

**St. Wenceslaus Catholic School**  
**Preschool-6th**  
**PARENT/STUDENT HANDBOOK**



**“Develop students to become disciples of Jesus  
through faith, family, academics, and service”**

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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 are available upon request.

### **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.



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**

St. Wenceslaus Catholic School's mission is to develop students to become disciples of Jesus through faith, family, academics and service.

## **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 July 31 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 July 31st 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 2013. 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/ILLNESS- Students who complain of illness in the morning should stay home and recover. If your child has a temperature of 100 or more he/she should be kept home. Do not send your child back until they are fever free, without medicine for 24 hours.

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 Howells- 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.

### Howells-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's 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

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

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

## 11. 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. **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. **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

A student may be given a Referral (blue slip) from a teacher for any above behaviors. It must be signed by a parent/guardian and must be returned the following school day. The third "Referral will result in a 30 minute detention after school the following school day. Each additional referral may result in an automatic detention.

- 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 lunch.
- Suspension- A student may be suspended for any serious or repeated breaking of school rules or when the student's presence at the time would be detrimental to the best interest of the school. The Pastor/Head Teacher determines suspension.
- 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.

### **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

## **12. Dress Code/Mass**

### **Dress Code and Attire Policy**

Students at St. Wenceslaus Catholic School are expected to take pride in their personal appearance and to dress as young, modest, Catholic Students. Parents or Guardians 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 items, hair item or jewelry that is deemed to be 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 Days and Holy Days:**

Students will wear St. Wenceslaus red polo shirts. The polo shirts must be tucked in for church and throughout the school day. Students may wear solid-colored red sweaters/sweatshirts over the polo shirt. Students may wear a long sleeve shirt (t-shirt type) in red, black, or white under the polo. Hoodies may not be worn as part of an outfit. They may be worn to school as a coat or outer garment.

### **Non-Mass Days:**

Students can follow the same dress code as Mass days. In addition, students can wear any good condition St. Wenceslaus t-shirt, long sleeve t-shirt or crew sweatshirts from previous years or made available the current year for purchase. Students may also wear St. Wenceslaus polo shirts in black, dark gray or navy. All shirts must be long enough to cover student's torso when raising arms above head, as to not expose skin or undergarments. Students may wear a long sleeve shirt (t-shirt type) in red, black, or white under the t-shirt. Hoodies may not be worn as part of an outfit. They may be worn to school as a coat or outer garment.

### **Pants on All Days:**

Students can wear any pants, jeans, knit pants, skirts, capris, shorts, or jean shorts that are in good condition (no holes, tears, or rips). Skirts, shorts, and jean shorts must be of modest length. Modest length will be determined by being long enough to reach the students fingertips while standing with his/her arms extended straight down. Any skirt or pair of shorts that's shorter than the fingertips will be considered an offending garment, and student will be sent home to change into appropriate attire before returning. Athletic shorts/pants/leggings will only be allowed on non-Mass days. When female students wearing leggings (tighter fitting pants), we ask that shirts cover to buttocks.

Zip-up sweatshirts and fleece jackets will be made available and may be purchased for students to wear over allowable shirts during the school day.

## **13. 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.

## **14. 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.

## **15. 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.

## **16. 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.

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.

## **17. 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

## **18. 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.



## **19. 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.

## **20. 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, 7<sup>th</sup> 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.

## **21. Insurance (Accident)**

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

## **22. Mass**

Mass is a vital part of a Catholic students education. Students in grades K-6 will attend Mass every Tuesday and Thursday morning and Holy Days of Obligation. Mass begins at 8:15. For students in grades K-6 it is required for students to wear their red St. Wenceslaus polos on these days.

## **23. 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

## 24. 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 Preschool – 6. If you would like your child/children to have milk, it is necessary to assume the full cost of the milk.



## 25. 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.

## 26. 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, and see their child's classroom.

## 27. 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

**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.**

## **28. 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.

## **29. 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.

## **30. 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 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.

### **31. 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.

### **32. 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.

### **33. 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.

### **34. 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 Howells-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 and T.V.

### **35. 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 Half-day - preschool day starts at 8:15 and ends at 11:00.

### **36. 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.

### **37. 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.

**38. 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.

### 39. 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.

### 40. 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.

### 41. 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.

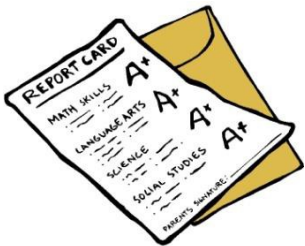
Two Parent-Teacher Conferences are held, one during the first quarter and one during the third quarter.

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 play 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.

#### **42. 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.

#### **43. 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.

#### **44. Tuition**

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

Preschool 3-Year-Old Program

\$850/year

5-day Half Day Program \$1,050/year

All Day Prekindergarten/

Transitional Kindergarten \$1,500/year

K-6 \$1,050 for 1<sup>st</sup> student \$1,000 for each additional child

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

## **45. Weapons Policy**

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.

## **46. 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

## **47. Technology Use Policy**

St. Wenceslaus School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the education 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 administration, and his or her decision is final.
3. Use of technology, for education or social reasons, must be consistent with the educational and religious objectives of the school.



4. Some examples of unacceptable uses of the Internet or technology are:
  - Using technology for an illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - a. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - b. Invading the privacy of individuals;
  - c. Using another user's password or account;
  - d. Using pseudonyms or anonymous sign-ons;
  - e. 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.
  - f. Engaging in abuse of technology. This includes communications, in or outside of school, by person computers, social networking sites (including, but no limited to, Facebook, Twitter, and MySpace) or Electronic Communication Devices (ECD's) 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 education process promoted by the school. Abusive communication includes, for example, posting or dissemination of written materials, graphics, photographs or other representation which communicate, depict, promote, or encourage:
    - i. Use of illegal or controlled substances, including alcoholic beverages;
    - ii. Violence or threats of violence, intimidation, or injury to the property or person of another;
    - iii. Use of degrading language to describe or refer to another student, faculty member, or school official; or
    - iv. Lewd, offensive, sexually suggestive or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in e-mail communications or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
5. Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
6. Use of a photograph, image or likeness of one's self or any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the administration.
7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, students, parent or parishioner, is prohibited, except with the express permission of the administration.
8. 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 an employee, student, or parent for commercial purposes,

advertising purposes, or for Internet transmission or posting, except with the express permission of the administration.

9. 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.
10. 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.

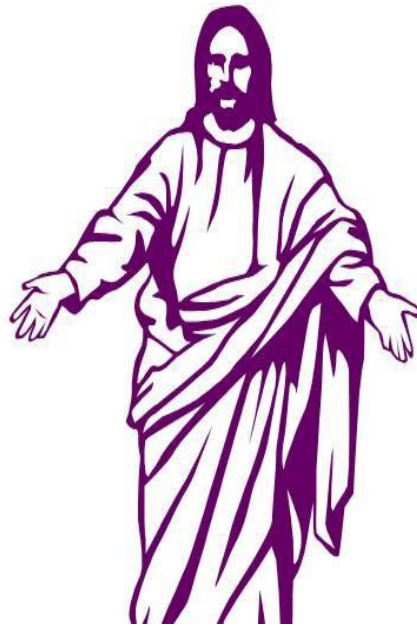
## **50. Parent or Guardian Requests for Student Records**

In order to protect the integrity of student records, the School will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.



**Note:** Since the Parent-Student Handbook contains much of the essential information about St. Wenceslaus Catholic School, it is important that each student and parent/guardian read it in order to 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.



**“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: Fr. Matt Gutowski  
Head Teacher: Mrs. Danielle Klosen  
President: Danielle Ortmeier  
Vice-President: Amanda Diekemper  
Secretary: Jason Meyer  
Members: Paul Dvorak and Brenda Throener

## Teachers

Preschool/Kindergarten	Ms. Caitlin Klosen	<a href="mailto:cklosen16@gmail.com">cklosen16@gmail.com</a>
1st/2 <sup>nd</sup> Grade/PE	Hollie Rose	<a href="mailto:brokenrose2020@gmail.com">brokenrose2020@gmail.com</a>
3 <sup>rd</sup> /4 <sup>th</sup> Grade/Music	Mrs. Beth Wisnieski	<a href="mailto:bethann@gpcom.net">bethann@gpcom.net</a>
5 <sup>th</sup> /6 <sup>th</sup> Grade- Head Facilitator	Mrs. Danielle Klosen	<a href="mailto:jdklosen@gmail.com">jdklosen@gmail.com</a>

Teacher's Aide	Mrs. Lynn Oelkers	
Secretary	Mrs. Jackie Martin	<a href="mailto:stwschool@gpcom.net">stwschool@gpcom.net</a>

STUDENT ACKNOWLEDGEMENT OF TECHNOLOGY USE POLICY

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

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

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

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

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

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

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

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

Dated: \_\_\_\_\_

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

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

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

*\*\*Please see reverse side*

ST. WENCESLAUS SCHOOL  
DODGE, NEBRASKA

Since the Parent/Handbook contains much of the essential information about St. Wenceslaus School, it is important that each student and each parent/guardian read it in order to better understand the school and its operation. It is expected that each student and parent/guardian will make a sincere effort to comply with the religious, Christian, and Catholic nature of the school.

This page must be signed by the parents/guardians and students(s) to insure that all have read the material and intend to abide by the philosophy and rules set forth in the Handbook. These signatures will be kept on file in the school office.

Please sign and return to school

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

Student\_\_\_\_\_

Student\_\_\_\_\_

Student\_\_\_\_\_

Please have all students in the family sign.

\_\_\_\_\_  
Date

**Please fill out a form for each student**

PHOTOGRAPH PERMISSION FORM

I give permission for my child(ren) \_\_\_\_\_'s image to be photographed and displayed for school related purposes only. (For example: pictures on bulletin boards, student created classroom books, computer slide shows, Facebook, or local newspapers.)

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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