

TABLE OF CONTENTS

Saint Mary's School Mission Statement	2	Field Trips	10
Saint Mary's School Philosophy	2	Treats and Parties	10
Saint Mary's Bullying Policy	2	Band	10
Goals	3	Altar Servers	10
School Day	3	Cell Phones	10
Admission	3	Money	10
Liturgy and Sacraments	3	Tuition	11
Attendance/Tardiness	4	Home and School Association	11
Student Dismissal and Leaving School Grounds	5	Health Records	12
School Visitors	6	Health Assessment Program	12
Supervision	6	Medication in School	12
Weather and School Closing	6	Sports	13
Student Conduct and Responsibility	6	Saint Mary's Uniform and Appearance Code	14-15
School Rules	7	Prayers	16-17
Playground Rules	7	Books of the Bible	18
Lunch Room and Hot Lunch Tickets	8	Student Supply List	19-20
Telephone	9	Emergency Phone Numbers	20
Homework	9	St. Mary's Faculty & Staff Listing	21
Textbooks and School Supplies	9	Daily Schedule	21
Library	9	Local Wellness Policy Requirements	22
Report Cards	9	Asbestos Management	22
Transfers	9	Non-Discrimination Policy	22
Items Brought to School	9		

SAINT MARY'S SCHOOL MISSION STATEMENT

Saint Mary's School is a vital instrument in the total growth of each of its students and strives to provide a climate in which *"young people are helped to grow towards maturity in faith."* It teaches children the means to be productive members of the Catholic Church Community in order to foster the Church here on earth.

SAINT MARY'S SCHOOL PHILOSOPHY

The academic purpose of Saint Mary's School is to train students to be responsible and knowledgeable Christian men and women. The faculty is dedicated to the development of the whole person and hopes to lead its students to direct their thoughts, actions and will according to the Gospel, making the Beatitudes their norm of life.

Saint Mary's School lays the foundation for education by teaching basic skills in religion, reading, mathematics, language arts, social studies, and science. Responsibility and accountability are nurtured through a variety of independent learning experiences.

The faculty of Saint Mary's School shares in the process of education with our pastor and the parents of our children. This mutual support is our strong foundation.

SAINT MARY'S BULLYING POLICY

St. Mary's is committed to providing all students with a safe and secure school environment in which all members of the school community are treated with dignity and respect. To that end, St. Mary's has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur.

Bullying and harassment of students by other students will not be tolerated in the school. St. Mary's harassment, bullying, or any other victimization based on real or perceived race, gender, creed, color, national origin, disability, physical appearance, and personality characteristics.

This policy is in effect while students are on school property, in school-owned and/or school-operated vehicles and while attending or engaged in school sponsored activities. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Bullying, verbal, nonverbal, physical or written harassment, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

GOALS

The goals of Catholic Schools of the Lincoln Diocese are:

- To offer instruction in Catholic doctrine and morals.
- To provide an environment supportive of religious values.
- To form students in the practice of prayer.
- To form students in the practice of virtue.
- To provide opportunities to participate in the Church's Liturgy and devotions.
- To foster the practice of spiritual and corporal works of mercy.
- To form structures and programs that unit parents, school, and Church in the work of the 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.

GENERAL ADMINISTRATION PROCEDURES

SCHOOL DAY

1. The school day is from 8:00 a.m. to 3:15 p.m.
2. All students report directly to their classroom each day when they arrive.
3. It is a policy at Saint Mary's that every student, kindergarten through eighth grade, attend the Holy Sacrifice of the Mass each school day.

ADMISSION

According to Nebraska State Law, to begin kindergarten, a student is recommended to be five years old by July 31st.

1. Pre-registration for Kindergarten students and new students will take place in the spring of each year at Kindergarten Preview.
2. A physical examination as prescribed by the State Department of Education is required of all students before entrance into school and the seventh grade. In addition, before the student can enter our school, every student shall be immunized against measles, pertussis, and tetanus. **For any exceptions to this rule, a signed waiver must be obtained from the office.**
3. Re-registration for all current students will be held in the spring for the following school year.

LITURGY AND SACRAMENTS

Mass

The school day begins at 8:00 a.m. The Holy Mass is offered each school day at 8:10 a.m. This presents the opportunity for the classroom teacher and students to attend as a group. Periodically, the students of each grade are assigned a particular Mass and become even more involved. We invite and encourage parents to attend daily Mass whenever possible.

Sacraments

1. The Sacrament of Reconciliation will be available for Saint Mary's students once a month except in December and May.
2. Catholic students in second grade are prepared for the Sacraments of Reconciliation and Eucharist, and these Sacraments are received in the spring of each year.
3. Catholic students in fifth and sixth grades will be prepared for the Sacrament of Confirmation. This Sacrament is usually received in the spring of alternating years. (Contingent on the decision of the Bishop.)

ATTENDANCE/TARDINESS

IT IS IMPORTANT TO A STUDENT'S SUCCESS IN SCHOOL THAT THE HABIT OF REGULAR AND PUNCTUAL ATTENDANCE BE FORMED.

We are committed to teaching our students responsibility in terms of regular attendance. This will certainly prepare them well for their future careers. Regular, punctual attendance and a sense of responsibility are important in every career.

Absences

1. If your child is unable to attend school, a telephone call to the school office (402-476-3987) on the morning of the absence is requested between 7:45 and 9:30 a.m. (or leave a message on the voice mail with your phone #). If the absence is a planned absence, notification by phone and a note prior to the absence is requested. Unless the school is notified, a call will be made to your home or place of business to check on a student's unaccounted-for-absence.
2. **For legal purposes the student is to present the teacher with a written excuse from his/her parents or guardians after being absent. The teacher will then forward the note to the office.** This excuse must be dated and signed by a parent or guardian. All written excuses will be kept on file by the Principal for the year. An excessive number of absences (twenty or more absences in a school year) will be cause for a conference among the Teacher, Parents and Principal.
3. We encourage parents or guardians to make medical appointments outside of school time, whenever, possible. If parents or guardians need to take a child during school time, a written request should be sent to the teacher, prior to the day of the appointment.
4. Students who are absent without parent or guardian approval are truant. This will result in receiving zeroes for that day's work. Students who are truant will make up double the time missed from school after school. Parents or guardians will be contacted in this situation by a phone call, prior to the make up day.

5. It is the student's responsibility to make up school work missed due to absences. Parents of an absent student may pick up the student's assignments after school or at a prearranged time far enough in advance or sent home with a sibling.

K – 5th grade:

1 day absent ~ 1 day is allowed to make up work

2 days absent ~ 2 days are allowed to make up work

6th – 8th grade:

1 day absent ~ 2 days are allowed to make up work

2 days absent ~ 4 days are allowed to make up work

Tardiness

1. **Students are considered tardy if they are not in their classroom at 8:00 a.m.** Any student who arrives on school grounds after 8:00 a.m. should report directly to their classroom teacher in Church and participate in the rest of Mass. The classroom teacher will inform the office of potential tardies or student dismissals due to appointments. Please send a note, if possible, before any appointments. A telephone call will be appreciated in the event of tardiness.
2. Any student reporting after Mass is finished, must report to the school office.

PARENTING TIP

Establish a regular study time. Expect your child to spend some time on homework every night. During study time, the television should be off and telephone calls should be returned later.

STUDENT DISMISSAL AND LEAVING
SCHOOL GROUNDS

1. Once a student has arrived on the school grounds, he/she may not leave until dismissal, except with permission of the Principal. Those who have doctor or dental appointments must have a written excuse from parents or guardians and approval by both Teacher and Principal.
2. If a parent or guardian find it necessary to withdraw a student before dismissal time, then the parent or guardian, or an adult identified in advance by the parent or guardian, **MUST COME TO THE SCHOOL OFFICE TO SIGN OUT FIRST, BEFORE THE STUDENT CAN BE DISMISSED, (especially after field trips.) This regulation is necessary for the safety and protection of the student and the school.**
3. At the beginning of each school year, parents or guardians will be asked to indicate, in writing, the method by which all students will go home (city bus, car, or walk). No student in grades P – 8th may change his/her normal way of going home without a written note, or in the event of an unexpected change, a phone call from a parent or guardian. This regulation is for the protection of the students and to avoid confusion at dismissal.

Dismissal will be as follows:

- All students will be dismissed out the playground doors at 3:15 p.m.
- **Any students who remain after the final departure time (3:35 p.m.) must wait in the school. A fee of \$10.00 per 15 minutes per student per household will be charged for students who are not enrolled in the after school care program and who are picked up late (unless the office has been notified of an emergency.)** Students must inform the office or person supervising when parents arrive to pick them up.

- **All students must leave the building at dismissal. Students are not to go to the bathrooms to change clothes or to go to the computer room. Students waiting to be picked up are not to go to Flynn Hall or any other place without permission of the Principal/Office.**
4. When picking up students, please do not stop or “park” on 14th or “K” Streets to prevent collisions or serious injury to pedestrians (students). The parish and school do not assume any responsibility or liability should an accident or injury result because of non-compliance to this vehicle and personal safety directive.

Instead, please go by the following procedures for greater vehicle and personal safety:

- **Please do not come until 3:00 p.m. (at the earliest) to pick up your children.**
- After 3:00 p.m., please come into the school yard off “K” Street, heading north through the driveway east of the school and park CLOSE TOGETHER FACING WEST. Please do not park anywhere in the alley behind the Church or in front of the priests’ garages, since State Department vehicles need to be able to get through unhampered.
- After picking up your child, please drive out through the alley behind Saint Mary’s Church. Please do not go back out the east driveway you came in, since it is a designated one way.

**NO SMOKING PERMITTED
ON SCHOOL PROPERTY**

SCHOOL VISITORS

1. All visitors and parents or guardians must report to the **school office before going anywhere in the school.** It is important that the administration be aware of everyone in the school at all times.
2. Any non-Saint Mary's School children may not attend school as visitors without permission from the Principal.

SUPERVISION

School supervision each day will begin at 7:45 a.m.

Before and after school supervision is provided in the First Grade Classroom each day provided the enrollment form is completed.

Before school care starts at 7:00 a.m. with a fee of \$3.00 per student per day if arriving between 7:00 and 7:20 a.m. and \$2.00 per student per day if arriving between 7:20 and 7:45 a.m.

After school supervision will begin on the first full day of school until 4:30 p.m. on regular dismissal days. There is a fee of \$4.00 per student per day.

Payment for these services is due on the last day of each week to the after school provider. If payment is not made in full on the last day of the week the student may not return to the program the following day that school is in session.

Any after school care students left behind on any early dismissal day or after 4:30 p.m. on a regular dismissal day will be charged \$10.00 for every 15 minutes per student. All of the money will go to the childcare provider.

Student Arrival – **Students may only enter the school starting at 7:45 a.m., when the doors are unlocked.** The students are then to proceed quietly to their homerooms.

WEATHER AND SCHOOL CLOSING

Saint Mary's School adheres to the school-closing policies of the Lincoln Public Schools. The decision to close schools due to extreme weather is normally made before 6:00 a.m., at which time **the local television and radio stations are notified.** If there is a school function on the evening of a school cancellation, the function will be automatically canceled. **School closing information may be heard on television channel 10/11 and radio stations KFOR (402-489-1240), KLIN (420-479-1400), and KFRX (420-489-5379). DO NOT CALL the rectory or school.**

Generally, school will not be dismissed once it is in session. Parents or guardians who so desire may come to school to pick up their child(ren) in inclement weather at any time during the day after signing the student(s) out.

STUDENT CONDUCT AND RESPONSIBILITIES

The conduct of each student should help promote an environment in which all students can make the most of their learning opportunities. Speech and behavior should reflect the high standards of the school and be a real credit to the home and the school. Students who do not conduct themselves according to the standards required will be subject to disciplinary procedures. These procedures are followed according to individual classroom discipline rules and the general school rules.

- Parents will be contacted by the teacher for any student whose conduct is repeatedly unacceptable or whose offense is serious.
- If the conduct does not change, the Principal will meet with the student, parents and teacher. At this point, students may be subject to detention and/or suspension, depending on the seriousness of the offense.
- Any further problems will result in a meeting with the Pastor, Principal, Teacher, Student and Parents or Guardians to discuss the continued attendance of the student at Saint Mary's School. Parents or guardians should help their children know and follow school rules in order to avoid the necessity of these procedures and to avoid expulsion.

PLEASE NOTE – If any teacher, staff member or administrator is accosted IN ANY MANNER WHATSOEVER (pushing, hitting, approaching in an assertive manner, etc.) the student will be immediately expelled from school.

SCHOOL RULES

1. Students are expected to be respectful **to** self and others. In this manner we acquire the respect **of** others.
2. Students are not permitted to hit, wrestle, jump on, push, or pull another students or throw rocks, snowballs, or anything at anytime to injure anyone.
 - Any instance of fighting will result in an automatic in-school suspension, which means loss of recess at first.
 - Repeated instances of fighting will be subject to detention, out of school suspension, and lastly, expulsion.
 - Each case will be handled individually.
3. There should be **silence** in the halls, stairways, and restrooms of Church and school
4. There should be no running in the school or cafeteria at any time.
5. **Gum chewing is never permitted on the school premises or in the Church.**
6. All private, public, school, and Church property is to be respected and cared for. Sidewalks and other designated walks are to be used rather than taking “shortcuts”.

PARENTING TIP

Get involved! Eight out of ten students who make “A” and “B’s” say their parents are closely involved with their school activities. For example: our Home and School Association.

PLAYGROUND RULES

1. All students must remain in the yard in view of the teacher or person supervising during recesses.
2. No one may leave the schoolyard or parish premises without permission from a teacher or the playground supervisor.
3. **Individuals who are supervising the yard have complete authority to correct and penalize any student who disobeys the rules.**
4. **NO BALLS MAY BE KICKED IN THE YARD.**
5. **NO FOOTBALL** will be allowed on the playground without special permission.
6. If a ball goes out of the playground, students must tell the adult on duty. No student may go into the street or alley.
7. If a ball goes on the roof, please notify the adult on duty and he or she will tell the office. Someone else will get it down. No student may climb on the roof.
8. No climbing of any kind is permitted on school or Church property.
9. No fist fighting is permitted at any time. Any instance of fighting will result in an automatic in-school suspension. See School Rule #2 previously noted on this page.
10. Balls and jump ropes need to be in their proper places after each recess.
11. When the bell rings to end recess, all playing stops. Students should walk to their line and line up quietly. They are to enter the school building in silence. There is to be **no talking in hallways or on stairs**.
12. During lunch recess, if a teacher wishes a student to come to him/her, that teacher must tell the adult on duty before time.

LUNCHROOM

Students may purchase hot lunch or bring cold lunch from home and purchase milk. Reminders are sent home on Fridays to inform the parents of remaining lunch, breakfast and/or milk tickets. Lunch, breakfast and milk tickets may be purchased on Monday mornings for the entire week or month.

Good manners, as in dining out, are required. “Please” and “thank you” are to be used when being served. The cafeteria is to be kept clean, with each student sharing his/her part of the responsibility for this. Conduct in the lunchroom should include the following rules.

LUNCHROOM RULES

1. Be respectful and obey lunchroom monitors.
2. Stay seated.
3. Use indoor (quiet) voices.
4. No sharing of food.
5. Raise your hand if you need help.
6. Walk (not run) at all times.

BREAKFAST PRICES

CATAGORIES	DAILY	5 DAY	10 DAY	20 DAY
Free	Free	Free	Free	Free
Reduced	\$.30	\$1.50	\$3.00	\$6.00
Regular	\$1.60	\$8.00	\$16.00	\$32.00

Adult \$2.20

HOT LUNCH PRICES

GRADE	DAILY	5 DAY	10 DAY	20 DAY
Reduced	\$.40	\$2.00	\$4.00	\$8.00
Regular	\$2.60	\$13.00	\$26.00	\$52.00
Milk	\$.35	\$1.75	\$3.50	\$7.00

Adults \$3.65

Make checks payable to St. Mary’s School

**Any questions regarding lunch tickets ~ please contact
Laura Halterman at 420-435-2722 between the hours of
7:30 a.m. to 1:00 p.m. Monday through Friday.**

Saint Mary’s School does participate in the USDA’s National School Lunch Program. Parents interested should contact the office (420-476-3987) for Federal Income Guidelines. A form will be sent immediately upon request.

Nondiscrimination Statement

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

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

To File a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov

USDA is an equal opportunity provider.

TELEPHONE

1. **The school telephone is a business telephone.** Permission will be granted for legitimate needs, such as forgotten lunch or eye glasses. Students may not use the telephone to make plans to stay or play with friends after school. Students are required to make plans for the day with their parents or guardians in advance before coming to school. Forgetting physical education clothes, books, homework, or band instruments do not fall under the category, “emergency”.
2. The children are not called to the telephone during school hours nor given messages unless the call is an emergency.

HOMEWORK

Homework is assigned on a regular basis in relation to the grade of the student. Parents or guardians are encouraged to ask their children if they have homework and help them when necessary. Homework will be sent, in the case of an absence, by the teacher with a relative or friend at the request of the parents or guardians. Work not completed in the time set by the teacher will be subject to an academic penalty at the discretion of the teacher.

TEXTBOOKS AND SCHOOL SUPPLIES

It is the responsibility of each student to give proper care to all instructional equipment and supplies. Textbooks are furnished by the school. Students will be asked to keep their books covered so as to prevent damage to them. **A fine will be assessed for loss or excessive damage beyond normal use.**

Other school supplies such as crayons, pencils, paper, etc. must be provided by the student. A list of required supplies by grade is supplied to parents or guardians at the end of each school year (also pages 19 and 20 in the handbook).

LIBRARY

Students in grades kindergarten to eighth go to the library once a week to select books. Books are checked out for a two-week period. Fines of twenty-five cents are imposed for overdue books. Lost or damaged book must be paid for by the student before the end of each quarter.

REPORT CARDS

Report cards are issued quarterly. Parents or guardians are asked to check and sign report cards which should be returned promptly, (within two school days of the students receiving them). Loss of report card must be reported immediately.

Parent-Teacher Conferences are scheduled at the end of the first and third quarters. These conferences provide an opportunity for parents or guardians to confer with the teacher on the factors affecting the progress of the child. These conferences are to be strictly professional and limited to a discussion of the factors concerning the welfare of the child. Any additional conferences will be handled on an individual basis.

- Progress reports will be issued mid-quarter.
- Parents will be notified of failing grades at any interval.

TRANSFERS

Parents or guardians transferring students into Saint Mary’s School are asked to sign a **“Release of Records”** form at Saint Mary’s School; and records will then be obtained from the previously-attended school.

ITEMS BROUGHT TO SCHOOL

Students are not to bring animals to school unless special arrangements have been made with the teacher and Principal beforehand. Please keep personal toys or nuisance items at home. **The school will not be held responsible for any items of value brought to school.**

FIELD TRIPS

The value of field trips for educational purpose is recognized. Each class may take at least two field trips each year; additional field trips may be approved. Field trips are **planned by the teacher and must be approved by the Principal**. No field trips will be taken beyond the 100 mile limit unless special permission is given by the Principal.

Permission slips for each individual field trip will be sent home. This permission slip **must be signed and on file in the school office before the student may go on any trips**. Parents will be notified of class trips through communication from individual teachers and parent Friday bulletins.

There may be occasions during the year in which special events are held for the entire school or a certain grade. Permission for these events will be initiated from the Principal's office and will not take the place of any field trips allowed.

Parent volunteers will be asked to help teachers supervise field trips whenever possible. Background checks and Safe Environment Training must be completed before volunteers may assist on field trips.

TREATS AND PARTIES

Birthday treats may be brought by the students on the appropriate day. Teachers will organize the distribution of the treats. Treats should be simple, individual, and able to be eaten with the hands rather than utensils. Pop should not be sent for birthday treats – **JUST SIMPLE TREATS! If treats are brought to school, there must be enough for everyone in the class.**

When distributing birthday invitations in the classroom, please make certain that all children receive an invitation. If you are planning on a smaller gathering, and not all children are included, please mail the invitations.

Books may be donated to the school library in honor of your child's birthday.

Classroom parties are organized by teachers and homeroom parents or guardians for Christmas and Valentine's Day. Any other parties must have the permission of the Principal before plans are made.

BAND

Band lessons are offered to students in grades fifth to eighth only. Private and/or group lessons by the band instructor are given. Students must provide instruments, but lessons are free through the school.

ALTAR SERVERS

Altar servers are trained by the Assistant Priest. Fifth grade servers begin serving as soon as they have completed their training. Beginning in fifth grade, the servers serve daily Mass at 8:10 a.m., as well as Sunday Masses, funerals and weddings.

CELL PHONES

Students bringing cell phones to school must check them into the school office upon arrival in the morning and may pick them up at dismissal. **If a student is caught with a cell phone during the school day, the cell phone will be confiscated and held in the school office until the end of the school year.**

MONEY

Students are to be discouraged from bringing valuable items or large sums of money to school. If brought to school and lost, **the school is not responsible**. Money that is brought to school should be in a sealed envelope with your child's name on it, grade, and purpose, and given to the Principal or school secretary only.

TUITION

Tuition for the year is approved by the Bishop and the Superintendent of Catholic Schools. No child of Saint Mary's Parish will ever be turned away because of financial difficulties. Special arrangements must be made IN WRITING with the Pastor, if you need help with tuition.

FEES:

A non-refundable book fee of \$100 per student is due at the time of registration. **This book fee is not included in the cost of tuition.**

A Diocesan Education Fee of \$25 per student is due at the time of registration. **This Education Fee is not included in the cost of tuition and is passed directly to the Diocese.**

TUITION: (yearly rates)

Baptized Catholics, registered in a parish	\$800
Not registered in a parish or non-Catholic	\$1200

Reductions available:

- 15% Stewardship Reduction
Tuition Reduction for Stewardship Form must be completed
- 10% Reduced tuition based on income
Request for Reduced Tuition Form must be completed

Tuition for additional children:

- 2nd Child (50% of total tuition for 1st child)
- 3rd Child (25% of total tuition for 1st child)
- 4th Child (10% of total tuition for 1st child)

Monthly payments are due on the first of each month to the School office. Payments should be by cash or check.

PLEASE NOTE:

ENROLLEMENT FOR THE FOLLOWING SCHOOL YEAR WILL BE PUT ON HOLD UNTIL ALL FEES (tuition, library, before or after school childcare and lunch) HAVE BEEN PAID.

PARENTS OR GUARDIANS ARE ALSO EXPECTED TO SUPPORT THE CHURCH AND SCHOOL THROUGH WEEKLY CHURCH ENVELOPE CONTRIBUTIONS AT SUNDAY AND HOLY DAY MASSES.

HOME AND SCHOOL ASSOCIATION

The Home and School Association contributes materially to the support of the school. The essential purpose of the organization is to provide the best possible program of education. If this purpose is to be accomplished all parents or guardians and teachers should be active members and attend the one hour meetings.

We ask that at least on parent or guardian from each family attend each meeting. The scheduled meetings are listed in the Saint Mary's School Calendar and Handbook and in the Friday Parent Bulletins.

PARENTING TIP

Use your calendar to: schedule family time together; plan for Holy Days; schedule homework time on a weekly basis; record accomplishments; keep track of the entire family's schedule and to know when our Home and School meetings are schedule

HEALTH RECORDS

The school works under the direction of the State Department in securing and recording health information. The school maintains cumulative health records, screening results, and immunizations for each student.

HEALTH ASSESSMENT PROGRAM

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

1. Secures forms from kindergarten and seventh grade indicating the results of a medical examination by a physician.
2. Recommends dental examination yearly.
3. Conducts Audio Screening for students in kindergarten to eighth.
4. Conducts Vision Screening for students in kindergarten to eighth.
5. Conducts Scoliosis Screening for girls in sixth grade and all eighth grade students.
6. The Public Health Nurse recommends that students remain out of school 24 hours after their fever is gone.

PARENTING TIP

Let your child know you are always there to listen. If your child starts discussing a problem, make an effort to listen more than you talk.

MEDICATION IN SCHOOL

Any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following:

Written orders from a physician detailing the name of the drug, dose, time interval and medications that are to be taken.

Written permission from the parent or guardian of the student requesting that the school comply with the physician's orders. (This should be sent to the Principal)

Medication must be brought to school in the **original container** appropriately labeled by the pharmacy or physician.

School personnel should be informed of the potential benefits and possible side effects of the medication being administered. (Doctors will comply with these regulations as they are aware of the State Laws regarding them.)

All medication must be kept in the school office.

The above rules include aspirin also.

Cough drops may be given to the classroom teacher to be dispensed, but the student must still have written permission from the parents or guardians.

SPORTS

Saint Mary's is part of the Lincoln Catholic Schools Conference. Saint Mary's sports program is maintained in order to teach students sportsmanship and skills. The sports program is organized by the Athletic Director.

The following sports are offered:

7 ~ 8 Boys Basketball and Track

7 ~ 8 Girls Volleyball, Basketball and Track

If there are not sufficient numbers for a team then 6th grade students may participate in basketball and volleyball.

There is a sport fee per child per sport for participation and to defray the cost of uniforms, equipment, etc. (This is payable in advance.)

SPORTS FEES

Sport	Fee
Girls Volleyball	\$15.00
Girls and Boys Basketball	\$15.00
Girls and Boys Track	\$15.00

SPORTSMANLIKE BEHAVIOR OF ALL SAINT MARY'S PARISHIONERS (ADULTS AND YOUTH ALIKE) IS EXPECTED AT ALL SPORTS EVENTS AT ALL TIME.

At the start of each sport's session, a permission slip must be completed, signed and returned prior to participation in any practice or game for that season. **A yearly sports physical is required.**

All parents or guardians and students must know and abide by the League Rules. (go to www.cysi.org for league rules.)

All parents or guardians and students must know and abide by the Rules of the School under whose name an athlete participates.

THE SAINT MARY'S SCHOOL PARTICIPATION POLICY will be enforced throughout the season.

A. ACADEMIC POLICY

Grades will be checked every Friday. Players must maintain a 70% cumulative grade average in order to participate in sports. Any student who has more than one missing assignment or an average below 70% will be ineligible to participate in practices or games for the following week (from Friday to Friday). Parents or guardians and students will be notified (via telephone) when a player is ineligible due to academic problems.

B. DISCIPLINARY POLICY

Students must be in school a minimum of 3½ hours in order to participate in practice or games that evening. Students who leave school during the day due to illness or injury may not practice or play that evening. Any student who has more than one detention during a week's period may not practice or play for one week from the date of the second detention. In-school suspension includes suspension from participation in sports. **THE PRINCIPAL AND/OR PASTOR RETAIN AUTHORITY TO TEMPORARILY OR PERMANENTLY SUSPEND AN INDIVIDUAL OR TEAM FROM PARTICIPATION.**

If a student has a half-day excused absence for a reason other than illness (e.g. funeral, doctor or dentist appointments) he/she may play in a game the same day.

SAINT MARY'S UNIFORM AND APPEARANCE CODE

Shirts ~ Boys and Girls

Boys and girls will have the choice of two styles and four colors of shirts:

STYLE: Oxford or Polo only

COLOR: white, light blue, navy and/or red only

Shirts can be short or long sleeved, with or without a pocket; however, logos or any decoration cannot be worn with the uniform. **The shirts must be tucked in** and only white short-sleeved t-shirts can be worn under the uniform shirt.

Sweaters ~ Boys and Girls

Sweaters are optional. They are to be navy blue only, cover the waist but not oversized and contain no logos, decorations or hoods.

STYLE: v-necked cardigan, crew neck cardigan; or
v-neck pullover

COLOR: navy blue only

Shoes

Shoes must be tennis shoes and should have backs (no clogs, jellies, boots, wedges, sandals, flip flops, light-up shoes, etc.). This is for your child's safety and participation in PE and recess.

Socks ~ Boys and Girls

Socks or tights are to be worn with the uniform. Socks must be solid color white, navy blue or black only. Socks are required to be ankle length or higher.

Slacks ~ Boys and Girls

Slacks for boys and girls are to be navy blue. They are to be a polyester/cotton twill dress slacks with or without pleats. The slacks may have two, three, or four regular pockets. No jeggings, cargo, capris, over-sized, tight fitting, or low riding pants are allowed.

Sweatshirts

Saint Mary's sweatshirts purchased through the school are the only sweatshirts that may be worn.

Walking Shorts ~ Boys and Girls

Walking shorts for boys and girls are to be navy blue and the length should be **to the knee** when standing. They are to be a polyester/cotton twill dress short with or without pleats. The walking shorts may have two, three, or four regular pockets.

Walking shorts can be worn on the opening day of school until October 15th. They can be worn again from April 15th until the end of the school year

Jumpers ~ Girls, Grades K – 5th

Girls in kindergarten through fifth grade will wear the uniform jumper purchased from **Dennis Uniform Company only**. The length of the jumper is to be **to the knee** when the student is standing.

Skirts ~ Girls, Grades 6th – 8th

Girls in sixth through eighth grade will wear the box pleated plaid skirt purchased through **Dennis Uniform Company only**. Beginning in sixth grade, girls may wear the uniform skirt by removing the bib from the uniform jumper. The length of the skirt is to be **to the knee** when the student is standing.

Skorts ~ Girls, Grades K – 8th

Girls in kindergarten through eighth grade may wear the navy or plaid skort purchased through **Dennis Uniform Company only**. The length of the skort is to be **to the knee** when the student is standing.

Leggings ~ Girls, Grades K – 8th

Girls in kindergarten through eighth grade may wear solid color navy blue, black or white leggings or shorts under their jumpers or skirts.

Jackets or Hoodies:

Students may **not** wear jackets or hoodies in the school building. They may purchase St. Mary’s sweatshirts or wear the navy blue uniform sweater.

APPEARANCE CODE

Allowed:

Only post earrings (girls only); clear fingernail polish for girls only (all grades); shoes and socks must be in good condition; must be worn properly; and shoes with laces must be laced all the way up and tied properly.

Not Allowed:

Clothing in bad condition (holes, frayed edges); writing, marking or coloring on shoes; backless shoes; extra-long shoelaces; hats worn inside parish buildings; large or dangling type earrings; (for safety reasons); ear gauges; earrings for boys; make-up; lip gloss; perfume, scented lotions, cologne, hair spray, etc. Real or fake tattoos, writing or drawing on the skin.

HAIR CODE

Allowed:

3” tapered or blocked or shorter for boys. Only natural hair color.

Not Allowed:

Longer than collar for boys, longer than top of ear for boys, pony tails for boys; beards or mustaches (i.e. boys must be clean shaved). Neither boys or girls may have flops; Mohawks; shaved areas; the **spiked**, wet, bleached, **dyed** or greasy look; tails; shaved or notched artwork. Unnatural colors may not be dyed or weaved into the hair. Styles should not inhibit learning (for example: bangs that hang in the eyes so that the child cannot see or work at desk).

ENFORCEMENT OF UNIFORM AND APPEARANCE CODE

1. Starts at home. **LOOK AT YOUR CHILDREN BEFORE THEY GO TO SCHOOL.**
2. Correctable violations will be taken care of in the school, and the parents or guardians will be notified.
3. The school will contact the parents or guardians for a conference for non-correctable violations.
4. **The administration reserves the right to make discretionary judgments regarding the appropriateness of student dress and fashion not explicitly covered by the uniform and appearance code.**
5. When the weather is 20 degrees or colder, gloves, hats, stocking caps, or earmuffs should be worn outside at school during the winter months for all grades. Please assist us by making sure that your child is attired correctly for the weather.

PARENTING TIP

How do you say “I Love You” to you child? Say “I Love You” often...each day! Attend school events with your child; photograph your child on special occasions; celebrate your child’s accomplishments; give your child a hug and a smile whenever you greet each other.

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.

THE 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.

THE GLORY BE (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.

ANGEL OF GOD (K ~ 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.

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.

SAINT MICHAEL THE ARCHANGEL (K ~ 8)

Saint Michael the Archangel defend us in battle, be our defense 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 cast into hell Satan and all the evil spirits who prowl throughout the world seeing the ruin of souls. Amen.

THE APOSTLES’ CREED (2 ~ 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 rose again from the dead. He ascended into Heaven and 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.

ACT OF CONTRITION (2 ~ 8)

O my God, I am heartily sorry for having offended Thee; 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 Thee, my God, Who art all good and deserving of all my love. I firmly resolve, with the help of Thy Grace, to confess my sins, to do penance and to amend my life. 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 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 Glorious Mysteries

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

The Mysteries of Light

1. The Baptism of Jesus in Jordan
2. The Wedding at Cana
3. The Preaching of the Kingdom
4. The Transfiguration
5. The Last Supper

HAIL HOLY QUEEN (4 ~ 8)

Hail Holy Queen, mother of mercy, our life, our sweetness and our hope; to thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate, thine eyes of mercy toward us; and after this, our exile, show unto us the Blessed Fruit of thy 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 God. Amen.

ACT OF FAITH (3 ~ 8)

O my God, I firmly believe that You are one God in three divine Persons; Father, Son, and Holy Spirit. I believe that Your 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 that the Holy Catholic Church teaches because You have revealed them, Who can neither deceive nor be deceived. Amen.

ACT OF HOPE (3 ~ 8)

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

ACT OF LOVE (3 ~ 8)

O my God, I love You above all things, with my whole heart and soul because You are all-good and deserving 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. Amen.

THE ANGELUS (3 ~ 8)

The angel of the Lord declared unto Mary---And she conceived by the Holy Spirit. Hail Mary...
Behold the handmaid of the Lord---Be it done unto me according to Thy Word. Hail Mary...
And the Word was made flesh---And dwelt among us. Hail Mary...

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 Thee, O Lord, Thy 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.

PRAYER TO THE HOLY SPIRIT (4 ~ 8)

Come, 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 in the same Spirit we may always be truly wise and ever rejoice in His consolation. Through Christ our Lord. Amen.

THE 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 sins, the reunion of all Christians. I offer them for the intentions of our Bishops and of all the Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.

THE MEMORARE (4 ~ 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 by this confidence, we fly unto you, O virgin of virgins, our mother. To you do 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 us. Amen.

THE BOOKS OF THE OLD TESTAMENT (46)

The Pentateuch

- | | |
|--------------|----------------|
| 1. Genesis | 4. Numbers |
| 2. Exodus | 5. Deuteronomy |
| 3. Leviticus | |

The Historical Books

- | | |
|-----------------|------------------|
| 1. Joshua | 9. II Chronicles |
| 2. Judges | 10. Ezra |
| 3. Ruth | 11. Nehemiah |
| 4. I Samuel | 12. Tobit |
| 5. II Samuel | 13. Judith |
| 6. I Kings | 14. Esther |
| 7. II Kings | 15. I Maccabees |
| 8. I Chronicles | 16. II Maccabees |

The Wisdom Books

- | | |
|-----------------|----------------------------|
| 1. Job | 5. Song of Songs |
| 2. Psalms | 6. Wisdom |
| 3. Proverbs | 7. Sirach (Ecclesiasticus) |
| 4. Ecclesiastes | |

The Prophetic Books

- | | |
|-----------------|---------------|
| 1. Isaiah | 10. Obadiah |
| 2. Jeremiah | 11. Jonah |
| 3. Lamentations | 12. Micah |
| 4. Baruch | 13. Nahum |
| 5. Ezekiel | 14. Habakkuk |
| 6. Daniel | 15. Zephaniah |
| 7. Hosea | 16. Haggai |
| 8. Joel | 17. Zechariah |
| 9. Amos | 18. Malachi |

THE BOOKS OF THE NEW TESTAMENT (27)

Gospels

- | | |
|------------|---------|
| 1. Matthew | 3. Luke |
| 2. Mark | 4. John |

THE ACTS OF THE APOSTLES

THE EPISTLES OR LETTERS

- | | |
|---------------------|--------------|
| 1. Romans | 12. Titus |
| 2. I Corinthians | 13. Philemon |
| 3. II Corinthians | 14. Hebrews |
| 4. Galatians | 15. James |
| 5. Ephesians | 16. I Peter |
| 6. Philippians | 17. II Peter |
| 7. Colossians | 18. I John |
| 8. I Thessalonians | 19. II John |
| 9. II Thessalonians | 20. III John |
| 10. I Timothy | 21. Jude |
| 11. II Timothy | |

REVELATION

STUDENT SUPPLY LIST

Our teachers have requested students have the following supplies for the coming year. Some of these supplies will not last the entire year and will need to be replaced. The teachers have requested that all supplies be marked...clearly and permanently.

The payment(s) listed are for copybooks and subscriptions to news magazines and may be paid in one check or payment to St. Mary's School. Please pay this on the first day of school.

Preschool

Four washable Elmer's glue sticks One box of Kleenex
Box of **Crayola** markers (basic colors) Elmer's glue (4 oz.)
One container of Clorox Wipes Backpack
One box of Baby Wipes (Huggies or Pampers)
Box of 16 **Crayola** crayons (basic colors)
Two **SMALL** blankets and **SMALL** pillow for nap
Tote bag to hold pillow and blankets
One box of Teddy Grahams or Goldfish (for snack time)
Extra sets of clothing to be left in backpack each day
Hand Sanitizer (8 oz.)
\$10.00 for Scholastic News and classroom supplies

Kindergarten

Pencil box One folder
One box of Kleenex One white eraser
Elmer's glue (4 oz.) Backpack
Box of 24 **Crayola** crayons
One container of Clorox Wipes
Crayola watercolor paints
\$10.00 for Scholastic News and classroom supplies

First Grade

Two boxes of 24 crayons (one per semester)
Two bottles Elmer's glue (4 oz.) Backpack
Crayola watercolor paints Two erasers
One pkg. 24 or less colored pencils Three boxes of Kleenex
One pkg. unlined 3x5 index cards One container Clorox Wipes
\$10.00 for Scholastic News and classroom supplies
***Please leave the crayons and colored pencils in the original box**

Second Grade

Box of colored pencils Backpack
One small pencil sharpener Four glue sticks
Two pink or white erasers Two folders
Three boxes of Kleenex
Two containers of Clorox Wipes
Pencil box (no larger than 9" x 5")
Two (8 oz.) Hand Sanitizers
\$10.00 for Scholastic News and assignment notebook

Third Grade

Four glue sticks Backpack
Box of 12 colored pencils One pair of scissors
Two boxes of Kleenex Two erasers
One (8 oz.) Hand Sanitizer Box of 12 markers
One pencil box (no pencil bags)
Two containers Clorox Wipes
Pkg. of #2 pencils (no mechanical)
One **10½ x 8½** (wide ruled) notebooks
\$10.00 for Scholastic News and assignment notebook

Fourth Grade

Pkg. of. #2 pencils Two folders
Box of 24 crayons Big eraser
Pkg. of colored pencils Backpack
Two composition books (wide ruled) Small supply box
Three large boxes of Kleenex Fiskars scissors
Small pencil sharpener
\$10.00 for Scholastic News and assignment notebook

Fifth Grade

- Pkg. of #2 pencils
- One red pen
- Pkg. of 12 colored pencils
- Two boxes of Kleenex
- Binder dividers (8 – 10)
- Two dry eraser markers
- Two 1” three ring binders
- Graph paper ¼ inch (approx. 100 sheets)
- Mechanical pencils encouraged
- \$10.00 for Scholastic News and assignment notebook

- Two folders
- Pencil bag (no boxes)
- Big eraser
- Math protractor
- Two highlighters
- Backpack

Sixth/Seventh/Eighth Grade

- Four pkgs. of #2 pencils
- Two pkgs. of red pens
- Four boxes of Kleenex
- Four spiral notebooks
- One pkg. 4x6 index cards
- Box of colored pencils
- Six stretchy book covers
- Three pkgs. of blue or black pens (no GEL pens)
- Four Elmer’s glue sticks
- One zipper pencil bag – no boxes
- Three pkgs. of loose leaf paper (college rule)
- Three spiral graph paper notebooks ¼ inch
- One Hand Sanitizer (8 oz.)
- \$10.00 for Scholastic News and assignment notebook

- Scissors – large size
- One pkg. Highlighters
- One protractor
- Eight colored folders
- One Math compass
- Clorox Wipes

***No permanent markers or sharpies**

Note: 6th & 8th grade students interested in sports will need to get a physical

EMERGENCY PHONE NUMBERS

- SCHOOL**402-476-3987
- SCHOOL CAFETERIA**402-435-2722
- Mrs. Beck’s Cellular**402-450-3155
- RECTORY**402-435-2125 or 402-435-2126
- FIRE**911
- POLICE**911
 - 911 Center Non-Emergency402-441-6000
 - Information & Administration402-441-7204
- SHERIFF**911
 - Non-Emergency402-441-6000
 - Information & Administration402-441-6500
- AMBULANCE**911
- TIME AND TEMPERATURE**402-476-9211
- KFOR Radio**402-489-1240
- KFRX Radio**402-489-5379
- KLIN Radio**402-479-1400

**IN CASE OF INCLEMENT WEATHER,
PLEASE LISTEN TO KFOR, KLIN OR KFRX
OR TURN TO CHANNEL 10/11
DO NOT CALL THE SCHOOL OR RECTORY.**

Saint Mary’s School Faculty and Staff

Chief Administrative Officer ~ Fr. Doug Dietrich
 Principal ~ Dr. Nina Beck
 Administrative Assistant ~ TBA
 Office Assistant ~ Mrs. Jan Admire
 Preschool ~ Mrs. Nancy Hall
 Preschool Para ~ Mr. Scott Bendler
 Kindergarten ~ Mrs. Judy Andersen
 Grade 1 ~ Mrs. Diane Swinscoe
 Grade 2 ~ Ms. Kimberly Janssen
 Grade 3 ~ Mrs. Kay Jarvis
 Grade 4 ~ Mrs. Andrea Henriques
 Grade 5 ~ Mrs. Jean Nabity
 Grade 6 ~ Mrs. Mary Goodwater
 Grade 7 ~ Mrs. Jean Jochum
 Grade 8 ~ Mr. Frank McEntarffer
 P.E. ~ Mr. Jon Maxwell
 Computer/Library ~ Ms. Sue Roberts
 Band ~ Mr. Mike Murphy
 Hot Lunch ~ Mrs. Laura Halterman
 Hot Lunch ~ Ms. Karen Giger
 Hot Lunch ~ Mrs. Sharon VanDertholen
 Custodian ~ Mr. Gary Windle

Saint Mary’s Church Staff

Saint Mary’s Pastor ~ Fr. Doug Dietrich
 In Residence ~ Fr. Joseph Finn
 In Residence ~ Fr. Andrew Heaslip
 In Residence ~ Fr. Stephen Cooney
 Liturgist ~ Sr. Cecilia Joseph
 Parish Secretary ~ Mrs. Teresa Macias
 Parish Cook ~ Ms. Gloria Gilroy
 Parish Housekeeper ~ Mrs. Barbara Janssen
 Custodian ~ Mr. Jim Deckard

DAILY SCHEDULE		
7:00 a.m.	Before School Supervision (with pre-arrangements)	
7:45 a.m.	First Bell	Students Enter
	SUPERVISION BEGINS	
8:00 a.m.	School Begins	All Grades
8:10 a.m.	Mass Begins	K – 8
11:15 a.m. – 12:00 p.m.	Lunch/Recess	P – 2
12:00 p.m. – 12:45 p.m.	Lunch/Recess	3 – 5
12:30 p.m. – 1:00 p.m.	Lunch	6 - 8
3:15 p.m.	Dismissal	All Grades
3:35 p.m.	SUPERVISION ENDS	
3:35 to 4:30 p.m.	After School Supervision (with pre-arrangements)	

HEALTHY SCHOOLS
LOCAL WELLNESS POLICY REQUIREMENTS

- I. Goals for Nutritional Education
 - B. Nutritional education in the Diocese of Lincoln will include those topics taught as directed in the diocesan curriculum:
 - 1. Nutrition is essential for health.
 - 2. Good nutrition and a well-balanced diet are an important part of bodily care.
 - 3. Selection of foods and eating patterns determine nutritional balance.
- II. Goals for Physical Activity
 - A. Physical activity and other school-based activities designed to promote student wellness will be directed but not limited to the following curricular goals:
 - 1. Exercises and sports are beneficial for sociability and physical health, for recreation and teamwork.
 - 2. Participation in physical exercises and activity should be age and gender appropriate and habitual.
 - 3. Physical work and/or exercise is important to the maintenance and improvement of health.
 - 4. Physical handicaps do not diminish the worth of people.
- III. Nutritional Guidelines for Food Sold on School Campus
 - A. Good nutrition and a well-balanced diet are an important part of our bodily care.
 - 1. The virtue of Temperance is taught as it applies to a healthy balance of food and drink.
 - 2. Students will be instructed to choose those foods and drinks which best promote a well-balanced diet.
 - 3. Students will be instructed to understand that an excess of sugars and fat in ones diet can result in more calories than the body can burn, and consequently the possibility of obesity and related diseases.
 - B. Selection of foods and eating patterns determine nutritional balance.
 - 1. Students should be taught that the selection of food and drink from on-campus vending machines should not be a substitute for a well-balanced meal.
 - 2. Students should be taught that consumption of food and drink from on-campus vending machines and concessions should not exceed levels commensurate to a well-balanced diet.
 - C. Guidelines for reimbursable school meals in the Diocese of Lincoln shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to Subsections (a) and (b) of Section 10 of the Child Nutrition Act (42 U.S.C. 1779) and Section 9(f)(1) and 17(a)

of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f)(1), 1766 (a)0.

- D. The Diocese of Lincoln assures that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220.
 - E. The Presidential Physical Fitness Test for appropriate grade levels will be applied as a means for measuring the implementation of the wellness policy for the Diocese of Lincoln.
 - 1. Each year, physical education personnel in the Diocese of Lincoln will garner the necessary materials relevant to the Presidential Physical Fitness Test.
 - 2. The local principal will insure that the Presidential Fitness Test has been administered.
- IV. Each local school advisory board shall review the Wellness Policy annually, and if necessary, make recommendations for revision to the local superintendent. The superintendent, after recommendation from the school advisory board, shall authorize the principal to implement the policy for the up-coming school year.

ASBESTOS MANAGEMENT

Saint Mary's School is complying with Federal Regulations on the management of asbestos containing material in schools. Our school has conducted professional asbestos inspections in 1988, 1991, 1994, 1997, 2000, 2001, 2002, 2003 and 2008, 2009, 2010, 2012, 2017. Management plans have been developed from these inspections and the asbestos containing material (ACM) identified or assumed to contain asbestos has been kept in excellent condition. No health threat is posed from ACM kept in this condition.

Asbestos management records are available for public inspection at the school office during regular business hours.

NON-DISCRIMINATION POLICY

Saint Mary's School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.