



# ST. CECILIA CATHEDRAL GRADE SCHOOL

**FAMILY HANDBOOK**

**2022-2023**





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Omaha, Nebraska 68131  
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Website: [www.stcecilia.net](http://www.stcecilia.net)

Facebook: [www.facebook.com/StCeciliaSchoolOmaha](https://www.facebook.com/StCeciliaSchoolOmaha)

Twitter: @StCeciliaOMA

Instagram: st.cecilia.cardinals

**St. Cecilia Cathedral Grade School is accredited through:**

The Nebraska Department of Education

Cognia

St. Cecilia Cathedral School serves students from Pre-Kindergarten through 8<sup>th</sup> grade in Omaha, Nebraska. Sharing the campus is the St. Cecilia Child Care Center, which serves infants and toddlers through 5 years old. An urban school in mid-city Omaha, St. Cecilia School is supported by the St. Cecilia Cathedral Parish in the Archdiocese of Omaha and lies within the Omaha Public School District.

Founded in 1907 by the Sinsinawa Dominican Sisters, St. Cecilia School strives to uphold their traditions of faith, morals, academic excellence, and discipline. St. Cecilia School is committed to fostering a dynamic learning environment that proclaims and models Christian faith, worship, prayer, and service. In 2007, St. Cecilia School was one of only two schools in Nebraska to receive the National Blue Ribbon Award for Excellence from the United States Department of Education. St. Cecilia School's academic strength is built on strong parent involvement and a dedicated faculty.

St. Cecilia Cathedral School is a Catholic school whose purpose is to bring to each of its students, faculty, and parents a living realization of the Christian concept of man through both instruction and experience. We depend on the parents, the child's first teachers, to help him/her in this apostolate. The goal of St. Cecilia School is to work with parents to provide their children with an education of the highest quality and to build a strong foundation for success in high school and beyond.



This handbook is provided for informational purposes only and does not constitute a contractual agreement.

The principal is the final recourse and reserves the right to amend this handbook.

Parents will be given prompt notification of any changes. The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

### **St. Cecilia Cathedral School Mission Statement**

- Teach and live the Catholic faith within a nurturing, family-like community.
  - Teach reverence for life and respect for all.
  - Foster each student's academic potential.

### **St. Cecilia Cathedral School Vision Statement**

Educating faith-filled students of today to be stewards of God's world tomorrow.

### **St. Cecilia Cathedral School Philosophy of Education**

We continue the mission of the Catholic Church as we follow and share the message of Jesus Christ with our students. We support the parents in their duty as the primary educators of their children through a Catholic learning environment which fosters the spiritual, intellectual, emotional, social, physical, and creative potential of each student.

### **St. Cecilia Cathedral School Improvement Goals**

1. Students will make progress in reading and math as measured by:
  - a. K, 1, 2 - Fountas and Pinnell
  - b. K, 1, 2 - STAR Math
  - c. 3-8 Grades - Terra Nova & STAR Math and Reading
2. Students participate in one school-wide service project each year that aligns to one of the Catholic social teachings.

**St. Cecilia Cathedral School Staff**

<b>Grade</b>	<b>Room</b>	<b>Teacher</b>
Pre-Kindergarten	116	Julie Escobar
	114	Sr. Pelagia Karengi
Kindergarten	113	Madison Swanson
	117	Jan Zimmer
1	210	Molly Neuman
2	207	Crystal Gerken
	208	Laura Powley
3	209	Sherri Heimerman
	213	Maureen Monson
4	312	Becky Petersen
	310	Emily Guinn
5	309	Tammy Mateljan
6	307	Brian Lindley
	308	Elizabeth Loehr
7	214	Anne Fangman
	314	Jessie Stoffel
8	315	Matthew Jones
Pastor.....		Rev. Michael Grewe
Principal.....		Julia Pick
Administrative Assistant.....		Jennifer Supancheck
Grade Level Coordinators.....		Crystal Gerken, Christine Koehn, Matthew Jones, Tammy Mateljan
Art.....		Christine Koehn
Library/Media Specialist.....		Sheila Turbes
Music.....		Mattia Tucksen
Physical Education.....		Shaina Owen
STEAM Co-Facilitators.....		Kelly Hickey & Sheila Turbes
Resource.....		Kim Winkelbauer
Speech Pathologist.....		Jill Moeller
Director of Technology.....		Kelly Hickey
Para-educators.....		Jean Smith & Sarah Mateljan
Title I Resource.....		Ila Gottschalk
Special Education Teacher.....		Katy Dickerson
School Mass Liturgist and School Choir Director.....		Anna Kolterman

## 2022-2023 St. Cecilia Cathedral Grade School Calendar

August 11-17.....Staff Reports for In-Service  
 August 16.....Meet the Teacher Night  
 August 18.....First Day of School – 12:00 Dismissal – No Lunch Served  
 August 19.....First Full Day of School

September 2.....NO SCHOOL for Students - Staff Inservice  
 September 5.....NO SCHOOL for all  
 September 7.....Curriculum Night  
 September 15.....School Picture Day  
 September 19.....Quarter 1 Progress Reports  
 September 30.....NO SCHOOL for all

October 1-2.....Cathedralfest  
 October 3.....NO SCHOOL for Students - Staff Inservice  
 October 19.....End of Quarter 1  
 October 27.....NO SCHOOL for Students - P/T Conferences  
 October 28.....NO SCHOOL for all

November 4.....NO SCHOOL for Students - Staff Inservice  
 November 7.....NO SCHOOL for Students - Staff Inservice  
 November 10.....Picture Retake Day  
 November 20.....Confirmation  
 November 22.....Quarter 2 Progress Reports  
 November 23-25.....NO SCHOOL for all

December 2.....NO SCHOOL for Students - Staff Inservice  
 December 5-14.....Scholastic Book Fair  
 December 21-January 3.....NO SCHOOL for all

January 3.....NO SCHOOL for all  
 January 4.....NO SCHOOL for Students - Staff Inservice  
 January 5.....School Resumes  
 January 10.....End of Quarter 2  
 January 13.....NO SCHOOL for Students - Staff Inservice  
 January 16.....NO SCHOOL for Students - Staff Retreat  
 January 30 - February 3.....Catholic Schools Week  
 January 30.....2023-2024 Re-Enrollment Begins

February 3 .....2023-2024 Enrollment Begins  
February 3.....12:00 Dismissal for students  
Kindergarten Roundup - No School for Current PreK or K  
History Day & Science Fair  
February 6.....NO SCHOOL for Students - Staff Inservice  
February 13.....Quarter 3 Progress Reports Due  
February 17.....NO SCHOOL for Students - Staff Inservice

March 2 .....Operetta @ 7:00 PM  
March 3.....Grandfriends Day Mass  
Operetta  
March 3.....12:00 Dismissal for Students and Staff  
March 6-10.....NO SCHOOL for students and staff - Spring Break  
March 22.....End of Quarter 3  
March 27.....NO SCHOOL for Students - Staff Inservice

April 6-10..... NO SCHOOL for students and staff - Easter Break  
April 15.....Comedy & Cuisine  
April 24-28.....Spring Book Fair  
April 25.....Quarter 4 Progress Reports Due  
April 26.....Parent Spring School Board Meeting  
Art Fair, Scholastic Book Fair, ABC BBQ

May 5.....NO SCHOOL for Students - Staff Inservice  
May 7.....First Holy Communion  
May 11 & 12.....SongFest @ 1:30 PM  
May 16.....8th Grade Last Day of School  
May 16.....8<sup>th</sup> Grade Graduation Liturgy  
May 19.....Field Day  
May 25.....End of Quarter 4; Last Day of School for students  
12:00 Dismissal for students  
May 26.....NO SCHOOL for Students - Staff Inservice





## **ABSENCE AND TARDINESS**

Parents need to call the school between 7:30 AM and 8:00 AM if their child will be absent from school that day. Parents can leave a message with the school phone system before 7:30 AM. Emails to teachers, Pass-A-Notes, Facebook Messenger, or text messages to teachers are not immediately available to school administration and are not considered to be acceptable ways to communicate with the school regarding absences. Parents can also look up their child's absences and tardies on Sycamore. If the office staff is unable to answer the phone during the morning hours, parents are encouraged to leave a message.

Every effort should be made to schedule family vacation and appointments during days off, Summer break, Spring break, and other scheduled breaks from school.

An absence of two hours or more in length shall be recorded as a ½ day absence. Students who arrive late or leave early will be recorded in Sycamore as necessary. Excessive absenteeism may result in non-promotion to the next grade level the following year.

Parents/Guardians are notified by school administration by letters and/or phone calls for:

- 15 Absences – Meeting with administration with possible attendance contract to maintain enrollment
- 20 Absences – Truancy Report sent to County Attorney

It is essential that students are on time for the start of the school day. A child is considered tardy if not in the classroom at the time listed on the daily schedule:

7:55 AM for Grades 6-8

8:00 AM for Grades PreK-5

Frequent tardiness may result in disciplinary action. Parents/Guardians are notified by school administration by letters and/or phone calls for:

- 15 Tardies – Meeting with administration with possible attendance contract to maintain enrollment
- 20 Tardies – Meeting with administration to establish plan for rest of the year and possible disciplinary action

## **ACADEMICS**

Parents should keep themselves informed about how their student is performing academically.

- Students in Grades K-2 bring home folders with the students' work from the past week to review.
- Parents of students in Grades 3 – 8 can track their student's progress at any time on Sycamore. Grades are updated regularly and in a timely manner.
- In addition, Progress Reports are issued mid-quarter for parents to review. A hard copy of the Progress Report is sent home with students in grades 2 and 3. Parents of students in grades 4 – 8 are asked to review their child's grades on Sycamore and then sign and return a Grade Report Verification Form.
- Electronic copies of the report card are available for all grades at the end of each quarter.

## **ACTIVITIES BOOSTER CLUB**

The Activities Booster Club (ABC) is a service organization intended to support the extracurricular activities of the students of St. Cecilia Cathedral Grade School. ABC supports a broad spectrum of activities like field trips, after school academic programs and competitions, athletics, and high school scholarships.

ABC raises money to support these activities by sponsoring fundraisers including Christmas greenery, Spring Plant Sale, and concessions at athletic events. If you are interested in becoming involved in ABC or its activities, please contact Katie Schill at [kjoh520@gmail.com](mailto:kjoh520@gmail.com).

## **ADMISSIONS GUIDELINES FOR ST. CECILIA - General Requirements**

To be eligible for in-parish tuition enrollment, active members of our school and parish community must demonstrate:

- Spiritual Involvement
- Financial Involvement
- Stewardship Involvement

All tuition payments must be paid on time, in accordance with each family's tuition contract. If your family is in-parish and is paying in-parish tuition fees, it is expected that your family will donate a minimum of \$500 to the Church before May 2023.

## **ADMISSIONS GUIDELINES FOR ST. CECILIA - Other Requirements**

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

- Original Baptism Certificate, if Catholic. A copy will be kept on file in the office.
- Original Birth Certificate. A copy will be kept on file in the school office.
- Students must be four years old on or before July 31 and independently toilet trained to be admitted to the PreK program.
- Students must be five years of age on or before July 31 to be admitted to the Kindergarten program. Early testing is available through Omaha Public Schools for students who do not meet the date cut-off and would like early entry. That testing must be set up outside of school through the parents request.
- Up-to-date Health Record
  - A physical examination is required prior to the start of the school year for all kindergarten students, seventh grade students, and all students who are transferring from an out-of-state school.
- Up-to-date Immunization Record
  - All students must meet the Nebraska State immunization requirements. These required immunizations must be on file in the school office before the beginning of the school year.
- Students transferring from another school must submit a copy of their student records prior to acceptance.

Other requirements include: tuition deposit, registration form, Tuition Payment Agreement form, and, if applicable, free/reduced lunch form, Children's Scholarship Fund application, and Parish Endowment Tuition Assistance form.

Families will be given priority for admission based on the following:

- Students currently enrolled in St. Cecilia Cathedral Grade School.
- Availability of classroom space for multiple children in a single family registering into the parish.
- Siblings of students currently enrolled in St. Cecilia School.
- Based on the above criteria, the principal and pastor will determine a waiting list for admissions, should it be necessary. Families on the waiting list will be notified of available spaces. If a family declines the opening, the name is withdrawn from the list.

In addition, non-payment of tuition, lunch and extended care balances, or other school related fees may be grounds for denial of continued enrollment. Families not in good financial standing with the rectory by the end of the semesters (December 20th and July 31st) will not be permitted to start their children for the next semester until good standing status is reached. Families not in good standing by the registration deadline for the following school year (May 31st) will not be permitted to register for the next school year until good standing is achieved and as long as space is still available.

All cash tuition payments can be made in the business office located in the rectory between the hours of 9-4 PM.

Here at St. Cecilia, tuition is not about services rendered. That mindset is at the center of a consumer-based society and one that does not apply to Catholic education. Tuition is the shared contribution from both the school parents and parish community to support all that Catholic education offers, academic and non-academic.

### **ADMISSIONS GUIDELINES FOR ST. CECILIA - Registration**

The registration process will be held between the last week in January and the first week of May annually. Completed registration forms and a \$200 tuition deposit per family must be submitted.

### **ADMISSION GUIDELINES FOR ST. CECILIA - Statement of non-discrimination**

St. Cecilia Cathedral Grade School admits students of any race, color, and national or ethnic origin. St. Cecilia Cathedral Grade School will not discriminate on the basis of any race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

Catholic schools will admit students of other faiths with the understanding that students will attend religion classes and participate in religious practices as appropriate with Catholic Church teachings. The schools, in providing a faith-based education for students of other religions, will incorporate in their programs, a respect for other religious traditions. Those students who are not of the Catholic faith are expected to attend and participate in religious activities scheduled at the school.

## **ARRIVAL AND DROP OFF**

The school day begins at 8:00 AM for PreKindergarten-5th Grades.

All PreKindergarten and Kindergarten students can be brought to the back blacktop starting at 7:40 AM. No child should be dropped off and left unattended by parents/guardians. The alley way located just west of the school cannot be used for either drop off or pick up. Parents must park in the large parking lot by the Cathedral and walk their child(ren) to the back blacktop or use the drop-off lane. Parents are not allowed to drop off before 7:40 AM. All school doors will be propped open each morning with teachers supervising all entrances. Students report to their respective homeroom immediately after entering the doors.

The school day begins at 7:55 AM for Grades 6-8. School doors will open at 7:50 AM. Parents are not allowed to drop off before 7:40 AM. All school doors will be propped open each morning with teachers supervising all entrances. Students report to their respective homeroom immediately after entering the doors. Due to considerations with crowding, parents are not permitted to walk their child(ren) into the school or classrooms. Students in grades 1-8 will enter the school through the main school doors before school.

Students that arrive after 8:00 AM are considered tardy and need to stop in the office to order lunch. Frequent tardiness may result in a meeting with administration and/or academic contract to allow continued enrollment.

Due to possible student and staff allergies, there are no pets (dogs, cats, etc.) allowed on school grounds during arrival or dismissal. This includes any pets on leashes, in purses/bags, or in kennels. The only exception to this would be therapy or service animals.

## **ASBESTOS**

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at St. Cecilia Cathedral School in 1988, and has been updated (re-inspected) every third year (last re-inspection was conducted in July 2020). Any areas of known or assumed friable or non-friable asbestos will continue to be inspected on a regular basis (every six months) and procedures implemented to assure no health hazards are present.

Our management plan has been filed with the State Department of Health and is on file in the maintenance office. The plan is available for public inspection during normal office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. For further information, please contact Don Jensen, the school's asbestos program manager, at 402-551-5526.

Re-inspections will be conducted every third year as long as asbestos is known or assumed to be in the school.

## **ATHLETICS**

Athletics are an integral part of a child's education. St. Cecilia Cathedral Grade School sports focus on sportsmanship, participation, teamwork, and competition.

Through 5th grade, players are still developing fundamentally so all players will have an equal opportunity to compete. Playing time is also at the discretion of the coach based on attendance at practice, attitude, effort, etc. In grades 6-8, some focus begins to shift to preparing players to compete at the next level while still developing fundamentally. Equal playing time is not mandatory and is at the coach's discretion.

The purpose of the Concussion Awareness Act (CAA) is to focus greater attention on concussions and brain injuries in student athletes. It is required that parents/guardians, student athletes, and coaches be provided with information on concussions and brain injuries and sign off that they have received the information.

Our Grades 1-8 soccer teams are organized as the Cathedral Soccer Club which is part of the Catholic Youth Soccer League. Questions about the soccer program can be directed to Ryan Richard ([r732richard@yahoo.com](mailto:r732richard@yahoo.com)). There is also a PreK-K Micro Soccer program. The contact is Colin Lyons ([cjlyons22@gmail.com](mailto:cjlyons22@gmail.com)).

## **BICYCLES**

Students may ride bicycles to school. The following rules must be obeyed:

- Bicycle safety helmets must be worn.
- When entering the campus, bikes must be walked, not ridden on the sidewalks.
- During the school day, bicycles must be locked into the bicycle rack, which is located behind the Sacred Heart statue just east of the main doors.
- Students are not to touch the bicycles in the bike rack unless they are locking or unlocking their own bicycle.

## **BOARD OF EDUCATION**

### **Section 1 – Nature and Purpose**

This Board was established by the Parish Council of St. Cecilia's Parish to assist the pastor and principal with the development of the educational programs of St. Cecilia's School, the CCD program administered by the Parish and the formulation of policy with regard to education, except where specifically limited by Archdiocesan policy and/or canonical law. The Board is advisory to the pastor, who in accord with canonical law has ultimate responsibility for the parish. The board is accountable to the parish council in those matters so designated by these bylaws.

### **Section 2 - Functions**

The chief functions of the Board are:

- a. Formulation of policy for St. Cecilia's School and the Parish Faith Formation program;
- b. Planning to assure continued excellence and viability in all Parish educational programs.

Parishioners or parents are to notify the President or the Board at least a week in advance of the Board meeting or any subject matter they desire to present to the Board. The notification should be in writing and it shall be the responsibility of the President to obtain sufficient information as to the subject to assure proper consideration by the Board. An agenda listing the subject matter to be discussed at the next Board meeting shall be furnished to each voting and ex-officio Board member by the Secretary at the direction of the President at least three (3) days before the Board meeting.

## **BULLYING**

St. Cecilia Cathedral Grade School is part of the teaching ministry of the Roman Catholic Church. Through education, we seek to prepare each student to proclaim the Good News and to transform oneself and society with God's help. We integrate religious truth and values within our daily lives, and we are committed to a Christian educational environment conducive to spiritual, intellectual, social, emotional, and physical growth of each student. As part of our commitment, we promote learning and the prevention of all forms of bullying and other harmful and disruptive behavior that might impede the learning process.

As a school community, we will take the necessary steps to create a safe, supportive environment for vulnerable populations in the school community, and we will endeavor to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

St. Cecilia Cathedral Grade School will not tolerate any unlawful or disruptive behavior, including, but not limited to, any form of bullying, cyberbullying or retaliation in our school buildings, on school grounds, or during school-related activities. All reports and complaints of bullying and retaliation will be investigated, and the administration will take action to address such behavior and restore a sense of safety for all.

The following definitions help our staff and administration with recognizing behaviors:

**Bully** - A student or adult that engages in bullying behaviors.

**Bullying** - Repeated behavior by one or more individuals directed to another by written, verbal or electronic communication and/or physical contact including gestures or body language which may be:

- interpreted as threatening or demeaning or meant to cause emotional harm or distress to the targeted student(s),
- interpreted as intentional by both the targeted student(s) and investigating personnel,
- inflicted by the aggressor in a manner that creates a hostile learning environment for the targeted student(s),
- or created or promoted by an imbalance of power between the aggressor and the targeted student(s).

**Bystander** - One or more individuals present viewing the bully's actions toward the targeted classmate(s) that encourages, promotes, or otherwise supports the bullying including remaining and acting as an audience for the bully.

Confidentiality - The expectation that anything said, done, or revealed will be kept private.

Cyber-Bullying - Bullying directed to one or more individuals through the use of technology, including but not limited to, electronic communication devices and displayed as email, images, text messages, postings, or conversations.

Hostile Learning Environment - The impact from the actions of one or more individuals to a student(s) that results negatively in the education received by the targeted student(s).

Retaliation - Any action, verbal or otherwise, interpreted as reprisal directed to an individual that reports bullying or an individual that attempts to help the targeted student(s).

Reclassified - Facts uncovered during the investigation do not support a finding of bullying but do support a violation(s) of other sections of the Student Code of Conduct.

Substantiated - Facts uncovered during the investigation support a finding that bullying occurred.

Unfounded - Facts uncovered during the investigation indicate no violation of the Student Code of Conduct.

Unsubstantiated - Facts uncovered during the investigation are conflicting and inconclusive in establishing a definitive finding that bullying occurred.

Witness - One or more individuals present viewing the bully's actions toward the targeted classmates(s) and not exhibiting behaviors consistent with being a bystander.

Victim or Target - One or more students that are recipients of bullying.

All staff and faculty and other adults regularly working with students at St. Cecilia Cathedral Grade School are expected to be observant for both students engaging in bullying behaviors and those exhibiting characteristics of having been bullied.

Furthermore, all are expected to be familiar with and adhere to all provisions in the school's policy, as provided below, and procedures and directives for preventing, responding, reporting and intervening in bullying.

Every student, staff member, and parent of St. Cecilia Cathedral Grade School has an ethical and moral obligation to report when they have reason to believe bullying has or is occurring. Additionally, staff has a legal obligation to report, and St. Cecilia Cathedral Grade School has directed all staff to notify the principal or his/her immediate supervisor as soon as possible.

All reported and observed acts of bullying and harassment will be investigated by school and/or parish administration. The following guidelines outline the general investigative procedures; however, specifics for individual investigations may vary depending upon circumstances.

Parents are encouraged to report bullying to St. Cecilia Cathedral Grade School by directly contacting an administrator or teacher. When a reporting parent or student requests to remain

anonymous, school officials will attempt to honor the confidentiality of the individual to the degree permitted by law. Whether anonymous or not, all reports of bullying will be fully investigated by the Principal.

- An administrator or designee is responsible for investigating reports of bullying. Reports will be directed to his/her attention, and an investigation will be initiated within two business days.
- Parents of the targeted student(s) and of the alleged bully(s) will be notified as soon as enough information has been gathered to provide basic information to one or both parents.

Investigations may include, but are not limited to:

- Interviews with all affected students including witnesses, bystanders and adults with potential knowledge of the reported incident.
- Written statements from all parties having pertinent information.
- The collection and review of any evidence such as notes, recordings, images or affected properties.
- Notification of law enforcement when there is sufficient reason to believe a criminal act was committed, or if reporting is required by Statute.
- Periodic updates to parents of the targeted student(s) and the alleged bully(s).
- Updates, as appropriate, to staff with a need to know.
- A summary of findings indicating the report of bullying was either “substantiated”, “unsubstantiated”, “reclassified”, or “unfounded.”

Upon completion of a bullying investigation resulting in findings that substantiate the allegations of bullying, the following responses will be considered based on the totality of the circumstances, including the severity of the behavior.

In unsubstantiated findings where school and/or parish administration believe there will be a benefit in doing so, the following responses may be considered:

1. Individualized attention for both the victim of the behavior and the student that engaged in the bullying should consist of one or more of the following:
  - a. Bully
    - i. Ongoing monitoring and contact with the bully that is both scheduled and unscheduled.
    - ii. Scheduled meetings with the bully and parent to the degree deemed appropriate by administration.
    - iii. Acknowledgement and remorse expressed to the victim of the behavior but only upon consultation with the victim and victim’s parent.
    - iv. Participation in a behavioral contract with identified objectives and consequences for violations.
    - v. Class or daily schedule modifications deemed beneficial and appropriate.
    - vi. Notification to the bully’s teachers of what has occurred for the purposes of any additional supervision or monitoring that might be necessary.
    - vii. Adjustments in supervision plans that would positively impact the overall situation for monitoring the bully’s future behavior.
    - viii. Other specific requirements as deemed appropriate by administration.



- b. Victim
    - i. Ongoing and scheduled meetings with the targeted student by appropriate school staff to assess how the student is adjusting and coping as well as to detect or acknowledge additional incidents of the behavior.
    - ii. Scheduled meetings with the targeted student and his/her parent(s) to the degree deemed appropriate by administration.
    - iii. Initiates schedule changes that might be beneficial but only with the permission of, and in consultation with, the student and parent.
    - iv. Notification to the student's teachers concerning what has occurred and any specific issues to consider within the classroom.
    - v. Other specific strategies as deemed appropriate by administration.
2. The school shall impose disciplinary actions on the bully, as outlined and consistent with the school's Student Code of Conduct and subsequent range of consequences.

## **CAFETERIA**

St. Cecilia Cathedral Grade School contracts with Westside Nutrition Services to provide a hot lunch program which provides a balanced diet. Students may also bring cold lunch from home and purchase milk. Competitive foods shall not be sold to students on school premises during the school lunch period or 30 minutes before or after the lunch periods.

Free and reduced lunch application forms are distributed at Meet the Teacher Night, are available in the school office, from the cafeteria manager, or on the school website throughout the school year. All information regarding eligibility for free and reduced priced lunches is kept confidential. Families can apply for free and reduced lunch at any point in the year. The cost is \$3.50 per lunch. An additional entrée may be purchased, with the exception of Pizza Hut pizza days, for students in Grades 6-8 only. An entrée is an additional \$1.10, even for those students receiving free and reduced lunch, and can only be purchased for those students' accounts in good standing (not below -\$10). Adult/Teacher lunches may be purchased for \$4.75.

For those students bringing lunch to school or wanting additional milk, milk can be purchased for \$0.85 per carton. Students who would like to purchase milk to accompany their cold lunch can do so through their family lunch account. No credit will be given for missed milk days. For any questions, please contact the cafeteria manager at the school ([jpuhls@stcecilia.net](mailto:jpuhls@stcecilia.net)).

A pay in advance lunch account system is used at St. Cecilia Cathedral Grade School and students should have money in their lunch account before receiving hot, alternate, yogurt and cheese, or milk. Money can be put into the lunch account at school registration and throughout the year by dropping off a check in the office or by signing up for electronic funds transfer (EFT). Parents are responsible for monitoring their child's lunch account balance using Sycamore via web access. If a student's lunch account has a balance of zero or below, a parent must provide money or send a sack lunch with their child. Yogurt and a cheese stick can be provided if a lunch does not get ordered.

The menu for lunch can be found online at [www.westside66.org](http://www.westside66.org) under Menu/Nutrition, Elementary Schools. The school website and Sycamore also have an updated monthly menu.

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

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program\\_intake@usda.gov](mailto:program_intake@usda.gov). This institution is an equal opportunity provider.

#### **Charge Policy:**

Parents will be notified if their child(ren) does not have a sufficient amount of lunch credit available to their lunch account. Once a student has reached the (-\$5) level, he/she will no longer be eligible to purchase a hot lunch until such time that his/her account is brought up to date. If an account becomes negative for any amount, students will be unable to add additional entrees to their order.

In addition, non-payment of tuition, lunch, extended care balances, or other school related fees may be grounds for denial of continued enrollment. Families not in good financial standing with the parish administration office by January 1<sup>st</sup> of the 2<sup>nd</sup> semester, will not be permitted to start their children for the 2<sup>nd</sup> semester until good standing status is reached. Families not in good standing by the registration deadline for the following school year (July 31st) will not be permitted to register for the next school year until good standing is achieved and as long as space is still available.

#### **CARE OF SCHOOL PROPERTY**

Children are reminded to use the school facilities with care by observing the following Be Safe, Be Responsible, Be Respectful:

- Behave and follow proper procedures in the restrooms.
- Deposit trash in the nearest container.
- Handle books, desks, etc., with care. Keep textbooks covered.
- Refrain from chewing gum in the school buildings.
- Report any concerns to the principal.

## **COMEDY & CUISINE**

Comedy & Cuisine is the annual major fundraising event that funds St. Cecilia Cathedral Grade School. It includes a semi-formal dinner, live and silent auctions and lively entertainment. This is a great opportunity for all to build fellowship, have fun and a relaxing time together as a St. Cecilia community. It is also a great way to get to know people and fulfill those volunteer hours. This year it will be held on April 15, 2023.

## **COMMUNICATIONS - General**

It is important that there is good communication between school and home. We try to be proactive in providing a variety of communication vehicles.

- Blackbaud - The management software our parish uses for tuition and parish donations. Each family has their own account credentials.
- Take Home Tuesday (THT) Newsletter - Sent electronically every Tuesday to provide information from current activities to upcoming events.
- Sycamore ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)) - St. Cecilia parents may log in to this website to access financial accounts, view student grades (Grades 3-8), access documents, or record service hours. The school ID# is 1273. A private username and password is required.
- St. Cecilia Cathedral Grade School website - <https://www.stcecilia.net/>; Provides access to the school calendar and other general information about the school.
- Communication with individual teachers may be done directly through their email, Sycamore Pass-a-Note, or by phone. Please note that teachers do not have the opportunity to check emails and messages during the teaching day. They will make every effort to respond to your message within 24 hours.
- Social media:
  - Facebook - <https://www.facebook.com/StCeciliaSchoolOmaha>
  - Instagram - <https://www.instagram.com/st.cecilia.cardinals/>
  - Twitter - <https://twitter.com/StCeciliaOMA>

Just as the school is responsible for providing you with information, please note that it is the family's responsibility to read the communications and stay informed.

## **COMMUNICATIONS - Staff Emails**

Julie Escobar (PreK Teacher) - [jescobar@stcecilia.net](mailto:jescobar@stcecilia.net)

Sr. Pelly (PreK para) - [pkarengi@stcecilia.net](mailto:pkarengi@stcecilia.net)

Madison Swanson (K Teacher) - [maddi.swanson@stcecilia.net](mailto:maddi.swanson@stcecilia.net)

Jan Zimmer (K Teacher) - [jzimmer@stcecilia.net](mailto:jzimmer@stcecilia.net)

Molly Neuman (1st Grade Teacher) - [mneuman@stcecilia.net](mailto:mneuman@stcecilia.net)

Crystal Gerken (2nd Grade Teacher) - [cgerken@stcecilia.net](mailto:cgerken@stcecilia.net)

Laura Powley (2nd Grade Teacher) - [lpowley@stcecilia.net](mailto:lpowley@stcecilia.net)

Sarah Mateljan (Primary Para) - [smateljan@stcecilia.net](mailto:smateljan@stcecilia.net)

Sherri Heimerman (3rd Grade Teacher) - [sheimerman@stcecilia.net](mailto:sheimerman@stcecilia.net)

Maureen Monson (3rd Grade Teacher) - [mmonson@stcecilia.net](mailto:mmonson@stcecilia.net)

Emily Guinn (4th Grade Teacher) - [eguinn@stcecilia.net](mailto:eguinn@stcecilia.net)

Becky Petersen (4th Grade Teacher) - [bpetersen@stcecilia.net](mailto:bpetersen@stcecilia.net)

Tammy Mateljan (5th Grade Teacher) - [tmateljan@stcecilia.net](mailto:tmateljan@stcecilia.net)  
Brian Lindley (6th Grade HR and MS social studies) - [blindley@stcecilia.net](mailto:blindley@stcecilia.net)  
Elizabeth Loehr (6th Grade HR and MS reading) - [eloehr@stcecilia.net](mailto:eloehr@stcecilia.net)  
Jessie Stoffel (7th Grade HR and MS math) - [jessie.stoffel@stcecilia.net](mailto:jessie.stoffel@stcecilia.net)  
Anne Fangman (7th Grade HR and MS science) - [afangman@stcecilia.net](mailto:afangman@stcecilia.net)  
Matthew Jones (8th Grade HR and MS writing) - [mjones@stcecilia.net](mailto:mjones@stcecilia.net)

Kelly Hickey (STEAM and technology) - [khickey@stcecilia.net](mailto:khickey@stcecilia.net)  
Christine Koehn (Art) - [ckoehn@stcecilia.net](mailto:ckoehn@stcecilia.net)  
Shaina Owen (PE) - [sowen@stcecilia.net](mailto:sowen@stcecilia.net)  
Mattia Tucksen (Music) - [mtucksen@stcecilia.net](mailto:mtucksen@stcecilia.net)  
Sheila Turbes (STEAM and Library) - [sturbes@stcecilia.net](mailto:sturbes@stcecilia.net)

Julia Pick (principal) - [jpick@stcecilia.net](mailto:jpick@stcecilia.net)  
Jennifer Supancheck (administrative assistant) - [jsupancheck@stcecilia.net](mailto:jsupancheck@stcecilia.net)  
Erin Randell (VNA Nurse) - [erandell@vnatoday.org](mailto:erandell@vnatoday.org)

## **COMPLETELY KIDS**

St. Cecilia partners with Completely Kids for the after school program. All programming and staffing is provided by Completely Kids at St. Cecilia each day after school.

## **COUNSELING**

St. Cecilia Cathedral Grade School partners with Catholic Charities to provide mental health services for our students. Being able to offer the support needed to relieve symptoms of depression and anxiety, enhance areas of social competency, and improve behavioral and emotional functioning, while also building upon our social and emotional learning program has been a priority of ours. Catholic Charities will also be able to provide care coordination, classroom observation, crisis response, mental health education, participation in family meetings, school consultations, substance use education, and suicide prevention training. They counsel according to Catholic doctrine and social teaching and strive for positive outcomes that include prevention, early intervention, improved functioning, and accessible care. More information can be found on their website: <https://www.ccomaha.org/>.

## **CURRICULUM**

Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of the school's curriculum. The liturgy will be celebrated regularly, prayers said daily and Catholic traditions celebrated according to the guidelines set by the archbishop.

St. Cecilia Cathedral Grade School utilizes the Archdiocesan religion and theology standards and curriculum guide. The curriculum for religion and theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum will conform to Catholic moral teaching and doctrine.

The curriculum will include the teaching of the Creed, sacraments, prayer and Christian living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on vocations, human dignity, human interaction/sexuality, moral conscience, social justice, community service/stewardship and the Circle of Grace.

Each student in grades K-8 completes course work in Religion, Mathematics, Language Arts, Reading, English/Grammar, Vocabulary, Writing, Science, and Social Studies. Grades K-4 are self-contained classrooms. Grades 5 – 8 are departmentalized to allow teachers to teach subjects in which they specialize. Students in all grades also receive weekly instruction from Specialty teachers in Physical Education, Music, Art, Technology, Library, and STEAM. Part-time Resource teachers assist students who need additional one-on-one or small group instruction. Omaha Public Schools provide Title I services for our students who qualify in math and reading.

St. Cecilia School offers a program with provisions for different learning styles which enables each child to achieve his/her potential, enabling growth not only in knowledge, but in ideals, truth, and attitudes. Your child should be aware that you expect him/her to measure up to his/her capabilities. As parents, you can help by looking at your child realistically, not demanding grades beyond his/her ability, and encouraging him/her in the weaker curriculum areas. Homerooms are grouped heterogeneously, not by ability levels.

### **DISMISSAL AND PICK UP**

Grades 6-8 dismiss at 3:10 P.M. PreKindergarten through Grade 5 dismiss at 3:15 P.M. Students leaving school early for appointments, health issues, etc. must have a parent sign them out in the school office.

Students must be picked up by 3:45 (30 minutes after dismissal time) unless previous arrangements have been made for the student to attend an after-school activity. They must be picked up at the designated end time of the activity. The office closes at 4:00 PM daily.

Due to possible student and staff allergies, there are no pets (dogs, cats, etc.) allowed on school grounds during arrival or dismissal. This includes any pets on leashes, in purses/bags, or in kennels. The only exception to this would be therapy or service animals.

### **DUCHESNE ADVANCED MATH COURSES**

Middle school students who are showing advanced abilities in their math courses are eligible to pursue advanced math courses at Duchesne Academy. Students are eligible based on their STAR Math scores and Duchesne's advanced math placement test.

### **EMAIL PROCEDURES - STUDENTS**

All students in Grades 7-8 will be issued a Gmail account in order to have access to their Google Classroom accounts. Students can email their teachers regarding homework, missing work, absences, and any other academic issues that may arise. It is important that students observe the following email etiquette:

- Address the teacher (Dear Mrs. Smith).
- Use proper capitalization and punctuation.
- Maintain appropriate tone and attitude as though they were speaking directly to the teacher.
- Add a complimentary closing (Sincerely).
- First and last name.

## **ENVIRONMENTAL POLICY**

St. Cecilia Cathedral Grade School recognizes its role as a steward of God’s creation. As a community, we understand that what we do impacts our environment. As such we strive to:

- Help our students appreciate their natural environment and their role as caretakers of the gift of creation.
- Set an example to our students and the community of the wise use of resources.
- Be proactive in reducing, reusing, and recycling.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular opportunities include:

- Academic Competition Teams (specific grade levels; at teacher’s discretion)
- Scouts and Girls Scouts (PreK-8)
- Music in Catholic Schools (Band)
- Roots and Shoots Club (Grades 6-8)
- Sports
  - o St. Cecilia Soccer Club
  - o PreK-K micro soccer
  - o Grades 1-8 soccer
  - o PAL (Parochial Athletic League) Teams
  - o Grades 5-8 Basketball
  - o Grades 5-8 Volleyball
  - o Grades 5-8 Track
  - o Grades 6-8 Cross Country
  - o CYO basketball for grades 3-4

## **EXTRACURRICULAR ELIGIBILITY**

St. Cecilia Cathedral Grade School encourages all students to participate in athletics, activities, clubs, and other extracurricular activities. We believe that allowing students to expand their development outside of school walls is an important part of their growth.

For students in Grades 3-8, there is a certain level of academic integrity that goes along with participating in extracurricular activities. Students will be monitored on a weekly basis.

Any student who is failing in any subject(s) will be put on probation. After one full week of school, the student must either be passing that subject or show at least a 5% increase in their grade(s) to remain eligible for extracurricular competition. Students must continue that type of growth until a passing grade is met. Any student who does not show a 5% increase in their

failing grade(s) (or receive a passing grade) will be ineligible to compete in extracurricular activities.

Any student who is absent from school due to illness or non-illness (doctor appointment, vacation, etc.) will not be eligible to participate in practices or competitions that day. If the absence took place on Friday, this student is not eligible to participate in Saturday or Sunday practices or competitions.

## **FIELD TRIPS**

Your child will periodically have the opportunity to take a field trip. Educators consider this a meaningful learning experience to extend the classroom into the community, enhance the academic curriculum, and provide students with cultural opportunities, community service, and resources in the community.

A Catholic Mutual Field Trip Permission Form, completed and signed by the parent, is required for each trip. This gives the teacher permission to take the child off campus and provides current emergency and health information. It also informs the parents of the time of departure and return to school. Handwritten notes will not suffice.

Field trips are privileges afforded to students who demonstrate good behavior and responsibility. Teachers will have the right to withdraw permission for students to participate in a field trip or assembly if they fail to meet academic or behavior requirements as evidenced by their demerit cards or other forms of academic proof. On campus activities like Field Day and 8th Grade Stay-Cation follow the same guidelines as field trips.

## **HEALTH**

The goal of the school health program at St. Cecilia Cathedral Grade School is the promotion of physical and emotional health. The services are intended to support, not substitute for, the health care provided by parents. St. Cecilia Cathedral Grade School respects the parents as persons responsible for the health care of their children and parents must understand that the school is primarily an educational institution. The school contracts with the Visiting Nurse Association to provide Nebraska State required health services.

Requirements: Health records are maintained, including information relating to physical and dental care, immunization status, and the results of screenings completed in school. Screening currently provided includes height, weight, and vision for grades K, 2, 4, 6, 8, and transfer students. Hearing screening is provided for grades K, 1, 2, 3, 6, and transfers.

Nebraska law requires students to have a physical examination upon entrance into Kindergarten, seventh grade, for 8<sup>th</sup> grade for sports participants, and when transferring from an out-of-state school. A vision evaluation is required for students entering Kindergarten or transferring from out of state.

The Nebraska State Immunization Rules and Regulations require the following immunizations for students from Kindergarten through 8<sup>th</sup> grade before attending classes:

- Diphtheria, tetanus, and pertussis (DTaP, DTP, DT, or Td vaccine)
- Polio
- Measles, mumps, and rubella (MMR or MMRV)
- Hepatitis B
- Chicken pox (MMRV or Varicella)
- Tdap (7<sup>th</sup> grade)

Please note that the Immunization Policy for Catholic Schools for the Archdiocese of Omaha is required to be followed by all Archdiocese of Omaha schools. The State of Nebraska does allow for two types of exemptions: Medical and Religious.

Medical exemptions require “a statement signed by a physician, a physician assistant, or an advanced practice registered nurse...stating that, in the health care provider’s opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student’s family or household.” Please see the school office for a medical exemption form for your physician to complete. A physician means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery.

Religious exemptions require “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question. Please see the school office for a religious exemption form for you to complete.

If a student cannot provide a proper medical or religious exemption, the student may not attend St. Cecilia Cathedral Grade School without proof of the required immunizations.

The annual Student Health Update, as well as any specific updates for asthma, seizures, diabetes, or ADD, needs to be returned at the beginning of the school year. The most current and accurate information needs to be available when developing an Emergency Action Plan. All doctor and parent permissions need to be renewed each year and whenever there is a change.

In accordance with CDC guidelines, students will be expected to stay home from school when running above normal temperatures, exhibiting signs of upper respiratory infection, or experiencing gastrointestinal symptoms. Students will be expected to practice good cough and hand hygiene etiquette as a primary means to reduce the spread of viruses.

Students who exhibit signs of influenza will be required to stay home for twenty-four hours after symptoms have subsided. Symptoms of influenza include: any acute respiratory illness such as fever greater than 100 degrees Fahrenheit accompanied with a cough or sore throat, runny nose, feeling lethargic, loss of appetite, and, in some cases, vomiting, nausea, or diarrhea.

School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied



by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. Nonprescription medication may be distributed by the school without a note from a physician, but parent consent is required.

When the child must take medication during school hours, the following procedures must be strictly adhered to:

- The office shall have in writing the order from the physician. The permission must stipulate when the medication is to be taken and the amount.
- It is advised that the medication be brought to the school by an adult.
- Medication should be brought in the original container and the label on the medication should include the student's name, date, and directions.
- The medication shall be stored in a locked container in the office, nurse's room, or in the classroom at the discretion of the principal.
- It is the student's responsibility to come to the office or designated room at the time to take the medication.
- The administration of medication shall be recorded.
- If over-the-counter medication is needed, it should be accompanied with specific written instructions and given to the teacher to administer.

#### **Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions**

IM EpiPen-Jr. for a child less than 50 lbs or an adult EpiPen for any individual over 50 lbs. will be administered followed by nebulized Albuterol. 911 will be called whenever an EpiPen or EpiPen-Jr is used. Students who currently have a diagnosis are responsible for bringing their own medications, if prescribed.

Parents of students with NUT ALLERGIES may request a NUT-FREE table in the cafeteria. The student may invite a non-allergic friend to join with a nut-free lunch.

#### **HEALTHY SCHOOL ENVIRONMENT/WELLNESS POLICY**

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

**Nutrition Education:** The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-8 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

**Physical Activity:** The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' K-8 educational program.

Nutrition Standards: Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals and snacks meet the federal program requirements and nutrition standards.

Other School-Based Activities: Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically active.

### **HOME AND SCHOOL**

The St. Cecilia Home and School Association is under the leadership of a board that consists of a group of parent volunteers. In conjunction with volunteer committee chairs, the Association strives to improve upon and support St. Cecilia Cathedral Grade School through communication, fundraising, and community service, as well as establish a constructive partnership with the teachers and staff. The Home and School Association is committed to promoting school spirit and enthusiasm through parental involvement in various school and social activities.

### **HOMEWORK**

Homework is a normal part of learning and is assigned in correlation with the curriculum. The recommended daily amount of homework is equivalent to 10 minutes per grade level for the average student. Example: Third grade  $3 \times 10 = 30$  minutes of homework. It is important that the student comes to school prepared with his/her completed homework.

### **MASS ATTENDANCE**

St. Cecilia Cathedral Grade School students in grades K-8 will attend Mass weekly. The children have the opportunity to participate in the planning and ministering at the liturgy. Parents are encouraged to attend. Mass may happen on other days (due to scheduling and Holy Days). These days will be communicated home to parents.

### **MEDIA / PUBLICATIONS RELEASE**

Occasionally, the students of St. Cecilia Cathedral Grade School are chosen to publish their writing or work in contests and events. In addition, events arise where students may be photographed or recorded for television, newspaper, website, social media, radio, Parish, or Archdiocesan media and publications. If a parent objects to this, they must present a written request to Mrs. Pick stating as such by August 31, 2022.

### **MUSIC**

Besides the regular music curriculum, other music opportunities are available to our students:

- Operetta - Our traditional Spring musical for Grades 3-8.
- SongFest - School-wide music and dance event held every Spring for all students.
- Band - Instrumental instruction begins in Grade 5 and is operated under the direction of Music in Catholic Schools. It is funded by separate parent-paid tuition.

## **NUISANCE ITEMS POLICY**

Students are not to bring important personal items from home to school. These items can be a distraction to the school environment. Often of value, they can be broken or misplaced. St. Cecilia Cathedral Grade School is not liable for any of these personal items brought from home.

Items such as, but are not limited to:

- Cell phones
- Smart watches (i.e. Apple Watches or those like it that allow internet access or texting)
- Radios
- Laser pens
- iPods
- iPads
- Kindles
- Nooks
- Electronic tablets
- Game systems (Switch, etc)
- Fidget items (unless approved for a child's academic accommodation plan through administration)
- Slime
- Any items that will distract from the learning environment are not allowed to be used in school at any time.

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

The use of cell phones during the school day for calling, texting, accessing the internet, or taking photos is strictly prohibited. In Grades 6-8, if a student brings a cell phone to school, they are required to turn it in to the homeroom teacher upon arrival in the classroom. The phone will be safely stored in a locked closet until the end of the day, when it will be returned to the student. This not only prevents misuse but protects expensive property from possible theft or damage. If a student is using their cell phone, for any reason, during school hours, a teacher will confiscate said device. The parent can retrieve the device after school has dismissed for the day from the principal. Student use of their cell phone during the school day is grounds for disciplinary action.

Students are not allowed to sell items during the hours of 7:30 AM – 4:00 PM on school property (slime, bracelets, etc).

No flower or balloon deliveries are to be made to students at school. There will be no gift exchanges done in the classroom, such as Secret Santas and birthday gifts.

Birthday invitations are not to be handed out at school, unless all students (boys and girls) are invited. Parents are to utilize the school directory for home addresses and email addresses. If you do not have a school directory, please see the school office for a complete list of your child's homeroom contact information.

Birthday treats can be handed out in the classroom on a student's birthday or half birthday (if that date falls outside of the school calendar) and are limited to the following:

- Donuts
- Brownies (purchased or homemade)
- Cookies (purchased or homemade)
- Cupcakes (purchased or homemade)
- Hard Candy (Examples include suckers, Jolly Ranchers, LifeSavers, etc.).
- Non-Food Items like pencils, books, bookmarks, small gadgets.

There can be no food delivery services done for birthday treats (pizza, wings, etc.).

## **OFFICE HOURS**

School Office hours are from 7:30 AM – 4:00 PM. There is an answering system to take your calls 24-hours a day. The school office is open for the first two weeks of June from 8-12 PM and is closed for the month of July. The school office resumes regular hours (7:30-4 PM) on August 1<sup>st</sup>.

## **ONLINE RESOURCES**

There are several resources that parents and students should access to ensure their academic success throughout school.

Sycamore Education (<http://www.sycamoreeducation.com/>) is the online grading system that the teachers use to post students' grades for completed work. You will receive an account at the beginning of the year if you do not already have one.

Google Classroom is also utilized by the middle school teachers to post assignments, announcements, and share important resources with their classes. Students also turn in many assignments on Google Classroom. Students should check Google Classroom regularly for important information and to receive graded assignments they have turned in through Google Classroom. Students are given access to each class on Google Classroom with their school Gmail accounts.

## **PARENT RESPONSIBILITY**

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

The best way for parents to deal with concerns is to first approach the person with whom there is a problem. It is best to follow the 24-hour rule when it comes to addressing concerns. This means, waiting 24 hours before sending an email or calling the parties involved. Thus, if the concern is about something a teacher has done, parents are to set up an appointment with the teacher via phone or email to schedule a time to discuss the issue with the teacher first. Stopping in right after school (the day of the incident) or before school (the day after) to discuss the issue, without making an appointment, is prohibited as it disrupts the learning environment for all students. Only after efforts to deal with the teacher have failed should the principal be contacted. If the difficulty is with the principal, the parents should contact the principal and try to achieve a solution that is

acceptable to all concerned. If a good faith resolution with the principal cannot be reached, the pastor can be contacted in the parish setting.

Acting as Jesus would want us to act should be the goal of all in the Catholic school community. This includes all Pastors, principals, teachers, and other staff members, parents, and students. We should try to deal with the differences of opinion in a manner that indicates to all observers that we are Christians.

The responsibilities of parents include (but are not limited to):

1. To be a partner with the parish/school in the education and formation of your children.
2. To understand and support the religious nature of the program.
3. To read all communications from the parish/school and request clarification when necessary.
4. To know your child/children's teachers and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved before contacting others.
6. To be as actively involved as you can be in the life of the parish/school and to volunteer assistance when possible.
7. To promote our parish, school, and staff, and to speak well of them to others.
8. To read and support school rules.
9. To appreciate that Catholic education/formation is a privilege that many persons do not have.

The rights of parents include:

1. To have your children's safety be a priority.
2. To have your children receive an authentic Catholic education in a Catholic environment.
3. To have your child's learning needs met if the program can reasonably accommodate them.
4. To have your children taught by competent teachers and led by those who respect and care for them.
5. To talk with personnel and to have requests for meetings answered in a timely manner.
6. To review records and respond.
7. To participate in the life of the parish/school.

## **PARKING AND TRAFFIC PROCEDURES**

Webster Street, between 38<sup>th</sup> and 40<sup>th</sup> Streets, is eastbound-only traffic during school hours. The speed limit during drop-off and pick-up times is 10 mph.

For drop off starting at 7:40 AM, the south lane is inaccessible for parking, dropping students off, and driving. This is a fire lane and must be kept open at all times. The north lane is for dropping off only. Students are to exit only on the south side of the car (passenger side), parents are to stay in the car, and students are to move quickly to the sidewalk. No parking is allowed on the street between the crosswalks for children's safety. Webster is a one-lane road during school hours, with absolutely no passing other vehicles.

For pick up, the south lane is inaccessible for parking or picking up. The north lane is a drive-thru only street. No students can be picked up from a car in the street. All parents must park for pick up. Parking can be in the church lot south of the Cathedral, the lot west of the Cathedral, east of the Child Care Center, or on Burt Street. Parking must be done in designated parking spaces only so the flow of traffic does not become congested. Teachers or parent volunteers will be assisting students across Webster Street after school.

## **PLAYGROUND**

Playgrounds are supervised at recess times. Students must remain in view of the supervisor at all times. Appropriate Christian behavior is expected. The following rules have been established in order to ensure safe play.

- We do not engage in rough games such as those requiring tackling.
- We do not bring roller-blades, skateboards, scooters, squirt guns, golf balls, hard footballs or soccer balls, matches, knives, etc.
- We do not leave the playground without permission. In case of illness at noon, children are required to report to the principal's office before leaving the school grounds.
- We obey and respect the Safety Patrol.
- We do not ride bikes on the playground.
- We do not engage in real or pretend fighting or bullying of any sort.
- Snowballs are forbidden on school grounds as well as to and from school.

## **PRE-KINDERGARTEN PROGRAM**

The Mission of the St. Cecilia School Pre-Kindergarten program is to prepare 4 and 5 year old students not only for Kindergarten, but for a successful lifetime of learning. Students must be 4 years old on or before July 31 and must be fully bathroom independent. The academic program emphasizes play, imagination, and socialization. The Pre-Kindergarten curriculum includes reading, math, science, creative arts, and faith. It provides a learning environment that will enable children to reach their potential and ensure an easy transition into Kindergarten.

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

Non-custodial parents may submit written requests for their children's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has a right to the student's records unless a court order to the contrary has been provided. Court orders must be presented to the principal by either or both parents.

The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If there is shared custody or if custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Please update the school office of any current changes in legal custody status.

## **RULE OF FIFTEEN**

The St. Cecilia Board of Education requires all St. Cecilia families to observe the "Rule of Fifteen." Each parent is required to perform a minimum of fifteen (15) hours of parish or school service per year. All are required to record those hours on your family's Sycamore account. Volunteer hours may be logged through May of 2023. Volunteer opportunities will be suggested via the weekly school newsletter, Parish Bulletin, and through email. These hours must be fulfilled by parents in order to keep costs and tuition low in our school.

Volunteer hours are expected by all parents, regardless of tuition payment plans. Those receiving either in- or out-of-parish tuition are expected to complete 15 hours of volunteer service.

## **SAFE ENVIRONMENT TRAINING**

All adult volunteers who have regular contact with children (teachers, staff members, coaches, classroom helpers, etc.) are required by the Archdiocese of Omaha to have Safe Environment Certification. This requires one to successfully complete the training and the background check. Please see <http://archomaha.org/ministries/safe-environment/training/> for training dates and details.

## **SAFETY AND SECURITY**

St. Cecilia Cathedral Grade School has a Crisis Plan on file in the office. Crisis response drills are conducted throughout the school year to ensure the safety of our students in an emergency situation. Fire Drills are conducted for students to practice the instructions they have been given to get outdoors quickly. Silence and order are maintained at all times. Severe Weather Drills and Lockdown Drills are held once a year.

The outside school doors are locked at all times. All visitors to the school must report to the office to sign in and obtain a visitor's badge.

Students who arrive or depart outside of normal arrival/dismissal times will sign in/out in the office. Any student leaving the building before the end of the school day, due to illness or an appointment, must be signed out in the office by a parent or guardian, or be accompanied by a parental note.

For safety purposes, all entrances and exits in the school and Child Care are numbered for emergency services:

- Door 1 - Main Front Door of School (3)
- Door 2 - Mini-Gym (1)
- Door 3 - Child Care North (2)
- Door 4 - Child Care East (2)
- Door 5 - Child Care South (1)
- Door 6 - Teacher Lounge (1)
- Door 7 - School South Playground (2)
- Door 8 - School 115 South (1)
- Door 9 - School West North (2) by Alley
- Door 10 - Gym South (6)

Door 11 - Gym East (1)

### **SAINT CECILIA CHILD CARE**

Located adjacent to St. Cecilia School, our Child Care is licensed for children ages 6 weeks to 13 years. With access to a fenced-in playground and soccer field, the children have a wonderful opportunity for gross motor skill development. Activities are offered for social and cognitive development throughout the entire curriculum. Language, math, creative art, dramatic play, singing, prewriting and other “learning through play” activities are taught in a warm, safe, loving, and child-friendly environment. Hours of operation are Monday through Friday from 6:30 A.M. to 6:00 P.M. The Child Care is closed for holidays and snow days.

Please contact the Director of the Child Care, Denise Leibert, directly at 402-553-1708 or [childcarestcc@stceciliacathedral.org](mailto:childcarestcc@stceciliacathedral.org) to enroll your child in this separate program.

### **SPECIAL CLASSES**

All students will have the following classes with a specialized teacher:

- Art
- Technology
- Library
- Music
- Physical Education
- STEAM

### **SPORTSMANSHIP RULES**

All students are expected to follow the following rules on the playground, in the classroom, during school and club sports, and any activity in which they are representing St. Cecilia Cathedral Grade School:

- Invite and encourage anyone who wants to play.
- Encourage/compliment others, including opponents.
- Resolve your own conflicts peacefully.
- Always use appropriate language.
- Show consideration for adults and others in and near play areas.
- Follow all rules promptly and fairly.
- Be aware of the safety of those around you.
- Be a humble winner and a gracious loser.
- Show sensitivity for individual talents.

### **STUDENT ENTERPRISES**

- Class Buddies (various grades): They sit with, model good behavior, and help with the younger classes during all school masses. Classroom buddies help with various tasks (reading, Valentine day cards, etc.)
- Kitchen Serving/Dishwashing (5<sup>th</sup> grade): Students take turns helping to serve food and clean-up.



## **SYCAMORE EDUCATION**

Sycamore Education is an online school management and student information system. You are able to access School News, your cafeteria and tuition account balances, the school directory and calendar, documents, and teacher websites. Grades for students in 3rd grade and higher are also available and are updated by midnight on Mondays. A link to Sycamore is on the school website or you may log on at [www.sycamore.education.com](http://www.sycamore.education.com). Our School ID is 1273. Each family will be assigned an individual Username and Password. Be aware that if you give your username/ password to your child, they will also be able to access pass-a-note communications between teacher and parent.

## **TECHNOLOGY - GENERAL**

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at St. Cecilia Cathedral Grade School. Our objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction both in and out of the classroom. All St. Cecilia Cathedral Grade School employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of St. Cecilia Cathedral Grade School's technology are outlined below.

The use of "technology" refers to all aspects of St. Cecilia Cathedral Grade School's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, laptops, chrome books, iPads, etc), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of St. Cecilia Cathedral Grade School's technology or network resources, whether this access occurs in school or outside of school. Students are expected to use technology and network resources in accordance with this policy.

The use of personal electronic devices will not be allowed at school. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Any student not following the Code of Conduct identified below will be denied access to the computers and/or computer network for a designated period of time or for the remainder of the school year, as determined by the administrator. It is the responsibility of the parent(s) to establish and convey the standards that their child should follow. If a student uses a computer or the Internet inappropriately, he/she will be subject to disciplinary actions that could include suspension or expulsion.

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with St. Cecilia Cathedral Grade School's educational and religious objectives.

## **TECHNOLOGY – Student Responsibilities and Acceptable Use**

1. All technology must be used to further the educational and religious mission of St. Cecilia Cathedral Grade School and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using St. Cecilia Cathedral Grade School's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. St. Cecilia Cathedral Grade School faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. Students should always use her/her St. Cecilia Cathedral Grade School email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students must be made via St. Cecilia Cathedral Grade School's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permissions before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.

13. If applicable, students are responsible for regularly checking his/her St. Cecilia email account and teachers' course pages (Google Classroom) to stay updated on information shared electronically by the school or his/her teachers.
14. Student Google for Education accounts will be inactivated at the end of their 8th grade year.

### **TECHNOLOGY – Student Unacceptable Use**

The use of technology and network resources must be consistent with the educational and religious objectives of St. Cecilia. Examples of unacceptable uses of technology include, but are not limited to, the following:

1. To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
2. To harass, intimidate, threaten or bully others, whether inside or outside of school.
3. To steal or borrow intellectual property without permission.
4. To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
5. To breach copyright laws by using unlicensed software or pirating audio or visual materials.
6. To bypass St. Cecilia Cathedral Grade School's content filter or network security.
7. To knowingly spread computer viruses or malware.
8. To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
9. To misrepresent one's own identity or the identity of others.
10. To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
11. To express profanity or any other inappropriate content online, including St. Cecilia Cathedral Grade School's website, email program, social media or other internet sites.
12. To share personal information or information about any student or faculty member to anyone via the Internet.
13. To access another user's account or invade the privacy of others.

14. To store or download unauthorized software programs, music, videos, game files or personal photos on St. Cecilia Cathedral Grade School computers, laptops, iPads, etc.
15. To play games, chat on-line, or watch videos during the school day unless associated with the class and permission from a teacher is explicitly given.
16. To utilize encryption or software to hide activity that violates St. Cecilia Cathedral Grade School's Technology Acceptable Use Policy.
17. To violate any federal, state, or local laws.

### **TECHNOLOGY – Social Networking (Facebook, Twitter, Texting, Blogs, etc.)**

Although social networking normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Cecilia Cathedral Grade School reserves the right to take any disciplinary action it deems necessary to protect students and faculty. This could include suspension or expulsion from school.

St. Cecilia Cathedral Grade School encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for Social Networking:

- **Be Responsible:** Social media venues, including wikis, blogs, photo and video sharing sites are public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- **Be Respectful:** Follow St. Cecilia Cathedral Grade School's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- **Be Safe:** Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

### **TECHNOLOGY - Access to Inappropriate Materials on the Internet/Disclaimer**

St. Cecilia currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is 100% foolproof and St. Cecilia cannot entirely control what students may or may not locate on the internet. While St. Cecilia allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. St. Cecilia is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty members or the school's administration immediately

### **TECHNOLOGY - No Expectation of Privacy**

St. Cecilia sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by St. Cecilia. All content created, sent, accessed or downloaded using any part of St. Cecilia technology or network resources is subject to the rules stated in this policy. St. Cecilia reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on St. Cecilia's network will be maintained private or confidential.

### **TECHNOLOGY - Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or posting should immediately notify the faculty members supervising the activity or St. Cecilia Cathedral Grade School's administration.

If a parent chooses to post damaging statements about the school on their social media accounts, they will be asked to remove posts immediately. This would be considered hurtful and damaging to the school staff and administration. Families and students may be unenrolled from St. Cecilia.

### **TELEPHONE POLICY**

The administrative assistant handles and delivers all calls/messages from 7:30 AM to 4:00 PM. Students who need to use the phone to notify parents that they will be staying after school or, if there is an emergency, must have permission from the teacher, principal, or administrative assistant.

Students may not use cell phones during the school day from 7:55 AM to 3:15 PM. If parents feel that their child needs a cell phone for emergency situations when he/she is outside of the school, before or after school hours, the phone must be left in the backpack and turned off during school hours. In the middle school grades, the cell phones will be stored by the teacher in a locked closet during the day. Cell phones will be confiscated if these procedures are not followed. Students with extended school activities such as patrol, club meetings, operetta practice, or detention may not use their cell phones during that time.

### **TESTING PROGRAM**

Each grade level takes one or more Archdiocesan Assessment criterion referenced assessment in a curriculum area during the school year. Classroom standards assessments are administered throughout the year.

Reading Assessments – The Fountas & Pinnell Benchmark Assessment (Grades K-8) and the STAR Reading and Math Assessments (K-8) are administered to each student at least 3 times a year to track reading and math progress.

## **TEXTBOOKS**

Textbooks are approved by the Archdiocesan School Office. The fee for textbooks is part of the tuition paid by each family. All books are to be covered at all times. A fine is assessed for loss or unreasonable damage.

## **UNIFORMS AND DRESS CODE**

### **All uniform pieces can be purchased at:**

DiGiorgio's Sportswear  
14111 Q Street  
Omaha, NE 68137  
Phone: 402-894-5627  
[www.digiorgios.com](http://www.digiorgios.com)

## **UNIFORMS AND DRESS CODE - GENERAL**

As part of the educational process, St. Cecilia Cathedral reserves the right to set norms for the dress code and appearance of students. Any form of appearance violating the basic norms of neatness and cleanliness, even if conforming to social norms, is out of order and subject to disciplinary action. Some interpretation of judgment in these matters are obviously necessary. The principal will make the final determination about what is acceptable.

The dress code is in effect from 7:55 AM until 3:10 PM for middle school students and 8:00 AM until 3:15 PM for younger students. However, faculty and staff may make reasonable requests that students conform to appropriate dress at other times; for example, caps removed in the building.

St. Cecilia Cathedral Grade School believes that clothes do not define a person. Wearing a uniform allows students to express their individuality in their character, actions, words, academics, and athletics. Uniforms are required every day, except on out of uniform days. All girl uniform jumpers, skorts, and skirts must be purchased at DiGiorgio's. All other blouses, shirts, polos, shorts, and slacks may be purchased at a department store (color choice and style must look like the DiGiorgio's uniform pieces). A student who is repeatedly or conspicuously not in conformity with these guidelines may be sent out of school to rectify the problem.

## **UNIFORMS AND DRESS CODE - BOYS**

### **Shirts:**

PreK-8: white or light-blue Oxford shirt; long- or -short-sleeved; with collar

OR

white or light-blue plain cotton polo shirt; long- or short-sleeved; with collar

All shirts and polos must be tucked in at all times.

Only a plain white T-shirt may be worn under the dress or polo shirt.

### **Sweaters (Required for Mass):**

PreK-5: V-neck Red DiGiorgio's pullover with school crest

6-8: Navy DiGiorgio's cardigan with school crest

**Shorts:**

PreK-5: Navy walking shorts

6-8: Khaki walking shorts

\*Can be no longer than 3 inches past the knee and no shorter than 3 inches above the knee.

\*Shorts are optional for 1<sup>st</sup> and 4<sup>th</sup> Quarters only.

\*Shorts can be bought elsewhere but must be identical to DiGiorgio's shorts in fabric, color, style, and length. They are to be perma-press/wrinkle free and not faded. No blue jeans or cargo pockets are allowed. Belts will be required for students who cannot keep shorts at the waist.

**Pants:**

PreK-5: Navy blue dress slacks

6-8: Khaki dress slacks

\*Slacks can be bought elsewhere but must be identical to DiGiorgio's slacks in fabric, color, style, and length. They are to be perma-press/wrinkle free and not faded. No blue jeans or cargo pockets are allowed. Belts will be required for students who cannot keep slacks at the waist.

**Socks:**

White or black socks are required for all grade levels. No logos, stripes, or Elite style socks are allowed.

**Hair:**

Hair must be clean, the natural color, above the collar and eyebrows, and not more than half-way above the bottom of the ear (even when combed behind the ears). The following are not permitted: mullets, mohawks, spiked hair, facial hair, sideburns below the earlobe, lettering, symbols, carving, etching, hair combed to one side, ponytails, and use of hair products to circumvent regulations. In all cases, the principal will determine what is acceptable.

A hair style traditional to a boy's culture may be deemed appropriate by the principal. If the principal gives a hair warning to the family, that family has one week to make the necessary changes. If more than one hair warning is issued to a student during the school year, this student may be subject to disciplinary action.

**Jewelry/Tattoos/Body Piercing:**

Students are discouraged from wearing jewelry to school. No earrings are allowed for boys. One simple religious chain or cross is permitted. No visible temporary or permanent tattoos or body piercings are allowed.

**UNIFORMS AND DRESS CODE - GIRLS**

**Shirts:**

PreK-8: white cotton blouse; long- or short-sleeved; with rounded or pointed collar

OR

white plain cotton polo; long- or short-sleeved; with rounded or pointed collar

\*Blouses and Polos must be tucked in at all times.

\*Only a plain white T-shirt may be worn under the blouse or polo.

**Sweaters (Required for Mass):**

PreK-5: Red DiGiorgio's cardigan with school crest

6-8: Navy DiGiorgio's cardigan with school crest

**Jumpers/Skirts:**

PreK-3: DiGiorgio's MacBeth Plaid V-neck jumper OR MacBeth Plaid skort

4-8: DiGiorgio's MacBeth Plaid skort OR skirt

\*No shorter than 3 inches above the knee

\*Cotton shorts may be worn under jumpers or skirts

\* Leggings/Tights are optional. Must be plain, fitted, footless tights or leggings in blue, white, red, or black in color.

**Shorts:**

PreK-5: Navy walking shorts

6-8: Khaki walking shorts

\*Can be no longer than 3 inches past the knee and no shorter than 3 inches above the knee.

\*Shorts are optional for 1<sup>st</sup> and 4<sup>th</sup> Quarters only.

\*Shorts can be bought elsewhere but must be identical to DiGiorgio's shorts in fabric, color, style, and length. They are to be perma-press/wrinkle free and not faded. No blue jeans or cargo pockets are allowed. Belts will be required for students who cannot keep shorts at the waist.

**Pants:**

PreK-5: Navy blue dress slacks

6-8: Khaki dress slacks

\*Slacks can be bought elsewhere but must be identical to DiGiorgio's slacks in fabric, color, style, and length. They are to be perma-press/wrinkle free and not faded. No blue jeans or cargo pockets are allowed. Belts will be required for students who cannot keep slacks at the waist.

**Socks:**

White or black socks are required for all grade levels. No logos, stripes, or Elite style socks are allowed.

**Hair:**

Hair must be clean and the natural color. No dyeing or coloring of tips is permitted. The following are not permitted: mullets, mohawks, spiked hair, lettering, symbols, carving, and etching. In all cases, the principal will determine what is acceptable.

A hair style traditional to a girl's culture may be deemed appropriate by the principal.

Hair should be pulled back from covering the eyes. No hairpieces are allowed. Hair ornaments may include plain barrettes, ponytail holders, headbands (up to 3" wide, not bandanas) in red, black, white, navy blue, or uniform plaid. No hair coloring, hair extensions, or feathers can be clipped into the hair. No JoJo bows or headbands with attachments (unicorn horns, animal ears, etc).



**Jewelry/Tattoos:**

Students are discouraged from wearing jewelry to school (this includes rings, bracelets, necklaces, ankle bracelets, etc). Watches are acceptable (not Smart watches). One simple religious chain/cross is permitted. No chokers and no more than two bracelets. No visible temporary or permanent tattoos are allowed. Students are also not allowed to draw on their skin with pens/markers.

Earrings are allowed for girls. No more than two piercings per ear. No dangling earrings allowed. No other piercings are allowed.

**UNIFORMS AND DRESS CODE - ALL STUDENTS****Shoes:**

No open-back or open-toe shoes. Fashion or snow boots may not be worn in school. No clogs, crocs, boots, sandals, moccasins, slippers, flip-flops, Uggs (or the like), or heeled shoes. During wet/snowy weather, if boots are worn to school, they must be taken off in the classroom and appropriate shoes must be worn in the classroom. All of the above shoe expectations are to be followed on out of uniform days.

**Make-Up:**

Students are not permitted to wear cosmetic makeup (eye shadow, mascara, eyeliner, blush, lip stick/gloss, face glitter, foundation, bronzer, artificial eyelashes), acrylic or fake nails.

One solid color of nail polish (no designs) will be allowed. If nails are professionally done and do not follow the above expectations, students will have one (1) week to take care of the infraction. Girls are allowed to have 1-2 piercings per ear. These earrings need to be studs (1/2 in in diameter or smaller; no dangling, cuffs, or chained earrings). Boys are not allowed to wear earrings. No other piercings are allowed.

Perfume, body splash, scented lotions, etc. are not to be applied at school because of students/staff who have asthma or allergies.

**Gym Clothing:**

A change of clothes (appropriate length shorts, no shorter than 3 inches above the knee), T-shirts, and gym shoes is allowed for students in Grades 6 - 8. Middle school students are encouraged to bring deodorant on gym days.

**Out of Uniform Day**

Occasionally students are given an "out of uniform" day. Clothes on these days must be modest and fit properly. No clothing with holes, pajamas, or inappropriate logos will be allowed. Shorts can only be worn during Quarters 1 and 4 and shorts can be no shorter than 3 inches above the knee. All uniform expectations are observed on out of uniform days. If a student is out of compliance with dress code, they are expected to call home and have a new change of clothes delivered to school. The principal has the final say in any dress code violation.

## **Outerwear**

Outerwear, including jackets, coats, or hooded sweatshirts, are not permitted to be worn inside the building. During the academic school day, students may wear uniform sweaters or uniform sweatshirts.

## **Lost and Found Items**

Students' clothing and other personal belongings should be marked with the last name and first initial. Any items found will be placed in the Lost and Found, located in the hallway between the school and Child Care. Unclaimed items will be donated to charity or to our used uniform stock.

## **WEATHER**

St. Cecilia Cathedral Grade School and Child Care follow the decision of the Omaha Catholic Schools office for weather-related closings and late starts.

In the event of inclement weather, please watch WOWT, KETV-7, KMTV-3, KPTM FOX, and Omaha World Herald's website for "Omaha Catholic Schools," followed by NO SCHOOL. You can also follow us on Facebook and/or Twitter.

- St. Cecilia Cathedral School - Omaha (Facebook)
- @StCeciliaOMA (Twitter)

NO SCHOOL - All classes, after school activities, and sport practices are canceled for the day. The St. Cecilia Cathedral Child Care will also be closed. If your child has a sporting event scheduled on the night of a canceled day of school (i.e., basketball game or practice), you will need to be in communication with your son/daughter's coach to see if the game is also canceled.

No child will be allowed to leave school unless arrangements have been made previously as to where he/she is to go. We ask that you discuss such emergency arrangements with your child.

When the wind chill dips to 30 degrees below zero, the Omaha Catholic Schools Office will make two postings:

- Omaha Catholic High Schools will remain in session today.
- Omaha Catholic Elementary Schools will be closed for the day.

Just as we do for snow days, we will follow the decision of the Omaha Catholic Schools Office. With Omaha Public Schools (OPS) transitioning to in-person instruction and are sometimes in hybrid or remote, we are no longer following the decision of Omaha Public Schools (OPS) for inclement weather.

We are honoring traditional snow days/cold weather days at St. Cecilia. We do not plan on sending any Chrome books or iPads home with students in preparation for days off school as we are reserving those devices for remote learning, should the need arise. As a Catholic school, we are proud to not only offer a high quality education to our families but also provide a

family-friendly work environment for our staff. Requiring remote teaching/learning on days off of school due to weather is not conducive for students or staff on such short notice.

## **WELLNESS POLICY**

A local school wellness policy is a written document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

Thus, St. Cecilia Cathedral Grade School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activity. Therefore, it is a policy of St. Cecilia Cathedral Grade School that:

- The Archdiocese of Omaha and St. Cecilia Cathedral Grade School engages students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades PreK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our school will participate in available federal school meal programs (including National School Lunch Program).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

To achieve these policy goals, the St. Cecilia Cathedral Grade School Wellness Committee will create, strengthen and work to develop, implement, monitor, review and revise school nutrition and physical activity policies.

**Nutrition Education:**

The primary goal of nutrition education is to influence students' eating behaviors. St. Cecilia Cathedral Grade School will promote nutrition education throughout the students' PreK-8<sup>th</sup> grade educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Meals served through the National School Lunch Programs will:

- Be appealing and attractive as possible to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- Ensure that half of the served grains are whole grain.

St. Cecilia Cathedral Grade School will share information about the nutritional content of meals with parents and students. Such information is made available on monthly menus and/or the school website. Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals and snacks meet the federal program requirements and nutrition standards.

Free and Reduced Lunch Meals: St. Cecilia Cathedral Grade School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible and participate in the free and reduced-price school meals. Free or reduced lunch applications are available all year long from the cafeteria manager, school office, rectory office, or school website.

**Meals and Scheduling at St. Cecilia Cathedral Grade School:**

- Will have scheduled meal periods at appropriate times, *e.g.*, lunch will be scheduled between 11:00 AM and 1:00 PM.
- All student lunch periods will include at least 20 minutes of actual eating time for students to consume their food.
- Will not include scheduled tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- Will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

### **Qualifications of School Food Service Staff**

Qualified nutrition professionals will administer the school meal programs. As part of the school responsibility to operate a food service program, we will encourage continuing professional development for all school nutrition professionals. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

### **Sharing of Foods and Beverages**

St. Cecilia Cathedral Grade School will not allow students to share their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Beverages, Foods, Snacks**

Allowed – Free unlimited water; flavored or unflavored low-fat or fat-free fluid milk for sale.

Not Allowed – Soda soft drinks as their lunch beverage.

Meals sold from St. Cecilia Cathedral Grade School Meal Program: A lunch consists of five components. Students may decline two components, but are required to take a fruit or vegetable. The five components are protein, grains, vegetables, fruits, and milk. Students will have two entrée options as well as a yogurt and cheese option with sides provided with all options. One additional entrée available with some entrees for sale upon request.

Snacks served during the school day, after-school care, or enrichment programs will make a positive contribution to children's diets and health. The school office will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

St. Cecilia Cathedral Grade School will limit celebrations that involve food during the school day to no more than two parties annually. One snack item will be provided along with bottled water. Other food oriented parties need to be curriculum based. Items containing peanut and tree nuts will not be allowed at school.

St. Cecilia Cathedral Grade School aims to teach, encourage, and support healthy eating by students. St. Cecilia Cathedral Grade School will provide nutritional education and engage in nutritional promotions that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only physical education classes, but also classroom instruction in subjects such as math, science, language arts, and social sciences;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise); and
- Links with community resources on health and nutrition.

**Physical Activity:**

The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well-being. St. Cecilia Cathedral Grade School will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' PreK-8 grade educational program.

**Integrating Physical Activity in the Classroom Setting**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Therefore,

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television. The physical education teacher reinforces nutrition/health ideas;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Physical Activity Opportunities and Physical Education**

All students in grades PreK-8, including students with disabilities and special health-care needs, will receive weekly opportunities for physical education per Nebraska State Standards. All physical education classes will be taught by a certified physical education teacher. Student involvement in other activities involving school activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

At St. Cecilia Cathedral Grade School all students will have at least 20 minutes each day of supervised recess, preferably outdoors, during which we encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

St. Cecilia Cathedral Grade School discourages extended periods (*i.e.*, of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, St. Cecilia Cathedral Grade School gives students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities**

- Brain breaks scheduled into the daily academic schedule at all grade levels, PreK-8<sup>th</sup>.
- After-school child care and enrichment programs will provide and encourage, verbally and through the provision of space and equipment, daily periods of moderate to vigorous physical activity for all participants.

- All students partake in an annual field day to promote physical activity, and sportsmanship which is planned, coordinated, and open to participation by all staff and students.
- An annual Cathedral Cup is held with open participation for all staff, students, and parish families.

Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) as punishment.

### **Monitoring and Policy Review**

The school administration, faculty, and the Wellness Committee will ensure compliance with nutrition and physical activity wellness policies. The Principal or designee will ensure compliance with established Archdiocesan wide nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the committee upon review.

The wellness policy committee will develop a summary report regularly to examine the compliance with the established nutrition and physical activity wellness policies, based on input from faculty, staff, and students. The wellness committee will consist of the school administrators, school health professionals, teachers, students, parents and community members (if possible).

Assessments will be repeated every three years to help review policy compliance, assess programs, and determine areas in need of improvement. As part of that review, the school will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The Wellness Committee, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

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