of achieving a Catholic Education for your children. On your part we ask you to reflect on the ways in which you can be involved in service to the community. Please indicate your willingness to continue or begin involvement in the following ways:

- 1. Support and participate in school fundraising activities?      Yes \_\_\_ No \_\_\_
- 2. Take part in a volunteer service school program?                      Yes \_\_\_ No \_\_\_
- 3. Please suggest some ways that you can be of service to the school? (State possibilities)

**PLEASE LIST ALL DEPENDENT CHILDREN:**

NAME	AGE	PRESENT SCHOOL	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LIST DEPENDENTS OTHER THAN YOUR CHILDREN:**

RELATION TO FAMILY	AGE	AT HOME	AWAY	AMT OF ASSISTANCE PER/YR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

We hereby state that all information to the best of our knowledge is true and accurate.

DATE: \_\_\_\_\_ SIGNED: (FATHER) \_\_\_\_\_  
(MOTHER) \_\_\_\_\_

We request financial assistance in the amount of \$\_\_\_\_\_.

#### A-4: NOTICE OF AN INCOMPLETE/MISSING ASSIGNMENT (GRADES 2 - 3)

Student \_\_\_\_\_ Grade \_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Assignment \_\_\_\_\_

Today your child had an incomplete/missing assignment.

He/She completed the assignment \_\_\_\_\_

Please sign this form and return it tomorrow with your child.

Thank you for your cooperation. Failure to return this form will be time on the wall until this form is returned.

\_\_\_\_\_  
Teacher Signature

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

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

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

#### A-5: REQUEST FOR GIVING MEDICINE AT SCHOOL

This form must be filled out by parent/guardian each time there is a need to have medicine administered at school. Additional forms are available at the school office.

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

Medication \_\_\_\_\_

Time to be given \_\_\_\_\_ A.M. Time to be given \_\_\_\_\_ P.M.

Date from \_\_\_\_\_ To \_\_\_\_\_

This medicine is to be furnished by parent or guardian in an original pharmacy container with the student's name, name of medication, dosage, time of day and duration of treatment.

I hereby authorize \_\_\_\_\_ to be my agent to give the above named medication to my child, \_\_\_\_\_ as ordered by Doctor \_\_\_\_\_

#### A-6: SAMPLE TICKET

(Issued to student for one or more of offenses listed)

Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Minutes \_\_\_\_\_

##### **Low** (10 minutes)

Talking  
Running (Halls/Stairs)  
Playing after whistle blows  
Not following restroom rules  
Other \_\_\_\_\_

##### **Medium** (15 minutes)

Annoying Classmates  
Hitting other students  
Disrupting class  
Restless/Inattentive behavior  
Other \_\_\_\_\_

##### **High** (30 Minutes)

Fighting  
Improper Language  
Disrespectful  
Bullying  
Other \_\_\_\_\_



## A-7: ACCEPTABLE INTERNET USE GUIDELINES

Our mission is to provide Guardian Angels students with hands-on experience in computer technology as a tool to enhance their learning. Guardian Angels School has installed a filtering program. Your son/daughter has the opportunity to use an information system known as the World Wide Web on the Internet, with the purpose to participate in curriculum enhancing projects. In a Catholic Christian setting it is necessary to stress responsible behavior in using this technology. In order to be allowed access to the computers and software connected to the Internet, our students and parents must review these guidelines and agree, by their signatures, to abide by the *Acceptable Internet Use Guidelines*.

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 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.

## A-8: STUDENT AUTHORIZATION FOR INTERNET ACCESS

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School's Internet connection. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

*I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.*

Child 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child 3: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child 4: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child 5: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

---

Parent/Guardian's Name (Please PRINT)

---

Parent/Guardian's Signature

---

Date

**A-9: WEB PAGE & PHOTO PERMISSIONS**

Dear Parent,

Guardian Angels and Central Catholic students may have the opportunity to publish documents and projects on the World Wide Web. This includes Sycamore or the school’s public website. All documents and projects must meet with a teacher’s approval before publication. This could include the student’s own written, artistic and/or multimedia work; audio clips of student’s own written, artistic and or/multimedia work; audio clips of student’s voice or student playing a musical instrument; and student’s first name and last initial (or an acronym) on students’ work or other areas of the website.

Guardian Angels/Central Catholic may want to display photos of students in groups or individually on the school’s website or on teachers’ web pages. First name and last initial will be used only when necessary.

Guardian Angels/Central Catholic must have parents’ permission in order to publish students’ work or display their photos. Below is a permission form for publishing your child/children’s work and a permission form to display your child’s photo. We ask that you **CIRCLE Yes or No** by the permissions you wish to grant or not grant to Guardian Angels School and then sign and date this sheet.

Thank you

\*\*\*\*\*

Child 1: _____	Grade: _____
Child 2: _____	Grade: _____
Child 3: _____	Grade: _____
Child 4: _____	Grade: _____
Child 5: _____	Grade: _____

Yes No Guardian Angels/Central Catholic has permission to publish my child/children’s **documents and projects** on the World Wide Web.

Yes No Guardian Angels/Central Catholic has permission to publish my child/children’s **photos** on the school we site and the teacher’s web pages.

\_\_\_\_\_  
Parent’s name (Please PRINT)

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**A-10: PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**  
**Archdiocese of Omaha**

Date:

Parish name/address: Guardian Angels School - St. Mary's  
408 E. Walnut St.  
West Point, NE 68788-1598

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a parish sponsored activity requiring transportation to a location away from the parish grounds. This activity will take place under the guidance and supervision of employees from Guardian Angels - St. Mary's parish. A brief description of the activity follows:

Destination:

Designated supervisor of activity:

Date and time of departure:

Date and anticipated time of return:

Method of transportation:

Student cost:

Other Comments:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from personal actions taken by your child.

We hereby consent to participation by our child, \_\_\_\_\_, in the event described above. We understand that this event will take place away from church grounds and that our child will be under the supervision of the designated Diocesan/parish employee on the stated dates. We further consent to the conditions stated above on participation in this event, including the method of transportation.

We do not give permission for our child, \_\_\_\_\_, to take part in the above described event.

\_\_\_\_\_  
Parent's name/signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency phone number

Please return this form by:

## A-11: CURRICULUM

### CURRICULUM

#### ESSENTIAL STANDARDS

*“Standards describe what students should know and be able to do at certain stages in their education.”*

Archdiocesan Curriculum guide

#### Religion

##### I. Creed / Belief

Grades K – 2

Recognize God’s love for us.

Grades 3 – 5

Know Jesus as the Son of God.

- Recognize Jesus as Savior.

Grade 6

Explore the presence of the Trinity.

- Recognize the presence of the Father, Son, and Holy Spirit.

##### II. Sacraments

Grades K – 2

Recognize the Sacraments as gifts from God.

Grades 3 – 5

Recognize the presence of Christ in the Sacraments.

- Know that the Sacraments of Initiation, Healing and Service bring us into a closer relationship with God.

Grade 6

Understand the Sacraments as the life-giving powers of Christ.

##### III. Christian Living

Grades K – 2

Recognize that we are children of God.

Grades 3 – 5

Recognize Jesus’ life as a model for our own.

- Recognize that God calls us to be responsible for our actions.
- Recognize the importance of serving others.

Grade 6

Demonstrate principles of Christian living.

- Model faith in words and actions.
- Make moral decisions consistent with Church teachings.
- Examine vocations as God’s call.

##### IV. Prayer

Grades K – 2

Recognize that prayer is a conversation with God.

Grades 3 – 5

Understand prayer as a way to grow closer to God.

- Understand and practice different forms of prayer.

Grade 6

Know the meaning and importance of prayer in life.

#### Math

##### I. Problem Solving

Grades K – 2

Explore ways to solve problems.

- Work individually and as a team.
- Extend and create patterns.
- Use estimation and computation.

Grades 3 – 5

Demonstrate appropriate methods.

Grade 6

Apply strategies to solve problems.

- Solve multi-step and non-routine problems.
- Implement appropriate technology use.

##### II. Communication

	Grades K – 2	Recognize mathematical symbols and words.
	Grades 3 – 5	Explain mathematical terminology. <ul style="list-style-type: none"> <li>• Read and write to show understanding.</li> </ul>
	Grade 6	Describe mathematical processes.
<b>III.</b>	<b>Reasoning</b>	
	Grades K – 2	Explain and show work. <ul style="list-style-type: none"> <li>• Sequence the steps used to solve problems.</li> <li>• Justify the answer.</li> </ul>
	Grades 3 – 5	Demonstrate mathematical processes.
	Grade 6	Apply fundamental properties of mathematics.
<b>IV.</b>	<b>Connections</b>	
	Grades K – 2	Recognize mathematical ideas in everyday experiences. <ul style="list-style-type: none"> <li>• Use appropriate technology.</li> </ul>
	Grades 3 – 5	Recognize mathematical interrelationships. <ul style="list-style-type: none"> <li>• Explore real-life situations.</li> </ul>
	Grade 6	Explain how mathematical ideas interconnect and build on one another. <ul style="list-style-type: none"> <li>• Show integration of procedures and concepts.</li> <li>• Relate and apply to everyday situations.</li> </ul>
<b>V.</b>	<b>Representation</b>	
	Grades K – 2	Model mathematical concepts using materials. <ul style="list-style-type: none"> <li>• Recognize and choose appropriate materials.</li> <li>• Organize and record information.</li> </ul>
	Grades 3 – 5	Display mathematical knowledge. <ul style="list-style-type: none"> <li>• Organize and record data.</li> <li>• Create models.</li> <li>• Share results.</li> </ul>
	Grade 6	Translate and apply mathematical concepts. <ul style="list-style-type: none"> <li>• Categorize data.</li> </ul>

**The revision of the Archdiocesan Religion and Math standards is complete.  
The process began in the summer of 2003.**

## SCIENCE

<b>I.</b>	<b>Inquiry</b>	
	Grades K – 2	Ask questions, make predictions, and share discoveries. <ul style="list-style-type: none"> <li>• Observe and describe objects.</li> <li>• Use simple equipment.</li> </ul>
	Grades 3 – 5	Hypothesize, construct an experiment, and communicate results. <ul style="list-style-type: none"> <li>• Use tools to solve problems.</li> </ul>
	Grade 6	Design and conduct scientific investigations and communicate results. <ul style="list-style-type: none"> <li>• Select and use appropriate metric measurements units and tools.</li> <li>• Select appropriate ways to display data.</li> </ul>
<b>II.</b>	<b>Systems</b>	
	Grades K – 2	Recognize Systems. <ul style="list-style-type: none"> <li>• Sort and compare objects.</li> <li>• Identify parts of a system.</li> </ul>

- Grades 3 – 5 Describe the parts that make up a system.
  - Name the parts and what they do.
  - Create and utilize models that represent a system.
  - Relate how parts of a system affect the whole system.
- Grade 6 Recognize and describe key parts and functions of any system.
  - Create and use classification systems.
  - Observe and develop models.
  - Investigate how functions relate to form.

**III. Change and Constancy**

- Grades K – 2 Explore how things change.
  - Observe and tell about change.
  - Measure things in different ways.
- Grades 3 – 5 Describe how things can or cannot change.
- Grade 6 Investigate and describe change and constancy.
  - Identify cycles of change.

**IV. Perspectives**

- Grades K – 2 Show how good and bad choices can influence all life.
- Grades 3 – 5 Recognize the importance of personal choices.
- Grade 6 Investigate and evaluate the influence of science on personal and social decisions.

**The revision of the Archdiocesan Science standards is complete. The process began in the summer of 2004.**

**Language Arts**

**I. Inquiry**

- Grades K – 2 Ask questions, look for answers, sort and classify information.
- Grades 3 – 5 Investigate and interpret information.
- Grade 6 Assemble information and evaluate its relevance.

**II. Connection**

- Grades K – 2 Recognize and retell what you see, do, and read.
- Grades 3 – 5 Identify, explore, and explain relationships and meaning.
- Grade 6 Classify and appraise relationships and meaning.

**III. Structure**

- Grades K – 2 Choose and construct pictures, words, sentences, and stories.
- Grades 3 – 5 Identify and organize components and patterns of language.
- Grade 6 Implement the use of a template to fashion written and oral compositions.

**IV. Creation**

- Grades K – 2 Make a project that shows what you know.
- Grades 3 – 5 Produce an original work to express an idea.
- Grade 6 Compose products that apply language skills for a specific purpose.

**The revision of the Archdiocesan Language Arts Standards is complete. The process began the summer of 2005**

## **Social Studies**

- |   |   |
|---|---|
| <b>V. Connections</b><br>Grades K – 2<br>Grades 3 – 5<br>Grade 6        | Explain Relationships.<br>Explore the effects of relationships.<br>Compare the effects of interactions.   |
| <b>VI. Diversity</b><br>Grades K – 2<br>Grades 3 – 5<br>Grade 6         | Identify similarities and differences.<br>Explain similarities and differences.<br>Analyze similarities and differences.  |
| <b>VII. Perspectives</b><br>Grades K – 2<br><br>Grades 3 – 5<br>Grade 6 | Recognize and demonstrate an understanding of how actions affect others.<br><br>Examine historical and cultural influences on society.<br>Analyze values and opinions to realize one’s role in society. |
| <b>VIII. Structures</b><br>Grades K – 2<br>Grades 3 – 5<br>Grade 6      | Recognize social institutions and environments.<br>Investigate the components that make up global societies.<br>Compare and contrast the components that make up global societies.                      |

**The revision of Social Studies was completed the summer of 2008.**

## **Foreign Language**

- |  |  |
|--|--|
| <b>I. Communications</b><br>Grades K – 6 | Participate in written and spoken language                     |
| <b>II. Cultures</b><br>Grades K – 6      | Recognize cultural differences and similarities.               |
| <b>III. Connections</b><br>Grades K – 6  | Relate world languages and cultures to other disciplines.      |
| <b>IV. Comparisons</b><br>Grades K – 6   | Recognize different languages and cultures                     |
| <b>V. Communities</b><br>Grades K – 6    | Become aware of other cultures and language in your community. |

**The revision of Foreign Language was completed the summer of 2010.**

**The revisions of Technology, Music, Art and Physical Education will follow.**



## A-12: LIFE SKILLS -- BOYS AND GIRLS TOWN MODEL

### **I. Following Instructions**

1. Look at the Person.
2. Say 'Okay.'
3. Do what you have been asked right away.
4. Check back.

### **II. Accepting Criticism or a Consequence**

1. Look at the person.
2. Say 'Okay.'
3. Don't argue.

### **III. Accepting 'No' for an Answer**

1. Look at the person.
2. Say 'Okay.'
3. Stay calm.
4. If you disagree, ask later.

### **IV. Greeting Others**

1. Look at the person.
2. Use a pleasant voice.
3. Say 'Hi' or 'Hello.'

### **V. Getting the Staff's Attention**

1. Look at the person.
2. Raise your hand. Stay calm.
3. Wait until the staff says your name.
4. Ask your question.

### **VI. Making a Request**

1. Look at the person.
2. Use a clear, pleasant voice.
3. Explain exactly what you are asking for. Say 'please.'
4. If the answer is 'Yes', say 'Thank you.'
5. If not, remember to accept 'No' for an answer.

### **VII. Disagreeing Appropriately**

1. Look at the person.
2. Use a pleasant voice.
3. Say 'I understand how you feel.'
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

### **VIII. Giving Criticism**

1. Look at the person.
2. Say calm. Use a pleasant voice.
3. Say something positive or 'I understand'.
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person. Be polite.

### **IX. Resisting Peer Pressure**

1. Look at the person.
2. Use a calm voice.
3. Say clearly that you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say 'No.'
6. Leave the situation.

### **X. Making an Apology**

1. Look at the person.
2. Use a serious, sincere voice.
3. Say 'I'm sorry for... or I want to apologize for...'
4. Don't make excuses.
5. Explain how you plan to do better in the future.
6. Say 'Thanks for listening.'

### **XI. Talking to Others**

1. Look at the person.
2. Use a pleasant voice.
3. Ask questions.
4. Don't interrupt.

### **XII. Giving Compliments**

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

### **XIII. Accepting Compliments**

1. Look at the person.
2. Use a pleasant voice.
3. Say 'Thank you.'
4. Don't look away, mumble, or deny the compliment.
5. Do not disagree with the compliment.

### **XIV. Volunteering**

1. Look at the person.
2. Use a pleasant, enthusiastic voice.
3. Ask if you can help. Describe the activity or task you are offering to do.
4. Thank the person.
5. Check back when you are finished.

### **XV. Reporting Other Youths' Behavior**

1. Look at the teacher or adult.
2. Use a calm voice. Ask to talk to him or her privately.
3. Describe the inappropriate behavior you are reporting.
4. Explain why you are making the report.
5. Answer any questions the adult has.
6. Thank the adult for listening.

### **XVI. Introducing yourself**

1. Look at the person.
2. Use a pleasant voice.
3. Offer a greeting. Say 'Hi my name is ...'
4. Shake the person's hand.
5. When you leave say, 'It was nice to meet you.'

**A-13: HANDBOOK ACKNOWLEDGEMENT FORM**

August, 2014

Dear Parents,

We are not printing handbooks this year. In this age of technology and the internet we can now provide you with an on-line copy of the handbook.

The Guardian Angels Handbook can be found on our Guardian Angels website at [www.gacatholicschool.org](http://www.gacatholicschool.org) under the Parents link. The Central Catholic Handbook can be found on the [www.ccbluejays.org](http://www.ccbluejays.org) website. These documents may also be found in Sycamore under the Documents area in each School Sites.

After reading over the handbook, return the form below to either school by August 29. If you do not have access to the internet, please call Guardian Angels School at 372-5328 or Central Catholic at 372-5326.

Thank you,

Mr. Matthew Richardson

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**Handbook Acknowledgement Form**

I have had the opportunity to read the 2014-15 Parent – Student Handbook for Guardian Angels and/or Central Catholic. I agree that my child / children will abide by the policies set forth in these handbooks.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have had the opportunity to read the 2011-12 Parent - Student Handbook for Guardian Angels and/or Central Catholic. I agree to abide by the policies set forth in these handbooks.

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

The Guardian Angels Central Catholic School Parent/Student Handbook addresses the daily operational routines of Guardian Angels School and outlines rules and regulations of the school. Principal reserves the right to add, modify, or abolish handbook provisions without notice. The Handbook is reviewed and revised annually.

Be it known to all who enter here  
that Christ is the reason for this school,  
the unseen but ever-present teacher in its classes,  
the model for its faculty,  
the inspiration of its students.