

North American MARTYRS Catholic School

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HANDBOOK

For Parents and Students

2011-2012



Photo by Jason Codr

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SCHOOL PHILOSOPHY AND GOALS

Philosophy

North American Martyrs Parish School seeks to **fulfill** the mandate of Christ to teach the Gospel to all people. (Matthew 28:18-20)

As a religious institution, the school seeks to **assist** Catholic parents in their duty as the primary religious educators of their children by teaching ecclesial doctrine and building community through common prayer and Christ-like service.

As an academic institution, the school seeks to **work in partnership with parents** in the intellectual, emotional, social, and physical development and growth of their children in harmony with the specific and unique gifts God has given to each child.

Goals

The goals of North American Martyrs School are:

- to offer instruction in Catholic doctrine and morals.
- to provide an environment supportive of religious values.
- to form students in the practice of prayer.
- to form students in the practice of virtue.
- to provide opportunities to participate in the Church's liturgy and devotions.
- to foster the practice of spiritual and corporal works of mercy.
- to form structures and programs that unite parents, school, and Church in the work of Catholic education.
- to impart knowledge and skills, develop understanding, and cultivate appreciation for the basic academic subjects.
- to help students to learn to think logically, critically, and wisely.
- to promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health.
- to lead students to hear and respond to God's call to holiness, a particular state in life, apostolic action and heaven.

Mission Statement

We, the Family of North American Martyrs School, build up the Kingdom of God, as we work together in faith, knowledge, and loving service.

POLICY CHANGES

This handbook is intended to be a guide in informing parents and students about the general policies and guidelines that will be followed in the operation of Martyrs School. It is not an exhaustive resource and may be changed at any time to better serve the families and students who are a part of the school community.

ADMISSION

North American Martyrs School exists primarily to assist Catholic parishioners who are faithfully practicing their faith in the total education of their children. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Attendance at our school is a privilege. To maintain a positive and productive environment, parental support is essential. Courtesy and respect towards teachers, staff, and administration, whether over the phone or through personal contact, is required at all times so we can effectively resolve any conflicts or concerns that may arise on occasion.

An **annual registration** will be conducted in the early spring for students currently enrolled in Martyrs School (provided tuition and fees are paid in full or other arrangements have been made with the pastor).

After pre-registration, non-reserved spaces in the classrooms will be opened to others who may wish to enroll. Parents and transferring students will be interviewed prior to acceptance. Priority for transfer students may consider the following:

- 1) New students from registered parishioners, with transfers from other Catholic schools considered first.
- 2) Catholic students.
- 3) Non-Catholic students.

Classroom enrollment will generally be limited to 30 students. When there is more than one classroom per grade, several factors are considered in dividing the class. These include: changing the classes each year so students make new friendships; providing a multi-cultural atmosphere in the classroom; and factoring an even boy/girl ratio. Please do not request to have your child placed in a particular classroom.

According to Nebraska State Law, to begin kindergarten a child must be five years old before October 15. (Beginning in 2012, students will have to be 5 on or before July 31.)

A physical examination is required by the State Department of Education for all students before entrance into school and when beginning the seventh grade and when transferring from out of state. In addition, parents must provide written proof of immunizations as required by state law [Neb.Rev.Stat 79-444(3)] at the time of enrollment. A yearly dental examination for each child is suggested.

Also required for new admissions is a certified copy of the student's birth certificate, a copy of the baptismal certificate (if baptized), and, if the student is transferring to Martyrs, academic and health records from the former school. (Parents or guardians of students transferring into North American Martyrs School will be asked to sign a "release of records" form.)

TUITION AND FEES

The North American Martyrs registered family tuition rates for the 2010-2011 school year are as follows: \$550 each for the 1st & 2nd child, \$275 for the 3rd child, and no tuition (\$0) charged for 4th & 5th child. Total fees for each student: \$50.00. The amount due at registration is not refundable, except in the event that a grade reaches enrollment capacity. Our tuition rates try to make a Catholic education affordable particularly for larger families with three or more children.

Need for prompt payment: Because we have a monthly payroll and expenses to meet, it is important that parents pay tuition in a timely manner. At times, families may put other expenses in front of their parish and school contributions. We encourage our families to reflect on where their priorities lie and realize that our Lord and our fine school deserves our first priority.

E-tuition is a convenient means by which your monthly tuition bill is electronically withdrawn from your checking or savings account. Families are encouraged to enroll in this program to ensure that their monthly tuition is paid on time. E-tuition forms are available in the office or on our website. *A new form is required each school year.*

TUITION ASSISTANCE POLICY: Our policy on school tuition assistance is as follows:

The family pays 20% of the cost of education and the parish and other donations account for the remaining 80%. In the school year 2010-2011, the total cost of educating a child at North American Martyrs was approximately \$3,000 per student. Families with more than one child in school are already receiving an even greater subsidized rate of tuition. Assistance will be given only if families have sincere need and can show they are making the right financial priorities in life.

In cases of genuine, short term hardship, the parish will do what we can to assist you with part of your tuition. This requires that you meet with the pastor to show that the following criteria have been met:

- Families must attend Mass regularly (every week) at North American Martyrs and be supporting the parish through genuine sacrificial giving of time, talent, and treasure according to their means.
- Families must have applied and qualified for free or reduced lunches and the Dillon scholarship.
- Families must complete the required number of volunteers hours outlined in the student handbook.
- Families must fulfill, on a regular monthly basis, the reduced tuition rate agreed upon with the pastor in a meeting held by late November after the Dillon scholarships are awarded.
- Any pastoral advice given by the pastor to address the personal, spiritual and financial difficulties should be followed, including expectations on proper budgeting to meet school financial obligations.
- Pius X High School: Our parish pays a substantial assessment to Pius X each month for our students attending there. Families who need assistance with their portion of these costs (tuition) must have applied for and received all Pius scholarships. Families needing assistance must meet with Fr. Connor by March 31st of that school year to work out terms for possible short-term and partial assistance.

PARENTAL INVOLVEMENT AND COMMITMENTS

Practice of the Faith and Stewardship

As the primary purpose of our school is to assist parents in the religious education of their children, all families are expected to participate in Mass on Sundays and Holy Days of Obligation throughout the year. In addition, you are asked to support your parish and school by giving back to God a portion of His blessings through a sharing of your time, talent and treasure. This sacrificial giving of ourselves is called *Stewardship*. We depend on good Stewardship from all parishioners, especially our school families, to keep tuition as low as possible while offering a first-rate Catholic education for their children.

Our approximate per-pupil expenditure each year is currently \$3,000, less than half of the amount spent by Lincoln Public Schools. The \$600 in tuition and fees parents are asked to pay covers approximately 20% of educational costs, with the remaining 80% coming from various parish Stewardship endeavors. Our hope is to boost Sunday tithing each year from all parishioners, so we may cover annual increases in costs without raising tuition.

All parishioners - including our school families - have a vital obligation to practice sacrificial tithing (perhaps 5 - 10% of family income) to support our church and school. Your Stewardship of Treasure gifts may be divided as you see fit among our three areas of need:

- Sunday Collection: Families are encouraged to place an offering envelope in the collection each week, or to sign up for our E-tithing program. Tithing is the primary source of funding for our school.
- Building Fund: Pledge payments to the Building Fund are used to pay off the remaining parish debt from the construction of our new church and parish hall/school lunchroom.
- Charity and Stewardship Appeal: This fund-raising appeal conducted each spring supports the spiritual and social works of charity in our Diocese, and provides a major source of support for our grade school.

Parental Service Program

Parents are asked to be an active part of the school community by giving at least 20 hours to the school or parish over the course of a school year. There will be volunteer opportunities, such as church cleaning, upkeep of grounds, and special projects throughout the year. Parents are asked to track their hours on cards or sheets provided.

Parental involvement is intended to help parents teach children, by example, that service is an important part of being a Christian. In addition, it shows children the high value that parents place on their education by their involvement in the school. It also helps the school free up funds for other needs. When making specific commitments of time and talent to the school, please call in advance if you are unable to fulfill the commitment.

The Lincoln Diocesan policy requires that volunteers submit to a background check and view the twenty minute video, "Somebody Told."

Parent-Teacher Organization

The Parent-Teacher Organization (PTO) is dedicated to continual improvement in the educational experience of our children through parental involvement in the life of the school. The organization strives to foster open communication between parents and teachers; create opportunities for social interaction between families, teachers, administration and staff; provide a forum to showcase the talents and accomplishments of the children; and raise funds for the accomplishment of these objectives.

Parents or guardians of students attending North American Martyrs School are members of the PTO and are expected to attend and to volunteer at school functions.

SCHEDULE AND ATTENDANCE

Regular School Day

The regular school day will begin at **8:00 a.m.** and end at **3:15 p.m.**

Unsupervised students should not be on school grounds before **7:45 a.m.** or after **3:30 p.m.** Students who are not picked up by **3:40 p.m.** will be sent to Extended Care.

Early Dismissal

School will *usually* dismiss at **1:30 p.m.** on the second or third Friday of the month for faculty meetings and before some holidays. Sometimes the monthly faculty meeting is held during the staff development day. Parents should consult the monthly calendar.

Absence

Regular attendance is required by state law (Neb.Rev.Stat. 79-201) and will help each student achieve his/her potential. Please make every effort to avoid appointments during school hours; vacations should be scheduled around school breaks. ***If a student will be absent, parents are asked to call the school office (476-7373) before 9:30 a.m. that day or send a signed note with a sibling. An explanation must be given for the absence, either in writing or over the phone.*** The school is required to submit a weekly report to the County Health Department identifying the types of illnesses that have kept students out of school. It is recommended that students remain out of school 24 hours after their fever is gone. Students who are ill and sent home from school during the day should be kept home the following day.

When a student is absent due to illness, parents may request that his/her schoolwork be sent home with a sibling or make arrangements to pick it up from the office at the end of the day.

If a student will be absent because of a planned trip, the work will be made up when the student returns to school. In some circumstances, arrangements can be made with the teacher to take tests before the absence. The student will have one day for each day missed to make up the work. Work that is not turned in after the allotted time will be counted as zero. P.E., music, and computer classes are an important part of the curriculum, and make-up work will be assigned for these classes if a student is absent. **If a student is not in school due to illness, vacation, or other reasons, he/she is not allowed to attend school functions in the evening of that same day.** An excused absence, such as a medical appointment, would be an exception.

If a student is absent for more than five consecutive school days, a signed medical release is needed upon the student's return to school. Parents will be notified when a student has been absent eight days in a semester. If a student is absent for more than twenty days during the school year and is falling behind in schoolwork he/she will be considered for retention.

Excused Tardies and Absences

If a student arrives late or leaves during school hours because of an appointment they will be counted as tardy or absent with an excuse. Whenever a student is taken out of school early, a parent must come to the office and sign the student out. If the student returns to school during the same day, the student must stop in the office. Students arriving after 8:00 a.m. will be counted as tardy.

Students who have accumulated 10 unexcused tardies per quarter will be required to come at 7:00 a.m. on a designated day to make up the missed time. Each 10 unexcused tardies requires an additional make up time. **Students tardy more than 10 times during the school year are not eligible for perfect attendance awards.**

Dropping off/Picking up students

The safety of our students is our utmost concern. Please be courteous and careful at all times.

Morning Drop Off: Cars will enter from Isaac Drive and pull up past the walkway to allow students to exit the car. Please do not stop right at the main sidewalk, but pull forward so that several cars can be dropping students off at the same time. Parents who choose to walk their students to the building or who need to stop in the office are asked to park in the parking lot.

Afternoon Pick Up: Cars will enter the school grounds at the east entrance from N.W. 10th Street. Please plan to arrive after 3:05 p.m. since preschool dismissal is at 3:00 p.m. After the first group of cars are loaded and have left, the next set of cars should **move all the way forward**. Teachers and staff will be there to direct the traffic flow. Students will be given designated places to wait until they are picked up. There will be **no crossing the driveway** while students are being picked up after school without the attending teacher's permission and then only after all traffic has stopped. ***Please set a good example to your children regarding this safety measure by following the rules.***

Parents should stay inside the cars when dropping off or picking up students.

Walkers/Bikers: For safety reasons, **students walking or riding bikes** will be dismissed after the vehicle traffic has ended. Parents must decide if it is safe for their child to ride a bike to school (the public school does not allow children below third grade to ride bikes to school). All students riding bicycles are strongly encouraged to wear helmets. Students are to obey all safety and traffic rules.

Preschool

A preschool program is offered for **4-5 year old children** (who are not in Kindergarten) on **Monday, Wednesday, and Friday** with the morning group attending from **9:00 to 11:30 a.m.** and the afternoon group from **12:30 to 3:00 p.m.** An additional four year old program is offered on Tuesday and Thursday from 12:30 to 3:00 p.m. A preschool program is offered for 3-4 year old children on **Tuesday and Thursday** from **9:00 to 11:30 a.m.**

↳ There will be a \$1.00 per day fee charged for preschool students who are not picked up at 3:00 p.m. and are not enrolled in the extended care program.

NOTE: On days of **early dismissal**, the morning preschool students will meet from **8:30 to 10:30 a.m.** and the afternoon students from **11:15 a.m. to 1:15 p.m.**

School Closings

In case of inclement weather, North American Martyrs will follow the public schools in closing. Parents can listen to radio stations KFOR, KLIN, and KLMS, or watch Channels 8 or 10/11.

When LPS is in session, Catholic schools will dismiss automatically or close if LPS dismisses early or closes due to cold weather or icy conditions. When LPS is not in session, the Diocesan Superintendent of Schools will announce cancellation or early dismissal. Since North American Martyrs School is air-conditioned, students are not dismissed early for heat-related conditions.

LITURGY AND SACRAMENTS

Mass

Students attend daily Mass at 8:00 a.m. Parents are welcome to join the student body in worship whenever possible.

Students in grades 7 and 8 may be readers at Mass. Students in grades 3 through 6 may lead the offertory petitions and present the gifts. Students in grades 5 through 8 may lead the singing.

First Friday

Adoration of the Blessed Sacrament begins after 8:00 a.m. Mass on First Fridays. Throughout the day, classes spend a short period of time in adoration in the church. The day closes with Benediction at 2:50 p.m. Parents are welcome to join the devotions.

Stations of the Cross

During the season of Lent, students pray the Stations of the Cross on Wednesday afternoons. Please check the weekly newsletter for a specific time.

Sacramental Preparation

The School will assist parents of children in second and fifth grades in the preparation necessary to receive the Sacraments of Reconciliation, Holy Eucharist and Confirmation. The sacrament of **First Penance** will be received in the spring. **First Communion** will be on **Sunday, April 15, 2012**. This year's fifth grade class will be confirmed in the spring of 2012.

Altar Servers

It is a great privilege to assist the priest at Mass. During the school year, boys in sixth grade have the opportunity to learn to serve at Mass.

Holy Days of Obligation are days off from school. Parents can check the church bulletin for the Mass schedule. This year we do not have school on November 1, All Saints Day, December 8, Feast of the Immaculate Conception, and May 17, Ascension.

ACADEMICS

In addition to promoting good study habits, homework provides an opportunity for parents to be involved in the education process of their children. Homework will be assigned on a regular basis within the following ***general guidelines for the average student***:

Primary Grades (K-2)	10-20 minutes
Intermediate Grades (3-6)	30-45 minutes
Junior High Grades (7-8)	45-70 minutes

Homework may consist of completing assignments not finished during the school day or working on special projects or reports.

Homework must be completed only by the student; turning in work completed by another person or the parent will result in a zero for the assignment. Homework on weekends will be up to the discretion of the teacher. If a child is having difficulty completing the homework or spending too much time on homework, parents should contact the teacher.

Homework policy for 5th, 6th, 7th, and 8th grade students:

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 20 points off the grade.
- The student will be sent to Sr. Pat to call and notify their parent that the assignment is late and they will be expected to **stay after school until 4:00 p.m. that day to finish the work.** Parents are asked not to bring in lost work as the student will still be required to stay and redo the missing assignment.
- Student will turn in the work completed by 4:00 p.m. that day, and will be graded on the entire assignment.
- If the student has work unfinished in multiple subjects in one day, the child will have to call the parent for as many assignments as he/she is missing and stay until 4:00 p.m. and complete as much work as possible..
- **Long-term projects such as book reports, class projects, papers:** If these projects are not completed and turned in on the assigned due date, the teacher will take the same action as a daily paper, and will grade the student on the percentage of the project that is complete. Teachers will use their own discretion on long-term projects.
- **If there is a previously scheduled medical appointment, arrangements can be made to stay the next school day.** However, if a student is involved in a club, practice or sports event after school, they ***will not*** be excused from late work but may join their activity after 4:00 p.m.
- **On days of 1:30 dismissal,** late work is moved to the next regular school day.

North American Martyrs School sends out notification of grades on a *monthly* basis, either progress reports at the middle of the quarter, or final quarter report cards. **Parents will be notified through the mail if their child's average falls below a D in a particular subject.**

Homework policy for 2nd, 3rd, and 4th grade students:

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 10 points off the grade.
- If a student turns in a paper with no name on it, the student will receive 5 points off the grade. This applies to all grade levels.

For all grade levels, students may be allowed to “fix” papers but can earn no higher than 70% on these fixes.

Report Cards

Report cards will be issued quarterly using the following grade marking scale. Letter grades will be given in all grades with a more defined distinction (+ or -) in grades 1-8.

"A" Highly Satisfactory		Qualities:
A+	99-100%	✓ Work of excellent quality; neat; original; completed on time. ✓ Consistent and methodical in doing extra credit or supplementary work, reports or activities.
A	95-98%	
A-	93-94%	
<u>"B" Doing Well</u>		
B+	91-92%	✓ Work of high quality; neat; completed on time. ✓ Some supplementary work, reports or activities. ✓ Superior degree of class participation; worthwhile contributions.
B	87-90%	
B-	85-86%	
<u>"C" Satisfactory</u>		
C+	83-84%	✓ Work completed on time; moderate quality; neat ✓ Good class participation; does not work beyond assignments.
C	79-82%	
C-	77-78%	
<u>"D" Needs Improvement</u>		
D+	75-76%	✓ Assignments completed in an inferior manner and/or not completed on time. ✓ Work lacks neatness, originality and content.
D	72-74%	
D-	70-71%	
<u>"F" Failing</u>		
	Below 70%	✓ Fails to meet minimum requirements of the subject matter.

A \$1.00 replacement fee will be charged for lost report card envelopes.

Promotion/Retention – A student shall be promoted or retained according to the possibility of academic growth for the student. A student who does not complete the required course of study for the year should be retained in the same course or grade and be given another year, if needed, to learn the material. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he will be placed rather than promoted, so that the receiving school or employer knows the extent of education the student has received in the diocesan system.

Honor Roll (Grades 5-6-7-8)

An honor roll will be issued quarterly based on grade percentages for academic subjects (Reading, Social Studies, Math, Science, English, Vocabulary, and Religion). Grade averages will be rounded to the nearest tenth. A grade of D or F on the report card will disqualify the student for honor roll.

Silver Honor Roll: 95.5-100%

Burgundy Honor Roll: 91.5-95.4%

Computer

Students in grades 1-8 will go to the Computer Lab twice a week for computer class. Kindergarten students will receive computer instruction once a week. Students in grades 2-8 will be asked to sign a computer/Internet user agreement. The computer policy is included in Appendix E of this handbook.

Library

Classes will visit the library weekly to select books that may be checked out for a two-week period. Fines of five cents per day are assessed for overdue books. The student must pay for lost or damaged books before the end of each semester.

Band

Instrumental music is offered in grades 5-8 through the Pius Music Department. The band director will teach at North American Martyrs on Thursday and Friday each week.

Textbooks/School Supplies

It is the responsibility of each student to give proper care to all instructional equipment and supplies. The school furnishes textbooks and students are asked to keep these books covered to prevent damage. A fine will be assessed for loss or excessive damage beyond normal use. School supplies for each grade are listed in Appendix F.

Testing

Terra Nova Complete Battery Plus Achievement Tests are given to students in grades 3-7 the week of March 12-16. The Test of Cognitive Skills is also given to students in grades 3-7.

Speech Therapy

Students who qualify for speech therapy provided by the Lincoln Public School will attend class in a specially equipped van.

Field Trips

Each class may take one "educational" field trip per semester. A permission slip with parent's signature must be on file before the student goes on any trip. Admission fees to museums, exhibits, etc. are paid by the activity fee. Students will wear uniforms when they are on field trips (Martyrs t-shirts is allowed). Parents may be asked to assist with transportation and supervision for field trips. Parent volunteers must adhere to teacher guidelines and school policies. Drivers must fill out paperwork as required by the Lincoln Diocese. Younger siblings should not be brought along on most field trips. Parents should not make plans to accompany the field trips unless they have been asked to drive or supervise.

School Records

Individual school records are kept in permanent files in the office. These contain information on academic grades, enrollment dates, attendance, dates Sacraments were received, family information, achievement test results, and health information. Parents are asked to notify the school office as to any changes or updates in information on registration forms.

DISCIPLINE AND CONDUCT

Discipline Philosophy

Discipline is a system of guidelines that allow the staff and students to work together so that learning can take place. The way a student conducts himself or herself in relationship to others should, at all times, be respectful, courteous and reflect our Catholic virtues, values and morals.

North American Martyrs School Rules:

- 1. Students have the right to learn, and teachers have the right to teach.**
- 2. Students will always be respectful of the learning environment.**
- 3. Students are expected to act with courtesy, common sense and safety at all times.**

Student Conduct:

At the beginning of each year, the school administration reviews the management plans of each teacher at North American Martyrs School. **It is understood that management styles and expectations differ among faculty. Students are expected to adhere to the classroom management expectations outlined by their teachers.**

Outside the classroom (lunch, recess, hallways, extracurricular events, etc.), students are expected to adhere to the behavior expectations.

Inappropriate Behaviors

North American Martyrs School strives to address behavior expectations in a proactive manner. However, some behaviors are so severe that they merit immediate and serious consequences without any previous warnings given. **These serious behaviors include, but are not limited to:**

- Profanity
- Committing willful physical harm
- Using objects in a dangerous way or throwing objects that could cause harm to persons or property
- Willful destruction of any property (including the student's)
- Willful defiance
- Failure to observe safety guidelines
- Arson
- Plagiarism
- Unauthorized entry of school/parish facility
- Stealing
- Direct or indirect harassment, which includes repeated conduct or expression directed toward another, for the purpose of intimidation or coercion
- Possession or use of tobacco, alcoholic beverages, illegal substances, or drugs
- Possessions of or use of weapons or objects construed as weapons
- Truancy
- Fighting
- Forgery of documents and/or signature of parent/guardian or school staff
- Repeated disruption of the learning environment (includes halls, recess, etc.)
- Indirect or direct disrespect shown toward staff, student, parents, or any adult in the parish/school
- Repeated violations of dress code, school rules and expectations
- Failure to meet terms of probation or behavior contract
- Conduct, inside or outside the school, which is detrimental to the school's reputation.
- Making threats of violence against students and/or staff or any adults in school/parish environment.

Corrective actions will be taken as necessary. **These may include, but are not limited to:**

- detention
- staying after school
- service during recess or missing recess time
- restitution for damage
- loss of privileges
- written accounts
- telephone call to parents at work or at home
- demerits

If warranted by circumstances, corrective actions may also include:

- in-school suspension
- out-of-school suspension
- expulsion

Action Plans

Pre-K through 4th Grade

Disciplinary action will take into account the age of the student and the seriousness of the infraction. For younger children (preschool- 4th grade), most infractions will be handled by, but not limited to: ***timeout, loss of recess, and contacting the parents.***

5th-8th Grade

The discipline hierarchy listed below consists of demerits, detentions, suspensions, and possible expulsions, based upon student behavior on a **yearly** basis. This approach is designed to enable all of our Middle School adolescents to succeed in the classroom now, and to prepare them for the responsibilities of young adults in high school. Classroom teachers, special teachers, staff, and administrators may give demerits whenever students are on parish/school property.

Demerits are ultimately given at the teacher or staff member's discretion. **Students may be given an immediate consequence instead of or in addition to the demerit when appropriate. Each time a student receives five demerits, he or she receives a detention.** Each teacher keeps track of their homeroom students' demerits. Detention forms are to be signed by a parent and returned to school. **Detentions will be served with the student's homeroom teacher, from 6:55 a.m. to 7:40 a.m. on the day the teacher assigns.**

SUMMARY OF 5TH THROUGH 8TH GRADE DISCIPLINE POLICY	
5 demerits	1 st Detention
10 demerits	2 nd Detention
15 demerits	3 rd Detention
20 demerits	1 day In-School Suspension
25 demerits	2 days In-School Suspension; meeting with student, parents and administration
30 demerits	3 days In-School Suspension
35 demerits	1 day Out-of-School Suspension**
40 demerits	Possible expulsion; parents would be expected to find placement in another school for the remainder of the year

*****If an out-of-school suspension is given, the student will receive zeros for all assignments missed.***

BULLYING/CYBER-BULLYING POLICY

North American Martyrs School has formulated this policy with the following purposes:

- 1) promoting strong Christian development in all our students and encouraging them to treat each other as images of God
- 2) building positive student relationships in order to provide an environment that is physically safe and emotionally secure for all students
- 3) raising awareness in the school and homes that bullying/cyber-bullying is an unacceptable behavior and will not be tolerated at North American Martyrs School
- 4) establishing procedures that are consistent throughout the school for handling bullying/cyber-bullying behaviors that happen at school

Statement Prohibiting Bullying/Cyber-Bullying: We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around their school. Each student shall respect the right of his/her fellow students to ensure an atmosphere free from all forms of bullying and cyber-bullying. It is the policy of North American Martyrs School that any form of bullying/cyber bullying behavior, whether in the classroom, on school property or at school-sponsored events, in any form is not tolerated. Students who are determined to have engaged in such behavior are subject to disciplinary action.

Definition of Bullying: Bullying is an intentional, conscious, hurtful act of aggressive behavior repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. Bullying may take on one of three forms: physical, verbal, or indirect. This includes but is not limited to:

- 1) **Physical bullying-** hitting, kicking, pushing, tripping, biting, choking, scratching, spitting, taking belongings, and destruction of property
- 2) **Verbal bullying-** insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others
- 3) **Indirect bullying-** intentional excluding others, spreading gossip and rumors, sending malicious notes, making faces, making obscene gestures

Definition of Cyber-Bullying: Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber-bullying can happen anytime and be much more far reaching.

Reports of Bullying:

Teachers/Staff: ALL school employees are required to document all bullying/cyber-bullying behaviors which they witness using the "Aggressive Behavior Form". If the bully behavior is reported to a school employee by a parent of student, that employee shall fill out the "Aggressive Behavior Form". The employee who fills out the form may either handle the incident themselves and forward the completed form to the principal and homeroom teacher, OR forward the form to the principal for review and action.

Other members of the school community: Students, parents, volunteers and visitors are encouraged to report to a staff member any bullying/cyber-bullying behavior taking place on school property or at a school-sponsored event. For purpose of investigation and follow-up, it is important that such reports be made as soon as possible to the staff member on duty at the time of the incident.

Anonymous/Confidential reports: Reports may be made anonymously, however formal disciplinary action may not be based solely on an anonymous report. Students who make a report may request that their name be maintained in confidence by the teacher and/or administrator who receive the report, with the understanding that their confidentiality may compromise the investigation of the report and possible disciplinary action. The likelihood of resolving the incident(s) is higher if names are shared.

Investigating Reports of Bullying/Cyber-Bullying:

The teacher and/or principal will conduct an investigation of the alleged bullying behavior. The investigation may include: interview with students, parents, and school personnel; review of school records; and whatever other information may be necessary to determine an appropriate response. When a student/parent making a report has requested confidentiality, the investigation of such report shall be limited as is appropriate in the view of the confidentiality of the person reporting.

Consequences for Bullying/Cyber-Bullying:

Consequences for students who bully others will depend on the results of the investigation and may include but are not limited to any combination of:

- * loss of recess
- * Principal's office referral
- * parent conference
- * recommendation of counseling
- * suspension and/or expulsion
- * behavior report
- * detention
- * behavior contract
- * in-school suspension
- * or any other appropriate consequence

In determining the appropriate response to students who commit one or multiple acts of bullying/cyber-bullying, school administration will consider these factors:

- the developmental and maturity levels of the parties involved
- the levels of harm
- the surrounding circumstances
- the nature of the behaviors
- past incidences or past/continuing behavioral patterns
- the relationship between the parties involved
- the context in which the alleged incidents occurred

Concluding whether a particular action or incident constitutes bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaning consideration of these factors that an appropriate consequence will be determined.

Retaliation and False Reports:

Retaliation against any person who reports an act of bullying and making false reports of bullying against someone are very serious actions. Any person who does so will be subject to disciplinary action as explained in the consequences section above.

Notification of Parents:

- **Aggressive Behavior Form:** This form is used to document and track aggressive behaviors that could be a sign of bullying. Teachers may monitor the first several forms received for a student. **After 3 forms have been received for a student, parents will be notified through phone call or report sent home.**
- **Verified Bullying/Cyber-Bullying:** The school administration will notify both the parents of students who commit any verified acts of bullying and the parents of students against whom such acts were directed. The parents of student(s) who committed a verified act of bullying will also be notified of any consequences that may result from the commission of such further acts.

OTHER ITEMS

Parent/Teacher Conferences

Parent/Teacher Conferences for the 2011-2012 school year will be held on October 28. These conferences provide an opportunity for parents or guardians to confer with the teacher on the progress of the child.

Visitors and Volunteers

For security reasons, the main doors of the school and the doors between the church and school will be locked during the school day. Visitors may enter the main door and ring the office to be admitted. All visitors must report to the office, sign in, and wear a visitor badge while in the building.

To ensure that the learning process not be interrupted, parents will not visit the classroom during the school day unless arrangements have been made in advance with the principal. Appointments with teachers should be scheduled before or after school.

Volunteers are a tremendous asset to the school community by the example and help that they give. Volunteers should contact the principal to find ways to best utilize their time and talents in our school setting.

Visitors to the school must be adults unless special permission is given by the principal.

After School Plans

If a student is going home with a schoolmate or by different means than usual, a signed note of permission is required from the parents (from both families in the first case).

Students who return to school for books or items left behind will be allowed to return to the classroom only with the permission of their classroom teacher or the principal. Classroom doors will not be unlocked by other teachers or staff after school hours.

Room Parents

Room parents are responsible for planning and coordinating special parties, assisting with field trips, and helping the teacher with special projects or requests. The entire school will celebrate our parish feast day on Wednesday, October 19. Each class may have a party to celebrate Christmas and Easter (Resurrection parties are held after the Easter break). Messy treats and drinks (other than water) will not be allowed.

School Pictures

Individual pictures will be taken on October 4 and will be available for purchase. Each student will receive a composite picture of the class.

Written Communication

Any written communications from teachers or the office will be sent home with the students or be e-mail on Thursdays. Please check with your child on those days to see if they have any materials for you. The school newsletter is also available to be sent by e-mail and is posted on our website www.namartyrs.org.

Communication

Parents may leave messages for the teachers by calling the school office (476-7373) between 7:30 a.m. and 3:30 p.m. Calls will be returned at the earliest convenience. If there are classroom concerns about a student, parents should work directly with the classroom teacher before contacting the administration. If there are questions concerning your child, please make an appointment to meet with the teacher. Parents are reminded to be considerate of the home life of our teachers and staff and avoid making unnecessary calls to their homes.

E-Mail Policy

Parents may communicate by e-mail using the teacher's first and last name @cdolinc.net. (For example: elizabeth-dixon@cdolinc.net) E-mail may also be sent to the office: sr.patricia-heirigs@cdolinc.net or carol-ruskamp@cdolinc.net. E-mail is not considered private communication. Therefore, out of respect for students and their family and to uphold confidentiality, teachers will not respond to questions/concerns regarding student behavior or grades by e-mail.

Phone Use/ Cell Phones

Since this is a place of business, students may use the phone only in case of emergency and with permission from a teacher or office staff. Students and staff will not be called from the classroom for telephone calls except in cases of an emergency.

The office phone is a business phone. Students will not be allowed to use the phone to make arrangements to go home with a friend or plan after-school activities; those arrangements should be made outside school hours.

Students are encouraged to **leave cell phones at home**; however, if it is necessary for a student to have a cell phone with him/her, the phone must be left off during the school day and be kept in the student's backpack until the student is off school property. Cell phones are not to be used while waiting for rides outside or by walkers and bikers in the gym. They may not be carried in students' pockets. Sending or receiving text messages is not allowed during the school day.

Treats and Snacks

Children may bring treats for birthdays provided there is enough for each child in the class. Parents are asked to contact the office one school day before they wish to treat the class so the teacher is prepared. Messy treats and drinks (other than water) will not be allowed. Treats should be **individual, easy to distribute, and healthy**. Since large cakes and cookies require sharp knives to cut and distribute and plates and utensils to eat with, they are **not appropriate** for classroom distribution. **Students are not allowed to chew gum in school.**

Invitations to private parties may be distributed in the classroom or on school property **only if** there is an invitation for every child in the classroom or for every child of the same gender in that classroom.

Any flowers, balloons, etc. delivered during the school day will remain in the office until dismissal. The student will be notified of the delivery and asked to stop in the office before leaving the school. Since the office is a place of business, parents are asked to send any special deliveries to their home.

Toys and Other Items Brought to School

Students are not to bring toys to school unless part of a "show and tell" activity in the classroom. If brought for such a purpose, they are to be kept in the student's book bag.

Animals are **never** allowed in the school except when explicit permission has been received from the principal. Students should not bring valuable or personal items to school (i.e. I-pods, MP3 players, music cd's, etc). The school will not accept responsibility for lost or stolen items.

SPECIAL SERVICES

School Lunch Program

Students may purchase school lunch or bring lunch from home and purchase milk. Please do not send pop with cold lunches. Lunch and milk tickets may be purchased in the office for an entire week or month. Meal price (includes one milk) is **\$1.90** for children in grades K-6 and **\$2.10** for those in grades 7-8. Milk can be purchased for **\$.35** each. Free and reduced lunch prices are available for those who qualify. Adult lunches are **\$3.50**; please call the office by 9:30 a.m. if you plan to eat lunch with your child that day. Students in grades 7-8 may purchase an additional entrée for \$1.00 when available. Second offerings of side servings may be available without charge. If parents do not choose to have their child purchase seconds, they should provide a written authorization to the school office.

Lunch money is tracked on computer. Parents may monitor their child's account through www.mylunchmoney.com using a student number provided by the school office. Money can be deposited to the account electronically; there is a fee for each transaction. Lunch money can also be sent directly to the school office to avoid fees.

In accordance with Federal law and U.S. Department of Agriculture policy, North American Martyrs is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech difficulties 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.

Students will share in the responsibility of keeping the parish hall clean after lunch. Good manners are required at all times. There will be no trading of food from hot or cold lunches. Students will be respectful to the teacher, staff, and volunteers on duty.

Parents may join their child on special occasions (for example, birthdays) and will be seated with their child and one friend at a separate table. Since we serve a healthy, nutritious lunch each day, parents are encouraged to join the children in eating the school lunch. **Students may not have food from fast food restaurants brought into the lunchroom.**

Extended Care Program

A supervised and licensed program is available before and after school, from 6:30 to 7:45 a.m., and from 3:00 to 5:45 p.m. Cost for this service will be as follows:

	<u>One Child</u>	<u>Additional Child</u>
6:30-7:45 a.m.	\$3.20	\$2.60
7:05-7:45 a.m.	\$1.60	\$1.30
3:15-4:05 p.m.	\$1.60	\$1.30
3:15-4:55 p.m.	\$3.20	\$2.60
3:15-5:45 p.m.	\$4.80	\$3.90

A **late fee** of \$2.00 per child for every fifteen minutes will be charged if children are picked up after 5:45 p.m.

Students arriving before 7:45 a.m. or not picked up by 3:45 p.m. will be sent to Extended Care for supervision and parents will be billed accordingly. Students attending morning care may bring a breakfast or granola bar to eat. **No drinks or messy items.**

Statements for extended care charges are sent home every two weeks. The federal ID number is listed on the statements for tax purposes.

UNIFORM AND APPEARANCE

Clothing must be in good condition. Clothes with holes, tears or frayed edges are not acceptable. Parents will be sent a note if the student is not within dress code. Uniform clothing is available from Dennis Uniform Company, Lands End, or may be purchase at local stores (except the jumper and skirt which must be purchased from Dennis Uniform Company only, 726-740 N. 109th Court, Omaha, NE, 1-888-496-9911).

Shirts-Boys and Girls – are to be worn in the following three styles and colors:

STYLE: Turtleneck, Polo, or shirts with collars and front button closure (no trim).

COLOR: White, Burgundy, or Light Gray.

Shirts can be short or long sleeved (no cap sleeves), with/without a pocket; *however*, no logo other than the official school logo is allowed. The shirts must be tucked in, and only plain white T-shirts can be worn under the uniform shirts. Any shirt worn under the uniform shirt should not have longer sleeves than the uniform shirt. Martyrs logo t-shirts (sold through the school) may be worn on Fridays and on class field trips.

Sweaters/Sweatshirts-Boys and Girls-are optional. If sweaters are worn, they are to be gray, white or burgundy only, not below the waist or oversized, no **hoods, logos or decorations**. Vests and cropped sweaters are not part of the uniform. Official sweatshirts with the school logo (gray or burgundy) may be worn with any uniform shirt. **Jackets or non-uniform sweatshirts may not be worn in the classroom.**

Slacks-Boys and Girls-are to be black of a polyester/cotton twill (no 100% cotton to prevent fading), with or without pleats with regular pockets. **A traditional belt of a subdued color is required with pants or shorts for boys and girls in grades 5, 6, 7, and 8 to ensure that shirt will be kept tucked in.** “Baggy” pants and “low riders” are not allowed. The slacks worn by the girls should be trousers, NOT a form fitting style. The trousers worn by girls should not have back pockets or pockets on the legs. Corduroy pants are not allowed.

Walking Shorts-Boys and Girls-are to be black of a polyester/cotton twill (no 100% cotton to prevent fading), with or without pleats with regular pockets and come to the top of the knee when standing. They may be worn from the opening day of school until the end of October and from April 1 until the end of the school year.

Jumpers-Girls, Grades K-5 will wear the Marymount plaid jumper purchased from the Dennis Uniform Company only. The length of the jumpers is to be no shorter than to the top of the knee when standing. Slacks **may not** be worn under the uniform skirts or jumpers.

Skirts-Girls, Grades 6-8 will wear a black skirt purchased from the Dennis Uniform Company or Lands End. The length of the skirt is to be no shorter than to the top of the knee when standing. **Skirts must be worn at the waist (not hip).**

Shoes/Sandals-Boys and Girls must be worn with socks. Sandals must have a strap in the back of the ankle. Shoes with laces must be laced all the way up and tied properly. Light-up shoes, jelly or backless shoes are **not** allowed, nor crocs, biker shoes, “skater shoes” such as Vans Brand, etc., or shoes with rollers in the soles. Boots (or Uggs) may not be worn in the classroom.

Appendix B

Socks-Boys and Girls - are to be worn with the uniform and must show above the shoe. Footies are not considered socks. Socks can be coordinated with the shirt colors. Girls may also wear tights instead of socks.

Jewelry. Only small chains with religious medals are allowed. Small earrings can be worn only by girls in the lower lobe of the ear. Only one earring per ear is allowed. Any other piercing of the ear or other body piercing are not allowed during the school day. Hoop earrings are not allowed for safety reasons. Choker necklaces, heavy chained pendants, and bracelets, ankle or otherwise, are not allowed. Body tattoos, even the rub on kind are not allowed.

Nail Polish (clear or light pink only) can be worn only by girls. Girls wearing inappropriate colors will be sent to the office to remove the polish.

Makeup: No heavy eye makeup or lipstick is allowed. Facial makeup at school is discouraged.

Hygiene: Students are encouraged to practice good hygiene and appropriate use of deodorants. Because of the close proximity in classrooms, allergies, and other sensitivities, students are asked to refrain from the use of cologne or perfume in school. ***Students may not have individual hand sanitizers at school.***

Hair: Girls: Highlighted or dyed hair is not allowed. Hair must not be worn below the eyebrows.

Boys: Flops, highlighted, dyed or spiked hair, shaved areas, and pony tails are not allowed. Hair for boys must not fall below the eyebrows or top of the ear or touch the collar of the shirt. Students will be given a warning and allowed one week to have the hair trimmed. If the hair is not trimmed after that time, the parents will be called and the child will not return to school until the hair is cut. Boys must be clean shaven. Sideburns are not allowed.

Judgment on any extreme or faddish hairstyles are at the discretion of the administration.

Non-uniform days are announced in the newsletter, generally as a reward or celebration. Students may not wear sweatpants or sleeveless tops. Jeans must be in good condition – no tears or holes; no “skinny” or tight jeans. Shorts must be uniform shorts; girls may wear capris. Shirts must cover the midriff; no low riding pants.

SAFETY

The main doors of the school and the doors between the church and school are locked during the school day. Visitors may ring the office for admittance, sign in, and obtain a visitors pass. Security cameras have been installed and all entrances leading to the school are locked at all times.

Fire drills, tornado drills, and evacuation drills are conducted on a regular basis so that teachers and students will know the appropriate response to situations which may arise. Anyone aware of a hazardous condition should report it immediately to the principal.

Students' photos may be used occasionally throughout the year in our school newsletter, the Southern Nebraska Register, and other parish publications. Parents who choose not to have their child's photograph shared should notify the office in writing.

ASBESTOS

The Environmental Protection Agency (EPA) requires that a notice concerning asbestos containing materials be given each school year. This is to assure you that there are no asbestos containing building, surfacing, or insulating materials in North American Martyrs School. An Asbestos Management Plan has been created for North American Martyrs School and is available for inspection, during regular business hours, in the school office.

HEALTH /MEDICATIONS

Health Records

The school obtains and records health information as required by the Nebraska Health Department, as well as cumulative health records, screening results, and immunizations for each student.

In assessing the health of each student, the school operates the following program:

- Secures forms from kindergarten and seventh grade indicating the results of a medical examination by a physician.
- Requests dental examination yearly.
- Does audio screening for students in grades kindergarten to eighth.
- Does vision screening for students in grades kindergarten to eighth.
- Does scoliosis screening for girls in sixth and eighth grades and boys in eighth grade.

Medications

All prescription and/or non-prescription drugs must be brought to the office in the ***original container*** and must be labeled with the student's name. A note with the following information must accompany any medication: ***date medication is sent, duration of permission, child's name, time of dosage, instructions for dosage, and parent's signature***. Neosporin is applied to small cuts. If your child is allergic to any ointment, please send a note to the office.

Teachers should be informed of any medical condition that may affect a child's behavior, schoolwork, or health while at school and any side effects that may be caused from medications.

SPORTS AND ELIGIBILITY

The school's sports program, in conjunction with the Lincoln Catholic Schools Conference, is maintained in order to teach students sportsmanship and skills. The web site is **www.cysi.org**. Students in sixth, seventh, and eighth grade may participate in soccer (boys), volleyball (girls), basketball (boys and girls), and track. **The fee will be \$25.00 for each sport except track, which is \$10.00.**

Students participating in sports will wear a Martyrs sports uniform provided by the school. The uniform is to be returned in good condition immediately after the end of each sports season.

Concerning grades and sports: A student must maintain a grade above 70% for each subject to participate in a game or practice. **The student will return to active participation in practices and games after the grade is brought above 70%.**

Students may not play in a game if absent or sent home during the school day because of illness or vacation. If a student has a half-day excused absence for a reason other than illness or vacation (e.g. funeral, doctor, or dentist appointment), he or she may play in a game the same day.

North American Martyrs students participate in eight games or less for each of the sports offered. The coaches, athletic director, and principal monitor the teams to be sure rules and policies of the school and conference are upheld.

Lincoln Catholic Schools League Dress Code

Modesty in dress is required of all Lincoln Catholic Schools League teams. Coaches and students must be modestly dressed in order to participate in any school-sponsored practice or competition. Failure to comply with the proper dress code is grounds for removal from a practice, game, or team.

Games: Uniforms, approved by the Athletic Director and School Principal, are to be worn at all school competitions.

Practices: During practices the following dress code will be enforced for both coaches and student participants:

Shorts will be mid-thigh and fit securely around the waist. Tight-fitting or sheer shorts, shorts that hang low on the waistline, and shorts higher than the mid-thigh are not allowed.

T-shirts are to be worn at all practices by both girls and boys. T-shirts will have sleeves, be long enough to cover the stomach when arms are raised, and have a crew neckline. They will not be sheer, tight-fitting, or have holes.

Sweatpants and **sweatshirts** will not be tight-fitting.

Clothing with suggestive or inappropriate words, logos, or pictures is not allowed.

Jewelry may not be worn in practices or in competitions.

No policy can anticipate all possibilities of immodest, inappropriate, or dangerous fashion. The Athletic Director and School Principal reserve the right to determine the appropriateness, or lack thereof, of all clothing and apparel worn at school practices or competitions.

Fan Behavior Policy

The Select Committee, principals, and pastors ask your cooperation as spectators. Everyone should be comfortable as they enjoy youth activities. This should be a stress-free atmosphere for fans and athletes alike.

When students attend games at North American Martyrs or other schools, they should be supervised by parents or another adult and remain in their seats while the game is being played.

COMPUTER/INTERNET USE POLICY

Students in grades 2 through 8 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Internet Use:

North American Martyrs School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. North American Martyrs does not assume responsibility for inappropriate materials acquired through Internet access at the school.

Internet access requires proper conduct of end users who must adhere to these guidelines. If a user violates any of these provisions, his/her school network and/or Internet account may be terminated and future access denied.

Cyber-bullying Policy: Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber-bullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. Whether cyber-bullying occurs at school or out of school, students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network with the intent to intimidate, harass, threaten, or coerce another person shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at school-related functions with the intent to intimidate, harass, threaten, or coerce another person shall be subject to school disciplinary procedures.
3. In any instance in which cyber-bullying creates a climate of fear and/or causes a substantial disruption of the work of the school or imposes on the rights of other students, the person committing the act shall be subject to school disciplinary procedures.

Acceptable Use:

Computers and the internet are available in the classrooms and in the computer lab at North American Martyrs School to be used for school assignments. With computer and internet usage comes important individual, family and school responsibilities. In accordance with North American Martyrs School mission statement, "*We, the Family of North American Martyrs School, build up the Kingdom of God, as we work together in faith, knowledge, and loving service,*" students will be held accountable for computer and internet usage. We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the Principal.

Unacceptable Use:

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of North American Martyrs School.
- Activities that are illegal, dangerous, or destructive.
- Use of another person's account; Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Cyber-bullying; Sending or displaying offensive messages/pictures; using obscene language; harassing, insulting or attacking others; Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening.
- Copyright violation or plagiarism.

- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, blogs or personal email.
- Hacking or attempting to violate or change secure files; Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

North American Martyrs reserves the right to refer all cases of unacceptable use to law enforcement authorities.

Network Administration Policy:

We offer Internet access throughout North American Martyrs as a privilege, not a right. Students should be aware that no activities on the network are completely private and anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the Internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at North American Martyrs may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

E-mail Policy:

North American Martyrs does not presently provide e-mail services for its students, and students should not use school computers for access to personal email accounts except for specific teacher-supervised assignments.

Guidelines for Internet and Cell Phone Interactions Outside of School:

Since students use the internet and cell phones as a way to communicate with each other, we feel it is important to emphasize the following guidelines for safe and courteous internet use and texting outside of school:

1. Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.
2. Do not give out personal information, home address, phone number, credit card or other financial information, etc; Do not give out any information about anyone else. Protect and respect privacy.
3. Do not send viruses, spam, chain letters, or anything that could be harmful.
4. **Practice netiquette. Be polite and use courteous words. Do not be a cyber-bully. Refrain from name-calling, swearing, and mean spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening text can be more than impolite; it can be considered harassment.**
5. Be aware that email/texting is not private. It can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
6. Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
7. Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.
8. **Do not place or send videos/photos on-line or through cell phones that may hurt or offend others.**

Unauthorized Use of School Name:

No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal (administrative head), may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- To solicit funds, collect money, sell products, open up a bank account, and/or schedule any field trip, vacation, or other accommodations on behalf of the school.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.

STUDENT SUPPLIES

2011-12

PLEASE LABEL ALL ITEMS WITH STUDENT'S NAME.

Preschool

Boxes of 8 crayons (regular size) (1)	Folders (2)
8 oz. bottle Elmers washable glue (white only) (1)	Kleenex (1 box)
Fiskar scissors	Paper towels (1 roll)
Paint shirt (Dad's old T-shirt)	School bag - no drawstring bags or backpacks

change of clothes kept in the school bag if child is prone to accidents. ✧A

Kindergarten

Pencils (1 pkg) - optional	Pencil top erasers (1 pkg)	Kleenex (3 boxes)
Folders (1)	Box of 24 crayons (2)	Refill baby wipes (optional)
Fiskar scissors	Spiral notebook –wide ruled	Hand Sanitizer (optional)
Glue sticks (4 pkg)	Backpack	Clorox Wipes (optional)
Watercolor paints	Kinder Mat: 19" x 45"	Paper towels (2 rolls)
Small pencil box	Set of washable markers	Elmers <u>White</u> Washable School
Clean, old sock (1)	Black dry erase markers –	Glue (8 oz)
	Expo brand (2)	

Grade 1

#2 Pencils (4) - yellow only	Folders (2)	70 sheet notebook - wide rule
Box of crayons (24)	Watercolor paints	Erasers (plain pink or green, not novelty)
Fiskar scissors	Set of washable markers	Dry erase markers (Expo only)
Small supply box (to fit in desk)	Hand sanitizer (optional)	Elmers <u>White</u> Washable School
Paper towels (1 roll)	Kleenex - 200 count (2)	Glue
Box of baby wipes (optional)	Backpack	

Grade 2

#2 pencils (2 packages)	Kleenex (3 boxes)	Hand sanitizer (optional)
Small supply box (to fit in desk)	Folders (2)	Paper Towels (1 roll)
Spiral notebooks - wide rule (1)	Colored pencils	Book bag
Fiskar pointed scissors	Watercolor Paints	12" ruler (inches & centimeters)
Elmers Washable School Glue (8 oz.)	Dry erase markers	Large erasers (2) (plain pink or green, not novelty)
Loose leaf paper - wide rule (1 pkg.)	(Expo Brand only)	Box of baby wipes (optional)
Box of Regular Crayons (24) (no mechanical or novelty)	Regular Crayola markers (no smelly markers)	
Index cards – 3 x 5 – colored (1 pkg)	Ziploc sandwich or snack size bags (optional)	

Grade 3

# 2 Pencils (5)	Large eraser	12" wooden ruler (inches and centimeters)
Red pens (2)	Box of crayons (24)	Spiral notebooks - wide rule (4)
Set of washable markers	Fiskar pointed scissors	Watercolor Paints
Loose leaf paper - wide rule (1 pkg)	Highlighter (1)	Book bag
Folders (4)	Kleenex (2 boxes)	Hand sanitizer (Last name L-Z)
Supply box (to fit in desk)	Dry eraser markers (2)	Index cards – 3 x 5 - unruled
Elmers Washable School Glue – white (8 oz.)	No Crayola brand	(1 package - Last name L-Z)
Refill package of wipes (Last name A-K)	Paper Towels (1 roll – Last name A-K)	

Grade 4

#2 Pencils (4)	Red pens (2)	Set of washable markers
Large eraser	Box of crayons (24)	Highlighter
Loose leaf paper - wide rule (2 pkgs.)	Fiskar pointed scissors	Spiral notebooks - wide rule (6)
Elmers Washable School Glue (4 oz.)	Set of colored pencils	Watercolor paints with brush
Pencil bag (to fit in desk) (1)	Folders (6)	Kleenex - 200 count (2 boxes)
Dry erase markers unscented (1 package of 4)	Fireside Bible*	12" ruler (inches and centimeters)
Black pen (1)	Book bag	Hand sanitizer – large (L-Z)
Mechanical pencils (2); extra lead		Ziploc gallon or sandwich bags (A-K)
Small box of wipes (Last name A-K)		Index cards – 3 x 5– unruled (1 pkg)
Paper towels (1 roll – Last name L-Z)		

Grade 5

#2 Pencils (6)	Eraser (pink)	Mechanical pencils (2) & extra lead
Blue or black pens non-erasable (6)	Box of crayons (24)	Set of washable markers
Red Pens (6)	Highlighters (2)	Watercolor paints
Binder ½" (1)	Fiskar pointed scissors	Pencil bag (not a box)
Elmers Washable School Glue (1)	Accordion Folder (1)	Dry erase markers - unscented
Spiral notebooks - college rule (7)	Composition book (1)	(3 Expo fat ones)
Kleenex (2 boxes)	Fireside Bible*	Eraser for dry erase board
Loose leaf paper - college rule	Set of colored pencils	Index Cards - 3" x 5" (1 pkg.)
(2 pkgs.)	Paper towels (1 roll)	Sharpie black permanent markers
12" ruler (inches and centimeters)	Book bag	Ultra Fine point (1)
Manual pencil sharpener	Hand sanitizer	Brown paper sacks for book covers (10)

Grade 6

#2 Pencils (6)	Eraser	Mechanical pencils (2) & extra lead
Blue or black pens non-erasable (6)	Box of crayons (24)	Set of washable markers
Red Pens (6)	Highlighters (2)	Watercolor paints
Elmers Glue sticks (2)	Fiskar pointed scissors	Pencil bag (not a box)
Elmers Washable School Glue (1)	Accordion Folder (1)	Spiral notebooks - college rule (7)
Composition book (1)	Fireside Bible*	Dry erase markers - unscented
Kleenex (2 boxes)	Set of colored pencils	(3 Expo fat ones)
Loose leaf paper - college rule	Paper towels (1 roll)	Eraser for dry erase board
(2 pkgs.)	Book bag	Index Cards - 3" x 5" (1 pkg.)
12" ruler (inches and centimeters)	Hand sanitizer (optional)	Sharpie black permanent marker (1)
Manual pencil sharpener	Brown paper sacks for book covers (5)	

Grades 7 & 8

#2 Pencils (2 packages)	Dry erase markers	Flash Drive (1)
Eraser	Scissors	Fireside Bible*
Pencil bag	Glue Sticks (2)	Folders (5) or one expanding file
Crayons/colored pencils/markers	Fine Black Sharpie (1)	Folder with brads (3)
Ruler	Blue or black pens (6)	Backpack
Highlighter	Manual pencil sharpener	Composition book (7 th grade only)
Red pens (6)	Kleenex (2 boxes)	Washable school glue (1)
Two pocket folder with brads (2)	Individual folders or expanding file	Clorox wipes (1)
College rule notebooks – Single subject (8)		Hand Sanitizer (1)
Loose leaf paper - college rule (4 pkgs.) (7 th grade only)		Paper Towels (1 roll)
Brown paper sacks for book covers (10)	1½" binder (7 th grade only)	

*Available for \$15.00 in the office during school hours. This Bible is also used at Pius X High School.

Since the desks at North American Martyrs School will not accommodate binders or trapper keepers, students are asked not to bring them to school unless they are on the supply list for that grade. Gel pens are not allowed in any grade level. No personal pencil sharpeners for students in Kindergarten through 3rd grade. Students in Kindergarten through 3rd grade will not use mechanical pencils and should not bring them to school.

Appendix F

PRAYERS

Sign of the Cross (K-8)

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Lord's Prayer (K-8)

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary (K-8)

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be to the Father (K-8)

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen.

Prayer Before Meals (K-8)

Bless us, O Lord, and these Thy gifts, which we are about to receive from your bounty through Christ our Lord. Amen.

Prayer After Meals (K-8)

We give Thee thanks for all Thy benefits, Almighty God, Who lives and reigns forever. May the souls of the faithful departed, through the Mercy of God, rest in peace. Amen.

Prayer to the Guardian Angel (2-8)

Angel of God, my guardian dear, to whom God's love entrusts me here; ever this day be at my side, to light and guard, to rule and guide. Amen.

Responses at Mass (2-8)

Act of Contrition (2-8)

O my God, I'm heartily sorry for having offended You; and I detest all my sins, because I dread the loss of heaven and the pains of hell, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to confess my sins, do penance, and amend my life. Amen.

The Apostles' Creed (3-8)

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; the third day He arose again from the dead: He ascended into heaven, sits at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Responses to the Bishop's Blessing (3-8)

Bishop: The Lord be with you.

People: And also with you.

Bishop: Blessed be the name of the Lord.

People: Now and forever.

Bishop: Our help is in the name of the Lord.

People: Who made heaven and earth.

Bishop: May almighty God bless you, + the

Father, + and the Son, + and the Holy Spirit.

People: Amen.

Prayer for the Souls in Purgatory (3-8)

Eternal rest grant to them, O Lord, and let perpetual light shine upon them. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Mysteries of the Rosary (3-8)

The Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Birth of our Lord
4. The Presentation in the Temple
5. The Finding of the Child Jesus in the Temple

The Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

The Luminous Mysteries

1. Baptism of Jesus
2. Wedding Feast at Cana
3. Proclamation of the Kingdom
4. Transfiguration
5. Institution of the Eucharist

The Glorious Mysteries

1. The Resurrection
2. The Ascension
3. Descent of the Holy Spirit
4. The Assumption
5. The Coronation

The Angelus (4-8)

The angel of the Lord declared unto
Mary,
And she conceived by the Holy Spirit.
Hail Mary, full of grace . . . Amen.

Behold the handmaid of the Lord,
Be it done to me according to your Word.
Hail Mary, full of grace . . . Amen.

The Word was made flesh,
And dwelt among us.
Hail Mary, full of grace . . . Amen.

Pray for us O holy mother of God,
That we may be made worthy of the
promises of Christ.

Let us pray.
Pour forth, we beseech You, O Lord,
Your grace into our hearts, that we, to whom the
Incarnation of Christ Your Son was made known
by the message of an angel, may by His passion
and cross be brought to the glory of His
resurrection. Through the same Christ our Lord.
Amen.

Act of Hope (4-8)

O my God, relying on your infinite
goodness and promises, I hope to obtain pardon of
my sins, the help of Your grace, and life
everlasting, through the merits of Jesus Christ, my
Lord and Redeemer.

Act of Faith (4-8)

O my God, I firmly believe that You are
one God in three Divine persons, Father, Son, and
Holy Spirit. I believe that the Divine Son became
man, and died for our sins, and that He will come
to judge the living and the dead. I believe these
and all the truths which the Holy Catholic Church
teaches, because You have revealed them, who
can neither deceive nor be deceived.

Act of Love (4-8)

O my God, I love You above all
things, with my whole heart and soul, because
You are all good and worthy of all my love. I
love my neighbor as myself, for love of You.
I forgive all who have injured me, and ask
pardon of all whom I have injured.

Memorare (5-8)

Remember, O most gracious Virgin Mary,
that never was it known that anyone who fled to
Your protection, implored your help, or sought
your intercession was left unaided.

Inspired with this confidence, we fly unto
you, O virgin of virgins, our mother. To you we
come, before you we stand sinful and sorrowful.
O mother of the Word Incarnate! Despise not our
petitions, but in your mercy hear and answer
them. Amen.

Morning Offering (5-8)

O Jesus, through the Immaculate Heart of
Mary, I offer you my prayers, works, joys and
sufferings of this day in union with the Holy
Sacrifice of the Mass throughout the world. I
offer them for all the intentions of Your Sacred
Heart: the salvation of souls, reparation for sin,
the reunion of all Christians. I offer them for the
intentions of our Bishops and of all Apostles of
Prayer and in particular for those recommended
by our Holy Father this month.

Hail Holy Queen (5-8)

Hail Holy Queen, mother of mercy, our life, our sweetness and our hope; to you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this our exile show to us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

Pray for us, O holy mother of God.
That we may be made worthy of the promises of Christ.

Prayer to the Holy Spirit (6-8)

Come, O Holy Spirit, fill the hearts of Your faithful and kindle in them the fire of Your love. Send forth Your Spirit and they shall be created. And you shall renew the face of the earth.

Let us pray.
O God, who has taught the hearts of the faithful by the light of the Holy Spirit, grant that in the same Spirit we may be always truly wise and ever rejoice in His consolation. Through Christ our Lord. Amen.

The Way of the Cross (6-8)

1. Jesus is condemned to death
2. Jesus bears His cross
3. Jesus falls the first time.
4. Jesus meets His mother
5. Jesus is helped by Simon
6. Veronica wipes the face of Jesus
7. Jesus falls a second time
8. Jesus speaks to the women
9. Jesus falls a third time
10. Jesus is stripped of His garments
11. Jesus is nailed to the cross
12. Jesus dies on the cross
13. Jesus is taken down from the cross
14. Jesus is placed in the tomb

Prayer for the Pope (7-8)

V. Let us pray for our Sovereign Pontiff (N.)
R. The Lord preserve him and give him life, and make him blessed upon the earth, and deliver him not up to the will of his enemies. Amen.

The Divine Praises (7-8)

Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true Man.
Blessed be the Name of Jesus.
Blessed be His most Sacred Heart.
Blessed be His most Precious Blood.
Blessed be Jesus in the most Holy Sacrament of the Altar.
Blessed be the Holy Spirit, the Paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her holy and Immaculate Conception.
Blessed be her glorious Assumption
Blessed be the name of Mary, Virgin and Mother.
Blessed be St. Joseph, her most chaste spouse.
Blessed be God in His Angels and in His saints.

“Sub tuum praesidium” (7-8)

We fly to your patronage, O holy Mother of God; despise not our petitions in our necessities, but deliver us always from all dangers, O glorious and blessed Virgin. Amen.

St. Michael the Archangel (8)

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly host, by the power of God, thrust into hell Satan and all the evil spirits. Amen.

Regina Caelis (8)

Queen of heaven, rejoice, alleluia.
The Son whom you merited to bear, alleluia,
has risen as He said, alleluia. Pray for us to God, alleluia.
Rejoice and be glad, O Virgin Mary, alleluia!
For the Lord has truly risen, alleluia.

MARTYRS' PRAYER

Holy Martyrs and patrons, protect this land which you have blessed by the shedding of your blood. Renew in these days our Catholic faith which you helped to establish in this new land.

Bring all our fellow citizens to a knowledge and love of the truth. Make us zealous in the profession of our faith so that we may continue and perfect the work which you have begun with so much labor and suffering.

Pray for our homes, our school, our missions, for vocations, for the conversion of sinners, the return of those who have wandered from the fold, and the perseverance of all the Faithful. And foster a deeper and increasing unity among all Christians. Amen

The Ten Commandments

1. I, the Lord, am your God, you will not have other gods besides Me.
2. You will not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and your mother.
5. You will not kill.
6. You will not commit adultery.
7. You will not steal.
8. You will not bear false witness against your neighbor.
9. You will not covet your neighbor's wife
10. You will not covet anything that belongs to your neighbor.