

North American MARTYRS Catholic School

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www.namartyrs.org

HANDBOOK FOR PARENTS AND STUDENTS 2018-19

God is Love; Choose Love



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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 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 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 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. 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 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.)

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 affordable and to have a vibrant Catholic parish while offering a first-rate Catholic education for the children.

Our approximate per-pupil expenditure each year is currently \$3,000, less than half of the amount spent by Lincoln Public Schools. The \$700 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. We encourage all families to make progress in stewardship each year. Some begin by making incremental steps (i.e. 2% to 3% in year one, then 3% to 4% in the following year). Another method is to give 10% of some amount; it can be after taxes, college loans and mortgages. Your Stewardship of Treasure may be divided as you see fit among our three areas of need:

- ❖ Sunday Collection: Tithing is the primary source of funding for our school. Families are encouraged to place an offering envelope in the collection each week, or to sign up for our E-tithing program.
- ❖ Our Family, Our Faith, Our Future: Payments to this campaign will be used for proposed additions to the school and church.
- ❖ Charity and Stewardship Appeal (DDP/CASA): 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.

TUITION AND FEES

The North American Martyrs registered family tuition rates for the 2018-2019 school year are as follows: \$800 each for the 1st & 2nd child, \$500 for the 3rd child, and \$50 per child charged for 4th & 5th child. 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. Report cards will be held at the end of the year until all accounts are reconciled.

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 parish and school operate on a stewardship model. Our policy on school tuition assistance is as follows:

In the school year 2018-2019, the total cost of educating a child at North American Martyrs is approximately \$3,200 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 guidelines for Dynamic Catholics outlined in the 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.

DYNAMIC CATHOLIC IS MANDATORY

FOR NORTH AMERICAN MARTYRS PARENTS WITH STUDENTS AT NAM

Father Brian Connor, Pastor

We have many faithful Catholics at North American Martyrs and are working to provide parents with the opportunities to grow in Faith. Martyrs parishioners have studied Matthew Kelly's book **The Four Signs of Dynamic Catholic**. Dynamic Catholics are passionate about their Faith and exemplify it in their 1) prayer 2) study 3) generosity and 4) evangelization. Matthew Kelly cites that many Catholics take a great leap in faith following a retreat or catechetical experience. To keep our parish vibrant and growing in holiness, we want and expect parents to avail themselves of faith enriching opportunities.

All Martyrs parents with children at NAM School are required to attend at least one of the following within each three year period as follows: when your eldest child is in grades K-2, again when they are in grades 3-5, and then in grades 5-8. If you do not satisfy the requirement, you will be charged an additional \$500, and your children may not be able to attend the Catholic school beginning August 2018. We want you to attend and enjoy a faith building event. Please see the positive comments about past events on our website at namartyrs.org.

Awesome Events Coming Your Way

Partners on the Journey – Begins in January 2019 (date TBD) and will be held for 12 weeks. This is a Christian Marriage Enrichment series that combines a Catholic theology of marriage and findings from scientific research to offer couples both inspiration and practical help. Each session begins with prayer – review of the previous session – warm-up questions to introduce the session topic – a video presentation of the current session theme – a couple exercise to help integrate what was presented - large group sharing – homework suggestions - close with prayer. Free babysitting for ages 2 and up.

Seeking the Truth Bible Study- Gospel of Luke in 2018-19, on Wednesday nights from 6:00 until 7:30 pm in the Parish Hall from September 19, thru March. Taught by Sharon Doran and facilitated by Patty Krings, this includes prayer time and small groups. Patty will also offer the course beginning on Sept. 20th, Thursday mornings in the Kateri room from 9- 10:30 a.m.

RCIA – Begins September 13, 2018 on Thursday nights, weekly from 7:00 – 8:30 pm and culminates at the Easter Vigil Mass. The FORMED program is used. Free babysitting for ages 2 and up.

NAM Parish Mission – Gos September 15-18, 2018 with Fr. Declan Gibson, Missionaries of the Most Holy Eucharist. He will speak at all Masses and then give mission talks on Monday and Tuesday evenings in the church. There will be Exposition, Confessions and Benediction.

Alpha – Begins September 23, on Sunday nights at 6:30 pm. This series explores the basics of the Christian faith and typically runs over an 11 week period. Each week looks at a different faith question designed to create conversation. Alpha is geared towards non-practicing Catholics, Catholics, Christians or anyone seeking a better understanding of the Christian faith. A short video and a meal is part of the evening.

Financial Peace by Dave Ramsey – taught by parishioners at NAM beginning in January, 2019 for nine weeks. This is a scripturally based, program to becoming financially free – a guide to managing your money. Babysitting will be available.

Parish LOTW Retreat – A weekend retreat will be offered during Lent on March 8, 9 and 10th, 2019 at North American Martyrs. It begins on Friday night and concludes on Sunday evening after dinner. Couples are encouraged to attend together. The retreat is conducted by members of the parish and a priest. There are about ten talks given over these three days. Babysitting will be available.

Our Lady of Good Counsel Retreat House in Waverly (www.goodcounselretreat.com) 27 weekend retreats will be offered this year with a variety of excellent retreat masters. The Diocesan Retreat House is only 15 miles from NAM, and retreats begin on Friday at 8:15 pm with Mass and conclude on Sunday with lunch. NAM SCRIP pays ½ of the \$170 suggested donation.

Marriage Encounter Weekend (www.wwme.org) – These retreats are offered in various locations and dates in Lincoln, Omaha and other cities.

Call (402-476-8088 ext. 5) or email the office julie-crawford@cdolinc.net to register for any of the above activities held at North American Martyrs or check the websites listed for other events.

Parents are asked to be an active part of the school community. There will be many volunteer opportunities such as church cleaning, upkeep of grounds, snow removal, CCD teachers, concessions, Eucharistic Adoration, greeters, Helping Hands, Knights of Columbus, Mothers' prayer group, music ministry, RCIA, retreats, St. Vincent de Paul, Sunday School, That Man is You, and Mayfair. **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. 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 complete the Safe and Sacred program online if they are working with students, helping at school or going on a field trip. Drivers must also complete additional paperwork before transporting students to any field trip or school activity. Instructions for completing the courses are available in the school office or on the school website.

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.

SCHEDULE AND ATTENDANCE

Regular School Day

The regular school day will begin at **8:00 am** and end at **3:15 pm**.

Unsupervised students should not be on school grounds before **7:40 am** or after **3:30 pm**. Students who are not picked up by **3:45 pm** will be sent to extended care. **Students dropped off before 7:40 am will be sent to extended care.**

Early Dismissal

School will **occasionally** dismiss at **1:30 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 those 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. It is recommended that students remain out of school 24 hours after their fever and vomiting 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, please make arrangements 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 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 am will be counted as tardy.

Students who have accumulated 10 unexcused tardies per quarter will be required to come at 7 am 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 at the east entrance from N.W. 10th Street 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 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 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** morning or afternoon. **A program for 3 year old children** is offered on **Tuesday and Thursday morning or afternoon.**

The morning group attends from **9 to 11:30 am**; afternoon group from **12:30 to 3:00 pm.**

NOTE: On days of **1:30 pm dismissal**, the morning preschool students will meet from **8:30 to 10:30 am** and the afternoon students from **11:15 am to 1:15 pm.** On 12 noon dismissals days, the morning students will meet from 8:30 to 10 am and the afternoon students from 10:15 to 11:45 am.

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 for school closing updates. 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 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. Grades 5-8 may audition for the Youth Choir; they will attend practices and sing at weekday and weekend Masses as scheduled.

First 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 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 **Saturday, May 4, 2019**. This year's fifth grade class will receive the Sacrament of **Confirmation** in the spring.

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

There is no school on holy days of obligation. 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 (Immaculate Conception) and May 10 (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 an assignment is turned in without a name on it, points will 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 will receive 20 percent off the grade.
- ✓ The student will be sent to the office to call and notify their parent that the assignment is late 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 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:** 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, parent may make arrangements for the child to stay after school the next 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 pm.
- ✓ **On days of noon or 1:30 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 5-8. 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 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 their grade.
- ✓ If an assignment is turned in without a name on it, 5 points will be deducted from their grade.

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.
A	95-98%	✓ Consistent and methodical in doing extra credit or supplementary work, reports or activities.
A-	93-94%	✓ Outstanding in class participation; excellent contributions.
<u>"B" Doing Well</u>		
B+	91-92%	✓ Work of high quality; neat; completed on time.
B	87-90%	✓ Some supplementary work, reports or activities.
B-	85-86%	✓ Superior degree of class participation; worthwhile contributions.
<u>"C" Satisfactory</u>		
C+	83-84%	✓ Work completed on time; moderate quality; neat.
C	79-82%	✓ Good class participation; does not work beyond assignments.
C-	77-78%	
<u>"D" Needs Improvement</u>		
D+	75-76%	✓ Assignments completed in an inferior manner and/or not completed on time.
D	72-74%	✓ Work lacks neatness, originality and content.
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 – 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. If a student has already been retained but still has not attained the necessary skills, they will be “socially promoted” to the following grade. At this time, another meeting with the school officials will be held and steps will be taken to address the academic concerns for the individual.

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 D or F in any subject 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 twice a week; Kindergarten students will receive computer instruction once a week. iPads are available for teachers to reserve for their students. This will allow technology education to extend outside the computer lab and give students additional computer experience. 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.

MUSIC

Students in grades K-8 will have music class twice a week.

PE

Students in grades 1-8 will have PE class twice a week; Kindergarten students have PE once a week. Students in grades 7-8 are required to wear appropriate workout clothes for PE class. Length of shorts must be to fingertips and shorts cannot be skin tight. Inappropriate shorts will result in loss of points and student will need to change into school issued shorts.

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 year.

BAND

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

TESTING

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

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. Students will wear uniforms when they are on field trips (Martyrs t-shirts are allowed). 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 SignUpGenius to volunteer. Parent volunteers must complete the Safe and Sacred program and 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.

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/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. **Teachers and staff have been trained in the Boy's Town model of classroom management known as Well Managed Schools. Social Skills outlined in the Well Managed School program will be a focus of education at North American Martyrs throughout the year. 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 display appropriate behaviors.

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
- Use of social media for defamation of character of faculty, staff or students of North American Martyrs.

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

Discipline Procedures

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, office referrals, 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.

A demerit card will be issued to each student and is required to be in their possession at all times. A lanyard is provided by the school; students in the 7th and 8th 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. Each time a student receives five demerits, he or she receives a detention.** Each teacher keeps track of their homeroom students' demerits. The student will call their parent when they receive a detention. Detention forms are to be signed by a parent and returned to school. **Students receiving a detention will eat lunch alone and miss recess on the day following the infraction.**

SUMMARY OF 5TH THROUGH 8TH GRADE DISCIPLINE POLICY*	
5 demerits	1 st Detention
10 demerits	2 nd Detention
15 demerits	3 rd Detention; meeting with teacher/administration
20 demerits	Friday afternoon detention with parent present
25 demerits	1 day In-School Service Suspension with an assigned project; 0 on academic assignments for the day.
30 demerits	Meeting with parent/teacher/administration; students will be put on contract
**demerits	An accumulation of demerits while on contract may result in expulsion
40 demerits	Possible expulsion; parents would be expected to find placement in another school for the remainder of the year

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 is not 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. If the bully behavior is reported to a school employee by a parent or student, that employee shall document it. The employee who documents the incident may either handle it themselves and forward the documentation to the principal and homeroom teacher, OR forward the documentation 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. It must be noted that the school will take appropriate action when necessary, but action taken against the offender is subject to confidentiality. Therefore a reporter may not know of any consequences placed on the perpetrator.

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 meaningful 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:

- Parents will be notified if their child is a victim or a perpetrator of bullying when deemed appropriate. If a parent has a concern about bullying, the classroom teacher should be the first person of contact. If the incident needs further investigation, the administration will get involved.

OTHER ITEMS

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences for the 2018-19 school year will be held on September 20 from 1-8 pm and February 7 from 1:30-8 pm. 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 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.

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.

Past students who would like to visit a teacher must arrange to do so ahead of time with the teacher and principal's approval. Past students will not be allowed to go on the playground during recess time.

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.

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 Thursday, October 19. Each class may have a party to celebrate Christmas and Easter (Resurrection parties are held after the Easter break). In addition, each class is assigned a Marian feast at which the room parents will be asked to assist. Messy treats and drinks (other than water) will not be allowed.

SCHOOL PICTURES

Individual pictures will be taken on Friday, August 17 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 on Thursdays. Please check with your child on those days to see if they have any materials for you. The school newsletter is 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 (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. Parents are reminded to be considerate of the home life of our teachers and staff and avoid making unnecessary calls to their homes and cell phones.

E-MAIL POLICY

Parents may communicate by e-mail using the teacher's first and last name @cdolinc.net, (for example: sheila-terrell@cdolinc.net). E-mail may also be sent to the office: sr.janelle-buettner@cdolinc.net or carol-ruskamp@cdolinc.net. All contact with teachers for issues concerning grades and behavior should initially be made in person after which time a teacher may give updates by email.

PHONE USE/ CELL PHONES/ APPLE WATCHES/ FITBITS/ OTHER OUTSIDE COMMUNICATION DEVICES

Since this is a place of business, students may use the office 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.

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/ apple watches/ fitbits 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 reported to the teacher and left off during the school day. Devices may not be carried in students' pockets. They can be kept with the teacher during the school day and should not be used until the student is off school property. No device is to be used while waiting for rides outside or by walkers and bikers in the gym. Sending or receiving text messages is not allowed during the school day. Students violating the policy will have their device turned in to the principal and parents will be asked to pick them up.

CAMERAS

Cameras that also have messaging capabilities such as a phone will not be allowed on during the school day for any reason. If a child's teacher gives permission for a camera to be used for a field trip or other reason as allowed by administration, the camera must be a simple camera with no other features to communicate. In addition, no pictures of school should be posted on social media as some students are not to be pictured on social media per parent request. Thank you for abiding by privacy rights of these individuals.

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. Messy treats and drinks (other than water) will not be allowed. Treats should be **individual, easy to distribute, and healthy**. Large cakes and cookies should be cut to portion size for classroom distribution. **Students are not allowed to chew gum in school**. No frozen treats, please.

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, 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 special deliveries to their home.

TOYS AND OTHER ITEMS BROUGHT TO SCHOOL

Students are not to bring 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.

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-pads, apple watches, money, etc). The school will not accept responsibility for lost, broken or stolen items.

Gifts to individual teachers should not exceed a monetary value greater than \$20. Gifts larger than this may be donated to the PTO Christmas bonus fund.

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 **\$2.50** for children in grades K-6 and **\$2.70** for those in grades 7-8. Milk can be purchased for **\$.40** each. Free and reduced lunch prices are available for those who qualify. Adult lunches are **\$4.00**; please call the office by 9:30 am 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 want a child to purchase seconds, they will provide a written authorization to the school office.

Lunch money is tracked on computer. Parents may monitor their child’s account through www.myschoolbucks.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.

If a student’s balance is negative, 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 balance in the account.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability and sex in employment or in any program or activity conducted or funded by the Department.

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

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 for lunch and will be seated with their child and one friend at a separate table. Siblings not attending North American Martyrs may eat with the student to whom they are related. Because of liability concerns, no visiting siblings will be allowed at recess. Since we serve a healthy, nutritious lunch each day, parents are encouraged to join the children in eating the school lunch.

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

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 electronically by a new computer program and will be billed as follows:***

Before School 6:30-7:45 am

One Child

\$2.00 for every 1-50 minute increment

Additional Child

\$1.60 per child for every 1-50 minute increment

After School 3:15-5:45 pm

One Child

\$2.00 for every 1-50 minute increment

Additional Child

\$1.60 per child for every 1-50 minute increment

A **late fee** of \$5.00 per child for every fifteen minutes will be charged if children are picked up after 5:45 pm.

Students arriving before 7:40 am or not picked up by 3:45 pm will be sent to Extended Care for supervision and parents will be billed accordingly. Students attending morning care may bring a **healthy** breakfast or granola bar to eat. **No drinks or messy items such as donuts, please.**

Statements for extended care charges are sent by email 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 purchased at local stores (except the jumper which must be purchased from Dennis Uniform Company only, 726-740 N. 109th Court, Omaha, NE, 1-888-496-9911). The skirt may only be purchased from Dennis Uniform Company or Lands End (one specific style).

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). Students may opt to purchase a banded bottom polo from Dennis to avoid having to tuck them in.

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 the 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 should not have pockets on the legs. Corduroy pants are not allowed. Decorative belts not coordinated with the uniform should not be worn.

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. Girls may wear leggings with their jumper/skirt. The leggings must be BLACK, must NOT have lace around the bottom edge, must NOT have decorations, and must be long enough to meet the socks. Tights are allowed.

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. 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.

Socks-Boys and Girls are to be worn with the uniform and must show above the shoe. Footies are not considered socks. Socks must be black, white, gray, or burgundy. Girls may wear leggings with their jumper/skirt. The leggings must be BLACK, must NOT have lace around the bottom edge, must NOT have decorations, and must be long enough to meet the socks. Tights are allowed

Jewelry: Only small chains with religious medals are allowed. Small earrings can be worn only by girls in the lower lobe of the ear. No more than 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 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. 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 of unnatural colors 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.

Jean days Students are allowed to wear jeans on 1:30 dismissal faculty meeting 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. Students must have Mass appropriate clothes during Mass, but there may be an occasion where they can change after Mass. Teachers will use discretion. Jeans must be in good condition – no tears or holes; no “skinny” or tight jeans; no rhinestones. Shorts must be uniform shorts; girls may wear capris. Shirts must cover the midriff; no low riding pants. Boots are allowed on non-uniform days. Students who do not adhere to these policies will be given clothing to wear that day and may not call home to have parents bring a change of clothing.

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 visitor's 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, North American Martyrs School Facebook page, and other parish publications. Parents are asked to sign a website and media consent form at the beginning of each school year.

GUIDELINES FOR INTERNET/CELL PHONE INTERACTIONS OUTSIDE OF SCHOOL

Parents and students are highly encouraged to practice netiquette when posting pictures on-line of students and teachers from North American Martyrs. Be sure you have student, parent and teacher permission before posting pictures on-line through social websites or any website that allows photos.

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.

In assessing the health of each student, the school does the following:

- 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 first through fourth.
- Does vision screening for students in grades first through fourth and sixth.
- Records height and weight for students in K-8 yearly.

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

Appendix C

Asthma

An asthma action plan should be submitted to the school office each year for any child diagnosed with asthma. The students' inhalers will be kept in the office for use as needed.

Allergies

Children with food allergies must have a note signed by a physician noting the specific allergy. This includes milk and peanut allergies. ***A new note is required at the beginning of each school year.***

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 seventh and eighth grade may participate in cross country, volleyball (girls), basketball (boys and girls), and track. A sports physical (7th grade physical counts) must be submitted each school year before participation.

Concerning grades and sports: A student must maintain a grade above 70% for each subject to participate in a game or practice. **If a student's grade falls below 70% at any point during the season, the student will be ineligible to play or practice for one week. The student should not attend games or practices until they are eligible. Grades will be checked on Mondays.** Each week thereafter, eligibility will be determined.

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 School Principal monitor the teams to be sure rules and policies of the school and conference are upheld. Coaches and parents will be given access to training in relation to head injuries and concussion (www.dhhs.ne.gov/concussion).

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 and returned in good condition at the end of each season.

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 are 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.

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. 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:

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.

Microsoft Office 365

Students in grades 5-8 will be issued Microsoft Office 365 and One Drive accounts to be used as a part of their academic work at North American Martyrs. Working in the cloud environment is something that will be expected as they progress through their schooling. 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

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. Sr. Janelle, 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

STUDENT SUPPLIES 2018-19

PLEASE LABEL ALL ITEMS WITH STUDENT'S NAME.

Preschool

Folders (2)
Kleenex (1 box)
Fiskar scissors
Paint shirt (Dad's old T-shirt)
White copy paper (1 ream of 500)
Box of Crayola Washable Markers
All Day Preschool: Small bag to hold
2 blankets/pillow (both small)

Box of Crayola crayons (regular size) (1)
Bottle Elmers washable glue (**white only**)
Paper towels (1 roll)
School bag-no zippers, drawstring bags or backpacks
Hand Sanitizer (**A-L**)
Wet Wipes (**M-Z**)
Water color paints
✧A change of clothes if child is prone to accidents.

Kindergarten

Pencil box
Folder (1)
Child's scissors
Watercolor paints
Set of washable markers (2)
*Crayola Classic Markers
Headphones (No Ear Buds)
Hand Sanitizer 8 oz. (optional)
White copy paper (1 ream of 500)
Gallon Ziploc bags (**A-L optional**)
Snack Ziploc bags (**M-Z optional**)

Large eraser, plain pink (1)
Box of 24 Crayola crayons (2)
Small glue sticks (5 pkg)
Expo brand Black dry erase marker (1)
Elmers White Washable School Glue (8 oz)
Kleenex (2 boxes)
Baby wipes (2)
Clorox Wipes (2)
Paper Towels (1)
Backpack

Grade 1

#2 Pencils (1 pkg) yellow only
Watercolor paints
Box of crayons (24)
Fiskar scissors
70 sheet notebook - wide rule
Small supply box (to fit in desk)
Kleenex - 200 count (2 boxes)
Lysol Wipes (1 pkg)
Box of baby wipes
Ear Buds

Set of washable markers
Erasers (plain pink or green, not novelty)
Folders (2)
Dry erase markers (Expo only)
Backpack
Elmers White Washable School Glue
Highlighters (2)
Index cards – 3 x 5 (1 pkg – optional)
White copy paper (1 ream of 500)
Hand sanitizer (1)

Grade 2

#2 pencils (4 packages)
Small supply box (to fit in desk)
Spiral notebook - wide rule (1)
Book bag
Watercolor Paints
Elmer's White Glue (8 oz.)
Colored pencils
Glue Stick (1)
Lined paper (**A-L**)
Kleenex (3 boxes)
Clorox wipes (optional)
Wet Wipes (optional)
Ziploc sandwich or snack bags (optional)
Ear Buds

Highlighters (2)
Folders (3)
Box of Regular Crayons (24) (No mechanical or novelty)
Fiskar pointed scissors
12" ruler (**inches & centimeters**)
Dry erase markers (2) (Expo Brand only)
Large erasers (2) (plain pink or green, not novelty)
Regular Crayola markers (not smelly or fine point)
Index cards – 3 x 5 – colored (1 pkg)
Plastic Recipe Box to fit 3 x 5 cards (1)
Paper Towels (optional)
White copy paper (1 ream of 500)
Hand sanitizer (10 oz. or larger) (**M-Z**)

Grade 3

# 2 Pencils (5)	Large eraser
12" ruler (inches & centimeters)	Box of crayons (24)
Red pens (1)	Fiskar pointed scissors
Set of washable markers	Spiral notebooks - wide rule (3)
Highlighter (1)	Watercolor Paints
Folders (4)	Colored Pencils (optional)
Supply box (to fit in desk)	Kleenex (2 boxes)
Index Cards – Lined (A-K)	Dry erase markers (2) Expo Brand Only
Paper Towels (1 roll)(L-Z)	Elmers Washable School Glue – white (8 oz.)
Glue Sticks (pkg of 2) (A-K)	Box of baby wipes (A-K)
Box of pencils for class (L-Z)	Hand Sanitizer (12 oz) (L-Z)
Book bag	Ear Buds
Dixie Cups (1 box A-K)	Ziploc Bags (Sandwich size L-Z)
White copy paper (1 ream of 500)	

Grade 4

#2 Pencils (4)	Red pens (2)
Set of washable markers	Box of crayons (24)
Large eraser (1)	5 Subject notebook – college rule (1)
Loose leaf paper - wide rule (2 pkgs)	Fiskar pointed scissors
Watercolors with brush	Box of colored pencils
Elmers School Glue (1 bottle)	Accordion Folder (1)
Pencil bag (to fit in desk) (1)	Folders (3)
Black pen (1)	Mechanical pencils (2); extra lead
Kleenex (3 boxes)	Dry erase markers unscented (1 pkg of 4)
Book bag	Highlighter
Clorox wipes (A-L)	Glue Sticks (1 pkg)
Paper Towels (1roll) (M-Z)	Hand sanitizer (optional)
White copy paper (1 ream of 500)	Fireside Bible*

Grade 5

#2 Pencils (8)	Eraser (pink)
Blue or black pens non-erasable (6)	Box of crayons (24)
Red Pens (6)	Set of washable markers
Watercolor paints	Highlighters (2)
Fiskar pointed scissors	Two Pocket Folders (4)
Elmers Washable School Glue (1)	Pencil bag (not a box)
Eraser for dry erase board	Dry erase markers – unscented (3 Expo fat ones)
Ear Buds	Sharpie black permanent marker
Spiral notebooks - college rule (7)	Ultra Fine point Sharpie (1)
Loose leaf paper - college rule (2 pkg)	Set of colored pencils
12" ruler (inches & centimeters)	Kleenex (2 boxes)
Manual pencil sharpener	Book bag
Fireside Bible*	Index cards
Paper towels (A-K)	White copy paper (1 ream of 500)
Glue sticks	Hand Sanitizer (M-Z)
Clorox wipes	

Grade 6

#2 Pencils (6)
Mechanical pencils (2) & extra lead
Box of crayons (24)
Red Pens (6)
Pocket Folder– no brads (1)
Set of colored pencils
Adult scissors
Elmers Washable School Glue (1)
Spiral notebooks - college rule (7)
Fireside Bible*
Kleenex (2 boxes)
12" ruler (inches and centimeters)
Loose leaf paper - college rule (2)
Book bag
Binder 1 inch

Eraser
Blue or black pens non-erasable (6)
Index cards - 3 x 5 (1 pkg.)
Highlighters (2)
Elmers Glue sticks (2)
Watercolor paints
Pencil bag (not a box)
Accordion Folder (1)
Eraser for dry erase board (optional)
Dry erase markers – unscented (3 Expo fat ones)
Set of washable markers
Sharpie black permanent marker (1)
Ear Buds
White copy paper (1 ream of 500)\
Clorox wipes (A-L)
Hand Sanitizer (M-Z)

Grades 7 & 8

#2 Pencils (2 packages)
Flash Drive (optional)
Eraser
Pencil bag
Ruler
Crayons, colored pencils, and markers
Blue or black pens (8)
Highlighter
Fireside Bible*
Clorox wipes (A-L)
Hand sanitizer (M-Z)
White copy paper (1 ream of 500)
Binder dividers (1 pkg)
Loose leaf paper - college rule (3 pkgs)
1" binder
Watercolors
Scientific Calculator

Dry erase markers & eraser
Scissors (adult)
Glue Sticks (several)
Two Pocket Folders (6) or expanding file
Fine Black Sharpie (1)
Elmers Washable Glue (1)
Red pens (6)
College rule notebooks – Single subject (8)
Composition notebook (1)
Backpack
Kleenex (3 boxes)
Paper Towels (1 roll)
PE sports clothes
Brown paper sacks for book covers (5)
Index Cards
Ear Buds
Ultra Fine Sharpie (1)

**Available for \$20.00 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 2nd grade will not use mechanical pencils and should not bring them to school.

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

Appendix G

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.



Franciscus
Jorge Mario Bergoglio

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.

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.