

St. Wenceslaus School
PreK-6
2011-2012
PARENT/STUDENT HANDBOOK



“Catholic Schools – Faith. Academics. Service.”

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Table of Contents		Page
Number	Topic	
•	Mission Statement	5
•	Exit Outcomes	5
•	Parents/Guardians	6
•	Parents/Guardians Responsibility	6
•	Student	7
•	Policy Statement	8
1	Admissions of Pupils	9
2	Asbestos Management Plan	9
3	Attendance, Regulation Hours, Absence & Illness	9
4	Bicycles	10
5	Box Tops for Education, Computer Ink Cartridges & Aluminum Cans	10
6	Bus Transportation	10
7	Child Abuse Reporting Requirements	11
8	Child Find Notice	11
9	Class Assignments & Homework	12
10	Communications	12
11	Computer and Internet Access	12
12	Discipline Policies	13
13	Dress Code	16
14	Drug Free School Policy	16
15	Emergency form	16
16	Emergency Procedures	16
17	Field Trip Procedures	16
18	Fire Drills & Tornado Drills	17
19	Fund Raising	17
20	Head Lice	17
21	Immunization	17
22	Insurance (Accident)	18
23	Mass	18
24	Medications Policy	18
25	Milk	18
26	Money Matters	19
27	Non-discrimination Statement	19
28	Open House	19
29	Parent Grievances	19
30	Playground & Toys	20
31	Principal and Teachers After School	20
32	Progression Through the Grades	20
33	Property Damage of School Property	21
34	Records (Family Right To Privacy Act)	21
35	Rules	21
36	Saving Labels	22
37	School Lunch Time, dismissal, & Inclement Weather	22
38	School Opens	22
39	School Parties	22
40	School Pictures	22
41	Student Picture & Press Release	22
42	Student Supplies	22
43	Teacher Education Requirement	23
44	Testing and Report Cards	23
45	Tobacco Free Building	24
46	Truancy (5013 Archdiocesan Policy)	24
47	Tuition	24
48	Weapons Policy	24
49	Weather and Recess	25
•	Closing Statement	
•	Computer Room and Internet Agreement Form	
•	Parent Signature Page (Return to School)	

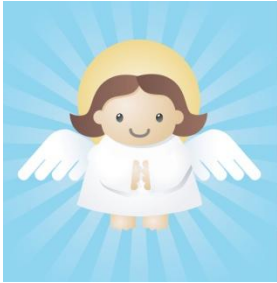
This parent/student handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Wenceslaus Catholic School and any student or parent/guardian of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the Handbook provisions. A notification may be sent to parents if changes are made.

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 restrictions upon St. Wenceslaus School's right to institute any course of disciplinary action. St. Wenceslaus School believes it is necessary and consistent with its Catholic Educational Mission.

This handbook follows the guidelines of the Archdiocese School Board Policies and these available upon request.



Greetings from the faculty of St. Wenceslaus Catholic School. Your tremendous support in the past gives us courage to start the new school year. We ask for your cooperation and support once again.

Listed in this handbook are some of the practical applications of the general principles and policies of our school. We ask you to read them carefully and help us to carry them out for the good of all students.

You have entrusted to us your greatest possession, your child/children. We hope to be able to guide them this year into a deeper love of Jesus.

St. Wenceslaus Catholic School Mission Statement

The Mission of St. Wenceslaus School is to facilitate the teaching/learning process so that students become responsible, life-long learners, faithful to Gospel values, and active members of the Catholic Church and globally-minded citizens in American Society.

St. Wenceslaus Catholic School Exit Outcomes/Vision

All graduates of St. Wenceslaus Catholic School will:

- Demonstrate a knowledge and love of God consistent with the teachings and practices of the Catholic Church;
- Demonstrate knowledge of the given core disciplines, and technology;
- Demonstrate a religious knowledge, virtues, and practices;
- Demonstrate effective communication skills;
- Demonstrate independent learning skills;
- Demonstrate higher order thinking skills; (problem solving)
- Develop a healthy life style.

Parents/Guardians

Parents/Guardians have rights and responsibilities as the first educators of the children God has entrusted to them. Collaboration with the schools, especially teachers, will promote the best interest of each student and assist the parent in fulfilling his/her role as an educator. Parent/Guardians are urged to participate in school related and church related organizations and activities. Again parents have the primary responsibility for the education of their children. They have a corresponding right to choose schools as the primary educator of their children. Catholic Schools of the Archdiocese provide a choice of schools for parents.

“The family therefore holds directly from the Creator the mission and hence the right to educate offspring....” Pope Pius XI.

“Parents who have the first inalienable duty and right to educate their children should enjoy true freedom in their choice of schools. Vatican Council II Declaration on Christian Education” #6

Parents/Guardians are essential to the work of the Catholic School. Their support of and work with the school are basis for successful Catholic education of their children.

“As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.” Vatican Council II Declaration on Christian Education #8.

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, “Suffer the children to come unto me” will bless the efforts taken in His name.

Parental Responsibilities are:

- To provide proper diet and balance of sleep and exercise
- To provide proper facilities for home study and to encourage conscientious completion of assignments
- To insist that your child obey the regulations and principles of good behavior and manner
- To encourage development of individual talents and interest
- To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- To build religious and family traditions into your lifestyle
- To understand and support the religious nature of the school
- To be a partner with the school in the education of your child/children
- To keep the school informed as to special needs of your child and to read carefully all communications sent home from the school
- To take advantage of conference time and to request additional times as needed
- To participate in Sunday Mass and support the Parish

- To build and support the image of St. Wenceslaus Catholic School in the community
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To read and support the regulations of this Handbook
- To appreciate that Catholic Education is a privilege that many persons do not have.

Rights of Parents

It is not uncommon to hear Catholic school parents declare that they have no right in the Catholic school. It is true that the U.S. Constitution governs only those in government agencies, such as state-run schools. The U.S. Constitution was intended to provide rules of conduct for government and its officials. Thus, if you are not in a government-sponsored school, you do not have constitutional protections.

Parental rights do exist, however, and are grounded in contract law, as discussed above. Parents also have rights under statutory law and commonly accepted standards of fair play, known as common law. For example, Catholic school parents are protected by federal and state statutes against racial discrimination. These statutes, enacted by legislation, are not parts of the U.S. Constitution and can bind independent agencies, such as Catholic schools. State statutes can also provide additional protection, if they apply to government and independent schools. For example, if a state law requires schools to provide certain health-screening services or reduced-free lunch programs, Catholic schools may be required to comply with the law.

Your child's school officials are eager to provide the best possible education for students and to meet the requirements of all laws pertaining to independent schools. As stated above, however, the U.S. Constitution and its protections do not apply to the Catholic school.

You may well ask, "What rights do we have in a Catholic school?" A complete listing and thorough discussion of all rights are beyond the scope of this brief writing. At the very least, however, you, a Catholic school parent, have legal rights. Among them are the following:

1. to have children receive an academically sound education in a Catholic environment
2. to talk with school personnel and to have requests for meetings answered in a timely manner
3. to receive fair hearings on concerns and grievances
4. to have students supervised in a safe and appropriate manner
5. to review records and respond
6. to participate in the life of the school

Student

The role of the student is to be an active learner who is a member of the total Catholic school community. Students are called to grow to their potential in Catholic Faith, in academic knowledge, in skill development, in interdependence and in service. Students shall abide by the rules of the school.

St. Wenceslaus Catholic School Policy Statement

- Since Christian education implies eternal values, we hold highest regard for the formation of the life of Jesus Christ encountered sacramentally in each child.
- Since all truth frees us to love God, we correlate truths about God, His Divine Son's teachings, and Sacred Scripture with the body of academic knowledge so as to fully integrate each child's life.
- We hope to educate each child so as to actualize his or her potential to learn and participate in society's values with confidence.
- Since each child is unique and possesses his or her own strengths and weaknesses, we strive to perfect the strengths of each child and develop him or her in areas of weaknesses. We feel learning is best achieved in a charitable approach to each person; we emphasize the goodness of each person in God's love.



1. Admission of Pupils

A baptismal certificate is necessary for records if the child was not baptized at St. Wenceslaus Parish. A birth certificate is also required to be kept on file.

In accordance with state law, a child may enter Kindergarten if that child has reached the age of five on or before October 15th of the current year.

State law requires a physical examination by a qualified physician within six month prior to the beginner grade; or in the case of a transfer from out of state to any other grade of the local school. Any student seeking admission to St. Wenceslaus School and has been previously home-schooled and/or has no formal school record will be subjected to an admission test. We reserve the right to evaluate all new students and to use the results to place them in an appropriate educational setting. All testing will be discussed with parents, teacher, and administrators. St. Wenceslaus School reserves the right not to accept a student if the school is unable to meet the student's educational or spiritual needs.

Children may enter Preschool if they turn the age of three on or before October 15 of the current school year.

2. Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private school to inventory and inspect all building for asbestos containing materials. This inspection is updated every three years. The last inspection at St. Wenceslaus was 2009. All asbestos areas will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present.

The management plan has been filed with the Nebraska Department of Health and is on file in the school office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for cost of reproduction.

3. Attendance, Absence & Illness

Prompt and regular attendance is part of a successful learning experience. Class begins at 8:15 a.m. Students arriving between 8:15 and 9:15 will be considered tardy.

SCHOOL HOURS (004 02A2): By state regulation law, students must attend school that has scheduled 1,032 instructional hours or more. St. Wenceslaus School is in compliance with this state regulation.

ABSENCE: Students who complain of illness in the morning should stay home and recover. Students who leave the school premises during the school day for illness will not be allowed to return to school until the following day. If a student arrives after 9:15 they will be considered absent for half/day of school. If a student leaves before 9:15 they will be considered absent for a full day.

Homework may be sent home upon parental request. Students are required to complete missed homework, unless directed otherwise by the teacher or administration. The student will have a period of two days to make up any homework for one day of absence. If there are circumstances requiring a longer period of time to make up homework, please notify the teacher and head teacher.

When a child is absent, the parents are asked to call the school and notify the teacher in the morning before 8:30. If the parent/guardian fails to contact the school prior to 8:30, the school will contact the parent/guardian to find out the student's status.

A phone call or signed note by a parent/guardian explaining the student's absence is required for an excused absence and for appointments that required the student leave school.

Excused absences may include: sickness, accidents, funerals, unavoidable doctor and dental appointments, family illness or emergency and prior notice absences.

Students who are absent frequently may not be able to keep up with the class assignments. Please remember class time is one thing a student is not able to make up. When a student is ill more than one day, considerations may be made with the teacher to help the students after school to receive instruction in lessons and assignments that are difficult for the student.

Absences due to vacation: The teaching staff is unable to predict what they are able to cover for an extended amount of days. There are many things that can alter a teacher's lesson plans. Some examples that can alter lesson plans are weather, teacher illness, and other school activities. Students may receive the homework they missed upon their return to school. The teacher may require a period of time in which the homework is due.

COMPULSORY ATTENDANCE, ENFORCEMENT (79-209): By state law, when a student is absent for more than 20 days per year the attendance officer must file a report with the county attorney. The county attorney may file a complaint against a person violating the law before the judge of the county court charging the person with violation of the law or may file a petition under the Nebraska Juvenile Code alleging the person violating the law is a juvenile.

Dismissal of Students: If someone other than the parent/guardian will be picking up your child/children, please notify their respective teacher or the school office. A child shall be released from the facility only to the child's custodial parent/parents or guardian or to a person, authorized in writing or verbally by the parent/parents or guardian of the child. Note: This policy also applies when a child is released due to illness; if your child is riding a different bus; or goes home with another student.

4. Bicycles

Students may ride bicycles to and from school. The bicycles are to be parked in the bike rack and may not be ridden on school or parish grounds during school hours. Arrival and dismissal is considered part of school time, this is a safety issue with buses and cars picking up and dropping off students. Students must walk their bikes until off of school grounds.

Disclaimer – St. Wenceslaus is not responsible for stolen or damaged bicycles.

5. Box Tops for Education, Ink Cartridges & Aluminum Cans

Our school has enrolled in the Box Tops for Education Program sponsored by General Mills. Please send only the "Box Tops for Education" Logo; we cannot use the Betty Crocker points. We will receive 10 cents for each box top. The box tops can be dropped off in the school office. Used computer ink cartridges have a refund value and can also be dropped off at the school office. We also have a can cage in the school parking lot for aluminum cans that we recycle. We receive cash for all of these items and use it to purchase necessary school supplies.

6. Bus Transportation

St. Wenceslaus students will follow the rules and consequences established by the Dodge Public School. Violation of bus rules will result in immediate notification of parents. Students represent the



school and should handle themselves in such a way that is a positive example of St. Wenceslaus School students. The bus will not drop any students off at babysitters or after school care.

(Misbehavior on the bus) Penalty is at the discretion of the Principal/Pastor depending on the circumstances. This is in addition to the consequences imposed by the bus company. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

Dodge Public School Bus Regulations

The school bus activity rules to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulations for a problem.

- a. The sponsor is in full charge of the busload of students. The students shall comply promptly with requests. In the event that the sponsor does not control the students the driver is directed to speak to the students. If this does not work the driver is instructed to return immediately to Dodge with the load of students.
- b. The students must be on time. The bus cannot be detained for those who are tardy.
- c. Do not distract the driver at any time when he is driving. Unnecessary conversation with the driver is prohibited.
- d. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
- e. Students will not throw waste on the floor of the bus or out the windows.
- f. Students are to be extremely quiet when traveling in traffic and approaching railroad crossings.
- g. Students should not leave the bus from the emergency door except in an emergency.
- h. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
- i. Everyone who rides the bus to an event must return to school on the bus unless they have a travel release signed by their parents or permission from the Principal.
- j. Do not panic if an accident occurs. Remember you are more than 10 times safer than if you were riding in a passenger car.
- k. Damage to the bus shall be reported to the driver.
- l. Never place any part of your body outside the bus windows.
- m. Follow all instructions promptly from the sponsor or person in charge.
- n. Treat the bus with respect and dignity- it is your classroom away from school.
- o. Drivers are not responsible for personal belongings left on the bus.

7. Child Abuse Reporting Requirements

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

8. Child Find Notice

The St. Wenceslaus Schools requests your help in locating handicapped children. The schools implement of Federal Handicapped Children't Act (PL-94-142), which guarantees a free appropriate educational program for all children between the ages of 0 and 21 years of age. If

you have a student or know of any young person with special needs between 0-21 years of age who is not enrolled in an appropriate education program, please call 402-693-2819 or write to:

St. Wenceslaus School
212 N. Linden St
Dodge, NE 68633

9. Class Assignments & Homework

The amount of time spent doing class assignments differ for each child's ability. Thus it may be necessary for some students to complete their work at home.

Homework is an important part of child's education. Parents can assist their children by providing a place for quiet study. Normally, every student will have some homework every night, but the amount of homework will vary for each student and grade level.

If your child is spending great amounts of time at night doing homework, please inform the teacher or principal about the problem (example over 90 minutes). The teacher, parents, and principal will address the problem.



10. Communications

Frequent communication between home and school is important. If a question arises, parents are asked to contact the teacher or principal.

Calls for the students in the school office should be for emergency situations only. Students may not use the telephone without explicit permission of a staff member.

A monthly newsletter is sent home to the parents.

Announcements are also made in the Sunday St. Wenceslaus Church Bulletin.

Student "Red Folders" are also sent home with information in them.

11. Computer and Internet Access Permission Form

The purpose of this agreement is to outline the rules for using computers and the Internet at St. Wenceslaus. The cost and sensitivity of computer equipment and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students.

Please read the following with your child/children. We ask that you sign the Computer and Internet Access Permission Form and return it to St. Wenceslaus School.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information far outweighs the possibility that users may obtain material that is not consistent with the educational and spiritual goals of St. Wenceslaus.

Guidelines of Acceptable Use:

- The use of school computers is a privilege which may be taken away if the student uses computers or the Internet improperly or causes damage to computer hardware or software.

- Each student is responsible for good behavior while using computers and/or Internet. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to the use of the school computers and the Internet. Improper use may lead to computer privileges being taken away from the student. Examples of improper use include, but are not limited to the following:
 1. Using obscene language in any computer files or documents.
 2. Violating copyright laws
 3. Using another person's identity
 4. Accessing another person's folders, documents, or files
 5. Using electronic resources for personal or commercial profit-making enterprises
 6. Using electronic resources for inappropriate activities, such as harassment, hate speech, or illegal conduct.
 7. Searching, collecting, distributing, or publishing profane, obscene, or sexually graphic information.
 8. Other use that compromises the integrity or security of the school's or any other user's electronic resources including hardware/software, networks, email, or file.

*Improper use of the school computers and/or Internet may result in any one or more of the following consequences.

1. Individual computer and Internet access privileges taken away for a determined period of time.
2. Conferences with parent/guardian.
3. School disciplinary action according to the handbook and posted rules (This could include expulsion if deemed necessary by the Pastor)
4. Appropriate legal action

*St. Wenceslaus School has the right to review and monitor all student activities on school computers. All computer and Internet activity may be supervised by a staff member. This does not necessarily mean that the staff member will be at the computer with the student.

*Disclaimer-St. Wenceslaus School is not responsible for:

1. Information stored on school hardware or networks.
2. Information retrieved through school hardware or networks.
3. Unauthorized financial responsibility resulting from use of electronic resources.

12. Discipline Policy – Academic & Behavioral and Activities Participation

The primary function of the school is to provide a quality education in a Catholic atmosphere, which allows the complete growth of the child Discipline in as integral part of the learning process that allows us to teach each child to control his/her own behavior in an acceptable manner. Parents and teachers with students should work continuously to stimulate growth in the following life skills:

- Integrity: To be honest, sincere and of sound moral principle
- Initiative: To do something because it needs to be done
- Flexibility: The ability to alter plans when necessary
- Perseverance: To continue in spite of difficulties
- Organized: To plan, arrange and implement in an orderly way

- Sense of Humor: To laugh and be playful without hurting others
- Effort: To try your hardest
- Common Sense: To seek solutions in difficult situations
- Responsibility: To be accountable for your actions
- Patience: To make and keep a friend through mutual trust and caring
- Curious: A desire to learn or know about a full range of things
- Cooperation: To work together toward a common goal
- Caring: To feel concern for others

Detentions, Suspensions, and Tutorial Help

- **Behavioral**
 1. Showing disrespect or repeatedly failing to comply with directions of school personnel.
 2. Disturbing the class with inappropriate noise or talking.
 3. Inappropriate misconduct as described in “comments”.
 4. Being in the hallways, library, restrooms, or any other place without a teacher’s permission.
 5. Disturbing other classrooms with noise, talking, or running in the halls or down the stairs.
 6. Willfully causing or attempting to cause damage to private or public school property.
 7. Failure for returning the signed Referral slip the next school day.
 8. Bullying
 - a. **5032 Student Offensive Conduct, Bullying or Harassment**
 Student offensive conduct, bullying or harassment (repeated incidents of such conduct on the basis of a person’s gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.)
 Examples of offensive conduct, bullying or harassment include but are not limited to the following:
 - a. Explicit and offensive references or gestures;
 - b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
 - c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
 - d. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to other on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.
 - b. **5033 Procedures for Reports and Investigations Relative to offensive Conduct, Bullying or Harassment**
 An Individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal or if the Principal is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow.

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

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

If the offensive conduct is of a sexual nature than the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People will take effect.

- **Academic**
 1. Incomplete assignments
 2. Assignments are late
 3. Work of poor quality
 4. Not working up to his/her ability
 5. Other

When a student is given a "Referral Slip" from their teacher, it must be signed by a parent/guardian and must be returned the following school day. The third "Referral will result in a 20 minute detention after school the following school day. Your child must be picked up by parent/guardian no later than 4:10 P.M. (NOTE: Habitual behavior may result in automatic detention.)

- The 6th Referral = 2nd detention
- The 9th Referral = 3rd detention
- The 12th Referral = In-School Suspension – Whereby the student is totally isolated, under supervision, for one day. Students may work only on assigned schoolwork. The student will receive credit for work accomplished, but it must be on time, neat, complete, etc. The student may not be allowed to have recess with the other students. The student may be taken to the Dodge Public School for lunch. This step, as well as consultation with the Pastor and Principal, may be taken because other methods for improving conduct have not shown a positive change.
- Habitual behavior may result in automatic detention.
- Continued misconduct may result in the exclusion of the student's participation in any of the school's special activities (field trips, school plays, assemblies, sporting events, etc. As well as the possibility of expulsion.
- An example of the Behavioral – Academic Form is shown at the end of this Handbook.

Preschool Positive Guidance

Staff will use a positive approach to discipline, which maintains a child's dignity and self-esteem while encouraging cooperative, positive relationships.

- Positive discipline:
 - Teaches the skill of making good choices
 - Involves making clear, consistent, age appropriate rules
 - Involves teachers role modeling appropriate behavior
 - Involves using positive statements
 - Acknowledges positive behavior
 - Gives encouragement
 - Allows children to experience natural and structured consequences of their behavior

13. Dress Code/Mass

Students at St. Wenceslaus Catholic School are expected to take pride in their personal appearance and to dress as befits young Catholic Students. Parents are expected to assume the primary responsibility for the proper grooming and dress of their children. Dress is indicative of the mode of behavior.

Modesty, neatness and cleanliness are to be observed in dress and appearance at all times which will be determined by the classroom teacher and/or administration. The administration has the right to prohibit any clothing item, hair item or jewelry that is not appropriate or leads to a distraction in learning by the student or others in the classroom. Any questions concerning the appropriateness of attire, please contact the school administration.

Mass: On Mass days, Wednesdays and Fridays, all students (K-6) are required to wear their red school shirts unless directed otherwise. Red school shirts must be tucked in.

14. Drug-Free School Policy

St. Wenceslaus Catholic School is a drug free environment. All steps will be taken to inform the proper authorities of any drug possession, distributing, and /or selling of controlled substances.

15. Emergency Forms

Emergency forms are required and are kept on file for each family in school. Please notify the people who you designate for emergency contacts. Please notify the school if any changes on your Emergency Contact Form.

16. Emergency Procedures

If an emergency arises pertaining to a student: Medical attention will be administered immediately, Emergency personnel (911) and parents will be contacted as soon as possible. If a parent cannot be reached then the emergency contact person will be notified.

17. Field Trip Procedures

Field trips will meet educational objectives. The field trips are a privilege, not a right. Students must have classroom work completed in order to obtain this privilege. Permission and Health/Medical Release Forms must be signed by the parents/guardians. No oral or other notes will be accepted for permission for the child to attend the field trip. The permission slip must be signed and returned or the student will not be able to attend the event. St. Wenceslaus shirts may be required on field trips.

Parents will be informed of dates, times, costs, and places of all trips in advance. When students are traveling in cars, the number of passengers in a vehicle will not exceed the number of seat belts available. Students are required to wear seat belts. Parents driving must give a copy of insurance and drivers license and follow the instructions of the teacher in charge of the field trip.

18. Fire Drills & Tornado Drills

Fire Drill procedure:

1. All persons will leave the classrooms observing complete silence and proceed to their assigned places without running or shoving.
2. All will face the building and will observe complete silence while waiting further directions. Teachers will do a student count, with their grade book in hand. When the signal is given, all will return to the building in an orderly manner.

Tornado Drill procedure:

1. All persons will leave the classroom observing complete silence and proceed to their assigned places without running or shoving.

Teachers will do a student count, with their grade book in hand. Teachers will wait for further instructions or the all-clear signal

19. Fund Raising

St. Wenceslaus School/Parish must be the beneficiary of any fund raising activity. All families are encouraged to participate in the fund raising activities. Parents will be notified of the scope and time frame of the project. Fund raising activities must have adult supervision and accountability. Any fund raising activity must have prior approval of the school administration.

20. Head Lice

The following procedure will be followed upon detection of head lice and/or nits.

1. Parent/Guardians are called from the school office informing them of the problem.
2. Student is sent home for treatment.
3. Students asked to be returned to school as soon as possible with proof of treatment.
4. Students checked upon returning to school.
5. Nits are not allowed to remain in hair. Please comb the hair out with a nit comb.
6. School will take measures to prevent infestation. This is not a guarantee it will not happen.

21. Immunization

Under State Law, all schools are to require all students under the age of 12 to be immunized against diphtheria, tetanus, polio, mumps, measles and rubella. Hepatitis B and Chicken Pox vaccine are also required for kindergarten, 7th graders, and out of state transfers who have not had chicken pox. (Note: future state requirements may occur)

Parents or guardians of each enrolled child are required to submit proof that their child/children are protected by immunizations.

22. Insurance (Accident)

Student Accident Insurance is not available at St. Wenceslaus Catholic School.

23. Mass

Mass is a vital part of a Catholic students education. Students in grades 1-6 will attend Mass every Wednesday and Friday morning. Kindergarten students will attend Mass on Friday mornings, Prekindergarten will attend once a month and Preschool will attend on Holy Days that fall on their school days. Mass begins at 8:15. For students in grades K-6 it is required for students to wear their red St. Wenceslaus shirts on these days.

24. Medications Policy

Please consult with your physician or dentist on the timing of medications. Some prescriptions can be written to eliminate the need for giving medication during school hours. If the medication must be given during school hours, the designated personnel will administer the medication and will keep written record. The medication must come in the prescribed container received from the pharmacist.

Legally, prescription medication, over the counter and cough drops cannot be in school without written permission from the parent. There must be a note from the physician, dentist, or parent authorizing the medication. The note must contain the child's name, parent's signature, medication dosage and the date. Medication that is given will be kept in the school office.

Asthma Protocol:

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

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

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

25. Milk

Due to the fact that we participate in the Hot Lunch Program we are not eligible for the Government Milk Program. We do offer milk to our student's grades K – 6. If you would like your child/children to have milk, it is necessary to assume the full cost of the milk. Preschool children will also be offered milk. Milk prices are included within the monthly tuition cost for Preschool children.



26. Money Matters

All money handed in at school must be in an envelope and labeled:

- Child's name
- Child's grade
- Purpose of money
- Amount enclosed

Correct change should be placed in the envelope. Please do not mix monies for different activities, or include family payment in one envelope. Students are not encouraged to carry large amounts of personal money in school at any time.

27. Non-Discrimination Statement

“St. Wenceslaus Catholic School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at this school”. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. We do however require that all students attend and participate in our Catholic religion classes, liturgies and other special religious activities.

28. Open House

A “Parents’ Open House” is held shortly after the school year begins. This will give the parent an opportunity to meet the teachers, ask questions, order red school shirts, and see their child’s classroom.

29. Parent Grievances

Parents who have questions or concerns about their student performance, behavior, or teachers’ expectations are asked to contact the teacher first. If the problem cannot be resolved, then the parent, the teacher, and principal will meet to discuss the problem.

Concerns are most effectively addressed and received when parties concerned speak from first-hand knowledge of the events, remain open to and respectful of others’ viewpoints, and focus their discussion on establishing the factual basis on the concern. All parties must remember that they are there for the welfare of the child/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 the effective instruction of students. If the problem cannot be resolved the parent should contact the principal. The principal or parents may request the pastor be present if necessary.

*The parent should first address the problem with the teacher.

*If the problem is not resolved after talking with the teacher, contact the principal.

Parental Disagreement Regarding School Programs & Activities (Archdiocesan Policy #5505)

If parents are seriously dissatisfied with an aspect of the school’s program or activities which the school’s governance body has deemed as integral to or in the best interest of the school’s goals, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the school’s governance body will assess the impact of such agitation, and after discussion of

the matter with the parents, may exercise the school's prerogative to withdraw permission for the enrollment of the child or children.

30. Playground & Toys

Each grade has its own designated area in which to play during recess. The recess period is spent outdoors unless the weather is inclement. These periods will be supervised at all times. Rough play and fighting will not be tolerated. After the signal is given ending recess, students will line up outside quietly and walk quietly with their teacher to the classroom. Students are not permitted to play in the halls, coatrooms, or loiter in the restrooms at any time.

Playground rules:

1. No climbing on top of equipment
2. No climbing up the slides
3. Must go down the slides on their bottom
4. No standing on the Merry-go-round
5. Proper use of swings and all equipment
6. No pushing or shoving
7. No rough play or fighting
8. No name calling or bullying
9. Must line up when whistle has blown

Toys should not be brought to school unless they are brought for a teacher-designated activity such as Show and Tell. Toys should be left in the student's book bag in the hall. The teacher will confiscate toys not properly stored. A parent or guardian will have to make arrangements with the teacher to have the toy returned.

31. Principal and or Teachers after School

Teachers do remain after school till 4:00 P.M. However, sometimes there is a need to leave early to attend necessary meetings or personal appointments. If you wish to talk to a teacher after school, please call and set up a time convenient for you and the teacher. If you wish to speak to the Head Teacher please schedule a meeting.

32. Progression through the Grades

“The School has its standards for promotion to the next higher grade. A parent can not force a promotion.” Words taken from the Archdiocesan Department of Education.

Any student who is unable to achieve the basic grade level requirement in our school needs to be given special considerations as to how this student can best benefit from the program that our school offers.

- A. The teacher must teach grade level requirements to all students in the class and the students will be graded accordingly to the grade standards. The teacher will give reasonable educational support to slower students as well as reasonable educational challenge to the gifted students. The students have a right to this equality.
- B. The parents and teacher may discuss test results and classroom performance.

- C. Early in the year, the parents will be notified of the student's difficulty to handle the grade level material and recommendations made for formal diagnosis through testing at the Dodge Public School in order to better understand the strengths and weaknesses of the student's ability to achieve. (Note: Special Education classes are provided by the Dodge Public School in certain areas of study for which the student qualifies).
- D. Discuss other possible options for the student – such as:
 1. Attending part-time Special Educational classes from the public school but remaining in the regular in the regular classroom for other classes.
 2. Special tutoring sought for the child.
 3. Given two year to complete the year's requirements.
 4. Attending a possible summer school program.

33. Property Damage of School Property

Care of school property is not only a matter of respect, but conscience. Damage to school desks, restrooms, water fountains, and other school property, when done through carelessness or malice, requires restitution.

Parents will be held responsible for payment for textbooks, library books, equipment and supplies lost or damaged by their children. It is recommended that proper storage (book bags) be used for transporting books to and from school.

34. Records (Family Right to Privacy Act)

St. Wenceslaus Catholic School voluntarily complies with the provision of the Buckley Amendment. Parents have the right to request access to their children's official file. This request must be in writing and at least 24 hours in advance. When a student transfers, records will be forwarded free of charge to the student's new school upon receipt of a signed request forwarded from the new school.

Non-Custodial Parent Procedures: In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Children will not be released to a non-custodial parent unless specified on the student's emergency information sheet.

35. Rules

- Courtesy, kindness and respect will be shown when speaking.
- Permission to leave a classroom will be obtained from the teacher.
- Students will walk, not run in the building.
- Gum will not be allowed during school time.
- Non-authorized objects or papers will not be thrown in the room or to the wastebasket.
- Books should be covered at all times.
- There is no snowballing during the winter.
- Any deliberate damage to school textbooks or school library books will result in the student having to pay the cost of replacement.

36. Saving Labels

Our school saves labels from Campbell's products. Please cut off the UPS instead of the front label. There is a container in the building to put them in. The program helps the school buy playground equipment.

37. School Lunch Time, Dismissal, & Inclement Weather

School lunchtime is 11:00 A.M. at the public school. The lunch program is run by the public school. Payments are made to the public school system.

School dismissal is at 3:38 in front of St. Wenceslaus School building. This dismissal time is subject to change according to the Public School dismissal time, since we ride the public school buses. Weather related early dismissals or late starts are determined by the public school. On any day that Dodge Public School has a late start; Preschool will be cancelled on that day. It will be determined if that day is to be made up. Announcements can be heard on local radio stations. KFAB (AM110) or The Bull (FM107.9) West Point.

38. School Opens

School doors open at 8:00 A.M. We encourage students who don't ride the bus to observe this time. Teachers arrive by 7:45 A.M. and they need a few minutes to prepare for the school day.

Preschool children will be allowed to enter their classroom between 8:00 and 8:15. The preschool day starts at 8:15 and ends at 11:00. The Pre-K preschool children will attend school on a 4 day week schedule, M-T-W-Th. The 3-4 preschool children will attend school on a 2 day week schedule, T-Th.

39. School Parties

School parties are held at the discretion of the principal. School parties are defined as church holidays and other events determined by St. Wenceslaus School Staff.

40. School Pictures

School pictures are available each year for those who are interested in purchasing them. All students have their picture taken on picture day for the class composite whether or not they purchase them.

41. Student Pictures and Press Release: The school has many events throughout the year that is covered by the local newspapers and school newsletter. St. Wenceslaus School needs your permission to release names and pictures dealing with school events. Please sign the release form on the bottom of the computer/internet agreement form.

42. Student Supplies

Student lists are supplied by their respective teacher as to their classroom supplies they will need. The list is sent home at the end of the school year for the following year.

43. Teacher Education Requirements

We hire only certified teachers. To insure on-going progress, the continued education of teachers is encouraged. Teachers are required by the Archdiocesan Office to submit to a background check, this check is done on a national level.

44. Testing & Report Cards

In addition to teacher-made and Unit tests, which are part of the curriculum, a number of standardized tests are given during the year to help the teacher better evaluate the progress of the student and be able to give extra help when needed.

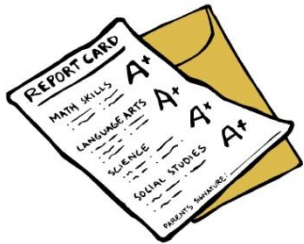
Quarterly Progress Reports are to be signed by the parents and returned each of the first three quarters.

Two Parent-Teacher Conferences are held, one during the first quarter and one during the third quarter.

Here is the grading scale used at St. Wenceslaus for those students receiving a letter grade.

GRADING SCALE

A+	100-99	C+	85-83
A	98-96	C	82-80
A-	95-94	C-	79-78
B+	93-92	D+	77-76
B	91-88	D	75-72
B-	87-86	D-	71-70
		F	69-0



E= Excellent
 S=Satisfactory; Average
 N=Needs Improvement

Preschool Outcomes-

It is important for parents/guardians to be informed about the progress and accomplishments of their preschool children. St. Wenceslaus supports the following outcomes for all children enrolled in our program.

1. Children show progress in early writing skills.
2. Children show increased interest in reading.
3. Children increase their use of language to communicate.
4. Children demonstrate an increased ability to discriminate and identify sounds in the spoken language.
5. Children show progress in early number and counting skills.
6. Children show progress in listening and following directions.
7. Children develop increased awareness of self-confidence and independence.
8. Children increase their ability to share, interact and ply appropriately in a group setting.
9. Children show progress in strength and control of small muscle development.

10. Children show progress in coordination and strength.
11. Children increase their ability to express themselves through the creative arts.
12. Children show progress in using their senses to explore and discover the world around them.

Two Parent/Teacher Conferences will be held in Preschool. One will be in November and one will be in April. In addition, a progress report will be sent home in February.

45. Tobacco Free Building

St. Wenceslaus Catholic School is a tobacco free environment. Tobacco is strictly forbidden in the school buildings by students, staff and visitors.

46. Truancy

Truancy is the violation of Nebraska's Compulsory Attendance Law through excessive absences from school. Administrators carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. They also advise parents of the following guidelines and procedures.

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, the 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, the school shall file a report with the county attorney.

47. Tuition

Preschool tuition will be paid on a monthly basis from September to April. Monthly tuition will be due on the first Friday of each month.

Pre-K	\$80/month
Preschool	\$50/month

In addition to Preschool tuition, a one-time registration fee of \$50 will be due upon enrollment into the program.

Annual tuition is determined by the School Board Members each year according to the needs of the school and enrollment. It is important to help keep the school financially stable.

\$700 for each student

* Please talk to the Head Teacher if you need to make special tuition payments.

48. Weapons Policy (5037)

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

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

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

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

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

Threats to use a weapon shall be investigated and may be treated the same as possession of a weapon under this Policy.

49. Weather and Recess

Students are expected to wear boots, hats, and gloves during cold, wet, snowy weather. Parents should make sure their children are properly attired for the weather.

Students will be expected to play outdoors at recess. A written note from a parent or a phone call to the school office is required for a student to remain indoors if that child is recovering from an illness.

Students will be kept inside if the weather threatens the students' health.

St. Wenceslaus Catholic School Policy:

- 60 degrees or above – take coats off
- 40 degrees or above – no hats and gloves
- 20 degrees or below – stay inside
- Snow or mud on the ground – must have boots



Note: Since the Parent-Student essential information about St. important that each student and better understand the school. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian, and Catholic nature of the school. **Please sign the Handbook Form and the Computer Room/Internet Agreement /Picture Release Form and return them to school.** By signing these forms you intend to abide by the philosophy and rules of St. Wenceslaus Catholic School.

Handbook contains much of the Wenceslaus Catholic School, it is parent/guardian read it in order to



*“The earth is the Lord’s and all it
holds, the world and those who live
there”*

(Psalm 24:1)

St. Wenceslaus School Board Members

Administrator:	Rev. Patrick McLaughlin	693-2235
Head Teacher:	Mrs. Stacy Uttecht	529-3547
President:	Rich Eikmeier	693-2594
Vice-President:	Bobbi Pojar	568-2464
Secretary:	Chad Ortmeier	693-2453
Members:	Donna Doernemann	693-2509
	Tom Baumert	693-2570

Teachers

Preschool/ Kindergarten Head Teacher	Mrs. Stacy Uttecht	529-3547
1 st /2 nd Grade P.E.	Mrs. Judy Giese	528-3682
3 rd /4 th Grade Music	Mrs. Beth Wisnieski	693-4101
5 th /6 th Computers	Mrs. Danielle Klosen	693-2642

Staff

Teacher's Aide	Mrs. Lynn Oelkers	380-3449
Teacher's Aide	Mrs. Jan Baumert	693-2570
Secretary	Mrs. Jackie Martin	380-4536