AQUINAS CATHOLIC ELEMENTARY SCHOOL

STUDENT HANDBOOK, REVISED 2026

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AQUINAS CATHOLIC ELEMENTARY CATHOLIC SCHOOL

HANDBOOK

MISSION STATEMENT

The mission of the Aquinas Catholic Schools community is to provide a Christ centered learning environment where we develop individuals to be Disciples of Christ in all areas of their lives.

GOVERNING VALUES

The Aquinas Catholic Schools community will foster a God-centered Catholic culture to promote a Christ-like outlook on life.

We will provide a learning environment to promote academic achievement for all students by developing their unique abilities and interests to prepare them for future vocations and challenges.

We will provide opportunities for individuals to grow spiritually, physically, socially and emotionally.

We will nurture a life-long commitment to Christian values that promote growth in church, family, and civic relationships.

We will promote respect for one's self-worth and mutual respect for others at all stages of life.

FORWARD

This handbook is intended to serve as a guide for working toward a better realization of the philosophy and goals of Aquinas Catholic Elementary School. The guidelines are based on Diocesan policy and Rule 10 requirements from the Nebraska Department of Education.

The term "parent" contained within this document shall mean the parent, guardian, or person acting in the place of a parent, such as a grandparent or stepparent with whom the child lives, as well as persons who are legally responsible for the child's welfare.

Aquinas Catholic Elementary School Council
Aquinas Catholic Elementary Administration
September 2015

*Copies of the Diocesan policy and Rule 10 are available at the school office upon request or may be found on the Diocesan website.

THE SCHOOL HISTORY

David City, Nebraska, is a small rural community nestled in the center of Butler County. It was here that a people of faith settled and started the parish of St. Mary's in 1878. It was with great faith that the first parishioners decided to start a school.

In August of 1899 the doors of St. Mary's Grade School opened for the first time. The first school was built on the corner of 5th and I. The school had two classrooms, a music room, and a convent for the sisters. Ninety-five pupils enrolled for the first academic year. Four Sisters of Loretto, from Nerinx, Kentucky, staffed the school for 16 years. In 1909 the school building was moved to 6th and J, to make room for the new church. Later an annex was constructed that provided additional classrooms on the first floor and a parish hall on the second floor.

Fr. William A. Murphy, pastor of St. Mary's Church from 1933-1952, expressed his desire to have his young parishioners benefit from a Catholic secondary education. With his transfer to St. Francis, Center, in 1952, this task was handed over to Msgr. Alphonse Lisko. The section of the old school building in which the Sisters had been living, was converted into facilities for beginning the high school program for the ninth grade class in the fall of 1953. The twenty-six freshmen students began classes on August 31, 1953. The Adorers of the Blood of Christ from Wichita, Kansas, staffed the school.

On August 29, 1954 the new St. Mary's High School was blessed. The next day 57 students registered for the ninth and tenth grades. Twenty-five students completed their four year program on May 26, 1957. The High School remained in operation for 8 years until Aquinas High School was built. In 1961 the Grade School took over the use of the building.

St. Mary's Grade School continued to grow and soon it became apparent that more space was needed. In 1974 a music room, kitchen, gym, storage area and an Adult Meeting Room were added. The addition was built onto the south entrance of the school.

On Sept. 17, 1990 the Council of Administration at Aquinas Middle School-High School, the Parish Council of St. Mary's Elementary School, and the Pastors of the David City Deanery held a joint meeting to discuss the future of Catholic Education in the three-county area. It was the unanimous decision of each of these groups that Aquinas and St. Mary's Elementary should be merged into one school system. With the merger also came the addition of a library, office space, a teacher's workroom, a kindergarten room, and renovation of several rooms.

In 2016, St. Mary's began offering after school care to students. This program grew to include younger children all day in 2018, using the former convent on the school's property. A new center named Holy Family Early Learning Center opened its doors in August of 2019. This Center worked in concert with St. Mary's to offer full day preschool as well as care for infants through toddlers. It continued to expand to meet needs in 2022, caring for around 90 children, under the direction of Mrs. Mary Coufal, Director and Mrs. Jessica Miller, Assistant Director.

In 2021, St. Mary's Elementary School merged completely with Aquinas Middle & High School to create Aquinas Catholic Schools, with St. Mary's changing its name to Aquinas Catholic Elementary School.

Today, Aquinas Catholic Elementary School offers quality education to a student body of over 200 students, Preschool to Fifth Grade. Administration of the school is under Fr.Jonathan Haschke, Chief Administrative Officer and Mrs. Katie Smith, Principal. Twenty-four faculty and staff members work together to create a Christ-centered atmosphere of learning.

STUDENTS

ADMISSION

A physical examination and eye examination by a qualified physician are required for a child entering school at the kindergarten level, as well as for those who transfer from out of state. Students entering school for the first time must furnish proof of 3 doses of DPT/DT vaccine, 3 doses of polio vaccine, 2 doses of MMR vaccine, 3 doses of pediatric Hepatitis B vaccine, and 2 doses of varicella. Written documentation of varicella disease will be accepted. These are kept on file at the school.

Children entering Kindergarten are required to be five years old on or before July 31 of the calendar year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates, baptismal certificates, and the immunization records in order to complete the enrollment. According to Nebraska law, all immunizations must be completed and documented prior to the child coming to school.

PRESCHOOL ATTENDANCE POLICY

1. Tuesday/Thursday preschool will be offered to accommodate four-year olds and three-year olds. Three year olds must be 3 by July 1st to enroll in the T/Th program.

2. A minimum of 5 students must be registered for the T/Th program to be offered.

3. Families who already have children at Aquinas Catholic Elementary School or families with a genuine commitment to remain at Aquinas Catholic Elementary School will be given preference when recommended numbers of spaces in the preschool become limited.

4. On unscheduled late starts, morning Pre K will not be held. In the event of a 1:00 dismissal, afternoon Preschool or Pre-K will not be held.

EARLY KINDERGARTEN ENTRANCE POLICY

A student entering kindergarten must turn 5-years-old by July 31.
If a parent requests early kindergarten entrance for a child born between August 1 and October 15, it is required that the following occur.
1. Parents request early kindergarten entrance by contacting the school ***by April 15 of the calendar year that they are requesting early kindergarten entrance.***
2. The parents complete the following forms required by the school for consideration of early kindergarten entrance:

1. **Written Request for Early Kindergarten Entrance Assessment**. (This must be completed **by April 15**.)
2. **Ages and Stages SE Questionnaire**

An Ages and Stages SE Questionnaire will also be completed by the preschool teacher (if not in a preschool, then someone who knows the child such as a child-care provider or a physician).
If the Ages and Stages questionnaire from the parents and the questionnaire from the preschool teacher disagree considerably, then another kindergarten readiness test will be given to the child (Dial IV).
3. Submit the forms to the CAO (Supt.) or his/her representative by **April 25**.
4. The early kindergarten entrance assessments are reviewed by the School Evaluation Team (made up of a kindergarten teacher, administrator, and preschool teacher) *to determine if the child qualifies*

*for early entrance. (This will be completed by **May 5**.)*

The decision made by the School Evaluation Team on whether to admit a child for early entrance to kindergarten is final. There is no provision for reevaluation, retest, or parental appeal to the decision.

ABSENCES

Regular attendance according to state law is required. It is also essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The parent is required to give advance notice to the school whenever possible.

Anytime a student misses two hours during the school day, he/she will be marked absent for ½ day. If a student misses part of the school day due to a doctor appointment, dental appointment, or other valid reason as determined by the administration, he/she will not be counted tardy or absent unless the time away exceeds two hours, then the child will be marked absent for ½ day. When a child is absent from school, parents are to notify the school between 8:00 A.M. and 8:30 A.M. If a parent has not notified the office, the administrative staff will call a parent to verify the absence. After a student has been absent he/she is required to do the work that he/she missed while absent.

If a student is to be picked up during the school day, the person coming to get him/her must sign in at the office upon arriving in the building. Children are not permitted to leave school premises without the permission of the administration.

If a student misses 20 days during a school year, the school is required to notify the county attorney of this matter.

K-5 ATTENDANCE POLICY

1. Students are allowed 2 days for each day absent to complete make up work. If not completed in time, failures for the assignments may be given.

2. Vacations –Parents are discouraged from removing students from school while classes are in session and are encouraged to plan in conjunction with the school calendar. However, if students will be absent because of extended travel, please send a note to school at least one week before they leave. Homework will be completed at the discretion of the teacher. Some work may be completed before the absence, some may need to be completed after.

3. When a student is absent for a prolonged illness, injury, hospitalization or surgery, parents are encouraged to request assignments through the office so that the student may keep up with classes.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:00 A.M. is considered tardy and is to report to the office.

- Tardy students should go to the office to receive a pass.
- A student will not be marked for tardiness due to icy roads or similar inclement conditions.
- Students arriving late due to early morning appointments will receive an excused tardy if they have a written note from the doctor's office.

REPEATED ABSENSES AND TARDIES

Absences and tardies are monitored. When a student reaches 10 absences or 10 tardies, a letter will be sent home to notify parents of the number of absences and/or tardies their child has accumulated. A consequence will be given for the 5th tardy in a given quarter or the 10th tardy in a given semester, which may be time spent after school. When a student accumulates 15 absences or 15 tardies, the student and his/her parent(s) will be asked to meet with the principal to discuss concerns and develop a plan of action to avoid any more absences or tardies. Should a student reach 20 absences, a referral to the County Attorney's Office may be made.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused for these special appointments.

RELEASE OF RECORDS

The school will maintain records on all students K-5. Parents may review their child's records upon request. The student's official file shall contain: academic transcripts, academic testing, health records, and an emergency sheet. After a student completes 5th grade, his/her file will be transferred to Aquinas Middle School.

STUDENT DOMICILE POLICY

A student who is not living with his/her parents(s) or a legal or parent approved guardian will not be admitted or allowed to continue as a full-time student at Aquinas Catholic Schools. Aquinas assumes responsibility for a student while he/she is in school, therefore, Aquinas relies on a close relationship between home and school, between parents and teachers. If a student is not living with his/her parent(s) or approved guardian, the necessary cooperation, communication, and mutual responsibility no longer exist.

ARRIVAL AND DISMISSAL

Students riding buses may enter the school grounds as soon as the bus arrives. The children will not be supervised before 7:30 A.M. or after school hours. **Children who are at school before 7:30 AM may be transferred over to Holy Family Early Learning Center for care. Families are responsible for those charges.** Cooperation is requested in regard to this policy.

Students will assemble, by class, outside the West Entrance (Main Entrance) by 7:50 A.M.

During inclement weather, students will be allowed to assemble in the gymnasium.

Dismissal from Aquinas Catholic Elementary will be at **3:20 P.M. for bus students, 3:28 P.M.** for walkers and those picked up by family. When there is an early dismissal, Aquinas Catholic Elementary School will dismiss 10 minutes earlier than Aquinas. Children are to leave the grounds immediately after school is dismissed unless waiting for a ride. Children who are still at school after 3:45 PM may be transferred over to Holy Family's Early Learning Center for care. Families are responsible for those charges.

Parents should clearly outline with their children a course of action in the event that it is necessary to close school early. This should be prearranged so that the children are aware of the plan.

PRESCHOOL ARRIVAL & DISMISSAL

Pre-K & Preschool Morning Session Hours: 8:00-11:00

- Students may arrive by 7:45 with class starting at 8:00. They will be dismissed at 11:00.

Pre-K Afternoon Session Hours: 12:20-3:20

- Students may arrive by 12:05 with class starting at 12:20. They will be dismissed at 3:20.

BEHAVIOR SYSTEM

Students are expected to conduct themselves in a respectful manner, be considerate of others and make the best use of opportunities available to them. A student whose conduct is judged unbecoming or detrimental will be subject to disciplinary measures and the student's parents will be notified. Parents should help their children follow the school rules.

School behavior policies will be based upon the three rules as follows:

Be Respectful

Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race, or religion.

Be Responsible

Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. Responsible people are accountable for the consequences of their choices; they don't blame others for their mistakes.

Be Safe

Being Safe means making choices that protect yourself and others from harm, both physically and emotionally. It includes following rules that help create a secure and welcoming environment.

Aquinas Elementary Schools Behavior System includes the following practices to support and encourage the moral formation of its students:

1. Positive Reinforcement: Teachers provide support and encouragement for proper and courteous behavior. All school adults may give out "Paws", or "Caught Practicing Virtue" forms to students who have done a great job of practicing virtue. Teachers often have an in-classroom reinforcement protocol as well. Offering positive encouragement has the greatest impact on improving behavior. Students who have good behavior acknowledged, generalize that behavior to other situations as well. (Good behavior spreads.)

2. Restorative Practices: When students are not practicing good virtue, they will need to make corrections for their behavior. We utilize the Virtues-Based Restorative Discipline program.

When Disciplinary measures are needed, they may include:

1. MINOR CITATION: These forms document a behavior that occurred at school and are intended for parents to review, discuss with their child, and sign at home. Please sign and return the form promptly. Minor behavior citations are used for behaviors that are often age-appropriate but still require correction and support from both home and school. Working together helps students develop positive habits and make better choices. After a student receives three minor behavior citations, future incidents may result in a major behavior citation.
2. MAJOR CITATION: Major citations are issued for serious behaviors that significantly disrupt the learning environment or violate school expectations. These behaviors are often contrary to the values reflected in the Ten Commandments, such as intentionally hurting others, using inappropriate

language, cheating, stealing, or showing serious disrespect. Major citations will be sent home and require a parent or guardian's signature. Depending on the severity or frequency of the behavior, additional consequences or a conference with parents may be required.

* Citation records do not go in a student's file nor are they passed on to a child's subsequent teacher.

3. DETENTION: Teachers or the Administration may keep students after school for disciplinary reasons. The teacher will contact the parent if a student is to stay after school. Students/Parents will be given 24 hours to make transportation arrangements.
4. IN/OUT OF SCHOOL SUSPENSION: Suspensions are given by the principal for very serious infractions of school rules and policy. Suspensions cannot be given by teachers. Parents are notified and a meeting will be requested.
5. EXPULSIONS: Procedure will be carried out according to the Diocesan Handbook.

STUDENT APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed. Any form of dress, grooming, or hair style which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

DRESS CODE

Each family is provided with a dress code policy that has been established by Aquinas Catholic Elementary administration, and the Aquinas Catholic Elementary School Council. Any questions concerning the code may be addressed to the administration. Violations of the code will be dealt with by the Aquinas Catholic Elementary administration and staff.

Guiding Principles of the Dress Code Policy. Please support the school and encourage your children to understand these guidelines.

- **Modest**. Torso and legs covered to mid-thigh. Nothing tight.
- **Simple.** Not distracting to themselves or others. No unnecessary decoration or design.
- **Safe and Functional.** Children can run, play, sit, stand, etc. without worrying about clothing, including shoes.
- **Uniform**. Enjoying the benefits and comfort of visibly being a part of the Aquinas family. Not trying to push the boundaries of the rules.

Warm Months: August, September, October, April, and May.

1. **Bottoms:** Plaid skirts and Jumpers must be purchased from School Uniform by Tommy Hilfiger. Black **uniform bottoms (shorts, pants, skirts, skorts, jumpers)** may be purchased anywhere. All items must be in good repair (no holes, tears, worn/threadbare patches, etc.), not faded, and must be worn appropriately. No large manufacturer logos.

    a. Shorts, skorts, and skirts must be worn at the waistline and no more than 3" above the knee.

2. If a skirt doesn't come with built-in shorts, then **solid black shorts or leggings** must be worn underneath.

3. **Polos:** A black, white, or gold long or short sleeve polo shirt is acceptable.

4. **Undershirts:** Solid white, black or gold T-shirt may be worn under the uniform shirt. The sleeves of the uniform shirt must be longer than the sleeves of the undershirt. Both undershirt and polo shirt must be tucked in.

5. **Sweatshirts/jackets**: Solid black or gray long sleeve sweaters or sweatshirts may be worn. Sophomore class fundraiser sweatshirts or any generic Aquinas logo sweatshirt (purchased from the Aquinas Spirit Store) may be worn. Any hooded sweatshirt or jacket will not be allowed.

6. **Shoes and socks:** Dress shoes or athletic shoes. No Crocs, sandals, or slippers may be worn. Socks must be worn and must be visible above the shoe.

MAKEUP AND HAIR and NAILS

The use of makeup and acrylic nails is not allowed. Boys' hair should not reach past the collar or lay over the ears. Hair must be a natural color, dying hair unnatural or distracting colors is not permitted.

JEWELRY

No jewelry except girls may wear one earring per ear. No dangling earrings. One religious necklace is allowed. Temporary and/or permanent tattoos and body piercing for boys and girls are unacceptable.

DRESS-UP DAYS

Once or twice during the school year, i.e. picture day, Christmas program, we have a "special" dress-up day. Please remember that this is a school day with activities such as P.E., recess, etc. Have children dress accordingly. Shoulders covered for Mass, no spaghetti straps. Dress pants, shorts, skirts, and dresses that are not uniforms and appropriate lengths may be worn on Dress-Up days.

SPIRIT DAYS

Once a month there may be a Spirit Day scheduled. On Spirit Days, the children may wear either jeans or athletic pants and an appropriate shirt. The shirt must be an Aquinas Catholic Elementary or Aquinas MS/HS Spirit Shirt or a shirt of a religious nature. **During the warm months, uniform shorts & uniform skirts are only allowed on Spirit Days with a spirit shirt.** No capris during cold months, no baggy jeans or low rider style slacks/jeans.

FIELD TRIPS

For field trips the attire information will be provided on the permission slip for the trip.

During specially designated days, i.e. dress up days, Spirit Days, jean days, field trip days, the parents always have the option to have the child(ren) wear the school uniform.

AQUINAS CATHOLIC ELEMENTARY FACULTY AND THE ADMINISTRATION SHALL ENFORCE THE DRESS CODE

VIOLATIONS OF THE UNIFORM POLICY:

1. Student will be informed verbally.

2. Student will receive a ticket and a copy of the Dress Code Policy will be sent home to the parents.

3. Upon repeated violation, parents will be notified by the principal to bring appropriate clothing to school for the child.

ELECTRONIC DEVICES: (CELL PHONES, WATCHES, TABLETS, ETC.)

Please don't send them. They are not allowed to be used on school property (at school or on buses). We are responsible for providing filtered internet access to students and cannot monitor content on devices since they can not use the school internet. If a student needs to make a call before/after or during the school day, they may use the phones in the office. If a student must carry a device for safety, it must remain off (not

usable) and in their backpack while on school property. If a student is caught on a device or with the device on them while on school property, without permission from the school, the phone will be held in the office until a parent/guardian can pick it up.

BICYCLES

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by encouraging students to properly park and lock bikes. Bicycles are not to be ridden off school grounds during the school day.

SCHOOL PROPERTY

Attractive surroundings do contribute to the wellbeing and happiness of students. It is the responsibility of each student to take care of the facility, the grounds, and all school property.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the administration. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

HARASSMENT (Bullying, Sexual or Other)

Harassment (Bullying, Sexual or Other) will not be tolerated at any time.
Harassment may involve but is not limited to:

1. Persistent verbal abuse, ridicule, demeaning comments or intentional exclusion.
2. Verbal or physical threats, or coercion.
3. Sexual Harassment

Any person subjected to harassment should do the following:

1. Inform the person engaging in the harassment that the offensive action must stop.
2. Notify a responsible adult for help. (teachers, parent, administrator)
3. Keep a written record of the incident and the actions that were taken.

All allegations of harassment shall be investigated by the school's administration and if substantiated, disciplinary action taken.

VANDALISM

Our school and school equipment are school property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. If a student accidentally causes damage, they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

PERSONAL PROPERTY

It is recommended that students leave all valuables at home.

All clothing items (school sweatshirts, coats, jackets, etc.) should be clearly marked for identification.

The student is responsible for his/her own property. The school cannot assume responsibility for the loss or breakage of personal property. However, every effort will be made to assist students to locate or recover personal property which has been lost. All lost items should be reported to a teacher or administrator as soon as possible. All clothing found on the campus regardless of its value is placed in the lost and found box

in the school office. Money, jewelry, or any other articles of value are turned into the office. Students or parents may claim them after proper identification.

ALCOHOL, TOBACCO, AND OTHER DRUGS

The unlawful possession, sale, or use of alcohol, tobacco, or other drugs, on the school grounds or buses, is strictly forbidden. Violation of this rule will be dealt with by the administration. A copy of the entire Alcohol, Tobacco, and other Drug Policy is on file at the school office.

Aquinas Catholic Elementary School is a smoke free environment. Smoking is strictly forbidden in the school building by students, staff, and visitors. School staff or students are neither to carry nor use tobacco products of any kind anywhere on campus.

"No student may have in his possession on any school property at any time illegal controlled substances, such as illegal drugs, alcoholic beverages, tobacco." Diocesan Handbook V19.18 This includes items used for vaping or any other extension of illegal drugs or substances.

WEAPONS

"No student may have in his possession, on school property or in proximity of the school at any time, any kind of weapon, explosive, or other potentially dangerous items." Diocesan Handbook V18.18

INTERNET POLICY – PROCEDURES AND GUIDELINES

Aquinas Catholic Elementary School will provide Internet services to teachers and students to promote educational excellence by facilitating resource sharing, innovation, and communication. To teach appropriate strategies for accessing information for research and education, this school offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Council as to such access and use.

Terms and Conditions of On-line Conduct

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in the termination of those privileges.

Unacceptable Use: Users agree not to use the facilities and capabilities of the Internet system to:

1. Transmit or store any information which violates or infringes upon the rights of any other person.
2. Delete, examine, copy, or modify the files and/or date belonging to other users without their prior consent is prohibited.
3. Transmit or store any abusive, profane, sexually oriented, sexually offensive, defamatory, demeaning, inaccurate, slanderous, threatening, racially offensive, or otherwise illegal information.
4. Advertise, conduct business, conduct political lobbying, or solicit other users to purchase goods or services. Commercial use of the Internet system is expressly forbidden.
5. Conduct or promote any activity that is prohibited by law. This would include, but is not restricted to, activities involving controlled substances, weapons, contraband, or incendiary devices.
6. Transmit or store any material in violation of United States or Nebraska law.
7. Perform any action that improperly restricts or inhibits other users from using and enjoying Internet. These actions include, but are not restricted to:
    A. Vandalism. Any malicious attempt to harm or destroy the date of any other user on the Internet system, the Internet, or any other computer system. This includes, but is not limited to the uploading, creation, or transmission of computer viruses.

B Security Breaches. Security on any computer system is a high priority. All of the following are considered violations of security policy: failure to report an identified security problem to an appropriate system administrator, demonstrating a security problem to others, allowing access to their account to anyone else, attempting to log in to the system using another user's account or as a system administrator, failing to report a lost or stolen password immediately to a system administrator, failing to report to a system administrator if there is any possibility that someone has obtained unauthorized access to their account.

C. Multi-user Talk Sessions or Games. Using network resources to participate in Coffeehouses, MUDS, MOOS, or IRC's is not allowed.

D. Misuse of Real-Time Interaction Capabilities (CHAT). Use of this system capability must be restricted to short amounts of time and must be in conjunction with the educational objectives of the school.

E. Transmission of "Chain Letters". The use of the communication capabilities of the Internet system to send chain letters is a waste of network resources and is never acceptable.

Consequences of Unacceptable Use: Any action by a user that is determined by a system administrator to constitute an inappropriate use of the Internet may result in termination of an offending user's account as well as other consequences. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. A canceled Internet account will not retain its mail. The administration, faculty, and staff of Aquinas Catholic Elementary School may request the system administrator deny, revoke, or suspend specific user accounts.

Acceptable Use Agreement – Parents of students in all grades are asked to sign this agreement each school year. A copy of the agreement will go home with each child the first Friday of school. Access to computers may be denied if the school does not have a signed agreement.

INSTRUCTION

INSTRUCTIONAL HOURS

Aquinas Catholic Elementary School shall have an academic school year consisting of a minimum of 1032 actual instructional hours with teachers and students in attendance. The length of the day will be at least seven clock hours. Instructional time shall include the time from when school begins until the time school ends. Instructional time shall not include any time missed for snow days, excessive heat or inclement weather, or emergency closing due to problems in building maintenance. Hours over and above the required 1032 have been included in the school calendar to cover cancellation of classes for weather or other unforeseeable circumstances. Mass is included in the 1032 hours. Interruptions due to assemblies, national testing, retreats, class field trips, are allowed as long as they are kept at a minimum. Activities which are not included in the total instructional time are lunch, recess, faculty in-service, and parent/teacher conferences.

HOMEWORK

PURPOSE:
The purpose of homework is to provide repetition of skills and to teach responsibility by enhancing organizational skills, time management, self-discipline and study habits.

WHAT IS HOMEWORK?
Homework will be skill practice and may include any work that was not completed during class or study time.

TESTING

Aquinas Catholic Elementary School will administer valid and reliable assessments to measure current levels of performance and growth over time. Assessments will be administered in reading, language, and math, which are designed to place students at the correct level of difficulty.

Aquinas Catholic Elementary School administers the following tests to students:

MAP (Reading, Math, and Reading Fluency), DIBELS, & STAR reading tests are administered throughout the year.

PHYSICAL EDUCATION

Physical education is provided for all students in grades Kindergarten through 5th grade. Students should have appropriate shoes. Students will not be excused from Physical Education class, unless parents send a note, requesting that their child not participate. If your child has chronic health problems such as asthma, or allergies, please note this information on the health check list which is sent home. In cases of extended illness, or questionable lengthy absence from Physical Education classes, the teacher may ask that a medical excuse be obtained from a doctor before a student can be readmitted to the Physical Education program.

FIELD TRIP POLICY AND PROCEDURES

1. The teacher and administrator will determine the number of chaperones needed on the bus and field trip activity.

2. Parents who accompany students on a field trip are coming to help, therefore no other children, adults, or friends should be joining the group for the safety of children in the class.

3. Field trips are for the purpose of enriching children's education; they are not a family outing.

4. Students must ride the bus back to school. Only the administration may allow an exception.

5. The dress code for field trips is determined by the individual teachers and will be the same for all classes attending that trip.

6. A signed form and fee is required prior to the field trip in order to attend.

7. Field trips are a privilege and can be taken away.

8. One permission slip per student will be signed at the beginning of each school year for local field trips.

9. Only one field trip will be taken per grade level each year to a distance of greater than 30 miles from school unless permission is granted by the administration.

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Each student will be required to help defray transportation and/or facility use costs. Students who fail to submit a proper permission form will not be allowed to participate in the field trip.

GUIDELINES FOR PARENT/GUARDIAN CHAPERONES

1. The teacher is in charge and the teacher may delegate duties to chaperones.
2. Chaperones may be expected to pay field trip fees.
3. Chaperones may be expected to take charge of a small group of students as assigned by the teacher(s) in charge.
4. Teachers may assign chaperones to monitor restrooms.
5. Chaperones are expected to warn children not to stray from their group or talk to strangers.

NOTE: Chaperones are required to have had a background check and completed the Safe Environment Program (online) and obtained a Safe Environment certificate. No one can be a chaperone unless these are completed.

CLASS LIST POLICY

Each year during the last quarter of school, the Aquinas Catholic Elementary administration and teachers will meet to determine which classroom section the children will be placed in during the upcoming school term. Parents will have an opportunity prior to the time of class assignments (before the last day of school) to make requests by completing a written form from the office which the administration will make an attempt to honor.

TEXTBOOKS

All student textbooks are to be covered. Parents are asked to provide materials such as paper sacks for this purpose. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book.

SCHOOL SUPPLIES

Each teacher will furnish the office with an exact list of supplies needed by the students for the school year. A supply list will be sent home so that purchases may be made during the summer months.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period.

Grading Scale	**Grading Scale**
Highly Satisfactory	A 93-100%
Doing Well	B 92-85%
Satisfactory	C 84-77%
Needs Improvement	D 76-70%
Experiencing Difficulty	F 69-0%
- inconsistent	
+ consistent	

CONFERENCES

Parent-teacher conferences occur during the first and third quarters of the school year. Parents will be notified as to appointment times with the teachers of each of their children. These conference times are very valuable to the overall educational program. If the time is not suitable, parents should call the school office and arrange a convenient time. Our teachers can do a much better job with the students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular

conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the year.

CHILD ABUSE

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

STUDENT SERVICES/SPECIAL EDUCATION

Students with special needs will be handled individually with the classroom teacher, parents, administration, and the student's resident school district.
Special education services are funded by state and local taxes. Each public school district is required by law to provide testing of any child deemed in need of diagnostic testing. Public schools can opt to provide services to students residing in their district at Aquinas Catholic Elementary School if they wish. Some of our public schools provide services at Aquinas Catholic Elementary School.

If the public school chooses not to deliver Special Education services to their resident students at Aquinas Catholic Elementary, the needs of the student are met by Aquinas Catholic Elementary staff members. We use the public school's diagnostic data along with our own and provide a program appropriate to the needs of the child. The child's progress is monitored periodically throughout the year.

Traditionally, speech therapy services have been delivered to Aquinas Catholic Elementary students through the Educational Service Unit contracting with the student's local district.

TITLE I SERVICES

Title I is a federally funded program that provides extra practice in reading. The ranking may be based on reading group placement, end of level reading scores, and other diagnostic tests. To be eligible for Title I services, a student needs to be a resident of a public district which receives Title I funding. Class length is 25-30 minutes a day. Parents are notified of student eligibility in the spring.

ACCELERATED READER

The Accelerated Reader Program used at Aquinas Catholic Elementary is a series of tests over elementary reading books. The tests cover a wide range of reading levels and interest levels. Students read the books then take a test to check comprehension. Students receive points gauged by the reading level, length of the book and correctly answered questions. The program keeps a record of each book read by the student. Reading levels are posted for each book, so the student and the teacher know which books are appropriate for a given student. AR increases the interest in and the amount of reading for many of our students. They enjoy the challenge of choosing a book to read and passing a test on it.

COUNSELING PROGRAM

Aquinas Catholic Elementary School has a full-time school counselor available for student needs and education. A parent, teacher, or school staff member may refer a student for assistance from the counselor. The school counselor may provide small group support in building social skills or dealing with developmental issues or situations.

The school also retains a certified counselor for situations which move beyond the typical school counselor services. This counselor may visit with a student one time in an emergent need situation. Then, the parent will need to sign counseling release documents to request additional services.

LIBRARY

A library is a place where children find books—books about many topics, written in many styles. We try to provide a wide range of books regarding topics covered in the curriculum. The library also provides a wide range of fiction books including realistic school or home stories to works of fantasy, folk tales, poetry, and humor. The goal is to serve the needs of all our students.

In accordance with Aquinas Catholic Elementary governing values, we choose library materials which will contribute to the academic environment and provide opportunities for individuals to grow spiritually, socially, and emotionally. Books or other materials are meant to be informative, inspirational, or entertaining. The following are some criteria used in material selection:

* insight into human and social conditions
* suitability of the subject and style for our students
* contemporary significance and/or permanent value
* clarity, accuracy of facts presented
* challenging or original points of view
* representatives of literary types and trends
* artistic presentation
* reflection of social problems and importance of positive moral choices
* authenticity of historical, regional, and social setting

The librarian is responsible for the library collection. Teachers, parents, pastors, anyone associated with the school may donate or request specific or general titles.
We recognize that parents are the primary teachers of their children. They are responsible for the basic and ultimate education of their children. They can limit or expand their children's experiences as they choose. A school or library must try to teach children using materials and methods that society or parents as a whole find worthwhile and/or acceptable.

If a parent/guardian objects to any item(s) in the library, he or she may fill out a reconsideration of materials form. The librarian/administration will discuss the title to determine whether it is an asset for the library or not.

TUITION/FEES

TUITION AND OTHER FEES

Aquinas Catholic Elementary is a "low-tuition" school. A small per pupil tuition is charged. The primary cost of every student's education is borne by members of the 13 participating Parishes. Every participating Parish is assessed according to several factors and approved by the Pastors. Each student will be assessed a technology fee, set by the Lincoln Diocese, payable to Aquinas Catholic Elementary by the parents. Families whose children are not of the Catholic faith will be required to pay a higher tuition rate if they want to enroll their children in the school since they are not contributing to the supporting parishes.

GENERAL POLICIES

RECESS

Supervision is provided by teachers at each recess. Students must abide by playground rules set up by the elementary faculty.

No student will be excused from outdoor play except by a note from the parents or doctor, or at the discretion of the teacher. If a child is to be excused from outdoor play for three or more consecutive days, a doctor's note explaining the nature of the illness may be required.

Generally, students will go out to play if the temperature is tolerable. If the teacher determines there is apparent danger to the health due to the temperature and/or wind, students will play inside. It is the parent's responsibility to dress children for cold weather, **this includes hat and gloves.**

TELEPHONE

The office telephone is available for student use if needed during the school day. Students are not to use cell phones on school property without prior permission from a school official.

GIFT EXCHANGE/INVITATIONS

Children are discouraged from bringing gifts to their friends at school for any occasion, and there is not to be gift exchange among students in the classrooms. Party invitations, if given to all students of a given class or gender, may be passed out on school grounds.

Parents, grandparents, and friends are discouraged from sending balloon and floral bouquets to elementary school students.

PETS/ANIMALS AT SCHOOL

No pets, or animals of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special activity. Any pets or animals brought to school must remain outside the building.

PROFIT MAKING VENTURES

Aquinas Catholic Elementary School requests that neither staff members, parents, nor businesses ask the school to distribute flyers for profit making ventures. We appreciate your cooperation with this request.

TABLE AND CHAIR RENTAL

Aquinas Catholic Elementary owns a considerable number of tables and chairs, which are often in demand during busy seasons of the year such as holidays, First Communion, or graduation. Anyone wishing to use tables or chairs with the intent of moving them off of Aquinas Catholic Elementary property will be asked to pay a rental fee of $5.00 per table and $1 per chair. This transaction must be completed through the Aquinas Catholic Elementary School secretary. An additional fee may be assessed for damaged/missing tables or chairs.

PICTURES

Individual student pictures will be taken shortly after school begins. A short time later, the pictures will be available for purchase. It is the option of the parents and students as to whether or not they wish to purchase the pictures. All students will have their picture taken for a class composite regardless of the purchasing decision of the parent.

BIRTHDAYS AND TREATS

Treats may be brought in for student birthdays, however, the date and time needs to be cleared with the classroom teacher. Generally, these items will be sent home with students, so packaged items or cupcakes in plastic cups/bags are requested. Healthy treats for student birthdays are encouraged. Please, no pop.

LOCKERS/DESKS

A locker is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. The school cannot be responsible for valuables left in lockers. Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for sufficient reason. Any items found which are inconsistent with the Catholic goals of the school may be removed.

NON-CUSTODIAL PARENT POLICY

It is presumed that the non-custodial parent has a right to receive and review information regarding a minor child unless the custodial parent produces legal documents to the contrary.
-is entitled to exercise all parental rights regarding student records;
-may obtain information from their child's records on a regular basis;
-may receive general notices;
-may attend regularly scheduled teacher conferences or have separate conferences scheduled.

Physical access to the child by the non-custodial parent shall be granted only in accordance with the legally binding documents which state these rights, or with the written permission of the custodial parent.

Aquinas Catholic Elementary School does not know the ongoing status of each and every family involved in the school system. If there is a situation involving a custodial and non-custodial arrangement that the school should be aware of, the parties involved are to notify the school. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent's or guardian's name.
2. Complete and up-to-date address.
3. Home and cell phone and parent's work phone.
4. Emergency phone number of a friend or relative.
5. Physician's name and phone.
6. Medical alert information
7. A designated place to go for early dismissal.
8. Current address.

EMERGENCY DRILLS

Fire drills are conducted once each month and tornado drills are conducted a minimum of once each year. Students also practice different levels of lock-down and safety drills in accord with the Standard Response Protocols and the school's Safety Team needs. Detailed escape plans are posted in each classroom.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Parents will be notified of a cancellation utilizing the School Messenger/PowerSchool System and TV and radio stations.

SPIRITUAL GROWTH

SPIRITUALITY

Students are called to reflect upon and practice their faith throughout the school day and school year. Spirituality is promoted through daily prayer, Mass, visits to the Blessed Sacrament, particularly on First Fridays, praying the Rosary, Lenten devotions, and liturgical celebrations.

LITURGIES

All students attend Mass daily. Parents, family, and community members are welcome and encouraged to attend.

FIRST COMMUNION

Students in second grade receive First Communion in the spring.

CONFESSIONS

Students in grades three through five have the opportunity to receive the Sacrament of Reconciliation each month. Second graders receive the sacrament during the second semester of school.

SPIRITUAL COMMITTEE

The staff coordinate activities for students throughout the school year that highlight the beauty of the liturgical year, Saints, virtues, etc.

VIRTUE EDUCATION

Aquinas Elementary School uses a combination of the Disciples of Christ Education in Virtue (Dominican Sisters of Mary, Mothers of the Eucharist) and Virtues in Practice (Nashville Dominican Sisters) programs to teach students how to live a virtuous life and how Saints can help them to do so. This includes a **Virtues Homework** portion for parents to practice with their children each month. Parents are requested to help us in this important work of virtue formation by actively completing the homework each month. Due dates are listed on the weekly Friday Note.

COMMUNICATION AND PARENT INVOLVEMENT

NEWSLETTER – MONTHLY NOTE

School newsletters containing items of interest to students and parents of Aquinas Catholic Schools will be emailed and distributed on a monthly basis during the school year.

CLASSROOM VISITATIONS

Parents/Guardians are welcome to visit their child's classroom. Arrangements to do so are to be made through the Aquinas Catholic Elementary School office and the classroom teacher.

KINDERGARTEN/PRESCHOOL ROUNDUP

Notices in The Banner Press, newsletters, and on the Internet inform parents about enrolling their child in Kindergarten/Preschool in the spring. Round Up provides an experience in the classroom that will encourage enthusiasm about attending school in the fall.

BOARD OF ADVISORS

The Aquinas Board of Advisors typically meets on the third Monday of the month. The Board consists of the pastors of the Catholic parishes in David City Deanery, school Administration, staff and lay people from the community. The Board of Advisors is advisory by design. The Board of Advisors reviews school policies, the budget, tuition increases, and other matters. The Chief Administrative Officer has the final say on all matters pertaining to Aquinas.

VOLUNTEERS

Aquinas Catholic Elementary considers its volunteers as a very special resource. Volunteers are needed to assist as: reading aides, room parents, office volunteers, field trip chaperones, library aides, event helpers, and classroom aides. Parents are asked to complete the volunteer survey in the fall to help out as they are able.

COMPLAINT PROCEDURE

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, Council, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues.
This procedure, based on Matthew 18, calls for the parent to:

1. First, contact the student's teacher to discuss the problem and possible solutions.
2. Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting between the parent, the proper administrator, and the person whom the complaint addresses.

+ Parents are expected to act in trust and cooperation with the school and its staff.

SNOW DAY POLICY

The following are Aquinas policies and procedures dealing the school closing due to inclement weather.

If possible, we will hold classes on every scheduled school day. If weather conditions warrant consideration, the administrators of Aquinas and David City Public Schools will confer and decide on what action will be taken. The administration will attempt to make this decision by 6:30 A.M. or the evening before if possible. At that time, calls will be made to radio stations KFAB 1110AM, KLIR 101.1 FM, KZ 100 FM, and KKOT/KTTT 93 FM. We will also call KOLN/KGIN TV, Channel 10. Also an IRIS call will be made to all parents.

In the event we decide to OPEN SCHOOL LATE, we would begin school at 10:00 A.M. Preschool will not be held in the morning.

We realize the number of parents who work during the day, therefore, IF we have to close school during the day, arrangements should be made in advance for the students to go somewhere or for someone to pick them up at school. These arrangements should be on file in the school office. Parents, please discuss the arrangements with your children and send written notice to the school

PLEASE REMEMBER, THE FINAL DECISION TO SEND YOUR CHILD/CHILDREN TO SCHOOL, OR ANY WHERE ELSE DURING INCLEMENT WEATHER IS YOURS!

BUS TRANSPORTATION PROCEDURES

When certain roads are impassable, your bus driver will notify you if, in their judgment, they cannot drive to your regular stop. An alternate pick-up point will be worked out between you and the bud driver. This is being done because road conditions may vary with each storm. If you have any questions, call your driver.

Some things that you, as a parent, can do to assist us to have a smooth, safe operation of the transportation system are the following:

1. Have your child/children at the bus stop on time. (It would be courteous to call the next parents to notify them if the bus is on its way but running a few minutes late).
2. Be sure that arrangements have been made for your child/children to remain in town in the event they cannot be transported home. If you have not notified the school office, please do so immediately.
3. Be sure your child/children, dresses warmly every day for the bus trip to school. Situations can develop, even on a clear winter day, which could cause a bus to stall. Should this occur, the clothing your child/children has on may be needed to keep warm until assistance arrives.
4. Often times you will know of roads that are impassable before the driver arrives at the particular spot. Please let the driver know of roads that are usually impassable when heavy snow or blowing snow occurs so a plan can be devised to avoid major problems. As you know, the cargoes on the buses are precious and any unnecessary risk is too much.

BUS CONDUCT

Expected behavior of passengers in a school bus includes staying seated at all times while the bus is in motion, facing forward, keeping hands, feet, and head inside the bus, not leaning out or sitting on the back pockets, keeping personal belongings (backpack, coat, boots) in your seat area to keep aisles clear, listening and following the driver's directions, using an "inside" voice so only the person seated next to you can hear your voice, and being polite and kind to the driver and other passengers.

The following disciplinary actions will be taken should a student commit a violation while riding a school bus:

1. First Offense: Disciplinary action resulting from the first reported offense will be a verbal warning. Parents or guardians will also be notified. Depending on the severity of the offense, the school reserves the right for additional disciplinary measures including but not limited to assigning citation(s) or detention or revocation of transportation privileges.
2. Second Offense: Disciplinary action resulting from a second reported offense will be a written warning via a Bus Incident Report. A copy of the report will be emailed to the parents or guardians.

Depending on the severity of the offense, the school reserves the right for additional disciplinary measures including but not limited to assigning citation(s) or detention or revocation of transportation privileges.

3. Third Offense: Disciplinary action resulting from a third reported offense will be the suspension of transportation privileges for a period deemed appropriate by the Administration. Transportation privileges may also be revoked if the Administration deems necessary and appropriate. Parents and guardians will be notified.
4. Fourth and Final Offense: Disciplinary action resulting from a fourth reported offense will result in the permanent revocation of transportation privileges, and parents and guardians will be notified.

*The school administration reserves the right to use disciplinary measures deemed appropriate according to the severity of the offense.

PARENT TEACHER ORGANIZATION

The PTO is an organization that allows you to become involved in your school. All parents are encouraged to become actively involved. The group provides financial support through fund raising activities.

USE OF SCHOOL FACILITIES

School officials of Aquinas Catholic Elementary School believe that school facilities should be used to the fullest extent within reasonable limitations. Permission for the use of school facilities and equipment must be obtained from each respective building principal. The school's daily educational program shall always have priority in terms of granting permission. All activities must be scheduled through the Aquinas Catholic Elementary School secretary.

NUTRITION PROGRAM

LUNCH

Parents are provided with information relating to school lunches in the Aquinas newsletter in the fall. If you have not received this information, please notify the school. Lunch schedules will be posted each month in the newsletter. No pop or kool aid is to be brought with a sack lunch.

MILK/GRANOLA BAR BREAK

Granola bars are available with milk each regular school day. The cost of milk and granola bars will be announced in the summer newsletter. Mornings with late starts will not have a milk or granola bar break. Both morning milk and granola bars are optional. If you wish to avail your child of this service, you must pay ahead.

AQUINAS HOT LUNCH PROGRAM UNPAID MEAL CHARGES

All families will receive information regarding applying for Free or Reduced school lunches prior to each school year. We urge all families whose income is close to the Federal guidelines to fill out the application. Our hot lunch program receives more federal funding if more qualified families are eligible, so please apply. You will pay less and maybe nothing at all for your children's lunches. Names and financial information are completely confidential.

If a family qualifies for **Free** lunches and their children have a negative balance in their lunch account greater than $15.00, the children will not be allowed to take "extras". This includes but is not limited to milk and granola bars in the morning at Aquinas Catholic Elementary, or seconds or extra entrees for lunch at either building. The parents will be notified via mail or email of this negative balance.
If a family qualifies for **Reduced** lunches or are at the **Normal paid** rate, and their children have a negative balance in their lunch account greater than $25.00, parents will be notified and the children will not be allowed to take "extras". This includes but is not limited to milk and granola bars in the morning at Aquinas Catholic Elementary, or seconds or extra entrees for lunch at either building. When the negative balance is greater than $35.00, the student and his/her parents will be notified and will be asked to provide a sack lunch for their student. If the student and his/her parents do not cooperate with the school, the child will receive an alternate lunch, which will conform to the guidelines for an approved, reimbursable lunch. This will be charged to the student's lunch account.

HEALTH SERVICES AND PROCEDURES

ILLNESS OR INJURY

In case of illness or injury a student will be cared for temporarily by office personnel or a member of the school staff. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, then the contact person listed by the parents on their file will be called. If it is necessary the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file at the school.

HEALTH ROOM

A room is available in the Main Office for students who are ill and wish to lie down. The child's temperature will be taken and they will be monitored for a short period of time. Once they feel better they may return to class. If the condition persists, a parent will be notified. Students with an elevated temperature or other severe symptoms will be sent home.

BLOOD BORNE PATHOGENS

Blood borne pathogens, including HIV and AIDS, shall be addressed according to the diocesan policy and procedures. Diocesan Handbook V22.19 (Appendix B)

ASTHMA POLICY

A new state regulation became effective on October 1, 2003. This regulation requires that our school (or early childhood education program) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol required that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to

bring breathing relief (Commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Witter.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact the school secretary. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have any questions or concerns about the protocol or your student's health issues, please contact Aquinas Catholic Elementary School, 367-3669

Prepared by Kristin Petersen, Legal Counsel, Nebraska Department of Education

MEDICATIONS

Some students have chronic or temporary health conditions, which require the administration of prescription or over the counter medicines(s). Students requiring daily medication are required to submit to the school the long term medication form the first day of school.

Students requiring short term prescription or non prescription medication are to submit the short term medication form

Medication cannot be administered without proper written permission. Please use the appropriate forms.

A. Written Approvals
   1. Short term medication, prescription, and non-prescription, two weeks or less required the parent's guardian written permission. (see form)
   2. Long term medication (longer than two weeks), prescription and non-prescription, require both the parent's/guardians and the doctor's name and phone number. (see form)

B. Safeguards for Storage
   1. All medicines brought to school will be stored securely.
   2. The school principal or his/her designee will accept and store medicine.
   3. The medication must be brought to school in a container with a pharmaceutical label which must state the student's name, medication, dosage and manner of administration. ALL INFORMATION ON THE MEDICATION RELEASE, AND MEDICATION BOTTLE MUST MATCH.

C. Conditions of Administration
   1. Except for emergency situation, only the school principal or his/her designee will administer or supervise the administration of medicine.

2. Only the amount of medicine prescribed by the physician will be dispensed at any one time. We suggest you consult your physician on the timing of the medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.
3. The person administering the medicine will ascertain that the student actually ingests the medicine while in the observation of the person administering the medicine.
4. The person administering the medication will maintain a record of students who receive medication and log each dosage.
5. The school retains the discretion to reject requests for administration of medicine and/or medical attention.
6. Inhalers must be given to the nurse or principal unless a doctor's note requires the student to carry the inhaler.
7. The student's parents/guardians or physician shall provide the district, in writing, any information relative to the student's drug allergies, susceptibility to seizures or serious illness, required injections for medical emergencies, and finger stick blood tests as set forth in the district's rule governing medication.

SCHOOL WELLNESS POLICY

Mission Statement for Wellness:

Aquinas Catholic Schools are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Nutrition guidelines

Nutrition guidelines have been selected by Aquinas- Aquinas Catholic Elementary Catholic School for all foods available in each school building during the school day with the objective of promoting student health and increasing healthy behavior and personal lifestyle. The guidelines include the following: 1) school lunch program will be offered which meets or exceeds the requirements of federal and state law, 2) no foods in competition with the lunch program shall be made available to the students anywhere on school premises during the period of one-half hour prior to the serving period of lunch and lasting until one-half hour after the serving of lunch.

Nutrition Education

The main goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The following are actions to achieve such goals:

1. Curriculum: Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.
2. Display Nutrition Education Materials: The cafeteria shall display posters or other communication suitable to the ages of students served that promote healthy nutrition choices. Educators are encouraged to incorporate such communications in their classrooms as well.
3. Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include: Health fairs, traveling health exhibits, field trips to farm or food production facilities and health speakers (school assemblies and classroom presentations).
4. Family: Parents are welcome to join their children at school lunch as appropriate. Health Wellness information will be sent to parents through school communication venues.
5. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods and drinking beverages of minimal nutritional value during the school day in the presence of students.

Physical Activity to Promote Student Wellness:

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals:

1. Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion in all subject areas as appropriate.
2. Physical Activity during the School Day: Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Physical activity within class periods will be encouraged.

3. Punishment: Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. In no event will physical activity be used as a form of corporal punishment.
4. Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education.
5. School Communications: Wellness ideas to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and distribution of information about youth sports programs.
6. Our employees are encouraged to be healthy role models for students.

Other School Activities to Promote Student Wellness

The established goal is to offer other suitable opportunities to students to engage in health-promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

1. Extracurricular Programs: The school will offer athletic and other activity programs subject to and in compliance with, the bylaws of the Nebraska School Activities Association. Coaches or sponsors of activities shall provide plans to parents or students regarding nutritional guidelines desired for pre-game or pre-event meals.
2. Advertising: The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.
3. Professional Growth: Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the school wellness goals and recommendations. Professional development activities will include activities related to the integration of physical activities and nutrition education in to the academic curriculum, information on how wellness impacts learning, and wellness goals and activities. The school will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.
4. Community Resources: The administration will strive to coordinate the school wellness program efforts with those available from medical, public health and other community organizations. The school shall actively develop and support the engagement of students, families, and staff in community health enhancing activities and events at the school and throughout the community.

The administration establishes the following actions to meet the nutrition guidelines:

1. Conditions for school meals:
   a. Students will be provided adequate time to eat. In general, students will, upon arrival in the cafeteria, have at least 20 minutes to eat lunch.
   b. Efforts shall be made to establish acceptable eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant adequate seating, and enforcement of student conduct rules with staff supervision.
2. Selection of School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. Emphasis is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fresh fruits and non-fried vegetables daily, whole grains, and low-fat or nonfat milk daily. These choices shall be located where they are readily accessible to students and staff.
3. Limit portion sizes of desserts and fried foods. Elementary students in grades PreK-3 are to be offered balance meals. Elementary students are not to be sold individual food or beverage selections.

   Elementary students in grades 4-5, Middle School and High School students may be sold foods ala carte as deemed appropriate by the School Wellness Committee in cooperation with the Alliance for a Healthier Generation recommendation for competitive foods. All la carte offerings shall be selected with input from students, parents and staff.

Student's meals for home: Parents will be encouraged via health promotional materials to make healthy choices for student lunches when students bring their meals from home.

4. Closed Campus. To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch.
5. Vending Machines:
   a. Elementary/Middle School/High School: Vending machines with foods/beverages will not be available to use by students at any time.
6. Foods available during the school day:
   Water: Student will be allowed access to water during the school day. Water fountains are available and water is available free of charge at all school meals. Educators may in their discretion allow students to bring water bottles to classes.
   Classroom Celebrations: Parents and Staff are encouraged to find a non-food and healthy food alternatives for classroom celebrations including individual birthdays and special occasions.
7. Fund-raising: School clubs are discouraged from selling foods of minimal nutritional value as part of fund-raising efforts. School clubs are not to sell foods during the school days.
8. School activities/events: Concession stands at school activities and events will include healthy food choices such as fresh fruit.
9. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch Program. Specific foods of minimal nutritional value include, but are not necessarily limited to:
   a. Soda, pop, energy drinks
   b. Water ices except those which contain fruit and fruit juices
   c. Chewing gum
   d. Processed candies
   e. Fruit snacks or gummies
   f. Non-baked potato chips

10. Definition of Healthy Foods: For purposes of this regulation, "healthy foods" means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

School Environment

1. School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe and in good repair.
2. Schools shall maintain an environment that is free of tobacco, alcohol and illegal drugs. This applies to staff, students and visitors.
3. Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

NOTE:
School Wellness Committee: Principals of buildings, head cooks of buildings, director of lunch program, one teacher, one student, and one parent. (Sandra Burwell accepted my invitation to be the parent on the committee.)

Updated August 2017

NONDISCRIMINATION POLICY

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

NEBRASKA CHILDFIND

The David City School District is looking for unidentified children with special needs as it participates in "Nebraska Childfind." This is an ongoing statewide search for all unserved handicapped children, age birth through 21.

Children who would benefit from special education services may not be receiving them because parents may not know of available programs or because they do not recognize the handicapping conditions of their children.

Special programs are available through public schools for handicapped children whose impairments pose restrictions on learning. These impairments include: speech/language disorders, hearing/visual impairments, specific learning disabilities, retardation, behavioral disorders; physical handicaps and severe or multiple handicaps. Nebraska law guarantees a free appropriate public education to all children.

Parents who feel their children should be receiving special education service are asked to contact the David City school district. Nebraska Childfind provides information also through their toll free number, 800-742-7594.

****The Principal retains the right to amend the Handbook for just cause and Parents will be given prompt notification if changes are made.**

Aquinas Catholic Elementary School Age Student

REQUEST FOR RECONSIDERATION OF MATERIALS

Name_____Date_____

Address_____Phone_____

Group represented (if any)_____

Resource to which you object_____

_____

Author/Producer_____

Title_____

What do you find objectionable about the book?_____

_____

_____

Have you read the entire book?_____

Have you read a variety of reviews about the book?_____

_____

Do you find any positive aspects in the material? _____

Please make any further comments which you see as relevant_____

_____

_____

Signature_____

AQUINAS CATHOLIC ELEMENTARY SCHOOL
SHORT TERM MEDICATION RELEASE

I request that Aquinas Catholic Elementary School personnel administer medication to my child, _____ Birth Date_____
(Name of child)
Grade _____

PLEASE PRESENT THE MEDICATION IN THE PROPERLY LABELED BOTTLE OR CONTAINER FROM YOUR PHARMACY.

PLEASE GIVE THE FOLLOWING INFORMATION:
Name of medication _____

Doctors name _____ Phone number _____
How much or how many to be given _____
Time to be administered _____
Duration medication to be given _____
Possible side effects _____
Reason for medication _____

I absolve school personnel and Aquinas Catholic Elementary School from liability stemming from adverse reactions and all other adverse effects which may occur because of the administering of such prescribed medication.

Signed _____ Date _____
(Parent or guardian)

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AQUINAS CATHOLIC ELEMENTARY SCHOOL
LONG TERM MEDICATION RELEASE

Child's Name _____ Birth Date _____
Grade _____

I request and authorize that the above named student be administered/provided the below identified medication(s) in accordance with the instructions indicated below from _____ to _____
(not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

_____ _____
(Parent/guardian signature) (Physician's name)

_____
(Physician's phone number)

Medications, Amounts, and Instructions:_____
_____
_____
_____

Child is knowledgeable about this medication and how to administer it _____

Child may self-administer _____

Possible side effects _____

Reason for medication _____

PLEASE PRESENT THE MEDICATION IN THE PROPERLY LABELED BOTTLE OR CONTAINER FROM YOUR PHARMACY.
I absolve school personnel and Aquinas Catholic Elementary School from liability stemming from adverse reactions and all other adverse effects which may occur because of the administering of such prescribed medication.

Signed _____ Date_____
(Parent or guardian)

AQUINAS CATHOLIC ELEMENTARY SCHOOL FIELD TRIP PERMISSION FORM

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Student's Name:_____

Birth date:_____ **Sex:**_____

Parent/Guardian's Name:_____

Home address:_____

Home phone:_____ **Business/Cell phone:**_____

I, _____, grant permission for my child, _____
Parent/Guardian's name Child's name

To participate in this school event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of Aquinas Catholic Elementary School employees and/or volunteers from Aquinas Catholic Elementary School. A brief description of the activity follows:

Type of event _____

Date of event _____ Cost of Event_____

Destination of event:_____

Reason for event: _____

Individual in charge_____

Estimated time of departure and return: _____

Child needs to bring:_____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("student").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend Aquinas Catholic Elementary School, its officers, directors and agents, and the Lincoln Diocese, chaperons, or representatives associated with the event arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Lincoln Diocese, chaperons, or representative associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

Signature:_____ Date:_____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

_____

_____

Return top portion to school - Cut bottom portion at doted line and save for reference

Date of event:_____ Need to bring:_____

Need to wear _____

Time of departure and return:_____

Acceptable Use Agreement

1. To Parent or Legal Guardian:

Electronic information resources are available to *qualifying* students at Aquinas Catholic Elementary School. These resources include the use of the computer, access to the Local Area Network and Internet services. Our goal, in providing electronic services to students, is to promote educational excellence by facilitating resource use, innovation, communication, and acceptable use. The Aquinas Catholic Elementary School Internet System is being filtered by a proxy server, through the Diocese of Lincoln Schools' Education Technology Network. Student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to copyrighted material, threatening or obscene material, pornography, gambling, and inappropriate language will be subject to discipline. To *qualify* for electronic information resource services, students must be willing to abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use. Thank you.

2. To Student – Acceptable Use

Acceptable use means that as a student in Aquinas Catholic Elementary School, you will promise to use the computer and those special learning tools and programs, such as the Internet, with respect. Acceptable use means you will promise to abide by the school rules as outlined here and as will be taught to you by your teachers and computer specialists in your own classroom or school. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a student may lose his/her privilege of using the computer and the Internet. Please pay attention to the following:

a. Be Polite and Show Respect: When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer, but what you write or receive, using electronic machines, may be viewed by others with or without your knowledge. Parents or legal guardians may gain access to their student's e-mail upon request. You must not vandalize or abuse the equipment. Show respect for property, others, and self. The computer and electronic resources belong to the school.

b. Be Honest and Obey the Rules: Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the Internet for appropriate educational purposes only.

c. Keep Personal Things Private: It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Do not long on or use another person's account. Keep personal and electronic information private.

Acceptable Use Agreement for Elementary School Age Student:

3. My Promise to Follow the Rules:
My parent or guardian has reviewed the Aquinas Catholic Elementary School Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer and the Internet. I also know I should not give out personal information about my family or myself over the Internet. I understand that the computer, the Internet and other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

Student Names (please print):_____

_____

School: ***Aquinas Catholic Elementary School***

Student Signature:_____ Grade_____ Date: _____

Student Signature:_____ Grade_____ Date: _____

Student Signature:_____ Grade_____ Date: _____

Student Signature:_____ Grade_____ Date: _____

4. For the Parent or Legal Guardian:
As the parent or legal guardian, I have read and I have reviewed with my elementary school age child the Aquinas Catholic Elementary School Acceptable Use Agreement. I understand that the use of these electronic information resources is for educational purposes. I recognize the school has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the Diocese of Lincoln has also taken steps to restrict student access on the Internet to Inappropriate information and sites, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined. I will not hold Aquinas Catholic Elementary School responsible for materials my child may acquire on the Internet. I hereby give permission to Aquinas Catholic Elementary School to permit my child to have access to the Local Area Network and the Internet.

Parent or Legal Guardian (please print): _____
Address: _____ City: _____ Zip: _____
Telephone: _____

Signature: _____ Date: _____