

# North American M A R T Y R S Catholic School

1101 Isaac Drive, Lincoln, NE 68521

402-476-7373

[www.namartyrs.com](http://www.namartyrs.com)

## HANDBOOK FOR PARENTS AND STUDENTS

**2025-26**



**Fr. Nathan Hall**  
*Chief Administrative Officer*

**Elizabeth Fairbanks**  
*Principal*

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**THE BLOOD OF THE MARTYRS IS THE SEED OF CHRISTIANITY.**

## **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 spiritual, 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 and 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 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 Enrollment** will be conducted in the early spring for students currently enrolled in North American 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 is considered as follows:

- 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. Several factors are considered in dividing the classes into sections. These include: changing the classes each year so students make new friendships; providing racial mirroring to students in the classroom; and factoring an even boy/girl ratio whenever possible. 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 July 31.

**A physical examination is required by the State Department of Education for all students entering Kindergarten 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.)

### **Prekindergarten/Preschool**

We have a full day PreK program for students who are **four years old by July 31**. They follow the regular school day schedule and are eligible for lunch and extended care.

A half day PreK program is offered for **4-5-year-old children** on ***Monday, Wednesday, and Friday*** mornings. A **preschool program for 3-year-old children** is offered on **Tuesday and Thursday mornings**. Both half day programs are from **8 to 11:30 am**.

## **LITURGY AND SACRAMENTS**

### **Mass**

Students attend daily Mass at 8:10 AM. Parents are welcome to join the student body in worship whenever possible.

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

### **Second Friday**

Adoration of the Blessed Sacrament begins after the school 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 pm. 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 mornings after Mass. Stations take place at 8:45 AM and parents are welcome to join us.

### **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. Dates for these Sacraments will be published on the school calendar or when they become available.

### **Altar Servers**

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

### **Holy Days of Obligation**

There is no school on holy days of obligation. Parents can check the church bulletin for the Mass schedule.

## **SCHEDULE AND ATTENDANCE**

### **Regular School Day**

The regular school day will begin at **8:00 am** and end at **3:15 pm**. Students arriving after 8 am will enter through the front doors of the **school** and will be counted as tardy.

Unsupervised students should not be on school grounds before **7:40 am** or after **3:30 pm**. Students who are not picked up by **3:40 pm** will be sent to extended care. **Students dropped off before 7:40 am will be sent to extended care.**

### **Art**

Students in grades PK-6 will have art class once a week for two quarters. Art will be graded on the alternative grading scale: HS: Highly Satisfactory, DW, Doing Well, S for Satisfactory, NI for Needs improvement and E for Experiencing difficulty.

### **Computer**

Kindergarten students will have computer class once a week and students in grades 1-6 will have computer class twice a week. Grades 1-2 will be graded on the alternative grading scale: HS: Highly Satisfactory, DW, Doing Well, S for Satisfactory, NI for Needs improvement and E for Experiencing difficulty and grades 3-8 will use the traditional grading scale.

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**

Kindergarten students will visit the library twice a week and students in grades 1-6 will visit the library once a week. Classes will visit the library weekly to select books that may be checked out for a two-week period. The student must pay for lost or damaged books before the end of each year.

### **Music**

Students in PK will have music once a week and grades PK-6 will have music once or twice a week depending on the quarter. Music will be graded on the alternative grading scale: HS: Highly Satisfactory, DW, Doing Well, S for Satisfactory, NI for Needs improvement and E for Experiencing difficulty.

### **PE**

Students in PK will have PE class once a week and grades K-6 will have PE class twice a week. PE will be graded on the alternative grading scale: HS: Highly Satisfactory, DW, Doing Well, S for Satisfactory, NI for Needs improvement and E for Experiencing difficulty.

### **7<sup>th</sup> & 8<sup>th</sup> Grade Specials**

Students in grades 7-8 will have Art, Computer, Library, Music, and P.E. once a week for 45 minutes.

### **Band**

Instrumental music is offered in grades 5-8 through the Pius Music Department. The band director will teach at North American Martyrs on determined days of the week.

### **Speech Therapy and Special Needs**

Students who qualify for speech therapy, resource, Occupational therapy and Physical therapy will

have services provided by LPS. Testing for such needs is provided through LPS at no charge to the parents.

### **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 lost or excessive damage beyond normal use.

### **Early Dismissal**

School will *occasionally* dismiss at **1:00 pm** for faculty meetings and before some holidays. There will also be some **12:00 noon dismissal days; lunch and extended care will not be provided on noon dismissal days**. 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 (402-476-7373) before 9:30 am that day, send an email to the school office, 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. We request that students remain out of school until 24 hours after their fever (100° or higher without the assistance of fever reducing medication), diarrhea, and vomiting have passed. 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 school work be sent home with a sibling or decide to pick it up from the office at the end of the day. Students will have two days per day missed to complete missed assignments. If a student will be absent because of a planned trip, please consult with the teachers to determine the plan of making up assignments and tests. No textbooks will be sent on vacation. 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 may 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. Administration will look at absences each semester. Students that are absent eight or more days in a semester will be reviewed by looking at the reasons the student is gone and if necessary a letter will be sent home or a meeting with the principal may be necessary. It is important to turn in any doctors notes or notes from appointments as soon as possible to the office. 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. Students dropped off after Mass begins will go through the school entrance and be marked tardy. Whenever a student is taken out of school early, a parent must call the office and the office staff will get the student and watch them walk out to the vehicle. If the student returns to school during the same day, the student must stop in the office.

Parents of students who have accumulated 10 unexcused tardies or leave early per semester will be sent a letter and the principal will determine the best course of action moving forward.

### **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 at the north entrance 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.

When dropping off full day Pre-K students please follow the drop off line and pull all the way forward to the Pre-K doors. A teacher will be waiting outside for your student. Parents are asked to stay in the vehicle if they are using the drop off lane by the curb. If your child is unable to exit the vehicle on their own, or you would like to walk your child to the building, please park in parking lot nearest the Pre-K doors. Be sure to wait to cross the traffic until all vehicles have stopped. **Please make sure a Pre-K teacher is outside before leaving your child.**

**Afternoon Pick Up:** Cars will enter the school grounds at the north entrance from Isaac Drive. Please plan to arrive after 3:05 p.m. since afternoon preschool dismissal is at 3:00 pm. 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 and be charitable to others by following the rules.***

When picking up full day Pre-K students please follow the pick-up line and pull all the way forward to the Pre-K doors. A Pre-K teacher will be outside with your child and will bring them to your car. Please stay in the vehicle when using the pick-up lane by the curb. Please park in the parking lot nearest the Pre-K doors if you would like to walk to pick up your child. Be sure to wait until all vehicles have stopped before crossing traffic.

**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 at 3:05pm.

### **After School Plans**

If a student is going home with a schoolmate or by different means than usual, please notify the school office.

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 without the permission of the classroom teacher or principal.

### **School Closings**

In case of inclement weather, North American Martyrs School will announce through the Diocese of Lincoln in closing. School Messenger alerts will be sent to families in the case of unscheduled closings. Parents can also listen to local radio stations or watch Channels 8 or 10/11 for school closing updates.

## Homework

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. The general rule is 10 minutes times the grade level they are in (ie. A second grader will have a maximum of 2x10 minutes; or 20 minutes). If you are finding your child has consistently more homework than this, please contact the teacher.

**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.

### Homework policy for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students:

- ✓ If an assignment is turned in without a name on it, points may be deducted from the grade at the discretion of the teacher.
- ✓ If a student comes to a class (subject) with an assignment missing or incomplete, the student may receive 20 percent off the grade.
- ✓ The student will be sent to the office to call and notify their parent that the assignment is incomplete, and they will be expected to **stay after school until 4:00 pm 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.
- ✓ Students will turn in the work completed by 4 pm that day and will be graded on the entire assignment. If an assignment is not turned in, a zero will be recorded in the online gradebook.
- ✓ 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 pm and complete as much work as possible.
- ✓ The first 10 late assignments in a quarter will result in the student missing the next special school activity. Subsequent late assignments will result in a meeting with the teacher/administration.
- ✓ **Long-term projects such as book reports, class projects, papers** are subject to late work. Teachers will use their own discretion on long-term projects.
- ✓ **If there is a previously scheduled medical appointment, parent may make arrangements for the child to stay after school the next day.**
- ✓ **On days of noon or 1:00 pm dismissal**, late work is moved to the next regular school day.
- ✓ Students will sign an academic honesty contract addressing **plagiarism** and **cheating** specific to their grade level.

North American Martyrs School will use online grading system for grades 3-8. Please consult PowerSchool grades <https://powerschool.cdolinc.net/> regularly to check on your child's grades. Instructions and passwords are sent out at the beginning of the school year.

Progress reports are sent at the middle of the quarter for grades 2-8, and report cards are sent quarterly for K-8. If you do not have access to a computer, please let the school know if you need more frequent grade updates.

### Homework policy for 2<sup>nd</sup>, and 3<sup>rd</sup> grade students:

- ✓ If a student comes to a class (subject) with an assignment missing or incomplete, the student may receive 10% off their grade.
- ✓ If an assignment is turned in without a name on it, points may be deducted from their grade.



### **Report Cards Grades 1-8**

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 3-8.

<b><u>"A" Highly Satisfactory</u></b>		<b>Qualities:</b>
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. ✓ <u>Outstanding in class participation; excellent contributions.</u>
A	95-98%	
A-	93-94%	
<b><u>"B" Doing Well</u></b>		
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%	
<b><u>"C" Satisfactory</u></b>		
C+	83-84%	✓ Work completed on time; moderate quality; neat. ✓ Good class participation; does not work beyond assignments.
C	79-82%	
C-	77-78%	
<b><u>"D" Needs Improvement</u></b>		
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%	
<b><u>"F" Failing</u></b>		
	Below 70%	✓ Fails to meet minimum requirements of the subject matter.

**Report Cards Grade 1, 2, and Specials** – Report cards in grade one will be given on an alternative grade scale. The marks will be HS: Highly Satisfactory, DW, Doing Well, S for Satisfactory, NI for Needs improvement and E for Experiencing difficulty.

**Social Growth Skills, Grades K-8** – Students will be scored in areas of Christian and Social Growth. Students will receive scores of DW for Doing Well, S for Satisfactory and NI for Needs Improvement.

**Promotion/Retention** – At the end of the school year each student will be promoted or retained to the appropriate grade level. A student meeting all academic and social requirements will be promoted. If a student would benefit from an additional year in the same grade, a meeting will be held with the parents and school officials to discuss possible retention.

**Honor Roll (Grades 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 NI, E, D or F in any subject on the report card will disqualify the student for honor roll.

**Silver Honor Roll:** 96% – 100.0%    **Burgundy Honor Roll:** 92% – 95.9%

*\*Honor roll eligibility is also dependent on a student maintaining less than 10 demerits during the course of the school year.*

## **Testing**

Iowa Basic Skills Tests will be administered to students in grades 3-8 in early March. The cognitive skills will be assessed in grades 3, 5, and 7. Scores are provided to the parents.

## **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.

## **Ineligibility (Sports/School Activities)**

Every Monday morning, grade reports are ran. Any student with an F (69%) or lower will be ineligible from activities for one week. While unable to participate in scheduled, the student is still expected to be present (sports – student must sit on the sideline with the team during the games). Ineligible students are not able to practice the week of ineligibility and should use that time studying and improving grades from the next week.

## **OTHER ITEMS**

### **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 needs 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.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences provide an opportunity for parents or guardians to confer with the teacher on the progress of the child. These will be considered mandatory for all parents to attend. Consult the school calendar for dates in both the fall and spring semesters.

## **Volunteers**

### Scholarship Through Service Procedure

\*Create an account on the Track-It-Forward site. Click [www.namartyrs.org/school](http://www.namartyrs.org/school) - Click on Volunteer/Stewardship tab – Scroll down the page to create your account. This only needs to be done once. Further Questions? Contact [Melissa-peters@cdolinc.net](mailto:Melissa-peters@cdolinc.net)

\*Volunteer hours will be credited to your FACTS account at a minimum of twice per year; on or before December 1 and April 30.

\*Families have the option to opt out of the volunteer program and pay the extra \$1000 per child in your FACTS account.

\*By December, volunteer hours will be assessed. If at that time family has less than 5 hours completed by December 31st, a reminder will be sent to complete 10 hours. (Reminder: North American Martyrs Church & School volunteer hours can be combined. Once the school year ends, it's possible to get more hours after May by volunteering at the church.)

- All financial data will remain in your FACTS account and it's the families responsibility to ensure your Track-It-Forward account is accurate.

### **Room Parents**

Room parents are responsible for planning and coordinating special parties, and helping the teacher with special projects or requests. Each class may have a party to celebrate the Martyrs Feast Day, Christmas, Easter and Marian feast days at which time the room parents will be contacted to help.

### **Communication**

Parents may leave messages for the teachers by calling the school office (402-476-7373) between 7:30 am and 3:30 pm. 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.

### **Written Communication**

Most communication will be handled electronically. The office sends out a newsletter every Thursday with important information and announcements. Please make sure your email is updated in the office, so you receive this communication.

### **E-MAIL Policy**

Parents may communicate by e-mail using the teacher's first - last name @cdolinc.net, (for example: john-doe@cdolinc.net). E-mail may also be sent to the office.

### **Phone Use/ Cell Phones/ Apple Watches/ Fitbits/ Other Outside Communication Devices**

Students may use the office phone in case of emergency and with permission from a teacher or office staff.

Students are encouraged to **leave cell phones/ apple watches/all brands of smart watches/ fit bits and messaging devices at home**; however, if it is necessary for a student to have one of these with him/her, the device must be turned in to the teacher and left off while on school property. Sending or receiving text messages or phone calls is not allowed while the students are on school property. Students violating the policy will receive a demerit, and will turn their device into the office and parents will be asked to pick it up.

### **Field Trips**

Students may attend field trips on occasion. A permission slip with parent's signature must be on file before the student goes on any trip. Parents may be asked to assist with transportation and supervision for field trips. Parents must agree to chaperone more children than just their own. Parents will be asked to use Signup Genius to volunteer. Parent volunteers must complete the Safe environment program and have a background check per diocesan policy. Parents must adhere to teacher guidelines and school policies which require parents to be vigilant of all the children on the field trip. 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.

### **Treats and Snacks**

Children may bring treats for birthdays provided there is enough for each child in the class. Parents are asked to email the teacher one school day before they wish to treat the class. Treats should be *individual, easy to distribute, and healthy*. Large cakes and cookies should be cut to

portion size for classroom distribution and drinks should be limited to water only. ***Students are not allowed to chew gum in school.***

Students may bring water bottles for personal use in the classroom.

Invitations and thank you notes from 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. Class lists and parent emails or phone numbers will not be given to parents.

Any flowers, latex-free 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.

### **Toys And Other Items Brought To School**

Students are not to bring animals, valuable items, toys, fidgets or any other items to school unless part of a “show and tell” activity or with permission from the teacher and principal in the classroom. If brought for such a purpose, they are to be kept in the student’s book bag.

## **SPECIAL SERVICES**

### **School Pictures**

Individual pictures will be taken and available for purchase at the beginning of the school year.

### **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 may be purchased online or in the office for an entire week or month. Meal prices will be listed on the website. Free and reduced lunch prices are available for those who qualify. If you would like to eat lunch with your child, please call the office by 9:30 am. Students in grades 7-8 may purchase an additional entrée when available

If a student’s balance is negative more than \$15, parents will be notified of the negative balance and if it is not remedied, the student will be offered an alternative lunch until there is a positive balance in the account. You may check your student’s lunch balance at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need to set up an account with them. You may choose to add money to your child’s account but you will be charged a fee to do so.

To make payments to the student(s) lunch account, you may do so on [www.myschoolbucks.com](http://www.myschoolbucks.com) or the school office (via cash or check).

Special Diets: If your child would benefit from a special diet or meal accommodation, please see the lunch section of the school website at [Lunch - North American Martyrs Catholic School \(namartyrs.org\)](http://Lunch - North American Martyrs Catholic School (namartyrs.org)) to download the appropriate form and return to the school office. Contact the school office with questions.

Food from fast food restaurants is not allowed in the lunchroom per FDA guidelines.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by

calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
Program.Intake@usda.gov

### **Extended Care Program**

A supervised and licensed program is available before and after school, from 6:30 to 7:45 am, and from 3 to 5:45 pm. *Charges for this service will be generated and charged through FACTS. Prices will be included in the Extended Care Handbook.*

## **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. When ordering from Lands' End, use the school code: 900106865***

**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: solid White, Burgundy, or Gray Heather.

Shirts can be short or long sleeved. 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.

**Outerwear- Boys and Girls-** are optional and can be worn in the following three styles and colors:

- STYLE: Pullovers, Sweaters/Sweatshirts, and Cardigans. The only hooded option available is the NAM Classic Active Pullover purchased through the merchandised link.
- COLOR: solid White, Burgundy, or Gray Heather.

Outerwear cannot be below the waist or oversized, no hoods, logos, or decorations. Vests and cropped sweaters are not part of the uniform. Jackets or nonuniform sweatshirts may not be worn in the classroom. *Jackets or non-uniform sweatshirts may not be worn in the classroom.*

**Pants- Boys and Girls-** are to be worn in the following three styles and color:

- STYLE: Uniform pants, Chino, or Slacks
- Color: Black

Pants are to be black of a polyester/cotton twill, with or without pleats with regular pockets. Baggy, low rise, cargo, and jogger bottoms are not allowed. The uniform pants worn by the girls should not be a form fitting style. The uniform pants should not have pockets on the legs. Decorative belts not coordinated with the uniform should not be worn.

**Shorts- Boys and Girls-** are to be worn in the following style and color:

- STYLE: Uniform shorts
- Color: Black

Shorts are to be black of a polyester/cotton twill, with or without pleats with regular pockets and come to the top of the knee when standing (no more than 2-inches from the knee/ Bermuda length). *Shorts may be worn from the August 19th, 2025, through October 31st, 2025, and from April 1, 2026, through May 21st, 2026.*

**Jumpers- Girls, Grades K-5-** will wear a plaid jumper purchased from Lands' End only; school code: 900106865. The length of the jumpers is to be no shorter than to the top of the knee when standing (no more than 2-inches from the knee). Plain black leggings are required to be worn under jumpers from November 3, 2025, to March 31, 2026.

**Skirts- Girls, Grades 6-8-** will wear a plaid skirt purchased from the Lands' End; school code: 900106865. Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades may only wear the plaid skirt. New skirts must be purchased from Lands' End. The length of the skirt is to be no shorter than to the top of the knee when standing (no more than 2-inches from the knee). Plain black leggings are required to be worn under skirts from November 3, 2025, to March 31, 2026. **Skirts must be worn at the waist and not rolled.** If skirts are too short, the student will be required to change.

**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. Jelly or backless shoes are not allowed, nor crocs, biker shoes, shoes with rollers in the soles, UGG boots or similar with little to no back or boots may not be worn to school.

**Socks- Boys and Girls-** are to be worn with the uniform. Girls may wear leggings with their jumper/skirt. On cold days, leggings will be required with skirts and jumpers. The leggings must be plain BLACK. Leggings should be long enough to meet the socks. Tights are allowed. *Judgment on any extreme or faddish socks are at the discretion of the administration.*

**Jewelry:** Only small chains with religious medals are allowed. Small earrings can be worn only by girls in the lower lobe of the ear. Any other piercing of the ear or other body piercing are not allowed. 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 temporary kind are not allowed.

**Nail Polish** may be worn only by girls.

**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.

**Hair: Girls:** Highlighted or dyed hair of unnatural colors and hair extensions/tinsel is not allowed. For example, green, purple, blue, etc.

**Boys:** Flops, highlighted, dyed, or spiked hair, shaved areas, and ponytails are not allowed. Hair for boys must not fall below the eyebrows or middle of the ear or reach below the collar of the shirt. Boys must be clean shaven. Sideburns may not extend below the middle of the ear. Students will be given a warning and allowed one week to have the hair trimmed. If the hair is not trimmed after that time, a student will receive a demerit and the parent will be emailed.

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

**School Spirit T-Shirt** Students are allowed to wear Martyrs logo t-shirts, Martyrs club/athletic t-shirts, I Love Catholic Schools t-shirts, and other t-shirts purchased through the school or parish for school or parish events on Fridays with uniform bottoms.

**Jean days** Students are allowed to wear jeans on all early dismissal school days. This is a fundraiser for the missions. Students are asked to bring \$0.50 to give to the mission when they wear them on these and any other designated days. Jeans must be in good condition; no tears or holes, they must be loose fitting and not have rhinestones.

**Non-uniform days** are announced in the newsletter and on the school Facebook page, generally as a reward or celebration. This is supposed to be fun, but we do have to have boundaries. Here is suggested clothing for the days.

Pants: Dress pants, khakis, capris (mid-calf length), overalls, loose knit slacks, colored jeans, blue jeans or loose-fitting athletic/sweatpants may be worn.

Pants not permitted include: • Pajama bottoms (or bottoms that resemble a pajama bottom), baggy or saggy pants; • Pants, jeans, or capris that are frayed, faded, multi-bleached, stone washed, or that have holes; • Stretch pants, stirrup pants, leggings/jeggings (unless under a dress), skinny jeans, and all pants that are skintight.

Skirts/Dresses: Skirts/split skirts and dresses may be worn and are to reach just above the knee or lower. Tops of dresses must follow the guidelines for blouses below.

Shirts/Blouses - Shirts must be modest - long enough to sufficiently cover the midriff and no low-cut necklines. Shirts may not be tied up at the waistline. Tank tops, sleeveless tops, or low-cut necklines are not allowed. Shirts must be neat and clean.

Clothing that is offensive, immoral, or otherwise inappropriate in a Catholic school environment is not acceptable. Tight-fitting/compression-fitting shirts are not allowed for boys or girls.

Shorts: Only school uniform shorts may be worn in September, October, April, and May. Do not wear non-uniform shorts.

Shoes and Socks: Shoes and sandals without a strap around the back of the foot may be worn. Socks (or tights or hose) must be worn. For safety reasons, heels (spike, stiletto, block, tapered, blade, wedge, etc.) higher than 2 inches are not allowed.

### **SAFETY**

The main doors of the school and the doors between the church and school are locked during the school day. **Visitors** should 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. Security cameras have been installed, and all entrances leading to the school are locked at all times.

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.

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.

### **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 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.

### **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, administration, and the school office, should be informed of any medical condition including asthma and allergies that may affect a child's behavior, schoolwork, or health while at school and any side effects that may be caused from medications.

## **SPORTS**

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 seventh and eighth grade may participate in cross country (boys & girls), volleyball (girls), basketball (boys & girls), bowling (boys & girls, includes sixth grade), track (boys & girls) and golf (boys & girls). A sports physical (7<sup>th</sup> grade physical counts) must be submitted each school year.

A registration and agreement form must be turned in prior to participating in any sports through the Catholic athletic league. Please refer to such agreement in understanding all guidelines. Fees will be billed through FACTS.

## **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/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.**

North American Martyrs School recognizes the need for discretion and sensitivity with regard to the unique circumstances of each case.



Consequences for failure to meet student expectations and violations of school policies may result in, but not be limited to, disciplinary actions, including:

- Demerits
- loss of appropriate activity or privilege (including recess),
- disciplinary warning,
- detention,
- other restorative or disciplinary actions as deemed appropriate by school administrators.

More serious offenses could result in an in-school suspension, out of school suspension or expulsion. According to policy, students who violate drug and alcohol expectations will not be able to participate in two extra and co-curricular activities.

Violations of weapons policies may result in long-term suspension or expulsion.

While out of school, the student is expected to work on school-related tasks and complete all homework. Suspension or long-term suspension may result in the loss of academic credit or loss of grade for assignments due or tests taken during suspension or long-term suspension.

Chronic violation of student expectations will result in increased severity of disciplinary consequences.

Examples of behaviors that will result in restorative or disciplinary consequences include:

- insubordination or failure to comply with a reasonable request from staff;
- threats of any sort; profanity;
- bullying; harassment; racism;
- fighting or assaulting behavior of any type on school premises or at any school function;
- lying;
- stealing;
- trespassing;
- deliberate destruction of property;
- use of fraud in any school-related activity;
- willful creation of any safety hazard or
- mischievous activation of any type of safety or fire alarm.

The Administration may also discipline any student for misconduct

- on school property,
- or at a school-sponsored activity

## **DISCIPLINE PROCEDURES**

### **Preschool - 3<sup>rd</sup> Grade**

Disciplinary action will consider the age of the student and the seriousness of the infraction. For younger children (preschool – 3<sup>rd</sup> grade), most infraction will be handled by, by not limited to: timeout, office referrals, loss of recess, and contacting the parents.

### **4<sup>th</sup> - 8<sup>th</sup> 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 designated to enable all

of our upper-grade elementary and middle school adolescents to succeed in the classroom now, and to prepare them for the responsibilities of young adults in high school. Classroom teachers, specials teachers, staff, and administrators may give demerits whenever students are on parish/school property.

A demerit card will be issued to each student at the beginning of the school year. A lanyard is provided by the school; students in the 7<sup>th</sup> and 8<sup>th</sup> grade may bring an appropriate lanyard from home. The approval of the lanyard is at the discretion of the teacher and administration.

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. Teachers will log demerits into PowerSchool under the student's profile. Parents will receive an email after their child has received three demerits. The student will call their parent when they receive a detention, and a detention form will be sent home that day. Detention forms are to be signed by a parent and returned to school the following day. Students receiving a detention will serve detention the following day after school until 4:00 pm.

<b>Summary of Demerit Policy</b>			
<b>Number of Demerits</b>	<b>4<sup>th</sup> – 5<sup>th</sup> Grade</b>	<b>Number of Demerits</b>	<b>6<sup>th</sup> – 8<sup>th</sup> Grade</b>
7 demerits	1 <sup>st</sup> Detention	5 demerits	1 <sup>st</sup> Detention
14 demerits	2 <sup>nd</sup> Detention; meeting with parent and teacher	10 demerits	2 <sup>nd</sup> Detention; meeting with parent and teacher
21 demerits	1 day In-School Suspension; zero (0) on academic assignments for the day; meeting with parent, teacher, and administration	15 demerits	1 day In-School Suspension; zero (0) on academic assignments for the day; meeting with parent, teacher, and administration
28 demerits	Meeting with parent, teacher, and administration; student will be put on a behavior contract	20 demerits	Meeting with parent, teacher, and administration; student will be put on a behavior contract
35 demerits	Possible expulsion; parents would be expected to find placement in another school for the remainder of the year.	25 demerits	Possible expulsion; parents would be expected to find placement in another school for the remainder of the year.

### **Bullying**

North American Martyrs School should be a safe and kind learning environment, free from any bullying. Bullying is a form of dangerous and disrespectful behavior not permitted or tolerated within North American Martyrs School.

### ***Definition***

“Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

Please note that bullying behavior is behavior which can occur on or off school grounds and which can occur through electronic means (email, internet, cell phones, texting, etc.). NAM will take appropriate steps to respond to bullying behavior that takes place off school grounds as it affects the

school environment or substantially interferes with any student's ability to access educational programs at school.

### **Harassment Definitions**

As it relates to students and the schools, "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, sex, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment can also include conduct directed at the characteristics of the student's or their family's actual or perceived race or color, creed, national origin, sex or disability. It can include the use of stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material and taunts on the manner of a student's speech or negative references to racial customs.

Examples of harassment based or motivated on the characteristics outlined above can include:

1. Verbal: Foul, racist, offensive, or demeaning language; persistent teasing, offensive or degrading jokes or comments; embarrassing someone with comments or cracks, making fun of the way someone talks or looks, using degrading words to describe someone; repeatedly flirting with someone who's not interested, participating in gossip, passing rumors or threats, etc.
2. Non-Verbal: Gestures, graffiti or pictures on books, lockers, hats, clothing; suggestive, obscene, or insulting sounds, whistling, leering; sexually suggestive objects, notes, or other writings of a teasing, insulting, racist or otherwise offensive nature; displays of obscene or sexually explicit materials.
3. Physical: Unwanted contact which may include: touching, pinching, pushing, hitting or brushing up against someone's body. Unwanted contact could also constitute assault and involve the police and/or DHHS.
4. Electronic Means: Includes harassing conduct which occurs via the internet or cell phone, such as email communication(s), web postings, voice mail(s), and texting

### **Reporting Bullying and Harassment**

If a student feels that they are being harassed, and it is safe to do so, the student may tell that person to stop. Victims and witnesses are asked to report harassment to their teacher or administrator. Any student or parent/guardian of a student who believes they have been the victim of harassment should report the matter immediately to the principal.

### **Consequences of Bullying and Harassment**

Bullying and/or Harassment will result in the perpetrator being disciplined. The disciplinary consequences include the full range of disciplinary consequences outlined in the discipline policies above. Each case will be handled independently, and consequences will be issued on a case by case basis.

To the extent permitted by federal and state confidentiality laws, the school may notify the parent/guardian of the student who is a victim of bullying of the action taken to prevent further acts of bullying or harassment.

The school will also provide notification to the parents/guardians of the student who commits a verified act of bullying or harassment of the school's response and consequences of any further bullying or harassment by their child.

Law enforcement authorities may be contacted upon verification of acts of bullying or harassment. It should be noted that misconduct, while serious, may not meet all the standards of bullying or harassment. However, it may be behavior that is subject to the full range of disciplinary actions utilized by the school including, but not limited to, suspension and possible expulsion.

## **TECHNOLOGY AND INTERNET USE POLICY**

Students in grades 2 through 8 are asked to sign a technology and 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. Our school is in compliance with CIPA (Children's Internet Protection Act). 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. Our school takes several measures to protect our students while online at school: 1) Adult supervision anytime and every time students are online. 2) Appropriate Use Policies signed by every student and guardian. 3) Internet Safety K-8 Program Lessons through iSafe. (4) Websense Internet Filter (enforced for all users). 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:**

Technology and the internet are available in the classrooms and in the computer lab at North American Martyrs School for educational purposes and should be used for school assignments. Using technology and the internet requires 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 technology and internet usage. We expect students to conduct all electronic activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School technology also provides 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 electronic device settings especially control panel settings.
- Damaging technology, 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 technology use of any individual. The school complies with the Children's Internet Protection Act.

### **E-mail Policy:**

Students should not use school devices 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.

We have a moral obligation to partner with parents, the child's first educator, in helping you understand how you can monitor and understand what your child is doing online. Below are several resources available.

United State Bishops site for digital technology: <https://www.faithandsafety.org>

Catholic Mutual Group Parent site: <https://www.cmgrouparent.org/>

- Make account
- Videos:
  - † A save haven starts at home (English or Spanish)
  - † How to set up parental controls on iOS
  - † Education on Instagram
  - † How to set up parental controls on Kindle Fire HD
  - † How to set up parental controls on Chromebooks
  - † Introduction to Google safe search
  - † How to set up parental controls on Netflix
  - † How to set up parental controls on YouTube
  - † How to install Covenant Eyes on iOS
  - † How to install Covenant Eyes on Android Devices
  - † How to enable Covenant Eyes App locking on android

General helps for parents: NetSmartz – <https://www.netsmartz.org/Presentations>

How-to videos and app reviews: <https://www.smartgirlsociety.org/resources/parents>

Monitoring/filtering solutions:

- † <https://www.covenanteyes.com/>
- † <https://www.bark.us/>
- † <https://www.mobilefence.com/> (android)
- † [https://us.norton.com/norton-family-premier?inid=nortoncom\\_nav\\_norton-family-premier\\_products-services:Norton-family-premier](https://us.norton.com/norton-family-premier?inid=nortoncom_nav_norton-family-premier_products-services:Norton-family-premier)
- † <https://www.netnanny.com/products/?pid=10-4487631>
- † <https://useboomerang.com>
- † <https://meetcircle.com/>

Hardware Solutions (firewalls) \*only apply when device is used at home\*

- † <https://www.asecurelife.com/cujo-review/>
- † <https://www.lifewire.com/internet-parental-controls-2487974>
- † <https://www.asecurelife.com/best-parental-controls-for-wireless-networks/>

We encourage you to follow <https://www.facebook.com/CDOLincEdTech> if you are on Facebook. There are regular updates to the page, with many great articles of interest to parents.

## **Microsoft Office 365**

In the past, students in grades 5-8 were issued Microsoft Office 365 and One Drive accounts to be used as a part of their academic work at North American Martyrs. Currently that is still true, but due to Office 365 being linked to PowerSchool Learning (PSL), all students in Kindergarten through 8<sup>th</sup> grade will now have Office 365 accounts. **When you go to the PowerSchool Learning (PSL) site, your child should choose the Office 365 log-in option. For your child to access Office 365 as well as PSL, the two sites have teamed up to allow students to access both with the same username and password.** Your child's log-in information will be sent to you at the start of the school year with more details. The Diocesan Technology Office has approved this as an appropriate tool for students and we will continue to filter and monitor their work online as usual.

In computer class, students will go through the initial setup process together and practice creating and sharing files with each other as part of their computer lessons. Their homeroom teacher has also been issued an account, and may ask students to share assignments via Office 365. **One of the biggest benefits is to be able to save their work in the cloud and thus eliminate the need for jump/flash drives.** Students will be able to access at home work they've saved at school and vice versa. If you do not have internet access at home, the opportunity to complete assignments in the computer lab will continue to be available.

Please note the following important points:

### **1. Logging In**

URL: <https://login.microsoftonline.com/>

Username: [student first-last name@365.cdolinc.net](mailto:student first-last name@365.cdolinc.net)

Password: same password students use in computer lab

### **2. Navigating the Site**

The initial page can be misleading as it directs you to download the software on your own computer. Please understand that if you currently have Microsoft Word, Excel and PowerPoint then do NOT click "Install Now". Also, understand that if you don't have the Microsoft package you don't have to install it because all work can be completed online. The online versions have limits but will meet the needs of the students.

### **3. Email**

Students will have access to an Outlook email account. This account is to be used for school related information only. Elizabeth Fairbanks, the Diocesan Technology Office, and the computer teacher all have access to their email. Students should treat this privilege with respect and disciplinary action will be taken when necessary. We ask that emails to teachers be limited to school related topics, and teachers are not expected to respond to emails outside of regular school hours.

### **4. OneDrive**

Paired with Office 365, OneDrive is a place where students can store files they have created or that have been shared with them. Eliminating the need for flash drives, this will allow students to access their files from *any* device connected to the internet. All of the files stored in OneDrive are private, unless the student chooses to share them with other students or teachers.

### **5. Do I have to click on "Install Now"?**

On the Office 365 home page, there is an 'Install now' button – this can be used for students ages 13 and older to actually download 5 free downloads of Office 365 onto your computers and tablets at home. While students under the age of 13 cannot download Office 365 on their devices at home they can still use the programs online. And if you already have the office suite on your devices at home students can save documents from home to their 365 account to retrieve at school.

[https://support.office.com/en-us/article/Office-365-Education-ProPlus-Benefits-Technical-FAQ-7fb1b2f9-94c2-4cbb-b01e-a6eca34261d6?ui=en-US&rs=en-US&ad=US#BKMK\\_Eligibility](https://support.office.com/en-us/article/Office-365-Education-ProPlus-Benefits-Technical-FAQ-7fb1b2f9-94c2-4cbb-b01e-a6eca34261d6?ui=en-US&rs=en-US&ad=US#BKMK_Eligibility)



## **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 Thy 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 with your spirit.

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.

### **The 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 who prowl about the world seeking the ruin of souls. Amen.

### **Regina Coeli (8)**

Queen of Heaven, rejoice! alleluia: / For He whom thou merited to bear, alleluia, / Has risen, as He said, alleluia. /

Pray for us to God, alleluia.

**V:** Rejoice & be glad, O Virgin Mary, alleluia. **R:** Because the Lord is truly risen, alleluia.

**Let us pray:** O God, who by the resurrection of your Son, our Lord Jesus Christ, granted joy to the whole world: grant, we beg You, that through the intercession of the Virgin Mary, His Mother, we may lay hold of the joys of eternal life. Through the same Christ our Lord. Amen.

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### **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.