

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Pope John XXIII Central Catholic High Schools/Saint Boniface Elementary and any student or any parent of any student.

The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add, modify, or abolish any of the handbook provisions without notice. The policies and procedures put forth in this document reflect the policies and procedure as approved by the Archdiocese of Omaha School Board and the Board of Education for Pope John XXIII Central Catholic/St. Boniface Elementary School. Any or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Policy Book of the Archdiocese of Omaha Board of Education and are applicable to all of Pope John XXIII and St. Boniface Elementary Schools' situations and needs.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This handbook does not create any restriction upon Pope John XXIII Central Catholic High/St. Boniface Elementary School's right to institute any course of disciplinary action that, in Pope John XXIII Central Catholic High School/St. Boniface Elementary sole discretion, it believes is necessary and consistent with its Catholic educational mission.

### I. MISSION STATEMENT:

The six parishes that support Pope John XXIII Central Catholic High School have come together to accomplish what none of them could do on its own: provide a Catholic high school for the area community. This school sees itself as a ministry of these six Catholic parishes. As such, Pope John is first of all Catholic and so everything it does is to express and be evaluated by the one message of our Faith: Jesus Christ, and the traditions and teachings of the Catholic Church. Pope John offers its students a real compass to direct them in academic studies and personal formation.

The St. Boniface Parish supports the school as the primary site children receive their Catholic formation. Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. St. Boniface is a Catholic community whose educational goals are rooted in Christ and His Gospel. The families and teachers of St. Boniface School have joined in partnership to provide for their children a quality education, presented in context of Catholic values. We believe each child is a gift from God endowed with unique and valued abilities, and we dedicate ourselves to developing each child's intellectual, spiritual, emotional and social potential.

The mission statement of Pope John XXIII Central Catholic High School/St. Boniface Elementary is:

“We are a Christian educational community fostering the spiritual and academic growth of our students, preparing them to live a moral, faith-filled life based on Catholic values.”

### II. PHILOSOPHY:

Pope John XXIII High School/St. Boniface Elementary believes in providing quality education in a Christian setting. The educational program is geared to develop a life of ever deepening personal relationship with God. This involves living with others in a Christian way, developing the skills necessary for daily living, and instilling in students attitudes of concern for their fellow human beings. Each person is an individual. An individual has the right to self-respect, personal dignity and growth. At Pope John/St. Boniface a student is accepted with his/her strengths and weaknesses. The school strives to create a climate in which students multiply their strengths. Pope John XXIII High School/St. Boniface is a community of learners. It is a community in which students, faculty, parents and patrons share their talents, ideas and experiences for individual growth. Responsibility and accountability are obligations of each member of the St. Boniface/ Pope John community.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20050-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### III. INTRODUCTION:

The faculty and staff of Pope John XXIII Central/St. Boniface Schools would like to welcome you to the 2018-2019 school year. This school year will represent the 52<sup>nd</sup> year of Pope John XXIII Central Catholic High School's and 114<sup>th</sup> year of St. Boniface's existence. The traditions of the past years will continue to play an important part in its future. We, however, live in an age of change. St. Boniface Elementary and Pope John XXIII Central School have changed with the times in many areas. Your school years are significant in your present as well as your future lives. We are happy to be able to share them together. This handbook is help for all of us to gain a little insight into our history, the purpose of St. Boniface Elementary/ Pope John High School, regulations for operating as a community, and information regarding some of our programs and services. Pope John is a Class D-1 school and is fully accredited by the State of Nebraska. We belong to the Niobrara Valley Conference. Conference members are as follows: Pope John, Verdigre, Clearwater, Chambers, Keya-Paha, Niobrara, Stuart, Butte, Ewing, Lynch, Spencer-Naper, Orchard, Elgin, St. Mary's, Wheeler Central, Rock County, Santee, Elkhorn Valley, Neligh-Oakdale and West Holt. The conference provides opportunities in areas of art, athletics, dramatics, quiz bowl, music, and speech.

### IV. HISTORY:

Pope John XXIII Central Catholic High School was opened by the Archdiocese of Omaha in 1967 to serve the Nebraska Parishes of St. John the Baptist, Petersburg; St. Bonaventure, Raeville; St. Boniface, Elgin; St. Francis, Neligh; St. Theresa, Clearwater; and rural St. John, Clearwater. In its first forty years, Pope John has been recognized nationally as well as in the state and diocese as an institution where quality education and Christian values are combined. Diocesan priests, School Sisters of St. Francis and dedicated lay teachers serve on the faculty of the school. Pope John depends on the support of the community, a community whose concern is to keep Catholic education alive. It has been vital in the school's history. Through the cooperation of all of our communities, the school has been able to grow and develop its reputation for excellence. Beginning with the 1990-91 school year, Pope John High School now offers complete curricular and co-curricular programs for grades seven through twelve. At the start of the 2009 -10 winter sports season, Pope John Central entered a sport's cooperative with Elgin Public Schools; our mascot is the Wolfpack and our colors are Red, Black and Silver. With the start of 2010-2011 school year all sports will be coop with Elgin Public Schools. Cheerleading was added as an activity for the Wolfpack for the 2011-2012 school year.

St. Boniface School was established in 1904 as a grade school in a small frame building. In 1909, Father Renner found the overcrowded grade school and made plans to erect a brick structure. He realized that the future of a parish rests on the proper education of its youth. In January 1909, the first Franciscan Sisters School opened for grades 1-8. In 1925, it was decided to add on to the existing structure due to the large enrollment. In 1927, the new addition was ready to open and a high school course was added to the curriculum. The first high school graduate was in 1934. The first orchestra was formed in 1939. A sports program (basketball) was initiated in 1948. This brought the first pep club and cheerleaders. In 1962, the 1st and 2nd grades were discontinued due to the shortage of teaching Sisters. In 1964, the 3<sup>rd</sup> and 4th grades also were discontinued for the same reason. The first lay teacher was hired for the 1963-64 term. The last graduating class of St. Boniface High School was in 1967 due to the opening of Pope John XXIII Central. From 1967 through 1982 St. Boniface School operated as a departmentalized Middle School (grades 5-8). In 1983 fourth grade was added with 4th and 5th grade as self-contained classrooms. In 1984 grades 1-3 were added to the curriculum. St. Boniface operated as a 1-8 school from 1984-1990. In 1990 our 7th and 8th grades moved into Pope John XXIII High School and St. Boniface added kindergarten. Since 1990, we operated as a K-6 school system. In 1996 St. Boniface was accredited. In 2005, we added pre-school to our system. Religious instruction is stressed and is included with all the core subjects along with art, music, and technology education. Students attend weekly Masses and participate as lectors, song leaders, servers, etc. A hot lunch program is provided in our church basement and operates as St. Boniface/Pope John Lunch program. In the fall of 2013 St. Boniface School was moved to its present location.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### V. SCHOOL SONG:

Stand up and cheer Crusaders, that's our cry  
We've got the spirit that will never die.  
True to the blue and white we'll ever be  
And all together we will fight for victory.

Come on Crusaders join our battle call  
For our mighty team will conquer over all.  
Come on and shout your song up to the sky  
For we're from Pope John High.

### WOLFPACK FIGHT SONG:

Cheer, Cheer for EPPJ  
Two mighty schools brought together to play,  
We wear with pride our red and black,  
And we always cheer for our brave WOLFPACK!  
We never give up; we give it our best,  
Determined to fight and outshine the rest!  
Wolfpack, Wolfpack hear our cry and fight for a victory!  
Fight! Fight! Fight!

### VI. SCHOOL COLORS:

Blue and White

### VII. SCHOOL INSIGNIA:

Our insignia is the papal shield of Pope John XXIII, which is imprinted in a variety of places such as on school folders, book covers, and the class rings. Our nickname is "*Crusaders*".

### VIII. PRIMARY GOALS:

#### A. To promote personal growth by:

1. Providing a Christian setting that is Catholic.
2. Developing an awareness of God.
3. Deepening individual's relationship with God.
4. Developing an awareness of our role as Catholic men and women in today's world.
5. Developing intellectual curiosity, a positive attitude toward learning and an eagerness for lifelong learning.
6. Developing a feeling of positive self-worth, a capacity for self-discipline, a sense of moral responsibility and standards of personal character and ideals.
7. Showing how to use leisure time wisely, enjoyably and productively.

#### B. To instill attitudes of concern and respect by:

1. Developing an understanding, an appreciation and an acceptance of responsibilities of being a member of a family.
2. Developing a responsible attitude toward participation in community life.
3. Developing an awareness and understanding of civic rights and responsibilities.
4. Developing an understanding of our American heritage, knowledge of, an appreciation for, and a patriotism and loyalty to American democratic ideals.
5. Developing an appreciation and respect for the worth of an individual regardless of cultural differences.
6. Fostering a cooperative attitude toward living and working with others of our own cultures and/or different cultures.

#### C. To further the growth of fundamental skills by:

1. Developing the ability to think, express thoughts, read and listen.
2. Developing an ability to examine and use information constructively and creatively.
3. Developing skills in good management of money, property and resources.
4. Developing an understanding of good physical health and safety.
5. Fostering the acquisition of knowledge necessary to make job selections.
6. Developing a fund of information, concepts, special interests and abilities.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

- D. To promote faith development by:
1. Providing formal instruction in the Catholic faith.
  2. Providing opportunities for prayer and worship.
  3. Providing community-building and service activities.
  4. Providing teaching of Catholic moral values.
  5. Providing encouragement to grow in virtue.
  6. Providing encouragement to live as Disciples of Christ.

All that the school provides is meant to complement the efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

We ask that you continue your efforts in all of the above areas and continue to model for your children the discipleship of Christ, which is the fruit of our adult faith. Your own commitment to prayer, to the Eucharistic liturgy, to the Sacrament of reconciliation, to service of others and to compassion and assistance to those in need, will form your children in ritual and practices that will enable them to deepen their relationship with God.

### IX. THINGS TO KNOW FOR SMOOTH OPERATION OF OUR COMMUNITY

#### RESOLUTION OF CONCERNS:

Parents are asked to contact the appropriate teacher about any concerns they have regarding their children or their children's education. If their concerns are not resolved through discussion with the teacher, the principal will meet with both parents and teacher to assist in resolution of the concern.

Concerns are most effectively addressed and resolved when parties with the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to effective instruction of groups of students.

The principal is responsible for the day-to-day operations of the school and, in accord with that responsibility, has authority to make final decisions relative to resolution of concerns.

In the event that a parent feels that his/her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion from other school authority, that is the Executive Committee of the School Board.

Discipline is a necessary factor in the full program of human development. Within the context of community living the scriptural images of "death to self" and "coming alive to Christ" are concretely expressed. Each person, according to age level, develops reasonable self-control to grow personally, to actualize God-given talents, to live in community and to attain long-range goals. Through discipline we internalize the need for responsible behavior and awareness for living fruitfully in society. Our growth allows us to make mistakes and to learn from them. While the community of Pope John/St. Boniface recognizes the need for questioning and making mistakes, it nevertheless maintains a consistent program of discipline. All must come to see discipline as a rational response to the needs of neighbor and society. We all share in the responsibility for discipline within our community.

- A. **ADMISSION REQUIREMENTS** In addition to the admission guidelines the parent of a kindergarten or transfer student must provide:
1. **BIRTH CERTIFICATE** – Pope John XXIII/St. Boniface complies with Nebraska State Law requiring that a birth certificate must be on file for every student who is enrolled. The original should be brought to the office to be copied.
  2. **HEALTH RECORD** – An up-to-date health record is required. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at

**2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

any grade level from outside Nebraska. A dental examination is also recommended at this time.

3. IMMUNIZATION RECORD – An up-to-date immunization record is required.

4. SACRAMENTAL RECORDS – If a child has been baptized the parent/guardian is required to submit a Baptismal Certificate regardless of religion. The sacrament of baptism is not required to attend.

5. CUMULATIVE RECORDS – For students transferring into Pope John XXIII/St Boniface School, a copy of records from the previous school attended is required.

**B. ASSESSMENT (STANDARDIZED TESTING ) PROGRAM**

Pope John/St. Boniface Schools’ assessment program is designed to give students, parents, school staff and college admission officials’ helpful information about student academic growth and aptitude, as well as provide data for best teaching practices. The results of these tests are discussed with both students and parents in meetings or conferences. Standardized tests will be administered in the fall of each year during the first quarter.

| Grade | Required Test                             | Grade | Required Test                                   | Grade | Required Test |
|-------|---|-------|---|-------|---------------|
| K     | DIBELS & STARS Reading & Math             | 4     | DIBELS & STARS Reading & Math, Terra Nova       | 9     | ACT Aspire    |
| 1     | DIBELS & STARS Reading & Math             | 5     | DIBELS & STARS Reading & Math, Terra Nova, ACRE | 10    | ACT Aspire    |
| 2     | DIBELS & STARS Reading & Math             | 6     | DIBELS & STARS Reading & Math, Terra Nova       | 11    | ACT           |
| 3     | DIBELS & STARS Reading & Math, Terra Nova | 7     | Terra Nova, ACT Aspire, ACRE                    | 12    | ACT, ACRE     |
|       |   | 8     | ACT Aspire                                      |       |               |

**C. ATTENDANCE: (Board Policy #5001)**

1. Students are expected to attend school regularly and to be on time for all classes and scheduled activities. Attendance records make up a part of every student's permanent record. Prospective employers look upon attendance and punctuality critically.
2. If a student is absent, the parent is to call school by 8:00 a.m. Upon returning to school, the student is to bring a written note with the day, the date, and the reason for absence, signed by a parent or guardian. Pass a notes must be sent to the office and homeroom teacher. It is the responsibility of the student to make up all assignments and class work missed. A student too ill to attend school is considered too ill to attend or participate in school-sponsored activities that evening. **If a student participates or is in attendance at a school sponsored activity they are expected to be in school for first period the next day.** In case of a planned absence, the student is to bring the administration a notification from home two days before the intended absence, requesting to be excused. A student absent from school because of participating in a school-sponsored activity is not considered absent. The student is required to complete a foreseen absence sheet and have work completed in advance. Students failing to do so will forfeit their privilege to participate in scheduled activities. All teachers involved are to receive a list of those to be gone one week in advance so that they can plan accordingly.
3. A student is truant if he is absent from school or truant from a class without sufficient reason. Sanctions imposed for truancy will be as follows:
  - a. First Offense: One (1) day in-school suspension. Assignments in all classes must be completed for day of truancy. Students will receive a grade of zero for those assignments and/or for any test(s) taken on the day of truancy.
  - b. Second Offense: -Two (2) days in-school suspension. Assignments in all classes must be completed for the days of truancy. Students will receive a grade of zero for the assignments and/or for any test(s) taken on those days.
  - c. Third Offense:-Out of school suspension for an amount of time determined by the principal.
  - d. Further Offense: -Expulsion
4. Excessive Absences:
  - a. Excessive absences (7 days or missing the same class 7 times per semester) may result in a student losing credit for a course and/or required to make up days.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

- b. Upon a 5th absence per quarter, the parent(s) will receive a letter from principal making them aware of their son/daughter(s) attendance record.
  - c. The 11th absence per semester may result in the student being dropped from a course or continuing on a no credit basis and/or the student will have to attend summer school. An exception will be made when a student is hospitalized or under a doctor's care because of illness. Medical documentation for care must be on file in the school office. The school is required to contact the county attorney when a student is absent 20 days.
5. Tardy:
- a. A student tardy to school will report to the office as soon as he/she comes to school. A permit slip will be issued admitting the student to class.
  - b. A student tardy to a class must report to the principal for an admit slip before he may be admitted into the classroom.
  - c. If a student is extremely late for school, he/she may be considered absent for part of a day.
  - d. A student who receives three unexcused tardies per quarter will receive a detention. This is to be served on the day the student is notified of the third unexcused tardy, or the following day.
  - e. A student with six unexcused tardies per quarter will have a conference with their parents and principal.
6. Accidents, Injury or Illness:
- Should a student become ill or injured during the school day, he should report to the office. Parents will be contacted before the student leaves. Assistance will be provided if needed. Accidents should be reported to the office immediately and if the injury is serious the student should not be moved until proper care can be assured.
7. School Procedures:
- a. Students must be in their respective homeroom by 8:05 a.m. where morning prayer and pledge will be said followed by attendance, lunch count and announcements read.
  - b. Absentees, tardies and lunch count will be forwarded to the office immediately through Sycamore.
  - c. If the absence is not excused as described previously, the school will contact the parent/guardian.
  - d. Students must attend all their scheduled classes and study periods. Teachers may not dismiss students from their classes to carry on other projects nor to leave school.
  - e. Once in school, students may not leave without written permission of parents and permission of the principal.
  - f. All students will sign out when leaving school due to illness and/or appointments. Students will sign in when they return.
  - g. Office staff will update attendance daily.

### D. BEHAVIOR:

The Pope John/St. Boniface students are always expected to exercise courtesy, decorum and maturity. Students are to follow school policies and regulations whenever they are in the school building, during the regular school day and at school-sponsored activities. It is important to preserve the personal dignity of each individual. Each one has the right to self-respect, personal dignity and growth. As a community, each of us must contribute to developing the atmosphere in which we can grow as Christian men and women. With this in mind the following policies and regulations can help us in our goal.

The use of alcohol and drugs is forbidden on school grounds, in the building, at school functions, away activities or in transit. This matter is serious and suspension and/or expulsion may be considered.

#### 1. Alcohol and Drugs:

The use of alcohol, drugs, or controlled substances (as defined by State Law) is forbidden on school grounds, in the building, at school functions, away activities or in transit. For this reason, the Pope John XXIII Central/St. Boniface Elementary School Board hereby directs and authorizes the administrator to take necessary action in any given event to discipline any Pope John/St. Boniface student who may be involved in a violation of the intent and spirit of the Drug and Alcohol Policy.

#### 2. Building Policies:

The school will be open from 7:45 a.m. until 4:00 p.m. Students will not be allowed to remain in the building after school unless an arrangement has been made through office personnel. Use of the building outside of those times requires faculty supervision and approval of administration.

#### 3. Firearms Policy:

Pope John/St. Boniface has a zero tolerance for any weapon or firearm at any event or place connected with the school. A "weapon" shall be defined as anything that can be used for bodily harm or torture and has no

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

explicit reason for being on the premises of Pope John/St. Boniface or at a Pope John/St. Boniface event. This includes, but is not limited to explosives, knives, guns, slingshots, razor blades, or anything that is being used to harm an individual. This would include anything in a person's locker, on their physical being, under their control, or anything introduced into the Pope John/St. Boniface environment (including any school sanctioned function). Any item that might even remotely fit this policy needs to be registered in the office immediately after entering the building. Any student who is found to have violated this policy must immediately surrender the weapon to the principal and the student shall be immediately suspended.

### 4. Cars:

Cars should be parked in an orderly fashion in the parking lot behind the school. Street parking is left for faculty, visitors and guests of the school. Cars are not to be used during the school day to drive to lunch. The safety of our own students demands this. The parking lot is off limits during the school day (including the lunch hour) unless permission is received from the office to go to your car.

### 5. Foreign Exchange Students:

Pope John accepts foreign exchange students at the discretion of the administration. Exchange students must belong to an officially recognized foreign exchange program.

### 6. Electronic Device Policy:

The use or possession of cellular phones, pagers, beepers, iPods, iPhones, iTouches, iPads, personal laptops, cameras, camcorders, and any other electronic devices are not allowed during the school hours, between 8:00 a.m. - 3:45 p.m., unless incorporated into classroom curriculum. All electronic devices must be turned off and placed in a locker. It is strongly advised that students NOT bring valuable electronic devices to school. Students are responsible for the safety and security of those devices. If a student witnesses or receives inappropriate materials they should report the incident to a teacher and/or administration.

Consequences for violating the policy:

- First Offense: Item will be confiscated and turned into the office. Parents will be notified. Students may pick up their cell phone after serving their detention.
- Second offense: Item will be confiscated and turned into the office. Parents will be notified. Student will serve a detention and the item will be turned into the office each morning by 8:00 a.m. for one week. The student may pick up the item at the end of each school day.
- Third offense: Item will be confiscated and turned into the office. Parents will be notified. Student will serve an in-house suspension and the item will be turned into the office each morning by 8:00 a.m. for two weeks. The student may pick up the item at the end of each school day.
- Fourth offense: Parents will be notified. Student must turn the item into to the office each morning by 8:00 a.m. until the end of the school year. The student may take the item home each evening.

### 7. Gym:

Pope John rents the gym from St. Boniface Parish for its use. We are only to be in the gym during scheduled activities including Physical Education classes, games, plays, practice times, etc. Adult supervision is required in the gym and the kitchen for all activities. It is the responsibility of the supervisors to report any damages to the school principal should they occur. A written contract between Pope John and St. Boniface Parish is in effect for the rental and maintenance of the gym.

### 8. Sidewalks:

Students shall use the northwest exit at lunchtime, for PE classes, and at the end of the day if walking over to the gym. Sidewalks must be used when walking to lunch or to the gym. Students are not permitted to cut across property adjacent to the school. Failure to abide by these rules will result in a detention.

### 9. Property:

a. If property is damaged through carelessness or accidentally, maturity demands that those involved report it to the principal. Arrangements for repair and cost will be worked out.

b. Vandalism is serious and cannot be tolerated within our Pope John/St. Boniface community. The willful destruction, defacing and damaging of property is a crime and also a sin. The deed harms the entire community and increases the cost of running the school to your parents, students, parishes and donors. Each student is responsible to see that this does not happen. Complete reparation will be demanded and this will be considered a serious matter that can result in suspension and/or expulsion.

c. Asbestos: In compliance with AHERA regulations we hereby notify you that:

Asbestos containing materials do exist in the buildings designated as St. Boniface Church Lunch Room. These materials are kept in good repair. These areas received their three-year inspection. The operations and maintenance plan is followed and the areas receive a surveillance every six months. The official management plan is available for your inspection at the school office.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

10. Gum Chewing/Candy/Food/Beverages:  
Gum during school hours is not permitted. Food and beverages during designated time only. A detention will be given for each separate offense.
11. Student's Removal from a Class:  
If the teacher removes a student from a class for excessive behavior or other reasons, and is sent to the office, that student may receive a one (1) day in-school suspension.
12. Study Periods:  
All junior and seniors are assigned to a supervised study area during periods of the day when they are not assigned to class. The atmosphere of the study area is to be conducive to allow study. Anyone who wishes to leave this area must have a signed slip from the study hall supervisor. Each student should come to their assigned room with all books, assignments and equipment needed for the period. No permission will be granted until after attendance is taken.
13. Students will be required to have **textbooks covered at all times**.
14. Students will not be dismissed from school to purchase any types of food items.
15. Tobacco: Smoking, chewing and/or possessing tobacco, this includes electronic smoking devices are not allowed anywhere at any time in school, on school grounds, or at a school activity.
16. Transportation:
  - a. The daily riding of the school bus is a privilege. Promptness in being at the pick-up and departure points is courtesy to all. Please call someone on the route if you will not be riding the morning route. There is a \$400.00 fee for those families riding Pope John Central buses; this should be paid directly to Pope John. Half of the payment is due by December 15th and the second half will be due in April. The north and west routes will be contracted through Elgin Public Schools. The pickup point in Neligh will be at the Neligh Public Library. The west route will be at the designated pickup point. The drop off and pick up of students should be in the designated area on the north side of the building for all means of transportation.
  - b. Those students who go to school-sponsored activities with school transportation are to make the round trip in the school vehicle. The only exception will be made when there is written permission from a parent or guardian granting the use of the other transportation.
  - c. The driver for the school activity is in complete charge and is to be obeyed at all times. Students are precious cargo and safety is of the utmost importance. The vehicles are to be kept clean and trash free upon departure from the vehicle. Problems arising on the vehicles will be considered serious.
  - d. Students may occasionally participate in school related field trips during the school year. The school will provide transportation unless notified otherwise. If any school trip is planned (outside of the city limits), the parents' signature is required. Teachers will notify parents well in advance and the group will be properly supervised while on the trip. It will be an educational trip if taken during school hours. The principal and the board approve the number of trips and distances.

### Code of Conduct Policy

#### Purpose

At Pope John XXIII Central Catholic/St. Boniface School we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore proper relationships. We believe that disrespectful behavior is unacceptable and we [students, staff and parents] all share a responsibility for preventing it. This policy builds on the school's Primary Goals and the *Circle of Grace* curriculum to provide clear procedures and strategies to prevent, reduce, and respond to disrespectful behavior.

#### Policy Framework

Flowing from our mission statement, philosophy, and primary goals, we are called to establish relationships, which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values we reject ideas, beliefs, and behaviors, which marginalize or victimize people.

The school will not allow any form of misbehavior and will take corrective action as required. Every faculty and staff member has the responsibility to uphold behavioral standards and take corrective action in accordance to the policies of the school.

**Definition**

While there is no universally accepted definition of disrespectful behavior, there is general consensus that disrespectful behavior:

- is deliberate and often repeated
- intends to cause fear, distress, hurt or harm to another
- is action by a more powerful individual or group over a less powerful individual or group

Disrespectful behavior takes many forms, all of which will cause distress. Examples of disrespectful behavior include:

- *Verbal* - teasing, using offensive names, ridiculing, spreading rumors etc.
- *Non-Verbal* - writing offensive notes or graffiti about others, using e-mail, social media or text messaging to hurt others, rude gestures, etc.
- *Exclusion* - deliberately excluding others from group, refusing to sit next to someone, etc.
- *Extortion* - threatening to take someone's possessions, food or money, etc.
- *Property* - stealing, hiding, damaging or destroying property, etc.

**Strategies to Prevent Disrespectful Behaviors:**

Pope John XXIII Central Catholic/St. Boniface School will implement in all grade levels the Archdiocese of Omaha *Circle of Grace*, *Theology of the Body*, and Boy's Town *No Room for Bullies* curriculum (grades 7-12) which include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

- vigilant classroom and transition supervision
  - Teachers are to actively supervise students at all times.
  - Teachers are asked to be aware of 'hotspots' – bathrooms, hallway, lunchroom and buses used to transport student to and from activities .

At Pope John XXIII Central Catholic/St. Boniface School **students** are encouraged to:

- take positive action to stop the disrespectful behavior if they observe an incident
- report the disrespectful behavior incident to a teacher as soon as possible
- make it clear to their peers that disrespectful behavior is not accepted

At Pope John XXIII Central Catholic/St. Boniface School **staff** is expected to:

- take positive action to stop the disrespectful behavior when they observe an incident
- pass on information about any reported or observed disrespectful behavior behaviors to the principal for further action

At Pope John XXIII Central Catholic/St. Boniface School **parents** are encouraged to:

- listen to their child and encourage the child to speak to their teacher, counselor, and/or principal at school
- contact the school if they have a concern (e.g. teacher, counselor, principal )

**Responses to forms of disrespectful behavior**

Any reports of misbehavior will be investigated and appropriate action will be taken promptly.

The response to disrespectful behavior will include:

1. Intervention and support for the recipient of the disrespectful behavior.
2. Age appropriate and consistent sanctions for the student who demonstrates disrespectful behavior.
3. Guidance and support for witnesses of the disrespectful behavior.
4. Where appropriate, inform parents and involve them in any action and/or follow-up.

**Procedures for investigation and Follow-up**

In discerning appropriate responses to disrespectful behavior, Pope John XXIII Central Catholic/St. Boniface School requires the principal and/or the principal's representative to be responsible for determining whether an alleged act constitutes disrespectful behavior. In so doing, the principal and/or the principal's representative shall conduct a prompt, thorough, and complete investigation of each alleged incident. The parents of the students involved shall receive a written notice from the school concerning the outcome of the investigation (in compliance with current privacy laws and regulations). The school must record all reports on instances of disrespectful behavior for an annual review.

- Student concern report form completed
- Preliminary interview(s) will be conducted to ascertain the specific nature of the disrespectful behavior. These interviews should be with individuals initially (e.g. student being bullied, witnesses of disrespectful behavior, student (s) engaging in disrespectful behavior )
- The initial interviews should focus on the safety of individuals and record of the separate interviews will be kept
- Parents of students involved will be contacted by phone and followed up with written notice
- Disciplinary action plan
- Regular monitoring and follow up with the students involved. Student(s) and parents will be notified of the dates of the follow up dates
- Further recurrence of disrespectful behavior may result in:
  - Admonishment
  - Participation in a guided reflection process designed to teach alternative behavior
  - Temporary removal from the classroom
  - Loss of privileges
  - Classroom or administrative detention
  - In-school suspension during the school week for students
  - Out-of-school suspension
  - Legal action
  - Expulsion or termination

Grounds for Disciplinary Action: Grounds for disciplinary action, including detention, short-term suspension, long-term suspension, or expulsion; when such activity occurs on school grounds, in a building owned, leased or contracted by the school, in church (during school Mass), in a vehicle owned, leased or contracted by the school, in a vehicle being driven for a school purpose, or at a school sponsored or NSAA sponsored activity or athletic event.

1. Willfully disobeying any reasonable request of a school staff member, coach, or driver of a vehicle being used for school purposes.
2. Voicing of disrespect to those in authority.
3. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
6. Any violation of the firearms/weapons policy.
7. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, ("controlled substance" as defined by State Law) or alcoholic liquor; or being under the influence of any of the above listed substances. NOTE: the term "under the influence" has a different meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also includes being impaired by reason of the abuse of any material used as a stimulant. In other words, a student can be determined to be "under the influence" and/or "in possession" even if the law enforcement does not make this determination.
8. Public indecency.
9. Sexually assaulting or attempting to sexually assault any person.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes, or assigned activities.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.
13. Any violation of the dress code.
14. Any violation of the internet use policy.
15. Any violation of the extra-curricular policy.
16. Any violation of reasonable rules and regulations set forth by a coach or sponsor of extra-curricular activities.
17. Any violations of reasonable rules and regulations set forth by the driver of a vehicle being used for school purposes.
18. Any violations of rules and regulations set forth by the Nebraska School Activities Association.
19. Engaging in any activity forbidden by the laws of the State of Nebraska.
20. Any violation of rules or regulations as set by the Pope John XXIII Central Catholic High School/St. Boniface Elementary Board of Education.
21. Any violation of any other rule found in the student handbook.
22. Repeated violations of any of the above.

The Pope John/St. Boniface Administrator (or his/her designee) has the right to contact law enforcement authorities, or other proper authorities, as necessary to ensure the safety and security of Pope John High School/St. Boniface, its students, and its employees.

### D. CLOTHING: (Board Policy #5035)

How a person dresses will reflect on how that person feels about himself and how others will feel about him/her. Secondly, as part of the school's mission of preparing our students for the future, determining what is appropriate dress in the workplace is part of the learning process. Lastly, a dress code offers a sense of quality, identity and uniformity among the student body.

#### **POPE JOHN XXIII CENTRAL CATHOLIC HIGH SCHOOL –Dress Code**

The Pope John School Board has approved the wearing of knee length uniform shorts for students from August to the end of September and the month of May. They must be uniform shorts; no cargo shorts will be allowed. Colors are khaki, navy or black. Shorts should not be worn on Mass days.

Boys: Solid color khaki, black and navy blue slacks and cords are acceptable. No denim jeans, wind pants, sweatpants or stretch pants will be allowed. A belt must be worn if slacks have belt loops. Pants must be in good repair. No ripped, torn, or frayed pants will be allowed.

Girls: Solid color khaki, black and navy blue slacks or cords, as well as solid color khaki, black and navy blue skirts or jumpers, and of appropriate length, are acceptable. Belts must be worn if slacks/skirts have belt loops. **No stirrup pants, leggings, denim, wind pants, sweatpants or stretch pants. Length of slacks– no dragging on the floor.**

Shirts: Any solid color polo shirts-short or long sleeves. No logo on shirts (except an approved school logo), no sleeveless shirts, and a long sleeve shirt should not be worn under a short sleeve shirt. **Shirts must be tucked in at all times.** NO EXCESSIVE ACCESSORIES INCLUDING SCARFS.

Sweatshirts: Any solid colored sweatshirts or one with the Pope John XXIII Central Catholic High School logo may be worn during the school year. Wolfpack sweatshirts may be worn seasonal activity. A polo must be worn under the sweatshirt. Sweatshirt must be appropriate size and free from stains and tears. No hooded sweatshirts and no sweatshirts with zippers may be worn during the school day.

Sweaters: **ONLY THESE COLORS** Khaki, navy blue, royal blue, gray, red, black or white crewneck, cardigan, V-neck sweaters or vests can be worn. A polo must be worn underneath.

Shoes: Should be in good taste and in good repair. Socks need to be worn at all times.

All students must maintain an appropriate level of personal hygiene that is neat, clean and pleasant. Hair for boys and girls shall be clean, well styled and avoid extreme fashions and faddish forms. Boys are expected to have neatly trimmed hair, the length will not be so long as to hang in their eyes or touch their collars. Hairstyles are subject to administration approval. Students are to be clean-shaven and well groomed. Visible tattoos are not permitted for boys or girls. Visible body piercings are not permitted for boys or girls (except for female ear piercing). Earrings are not permitted for boys.

Extra-Curricular Activity Attire: Pope John students participating in extra-curricular activities will be expected to wear appropriate clothing. **This will include shorts of appropriate length and shirts may be sleeveless but not cut below the arm seam.**

**ST. BONIFACE ELEMENTARY –Dress Code**

On Mass days no shorts/skorts worn to Mass.

Uniform pants/slacks: (uniform style shorts/skorts may be worn August to the end of September and the month of May) and skirts or jumpers purchased from Sears, JC Penney's, Wal-Mart, Target, or Lands Ends.

Colors: Black, Navy Blue and Khaki

Polos: Solid colored polo's only (short or long sleeves). Only logo accepted is St. Boniface School. No long sleeve T-shirts to be worn under polos.

Sweatshirts: **Any color sweatshirt** as long as a polo is worn under the sweatshirt.

Socks: Must be worn at all times with shoes appropriate for all school activities. **Solid colored (black, navy blue, white/ivory, tan and grey) tights and/or leggings (worn with skirts).**

Belts: Students in grades 3-6 must wear a belt.

Sweaters: **ONLY THESE COLORS** Khaki, navy blue, royal blue, gray, red, black or white crewneck, cardigan. A polo must be worn underneath.

No infractions will be tolerated. The principal may waive the dress code policy due to special school events at her/his discretion.

All students are expected to be clean and well groomed at all times. Personal pride and dignity, as well as the pride and dignity of the school demand this. A good rule of thumb if you have to ask if it is okay, then don't wear it.

Grooming: Students are not allowed wear make-up, body glitter or tattoos. No piercing is allowed, except for female ear piercing; earrings should not dangle. Finger nail polish is not allowed. Hair should be neatly cut and combed in a conservative style. **No faddish or unusual haircuts or hairstyles will be allowed nor hair coloring. Razor cuts, carvings, shaving or hair that covers the face will not be allowed. Partial or completely shaved heads are unacceptable and designs shaved into the scalp are also unacceptable.**

Final interpretation of hairstyle and objects in the hair will be determined by administration. Normal dress code is required at all field trips, unless stated otherwise. The principal may waive the dress code policy due to weather or special school events at his/her discretion.

**STUDENT DRESS CODE EXTRA-CURRICULAR**

If an extra-curricular activity wishes to order clothing for the participants of said activity, the activity sponsor must present a copy of the clothing design, including color, to the school administrator prior to placing the order. Written approval and a copy of the design will be kept on file in the main office. The sponsor of the activity shall be responsible for the coordination, distribution and payment of the order.

Participating students may wear their approved extra-curricular tee shirt/sweatshirt with an approved collared shirt/sweatshirt on the day of the game or activity. Participants in this dress code rule are limited to one game day or activity day per week. This is limited to present year apparel only.

**E. COMMUNICATIONS:**

1. Daily Announcements: These are made available on the Pope John/St. Boniface website to faculty and read to the students each morning during homeroom. If you want an announcement made, please forward it into the office the day before. Other announcements will not be made during the day except in case of emergency.
2. Monthly: There is a monthly calendar published for events that take place during the month accessed through our website. A monthly calendar will be emailed to all families. Parent weekly updates will be emailed on Thursday of each week.
3. Other: The parish bulletins, local newspapers, diocesan newspaper, television and radio stations are also organs we use to communicate to the broader communities what is happening in our community.
  - a. The Telephone: Student use of the telephone in the front hallway is a privilege. Students are to get permission from the front office before using the phone. There must be a good reason for the call, and the call must be completed in a reasonable amount of time. If parents need to reach a student please call the office and a message will be given to the student.
  - b. Master Schedule: This is a calendar of events for the year posted in the office. All major events should be cleared and posted on this calendar to avoid conflicts in the scheduling of events. Please clear dates as soon as possible.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### F. COURTESY:

The philosophy of respect for the individual is founded on Gospel values. Jesus told us "whatever you do to the least of my brothers, you do to me." With this in mind, courtesy, respect and love for one another should be a source of strength and a normal way of acting for all of us. Disrespect, lack of courtesy, insubordination or any other form of harm to the personhood of anyone will not be tolerated. Failures in these areas will be considered serious.

### G. FIRE DRILLS:

Fire drills will be held regularly in accord with State Law. When the alarm is sounded, promptly do the following:

1. The person nearest each door holds it open for all the rest.
2. Head toward the exit posted at the entrance of each room from which you are leaving.
3. Walk, don't run.
4. Maintain absolute silence.
5. Teachers leave last and see that everyone is out safely.

### H. TORNADO DRILLS:

Tornado drills will be held at least once per school year. The school bell will be sounded with a constant ring, and students and teachers will go to their assigned locations in the school. Each classroom has the information posted.

### I. GUIDANCE OFFICE: (Board Policy #6509)

The basic concern of the Guidance Department is the individual students' problems, adjustments, and progress. This attitude develops a program, which helps the students to:

- a. Understand himself/herself
- b. Make the most of aptitudes and interest
- c. Satisfactorily adjust to the environment
- d. Develop ability to make wise decisions and solve problems independently

The services offered by the Guidance Department include, but are not limited to:

- a. Counseling: personal, educational, vocational
- b. Testing: aptitude and achievement
- c. Placement: in the proper educational program
- d. Parental conferences

If a student chooses to have a private conversation with the guidance counselor, the content of that conversation will remain confidential, except under circumstances that involve potential harm to self or others.

Parents that do not want their child/children to speak to the guidance counselor for personal matters should contact the school.

College visits may be arranged by the counselor/parent. Students will be allowed two college days per high school career accompanied by a parent, in their high school attendance.

### J. HEALTH:

1. A nurse will be available to us.
2. Each student receives an examination at the beginning of the school year that covers vision testing, audio screening, measurements of height and weight, observation of teeth, throat, tonsils and general health. All immunizations must be on file in the school's office prior to the start of school.
3. The nurse is also available as a resource person for classroom learning. There are about 16 areas of topics available.
4. The Physical Education teacher should see that student's shower after activities that demand such hygiene.
5. Parents or guardians are to fill out and return the emergency medical form at the beginning of the school year. The form indicates their preferences of doctor and procedure should their son or daughter become ill or has an accident at school. These are kept on file.
6. In case of emergencies outside of the regular school time, the following procedures will be implemented:  
First Choice: Call the rescue unit. If in Elgin the number is 911.  
Second Choice: A physician in Elgin will be contacted.  
Third Choice: Contact an area hospital. In Neligh the number is 887-4151. In Albion the number is 395-2191.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

As soon as the school personnel have implemented one of the above choices, they will try to contact the parents. The parents will then be informed as to where their son or daughter is heading.

### 7. Asthma Protocol Policy

Pope John XXIII Central Catholic/St. Boniface School is in compliance with the 10.2003 state regulations requiring that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction (anaphylaxis).

1. Staff members have received information that familiarizes them with the protocol.
2. The local medical clinic doctors have signed and approved the protocol, making it a standing medical order.
3. First responders have been trained in CPR and have received the special training mandated.
4. The equipment is available and visible in the office and all staff is aware of its location. Equipment includes, the EpiPen, Nebulizer machine, Albuterol, the protocol and the students known to be at risk.
5. All families have been notified of the information and parental signatures have been obtained from the students at risk. Their individual care plans are in place.
6. The time period mandated by the state is the school day only. That will include the normal school hours from 8:05 a.m. until 3:45 p.m.

### K. LIBRARY:

The library is essentially a place of research and study. Books may be checked out for a period of 2 weeks and renewed for another 2 weeks. Reference books, together with periodicals and magazines may be checked out overnight. Library materials are very expensive. Care of them is essential so that others may use them. Be responsible for returning them on time. Any books or other library materials that are damaged will have to be paid for by the student. Charges will be based on the extent of the damage to the materials. Lost books and other library materials are handled in a similar manner.

### L. COMPUTER LAB, LAP TOPS and OTHER ELECTRONIC DEVICES:

The following rules will be in effect in the computer lab:

- 1) Students are not permitted in the lab unless properly supervised and/or assigned by a teacher.
- 2) Classes have preference over individuals with respect to the use of the lab.
- 3) The Internet policy must be followed at all times.
- 4) Laptops are available for classroom work. Electronic devices must be checked out.
  - Any non-educational use infraction, the student will serve a detention.
  - When the student fails to check out the laptop or the laptop that is checked out in their name is damaged the student will serve a detention and lose computer privileges for two days.
  - The third infraction; the student will serve an in-school suspension and lose computer privileges for one week. When the student misuses or damages a school owned electronic device they may be responsible for repairing or replacing the device.

### M. LITURGY:

The whole school community will celebrate Mass together each week, in addition to First Friday and Holy Day Masses. Alternate groups are responsible for planning and preparation. Pope John XXIII celebrates Mass on Tuesday and St. Boniface School on Wednesday. Retreats will be offered for Pope John students during the school year. A senior retreat will be offered prior to graduation. Saint Boniface students will have devotional services, one per semester.

### N. LOCKERS: (Board Policy #5015)

Each student is assigned a locker for his/her use. Respect one another's privacy and go only into your own locker. You may hang things on the inside in such a way that no damage occurs. Please use masking tape. There will be no pictures or posters placed in your lockers that pertain to alcohol or drugs in any way. Also, no pictures or posters that are morally offensive should be displayed. It is an essential goal of our school that we must promote the dignity and sanctity of people. Posters or pictures that are morally offensive or that promote the use of alcohol and/or drugs are counter-productive to this goal. You are also responsible to keep your locker clean. **Only book bags that fit in the lockers are allowed.**

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### O. LUNCH:

1. A well-balanced and nutritious meal is served each day at the St. Boniface Lunch Room. Because the program is federally funded, students are eligible for free/reduced price lunches. The application forms are given out at the beginning of each year. We urge parents/guardians to utilize this form for free/reduced lunches.
2. Each day the menu for the day is announced and count taken to assist those preparing the lunch. We urge students to eat well for health reasons. All students will be expected to be in the lunch room during the lunch time.
3. Before leaving for lunch, students will pray grace to ask God's blessing on his/her food and to thank Him for it.
4. We are fortunate to have a hot lunch program available to our students. This lunch is offered on a pre-payment basis. Families are required to pay in advance. A one-day grace period will be given when a student's funds have expired. If on the second day no payment has been received, the student will not be allowed to have hot lunch.  
Students with outstanding balances for lunch from the previous academic year will not be allowed the hot lunch until this balance is paid and the pre-payment has been received.  
Lunches and/or milks not used will be carried over to the next month with the exception of the last month of school. Lunches/milks will not be carried over from year to year.  
Free and reduced lunches are available to families who qualify under the guidelines of the Federal Government. Applications will be sent home to all families at the beginning of the school year.
5. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W. , Washington, D. C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### P. MONIES:

All monies raised and spent through student activities are to go through the Student Council account. The treasurer of the Student Council is to keep an accurate account. All spending is to be done only with the approval of the faculty sponsor.

### Q. PARENT ASSOCIATIONS:

1. School Advisory Board: This is the governing body of Pope John. It sets the policies for the accomplishment of a sound Catholic educational program. Two members and the pastor represent each of the six parishes on the board. From this body the officers of the school board are elected, as well as the executive board. The principal of Pope John is to be present at board meetings. Visitors are welcome. The board meets monthly and the scheduled times, as well as the minutes of meeting, are published in the parish bulletins. The rest of the groups listed below are under the jurisdiction of the Pope John School Board. They each will make an annual report to the board. The monthly schedule for these reports is listed following the descriptions of groups.
2. Committee for the Continuation of Pope John: This association otherwise known as CCPJ is composed of people who believe in the outstanding institution we have in Pope John. They are aware of what Pope John offers the youth of the community, as well as the adults of the communities. They see Pope John as a real ministry within our midst and want to make sure of its future in line with the needs of our time and the call of God's people to serve and provide for those needs. One of their major undertakings each year is their annual CCPJ Fund Drive which provides much needed financial support for the school. We encourage all of our parents and others in the communities to become a part of this group.
3. Development Committee: This committee has been instrumental in helping to raise money for the Pope John Endowment. They have also sponsored the annual Development Dinners and the publication of the Quad-Lum News. They will report to the school board at least once per year.
4. Endowment Board: The Board of Directors of the Pope John Endowment Fund are responsible for making investment decisions for the Endowment Fund.
5. Booster Club: This organization provides financial support for all the activities in the school that include athletics, music, speech, drama, and the academic team. All parents of Pope John students are automatically members of the Booster Club.

St. Boniface School has organizations that aid the parish in the operational cost of running the school.

6. Friends of St. Boniface: This organization includes all parents of students attending St. Boniface School. In 1986 a group of parents realizing the need for a support group for St. Boniface School, formed an organization

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

called "Friends of St. Boniface". Its purposes are: to promote an atmosphere of Christian family community; to serve as a support group to the pastor, board, teachers, and students; and to raise funds to help with expenses. Each family is asked to work and donate as needed.

7. St. Boniface Annual Alumni Drive: This organization was started by former alumni, with the idea that alumni should continue to support the school so that other children may have the privilege of attending St. Boniface School. Their target group is the alumni, parish members and parents. A letter is mailed each fall of the school year.
  8. St. Boniface School Advisory Board: This board was established by the Parish Council of St. Boniface Parish to assist with governance tasks essential to the maintenance and welfare of St. Boniface School. The board is advisory to the pastor, who in accord with canonical law has ultimate responsibility for the parish. The board provides direction for the administrator through formulation of policy, assists the administrator with counsel and advice, and supports the administrator in implementation of policies and exercise of responsibility for personnel, students, building, and program. Board members will be elected at the spring parent meeting.
  9. Endowment Board: The Board of Directors of the St. Boniface School endowment fund is responsible for making investment decisions for the endowment fund. They report at the parish total leadership meetings. The parents have the prime responsibility to educate their children. Some of these duties have been delegated to the board and the faculty members of St. Boniface. Strong support and cooperation with one another will benefit the students most of all. The comments and constructive criticism of parents are welcomed. Board meetings are held regularly; published in school monthly calendar and parish bulletin. The right of non-members to address the Board must request in writing and be placed on the agenda, which has been approved by the board.
- R. PREGNANCY: (Board Policy #5030)  
Our policy is that the unwed mother and father shall hold a discussion about the situation with the parents, counselor, administrator and pastor. Serious consideration will be given to not participate in co-curricular activities at the discretion of the parents, students involved, counselor, administrator and pastor.
- S. PUNISHMENT AND PROCEDURES: (Board Policy #5020)
1. Detention: one-half (1/2) hour in length after school.
    - a. Student will report to assigned detention room.
    - b. Student will remain in room until prescribed time has elapsed.
    - c. Student will not be allowed to do homework or other assigned school work.
    - d. Complete silence will be observed.
    - e. Detention will be served on the day received, or the following school day, assuming the detention monitor is available.
    - f. Three detentions in one quarter will result in a one- (1) day in-school suspension.
  2. In-School Suspension:
    - a. Student will spend prescribed number of days in an assigned area in the school.
    - b. Assignments in all classes must be completed for that day.
    - c. Any tests regularly scheduled for that day will be taken.
    - d. Student will receive a grade of zero for assignments completed on that day.
    - e. Student will receive a grade not to exceed 70% for tests/quizzes taken on that day.
  3. Out of School Suspension: This means a student is dismissed from school and all school activities.
    - a. Only the principal may suspend a student.
    - b. The reasons for suspension must be serious such as the areas specifically mentioned in the handbook, serious disrespect for faculty and other students, misuse of alcohol and drugs, vandalism, truancy, activities that seriously endanger the reputation of the school or students in or outside of school.
  4. Expulsion: This means a student is dismissed completely from school and must attend elsewhere.
    - a. Only the principal may expel a student.
    - b. The reasons for expulsion must be very serious, such as repeated suspension, or the areas mentioned in other parts of the handbook, etc.
    - c. An expelled student may reapply some other school year, but only after a conference with the principal together with the parents. This is no guarantee of re-admittance.
  5. Procedures:
    - a. In-School Suspension: If a student is to serve an in-school suspension, the student and parents will be informed of the cause of the in-school suspension, and the length of the in-school suspension.
    - b. Out-of-School Suspension:

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

If a student is suspended, the student and parents will be informed of the incident, the length of time for the suspension and a time for a conference with the principal during the school day. Only after this will re-admittance be allowed. The student is responsible for all work missed during the time suspended. The students shall receive a zero for all school work for that day.

c. Expulsion: When a student is recommended for expulsion the following "due process" will be given:

- (1) Parents/Guardian will be informed by letter from the principal stating the reason for expulsion.
- (2) The student and parents/guardian will be offered a specific time for a conference to allow any reply or discussion in defense of the student. This conference shall take place during the school day in the principal's office with the principal, president, parents/guardians and student attending. This meeting must take place within 3 days of receiving the letter.
- (3) During the time between mailing the letter and meeting with parents, the student may not attend classes nor participate in any school activity.
- (4) The final decision for expulsion will rest with the president of the school.
- (5) The school board will be informed of the action.

### T. SENIOR PICTURES:

1. The deadline for photos is February 1 of the current school year.
2. Two colored dress up photos are to be handed in to the senior class sponsor. (one is for the class composite and will not be returned and the other is for the local newspaper which will be returned to you when PMT's are made).
  - a. Young men: Dress shirt, tie and suit jacket.
  - b. Young ladies: Dress, suit or dressy blouse with sleeves and a modest neckline.
  - c. Your face---not hands or a distracting background.
  - d. Vertical
  - e. Colored (no black & white required)

U. STUDENT ACTIVITIES: Student activities are provided to supplement intellectual, moral, spiritual, social and physical development. We urge students to select activities with a view toward your abilities, needs and interests both immediate and long range. We urge parents and students to see that there is a balance in choices and the good of the school as well as the individual are considered.

### RULES:

1. Each group or club will have a faculty supervisor.
  2. New groups may be started according to needs and interests, with the approval of the principal.
- The following are the areas of Pope John XXIII student activities:
1. Athletics:
    - a. Women: Volleyball Basketball Track Golf Dance Cheerleading
    - b. Men: Football Wrestling Basketball Track Golf
    - c. Guidelines and rules for this program are set up and distributed each year for parents and student information and support.
  2. Dances: (grades 9-12 only) A one-way door policy is to be observed. Dances are to be chaperoned by adults and last no longer than 12:00 midnight. Proper attire should be worn as befits the occasion.
  3. Music:

Other miscellaneous groups both vocal and instrumental ex. duets, trios, quintets, etc.
  4. National Honor Society:

The Pope John Chapter of the National Honor Society provides recognition for excellence in scholarship, character, leadership and service on the part of the student. The Pope John Chapter of the National Honor Society is governed by the national constitution. Induction of new members takes place annually. Only students who are sophomores, juniors or seniors in attendance at the school one semester are eligible. Students must also have a cumulative scholastic average of at least B (or 3.0 grade point average). They must also be evaluated on the basis of 4 criteria: scholarship, leadership, service and character. All faculty members are given the opportunity to nominate potential members. A faculty council selects students for membership by a majority vote and considers dismissal, non-selection and warning cases.

Prior to the faculty council meeting, students are asked to complete a Student Activity Form listing their co-curricular activities, leadership positions held, involvement in community activities, awards and recognition received, etc. scholarship (3.0 cumulative average) leadership (positive attitude and behavior and influence; is

**2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

responsible, reliable and dependable) service (works well with others, renders service as needed or requested both cheerfully and enthusiastically) character (exemplifies cheerfulness, friendliness, poise, stability and honesty; shows courtesy, concern and respect; upholds principles of morality and ethics). Membership carries with it certain responsibilities. It incurs an obligation to demonstrate those outstanding qualities that resulted in selection, to actively participate in the service projects selected by the chapter, and to participate in a service project that reflects the individual's particular talent and interests. Members who are dismissed are never again eligible for membership.

- 5. Speech Team
- 6. Spring Musical
- 7. One Act
- 8. Student Council

This is an important group in the school. It is representative of the student body. It provides an opportunity for the development of leadership in student affairs and a forum for student opinion. The council aims at developing community spirit among everyone by dealing with matters of school wide concern. Its constitution is the guideline for its operation.

- 9. Academic Quiz Bowl
- 10. Junior Right-to-Life
- 11. FFA
- 12. House System: The primary purpose of the house system is to further the mission of the school by providing greater pastoral care to all our students while strengthening our sense of community. The system will also enable us to be proactive in the development of each student's leadership skills.

**V. ACADEMICS: POPE JOHN XXIII CENTRAL CATHOLIC**

**1. Grade Scale:**

|                  |               |                |
|------------------|---------------|----------------|
| A+...100-98.5    | A...98.4-94.5 | A-...94.4-92.5 |
| B+...92.4-90.5   | B...90.4-87.5 | B-...87.4-85.5 |
| C+...85.4-83.5   | C...83.4-79.5 | C-...79.4-77.5 |
| D+...77.4-75.5   | D...75.4-71.5 | D-...71.4-69.5 |
| F.....69.4-below |               |                |

**STANDARD GPA GRADING SCALE**

|          |         |          |          |         |          |          |         |          |
|----------|---------|----------|----------|---------|----------|----------|---------|----------|
| A+: 4.00 | A: 3.90 | A-: 3.75 | B+: 3.50 | B: 3.00 | B-: 2.75 | C+: 2.50 | C: 2.00 | C-: 1.75 |
| D+: 1.50 | D: 1.00 | D-: .75  | F: .0    |         |          |          |         |          |

**HONORS GPA GRADING SCALE**

|          |         |          |          |         |          |          |         |          |
|----------|---------|----------|----------|---------|----------|----------|---------|----------|
| A+: 4.40 | A: 4.29 | A-: 4.13 | B+: 3.85 | B: 3.30 | B-: 3.03 | C+: 2.75 | C: 2.20 | C-: 1.90 |
| D+: 1.65 | D: 1.10 | D-: .83  | F: .0    |         |          |          |         |          |

Marks on quarterly report cards have the following significance:

- A Work of outstanding quality
- B Work of high quality and better than most students
- C Average work
- D Below average work
- F This grade is given only as a last resort. A failing grade at the end of the semester means a loss of credit. If a student fails a required subject during his/her four years in high school, it is his/her responsibility to register for the course again or make up the credit in another semester. The grade of "F" will be given only when the student leaves no other alternative.
- I Incomplete-indicates a student failed to complete major assignments and examinations. The grade of "I" can be changed to a letter grade if the student successfully completes the work within three weeks of the day that the quarter ends.
- S Satisfactory—credit is given.
- U Unsatisfactory –no credit is given.



## **2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

**Formative (minor) Assessments-30%** (EX: daily work, in-class discussions, notebooks, quizzes, bell ringers, class work).

**Summative (major) Assessments-70%** (EX: Instructor-created exams, standardized tests, projects, labs, essays, presentations).

### **Policy for Formative Scores (Grades 1-2)**

If homework is not turned in the day that it is due or if their name is not on their homework then 10 points will automatically be taken off of their grade.

All students in grades 1-2 will be given an assignment notebook and will be required to fill it out daily, late assignments will be noted in the book also. Students are expected to bring their graded assignments home and share them with their parents.

### **Policy for Formative Scores (Grades 3-8)**

Student will receive a 69% for any assignment

-not turned in.      -turned in incomplete or no name.      -when directions are not followed.

Students must turn in the missing assignment before school starts the following day. If it is not turned in, the grade will drop to 0%.

In case of absences due to illness, students will have one day for each day missed to turn in the assignment before they are considered late.

The teacher will contact the parents for a conference to set up a plan of action after their child has 3 consecutive missing/late assignments in a given subject.

To enhance teacher and parent communication, teachers will share weekly assignments (grades 3-5 through student assignment notebooks) grade 6-8 in Sycamore, staff web pages, or via batch email.

All students in grades 3-8 will be given an assignment notebook and will be required to fill it out daily, late assignments will be noted in the book also. Students are expected to bring their graded assignments home and share them with their parents.

### **Policy for Formative Scores (Grades 9-12)**

See each teacher's class syllabus on Sycamore for more details.

If an assignment is not turned in when it is due, the student receives a zero. If a paper is handed in without the proper heading required by the teacher, the student receives a zero.

In case of absences due to illness, students will have one day for each day missed to turn in the assignment before they are considered late.

The teacher will contact the parents for a conference to set up a plan of action after their child has 3 consecutive missing/late assignments in a given subject.

To enhance teacher and parent communication, teachers will share weekly assignments in Sycamore, staff web pages, or via batch email.

## **W. EXTRA-CURRICULAR ELIGIBILITY: (Board Policy #5050)**

**Standards of Conduct for Participation in Extra-curricular or Co-curricular Activities**

### **Grades 7-12**

Membership and participation in extra-curricular and co-curricular activities can have a very positive effect in the development of constructive attitudes for future citizenship. Pope John XXIII Central Catholic School recognizes that rules and regulations concerning the conduct of the student body will vary with the times and values of the community. Furthermore, it is the belief that the individual family should be the major guiding influence and determinant of student behavior. The school also has a significant interest in teaching students to behave responsibly and appropriately. Consequently, participation in any extra-curricular or co-curricular activity is dependent upon the adherence to the school's policies, procedures, and rules. The school will work with the student, parents and other agencies in assisting the student to correct behavior that is deemed inappropriate. The terms and conditions of this policy are for each academic year.

### **Academic and Attendance Requirements**

In order to be eligible to participate in a particular performance, contest, program, trip or activity, each student must meet the following requirements.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### Requirement A:

A student missing class to participate in any extra-curricular or co-curricular activity should make arrangements with the teacher(s) involved. If possible, the assignments should be done in advance of the student's departure for the activity. (The intent is to encourage students to obtain their assignments in advance of being absent and to provide the opportunity for them to complete work prior to the absence, but not a condition for participation in the extra/co-curricular event.)

### Requirement B:

If a student is not in school, he/she may not practice or participate in a game, concert or other activities unless the absence has been previously cleared by the administration. A student must be in attendance at the start of third period (regular school day) and be present for the remainder of the day to be eligible to practice unless previously cleared with administration. In the event of a late start students must be present at the start of the school day. For early dismissal students must be in attendance by the start of third period (9:21 a.m.). A student must be in attendance the full day to be eligible to participate that night in a game, concert, or other activities unless previously cleared by administration.

### Requirement C:

A student must meet the requirements of the Nebraska State Activities Association and have received credit in four major courses in the previous semester. A "major course" earns five credits per semester. The "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.

### Requirement D:

1. Down/Failing List: If a student has one or more failing grades at the end of the first, second or third quarter or at the end of the first semester, that student will be ineligible to participate in extra-curricular activities (they may practice on M, W, F) until the student proves their eligibility. Grades will be reported in the third week of the quarter, and if a student is not failing a class, they would then be eligible. If a student is still failing in any subject, they would remain ineligible until they are passing all classes.
2. Report of Averages: Each teacher in grades 7-12 shall submit to the principal, the name of any student that has a failing average in his/her class. **The name(s) shall be submitted by 10:00 a.m. each Monday or the first day of school for the week.**

Requirement E: The following process will be used to determine ineligibility for participation in extra-curricular or co-curricular activities because of failing grades reported for the failing list. On the first day of the start of the 3<sup>rd</sup> week of each quarter, an academic down/failing list is published and given to all 7-12 teachers. The down and failing list is updated weekly. The following process will be used to determine ineligibility for participation in extra-curricular activities because of failing grades reported for the down/failing list.

1. Academic Probation: The student is failing one or more classes at the time grades were published. The student is notified of the class(es) and grade(s) in which he or she currently has a failing average. The student is eligible.
2. Academic Ineligibility: The student has failed the same class for the second consecutive week. The student is ineligible for participation in any extra-curricular or co-curricular activities for that week, and any consecutive weeks' following until the student has a passing average in all classes. The parents of the students will be notified as stated in Step 4.
3. Student Notification: A student that has reached Academic Ineligibility shall be notified by the Principal. A week of ineligibility shall be from Monday at 10:00 a.m. until the following Monday at 10:00 a.m.
4. Parent Notification: The Principal shall also notify the parents of the student of the ineligible status and the sponsor of any activity in which the student participated.

### Requirement F:

If a student has one or more failing grades at the end of the quarter that student will be ineligible to participate in extra-curricular activities until the 3<sup>rd</sup> week of the following quarter if the student is passing all classes.

### **Required Courses;**

- A. Required 7th & 8th Grade Courses:  
Language Arts, Theology, Reading, PE/Activities, Math, Art, Music, Technology, Science, Social Studies, Career Guidance
- B. Required Freshmen:  
Theology, English/Speech, Algebra I or Geometry, Physical Science, Physical Education/Health, Geography, Career Guidance, Music/Art  
Electives: Introduction to Agriculture or Intro to Business
- C. Sophomores:  
Required: Theology, English, World History, Biology, Geometry, Algebra II/Trig or Applied Math, Career Guidance  
Electives: Select 3 electives open to Sophomores

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

- D. Juniors:  
Required: Theology, English, American History, Algebra II, Adv. Math or Applied Math, Career Guidance  
Electives: Select 4 electives open to Juniors
- E. Seniors:  
Required: Theology, English, Government, Math, Career Guidance  
Electives: Select 4 electives open to Seniors
- F. Recommendations for college bound and/or well-rounded education: 3-4 science courses, 4-5 math courses, 2 years of a foreign language.
- G. Credits for each course are based on a mathematical formula set up by the State Department of Education. Classes taken five days per week receive 5 credits granted on a semester basis.
- H. Graduation Requirements: In order to graduate from Pope John each student must pass all required courses and accumulate a minimum total of 280 credits. The student who is serious about college and future success should consider taking 280 - 315+ credits.
- I. Pre-registration will take place in the spring. Students and parents will receive a list of both required and elective courses. Guidance is provided for course selections.
- J. In order to drop a course for a serious reason you must get written permission from the teacher whose course you want to drop, from the teacher whose course you want to take, from the parents, guidance counselor and THEN AND ONLY THEN present them to the principal to see if it can be arranged. This procedure must be completed within the first two weeks of the semester.
- K. Pope John XXIII Central Catholic High School students are allowed to take classes through Elgin Public, NECC, CCC and Distance Learning. Students may take the class if they are available and if the class is not offered at PJCC. The following concerns will be addressed:
1. Will the class fit into the schedule?
  2. Does the student have a conflict in his/her schedule?
- Students will not be allowed to take virtual high school classes that are offered at Pope John XXIII unless determined otherwise by the administrator. Any change to a student's schedule can be made at the administration's discretion.
- L. Before the end of the school year, every Pope John student must demonstrate, through a personal presentation, the integrated skills of speaking, the focused organization of information and the proper use of technology. If the presentation by the student is below standard, another presentation opportunity will be allowed until the standard has been met. Rubrics will be used to determine acceptable levels of performance.

THEOLOGY IS REQUIRED OF ALL STUDENTS ATTENDING Pope John XXIII Central Catholic/St. Boniface School. Great respect is shown for the religious beliefs of people of other faiths who are asked to consult the course descriptions and administration for answers to questions.

### College Classes:

Student who elect to take college credit or dual credit classes are responsible for the tuition and renting or buying of their textbooks.

### Plagiarism & Cheating

Plagiarism and cheating demonstrate a lack of integrity and character that is inconsistent with the goals and values of Pope John XXIII Central Catholic/St. Boniface School.

Plagiarism shall be defined as the presentation of another's work – the ideas, arguments, facts or phraseology – as one's own. Unacknowledged quotation of another's sentences, phrases, or keywords is plagiarism. Using papers (in whole or parts) from the internet as a student's own work is plagiarism.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

Cheating may be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers from a test already taken or speaking or using electronic messaging with someone during a test or quiz.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials.

Consequences for Plagiarism and/or Cheating:

1st Offense:

1. The work in question receives a "0" and is recorded as such in the grade book.
2. The student's parents are informed.
3. A report is placed in the student's file. This report is destroyed at the end of the year.

2nd Offense: In addition to the above

4. The administration requests, by certified letter, that the student's parents attend a meeting with the student, teacher, counselor and principal or his designee. If the parents fail to attend the meeting, the student's grade for the marking period is withheld and becomes a failing grade two weeks after the end of the marking period.

3rd Offense:

Parents are informed and the student receives a failing grade for the course.

3. Programs:

We are blessed with an excellent faculty, course offerings and school plant. In order for you to prepare for life, your faith development and academic development are very important. Strive to make use of what has been provided for you and do not aim at the minimum. You will be the loser or the winner in the future depending on your maturity of choices, dedication toward excellence and willingness to work.

A. Living the Faith Apostolic Outreach Policy:

Rationale: The Pope John/St. Boniface faculty, staff and student body take very seriously the mental, physical, spiritual and academic formation of each student. Our school exists to allow us to freely integrate into a learning environment the faith skills necessary to allow young men and women to develop into strong Christian leaders. A driving force within our school is not to just produce a good athlete or someone strong in academics; our focus is to produce disciples of Jesus Christ who will go out and make a difference in the world. We are to evangelize our youth to enable formation of their spirituality so that they might evangelize the world. Our baptismal commitment calls us to offer our time, talents and treasure to better a world that is constantly in need of the presence of God. The student will do class projects under the supervision of their

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

homeroom teacher and other staff members. The students will be asked to complete one (1) project per quarter. The students will have two opportunities per quarter to complete their service commitment. The hours shall include service in any of the following categories:

--Service to their home parish which could include: helping with yard work, shovel snow, cleaning church, pick up trash, bazaar or soup supper jobs over above what is already expected, etc.

--Service in their local community: this work is restricted to a non-profit, charitable organization clean up the highway, helping at the senior center, clean up the park, pick up trash, help clean up for county fair or town fair (Vetch days, etc.), work in a food bank, etc.

--Service to their school: paper drives, shovel snow, painting, vacuuming, work day jobs, any job over and above what is already expected, etc.

--Service to the greater Church community; another parish, any archdiocesan entity, any parochial school system, any Catholic entity's work, soup kitchen, Kids against Hunger, blood mobile, etc.

Further Considerations:

Any deviation or variation in this policy should first be cleared with his/her house dean(s). The house deans will maintain a list of possible activities and jobs that will qualify. All hours completed will be available for review by the will be updated once a month and available to the students.

### X. POPE JOHN XXIII CENTRAL ATHLETIC CURFEW

1. The curfew for all athletes during the season on weekends (Friday and Saturday nights) will be 12:00 midnight.
2. The curfew for all athletes during the season on weekdays (Sunday through Thursday nights) will be 10:00 p.m.

### Y. STUDENT RECORDS:

1. Student records are on permanent file in the office.
2. No records will be released without the written permission of the parent or guardian if the student is under the age of 18.

### Z. TEACHER AVAILABILITY:

Each teacher is in school by 7:45 a.m. and remains after school until at least 4:00 p.m. This offers students the opportunity to meet with them for any business or help they need.

### AA. TUITION AND FEES: (Board Policy #3002)

The school board sets the tuition charge to individual parents annually. The school tuition rate for the 2018-2019 school year is \$2,500 for high school students and \$2,300 for junior high students. The bus fee per family is \$400.00. All students will also be charged a materials/technology fee of \$200 for junior high and \$260.00 for high school per year. This includes activity fees for high school students.

\*The school board sets the tuition charges for attendance at Pope John XXIII Central Catholic High School annually. Tuition will be paid according the signed contract.

\*Students having difficulty with finances are encouraged to apply for tuition assistance from the Archdiocese and the school.

\*Students who fulfill their curricular requirements may participate in the graduation ceremonies. But in order for a student to receive a diploma and transcript, all tuition, fees and other bills owed to Pope John XXIII Central Catholic must be paid.

### TUITION/PARENT CONTRIBUTION

The educational programs provided by St. Boniface help make us a Catholic family. The tuition you pay to the support of the school helps ensure the operation of its educational programs. Thank you for your support of Catholic education. In addition to tuition, support of the parish through the Sunday collection is a separate responsibility of all school parents.

The St. Boniface School Advisory Board and the St. Boniface Parish Council have set the tuition for St. Boniface School.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

| Parent St. Boniface Contribution<br>(in parish) | (out of parish)  |
|---|------------------|
| 1 child \$1,700.00                              | \$2,000.00       |
| 2 children \$3,400.00                           | \$4,000.00       |
| 3 children \$5,100.00 (cap)                     | \$6,000.00 (cap) |

Any family, whether in parish or out of parish, who has only one child in school and that child is in preschool the cost will be \$1,000.00. The school board has adopted a tuition policy agreement, which must be signed by the parents prior to the first day of school. If you find that you may need assistance in paying your tuition special arrangements will be made when the agreement is signed.

### FINANCIAL AID

*Financial Assistance options are available to ensure no student is turned away for purely financial reasons.* Last year over 42% of our students received some form of financial assistance.

Financial aid opportunities for qualified families include:

Children's Scholarship Fund (grades K-8)

Greatness Scholarship (PK-12)

OAEF (Omaha Archdiocese Educational Fund) High School Tuition Assistance (grades 9-12)

Archbishop's High School Scholarship Program (grades 9-10)

\*\* Families who apply for assistance from this fund *must* complete the Awaken Greatness Grant application outlined below. Funds received from the Children's Scholarship Fund, OAEF, or Archbishop's High School Scholarship Program will be compared with the recommended aid amount from the grant to determine how much, if any, will be dispensed from the Pope John Fund.

### Pope John and St. Boniface Greatness Scholarship

#### Application Process

*The fastest way to process your application is to obtain a the form by visiting the Pope John website under scholarships-Awaken Scholarship.*

#### Scholarships

Scholarships are available by contacting our guidance counselor.

#### Supporting Organizations

The support organizations at Pope John include: Committee for the Continuation of Pope John, Alumni Association, Development Committee, Endowment Committee and Booster Club. These organizations contribute approximately 31.7 % of the annual budget. Their efforts contribute significantly to keeping tuition as low as possible.

#### AB. VISITORS:

Visitors are most welcome at Pope John XXIII Central Catholic/St. Boniface Elementary. Any classrooms being visited should be entered at the beginning of the class period. Visitors should remain the entire period so as not to disrupt the learning situation. At the completion of the visit all visitors are asked to meet with the principal before leaving the building. All visitors must follow the same rules that are in effect for the students. All entrances are locked during the school day. Visitors should use the southeast entrance of the building and report to the office before going to any classroom.

#### Sportsmanship Guidelines for home and away activities

A school may be suspended from membership in the NSAA and from participating in interscholastic activities with other member schools for the unsportsmanlike conduct of teams, coaches, students, and fans. Each school is responsible for the conduct of its teams, coaches, students, and fans at games both at home and away. Please support the players in a positive manner rather than possibly placing them in a position of being penalized for unsportsmanlike conduct.

## **2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

All players, coaches/advisors, parents, and other fans are expected to:

1. Emphasize the proper ideal of sportsmanship, ethical conduct, and fairness.
2. Stress the values derived from participating fairly.
3. Show cordial courtesy to officials, visitors, players, and each other.
4. Establish a courteous relationship between visitors and hosts.
5. Respect the integrity and judgment of coaches/advisors, judges, and officials.
6. Achieve a thorough understanding and acceptance of the rules and expectations of the activity and the standards of eligibility.
7. Encourage leadership, use of initiative, and good judgment by the participants in the activity.
8. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual participants.
9. Promote good school citizenship standards and use them as a barometer for participation.

All school discipline policies and rules apply directly to St. Boniface/Pope John Central students and fans at school activities whether they are held on school property or away from school. Consequences will be determined by the administration.

### **PARENT INFORMATION**

#### **Communications**

##### **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

##### **Communication That Coaches/Staff Advisors Expect From Parents:**

1. Concerns should be expressed directly to the coach/staff advisor as set forth below.
2. Notification of any schedule conflicts should be shared well in advance.
3. An appointment should be scheduled to discuss any specific concern in regard to a coach's/staff advisor's philosophy and/or expectations if there is ever a question. Parents and coaches should help their students learn that success is achieved in the development of a skill and should make student-athletes feel good about them, regardless of the outcome of any contest. As your students become involved in the programs at Pope John, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your students wish. If you, as a parent, have a concern, take time to talk with coaches in an appropriate manner, including proper time and place, being sure to follow the designated chain of command. At these times, discussion with the coach/advisor is encouraged.

##### **Communications You Should Expect From Your Student's Coach/Staff Advisor:**

1. Philosophy of the coach/staff advisor.
2. Expectations the coach/staff advisor has for your student as well as for all the students involved in the activity.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your student be injured during participation.
6. Discipline that result in the denial of your student's participation.
7. Requirements to earn a school letter for that activity.

##### **Appropriate Concerns To Discuss With Coaches/Staff Advisors:**

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

Sometimes it is very difficult to accept your student not playing as much as you may hope.

Coaches/staff advisors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach/staff advisor. Other things, such as those listed next, must be left to the discretion of the coach/staff advisor.

**Issues Not Appropriate to Discuss with Coaches/Staff Advisors:**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes/participants.

There are situations that may require a conference between the coach/staff advisor and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. Everyone involved is expected to be respectful, to recognize and show appreciation for the other's role, and to reinforce the school's "Student Activity/Athletic Code of Conduct" plus the policies and procedures as outlined in this handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

**If You Have a Concern to Discuss with a Coach/Staff Advisor, the Following Procedure Should Be Followed:**

Call to set up an appointment with the coach/staff advisor.

Please do not attempt to confront a coach/staff advisor before, during, or after a contest or practice. These can be emotional times for both the parent and the coach/staff advisor.

Meetings of this nature usually do not promote resolution.

**What Can a Parent Do if the Meeting with the Coach/Staff Advisor Did Not Provide a Satisfactory Resolution?**

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

**Competitive Program Selection**

1. Coaches/sponsors are hired by the school district to be responsible for establishing criteria for selection of players with input from their staff. This may be a highly subjective process.

Selection and decisions regarding game/performance situations are the sole responsibility of this staff.

2. At times, there are limited opportunities for students due to the large number of students participating and the competitive nature of high school athletics/activities. While this is not our desire, it is a reality. It is extremely difficult for coaches/sponsors to tell young people they will not be placed on the team/performance group for which they want to participate, or that they have not made any team/performance group at all. All students, regardless of their grade in school, should understand that these are real possibilities.

3. If selected, a student should be prepared to accept placement at any level and complete the season in good standing. Parents should also prepare themselves for this and accept the coach's/sponsor's decisions.

4. Coaches/sponsors are expected to assemble the most competitive team possible, by selecting individuals, filling positions according to need and appropriately placing students on the proper team/performance group, then defining each individual's role, based on certain criteria, including but not limited to, citizenship, sport/activity specific ability, sport/activity specific skills, ability to work together, and willingness to learn.

5. There are many non-school teams/performance groups sponsored by different organizations through which students can gain valuable experiences by participating on these teams/performance groups. However, it is very important that students and parents understand that participation on a non-school team/performance group does not guarantee any player a place on the high school team/performance group.

6. The main goal of any level of competitive athletics/activities is to put the most talented members of any team/performance group in competition to win the contests. Starting positions and playing time are not guaranteed to anyone. Each member of a team/performance group is valuable to the team's/performance group's overall progress. Some members may play a great deal of the time in a contest while others may not play what a parent would consider "significant playing time." Regardless of time spent in actual competition, simply by being part of a team/performance group, a student can learn many valuable lessons such as: sportsmanship, working together to meet team/performance group goals, commitment, placing team/performance group above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, and taking responsibility for one's own actions.

Thank you for your understanding and cooperation in the spirit of high school athletics.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### ACTIVITY LETTERING:

#### Activity lettering Minimum Requirements for Cooperative Sports

- Actual lettering requirements are to be determined by the head coach, the below listed requirements are merely minimum requirements. Please consult the head coach for more detailed requirements. Any student found in violation of the Drug and Alcohol Policy while in-season will forfeit eligibility of lettering in the sport.
- An athlete must complete the season as a part of the program to receive a letter.
- The head coach will make known the final lettering requirements prior to the season.

### DRUG and ALCOHOL POLICY

Students shall not engage in the unlawful use, possession, selling or dispensing of a controlled substance or an imitation controlled substance, as defined by Nebraska law, a substance represented to be a controlled substance, or alcoholic liquor as defined by Nebraska law and shall not be under the influence of a controlled substance or alcoholic liquor. The possession and/or use of alcohol, drugs, tobacco, or non-medically-prescribed controlled substances (as defined by State Law) is forbidden on the school grounds, in the building or at school functions at home or away activities or in transit.

No student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug.

The school has the right to investigate upon reasonable cause. It will be considered a violation upon being ticketed for an alcohol or drug related offense, self reporting, or if the investigation determines a violation occurs. Consequences incur when administration determines a violation occurs. The Alcohol and Drug Policy remains in effect throughout the entire school year and including the summer months.

Note:

- An activity shall be considered an extra-curricular activity or NSAA sanctioned activity including, but not limited to: volleyball, football, basketball, wrestling, track, golf, dance, speech, academic events, FFA, FCCLA, drama, fine arts, or senior sneak. Activities not included shall be academic or activity banquets, graduation, or prom.
- Ineligible students lose eligibility to participate in activities, but may practice, attend meetings, and/or attend events, if not during school hours, with the team at the coach's/sponsor's discretion.
- The policy shall be totaled from year to year. A new year begins on the first day following the last day of school.
- "In-season" is defined as within the current activity season as defined by the NSAA or when formal practices or activities have begun with the exception of Fall activities which begin on the first day following the last day of school. The summer is considered part of the Fall season. A season extending past the next season's start date is not considered complete until the final contest is completed.
- "Out-of-season" is defined as not being within a current activity season. Students completing hours need to do so prior to the start date of the following season or "in-season" consequences shall be enforced in full.

### DISCIPLINARY ACTION

First Offense:

- A. The student shall be ineligible for the remainder of the school year:
  - a. Student Council
  - b. Class Officer
  - c. Homecoming Royalty
- B. The student shall be ineligible for the remainder of their school career:
  - a. National Honor Society

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

- C. An “out-of-season” student shall serve 25 hours of service to the school. Hours are to be served within a time period determined by administration or further consequences may be enforced. If a student self reports to the administration of their respective school within 72 hours, the number of hours shall be reduced from 25 to 15.
- D. An “in-season” student shall be ineligible in all activities for 21 calendar days beginning on the next occurring contest date. The student shall not be allowed to letter or receive team awards (awards given out by the coach or players). If a student self reports to the administration of their respective school within 72 hours, the number of days shall be reduced from 21 to 14 and not to exceed 50% of the events of an activity as defined by administration. The student may become eligible to letter and/or receive team awards as determined by coaches and administration.

### Second Offense:

1. The student will be ineligible for the following activities for one additional school year:
  - a. Student Council
  - b. Class Officer
  - c. Homecoming Royalty
2. The student shall serve an additional 25 hours of service to the school.
3. A student involved in activities shall receive double the ineligibility period listed under a first offense in addition to prior consequences.

### Third and Subsequent Offenses:

1. The student will be ineligible for the following activities for remainder of their high school career:
  - a. Student Council
  - b. Class Officer
  - c. Homecoming Royalty
2. The student shall serve an additional 25 hours of service to the school.
3. A student shall be ineligible for the remainder of the school year in all activities in addition to prior consequences. Additional school years of ineligibility may be added by administration per subsequent offenses.

### BLANKET AUTHORITY

The Pope John XXIII Central Catholic Advisory Board, in adopting this Drug and Alcohol Policy, realizes that the foregoing may not extend to any and all situations where a student of Pope John XXIII Central Catholic School may be involved with drugs and alcohol. For this reason, the Pope John XXIII Central Catholic Advisory Board hereby directs and authorizes the principal to take such other and further actions as may be necessary in any given event to discipline any Pope John XXIII Central Catholic School student who may be involved in a violation of the intent and spirit of this policy, notwithstanding such violation may not specifically be set forth herein.

### STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES POLICY (Board Policy #5002)

**Pope John XXIII Central Catholic/St. Boniface School** is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will be responsible for educating the students about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber disrespectful behavior awareness and response, make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any question about these provisions, you should contact the building principal. If any user violates this Policy, the student’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

### Personal Responsibility

By signing the acknowledgement form in the student handbook, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### Term of Permitted Use

A student who submits to the school, as directed a properly signed handbook acknowledgement form and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy acknowledgement form each year during which they are students in Pope John XXIII Central Catholic High School before they are given an access account.

### Acceptable Uses for Educational Purposes Only

Pope John XXIII Central Catholic High School/St. Boniface Elementary is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Principal to help you decide if a use is appropriate.

### Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a work, virus, "Trojan horse", "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about yourself or others, including full name, home address, phone number, credit card numbers and social security numbers.

### Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access privileges to make, distribute, or redistribute jokes, stories, or other materials which are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### Internet Safety

#### General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

### Personal Safety

Users are always cautioned to be safe. In using the computer network and Internet, users not reveal personal information such as a home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Students should not, under any circumstances, arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission (if students are under 18). Regardless of a student's age, he/she should never agree to meet a person with whom he/she has only communicated on the Internet, and particularly not in a secluded place or in a private setting.

### "Hacking" and Other Illegal Activities

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violated state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly home addresses, telephone number, credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

### Active Restriction Measures

The school, either by itself or in combination with the Educational Service Unit providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other education projects being conducted by students, age 17 and older.

## **2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Privacy

Network and Internet access is provided as a tool for the education of every student. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any exception of privacy regarding such materials.

### Failure to Follow Policy

The use of the School District’s computer network and Internet access is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

### Warranties

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access of and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claim, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy.

By signing the acknowledgment form in the student handbook, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parents (s) or guardian (s) are agreeing to indemnify and hold the School, the School District, the Educational Service Unit that provides the Internet access opportunity to the School District and all of their administration, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the School in the event of the School’s initiating an investigation of a user’s activities during his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District’s network.

### Updates

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s)), or such new Policy must be signed if the user wishes to continue to receive service. If changes occur in some or all of the information a user provides to obtain an account, the user must notify the person designated by the School to receive such information within 72 hours of the change.

### Consequences

Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences may be imposed as determined by the administrator:

- Appropriate legal action will be taken.
- Conference with parent or guardian will be held.

## 2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook

- Individual access privileges will be revoked.
- Loss of network use for a determined period of time will occur.
- School disciplinary action according to the general school rules.

### BLANKET AUTHORITY (Board Policy #5021)

The Pope John XXIII/St. Boniface School Board in adopting these handbook policies realizes that the foregoing may not extend to any and all situations where a student of Pope John XXIII High School/St. Boniface may be in violation of these policies. For this reason, the Pope John XXIII High School hereby directs and authorizes the principal to take such other and further actions as may be necessary in any given event to discipline any Pope John/St. Boniface student who may be involved in a violation of the intent and spirit of these policies, notwithstanding such violation may not specifically be set forth herein. Such actions may include, but are not limited to, contacting the proper authorities, including law enforcement authorities, as the need arises.

### **Pope John XXIII Central Catholic High School iPad Learning Initiative Policy 2018-2019**

#### **Pope John XXIII Central Catholic High School Technology Policy**

The focus of technology use at Pope John XXIII Central Catholic High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of devices such as iPads and Chromebooks. The use of these devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Students attending Pope John will be issued both an iPad and a Chromebook along with their chargers and carrying cases at the beginning of the school year. Parents and students are expected to read the Networked Information Resources Policy found in the Parent/Student Handbook, carry out the responsibilities as outlined in the technology policy and sign the school's Computer Loan Agreement.

The Pope John XXIII Central Catholic High School 2018-2019 Parent/Student Handbook lists consequences for failure to comply with the policies outlines within it.

Students will be held responsible for damages to their devices resulting from misuse, neglect, or accidental damage including but not limited to broken screens, cracked plastic pieces, inoperability, etc.

#### **Repair costs to be paid by user:**

- First Incident = \$50.00
- Second Incident = \$50.00
- Third Incident = 100% of the repair/replacement cost

#### **Lost or stolen without negligence:**

- User pays half the cost of the replacement device

#### **Lost or stolen with negligence:**

- User pays full replacement costs

#### **Full replacement costs will apply to the user:**

- Power adapters
- Cables
- Covers
- Any other school-owned accessories

*The Administration and/or the Technology Coordinator will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted based on merits of each case.*

*The school will contact the designated vendor to send in devices that malfunction or receive damage.*

**Please read information in this table carefully before signing the computer loan agreement.**

| Parent Responsibilities   | Student Responsibilities  | Device Care  |
|---|---|--|
| <p>Your son/daughter has been issued an iPad and Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of these devices.</p> <ul style="list-style-type: none"> <li>• I will supervise my son’s/daughter’s use of these devices at home.</li> <li>• I will discuss our expectations regarding the use of the Internet at home and will supervise my son’s/daughter’s use of the Internet.</li> <li>• I will not attempt to repair the iPad or Chromebook</li> <li>• I will report to the school any problems with these devices.</li> <li>• I will make sure my son/daughter charges these devices nightly.</li> <li>• I will make sure my son/daughter brings these devices to school every day.</li> <li>• I agree to allow the school administration, teachers, or technology coordinator to examine the devices and their content at any time.</li> <li>• I agree to make sure that the iPad and Chromebook are returned to the school when requested and upon my son’s/daughter’s withdrawal from Pope John XXIII Central Catholic High School.</li> </ul> | <p>Your iPad and Chromebook are important learning tools and are for educational purposes only. In order to take your devices home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>• What using these devices at home, at school, or anywhere else I may take them, I will follow the policies of Pope John XXIII Central Catholic High School – especially the Acceptable Use Policy – and abide by all local, state, and federal laws.</li> <li>• I will treat these devices with care by not dropping them, getting them wet, leaving them outdoors, or using them with food or drink nearby.</li> <li>• These devices are my responsibility and will stay in my possession at all times</li> <li>• I will recharge these devices at night and bring them to school every day.</li> <li>• I will keep all accounts and password assigned to me secure and will not share these with any other students</li> <li>• I will make the devices available for inspection by an administrator, teacher, or technology coordinator upon request.</li> <li>• I will return these devices when requested and upon my withdrawal from Pope John XXIII Central Catholic High School.</li> </ul> | <p>The iPad and Chromebook are school property and students are responsible for their general care. Any devices that are broken or fail to work properly must be taken to the technology coordinator for an evaluation of the equipment.</p> <ul style="list-style-type: none"> <li>• These devices and their cases must remain free of any writing, drawing, sticker, or labels that are not the property of PJCC.</li> <li>• The identification label placed on the devices should never be modified or removed.</li> <li>• Secure your devices at all times.</li> <li>• Clean the screens with a clean, soft, dry cloth or anti-static cloth. NO cleansers of any typed should be used.</li> <li>• The screens are particularly sensitive to excessive pressure placed on the screen.             <ul style="list-style-type: none"> <li>○ Avoid “bumping” the devices against lockers, walls, car doors, floors, etc. as it will increase the danger of breaking</li> <li>○ Do not lean on the top of the devices when they are closed.</li> <li>○ Do not place anything between the screens and their covers/lids.</li> </ul> </li> <li>• Close the lid when carrying the Chromebook. Do not carry the Chromebook by the screen.</li> <li>• Devices should be secured in their assigned cases.</li> </ul> |

**8. BYOD (Bring Your Own Devices)**

Pope John XXIII Central Catholic does not support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by PJCC.

**SAFETY AND SECURITY PLAN**

Pope John XXIII Central/St. Boniface School have developed a Safety and Security Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a safety and security situation.

In most emergencies your child/children will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic Chemical spill) the students will be accompanied to a predetermined alternate site.

We ask that you follow this procedure if you hear of any school emergency:

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Please Do Not Telephone the School. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the School, unless requested to pick up your Child at School.  
Any emergency may mean emergency vehicles and workers must be able to get in the building.  
If the emergency necessitates relocation of staff and students, you will be informed via the media.

**SAFE ENVIRONMENT TRAINING:**

In accordance with Archdiocesan policies all teachers and volunteers who have contact with children are required to be trained and recertified every five years.

**Wellness Policy**

**Nutrition Education:** The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education is incorporated into a variety of curriculum areas. The classes provide the knowledge and skills necessary to make healthy food choices for a lifetime.

**Physical Activity:** The primary goals are to offer opportunity for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general well being. The elementary students have recess activities along with the physical education classes. The students are given the opportunity to have physical education in their K-12 educational program.

**Nutrition Standards:** Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. The school lunch program reimbursable meals meet the federal program requirements and nutrition standards.

To read the entire policy, you may request a copy from the office.

**Pope John XXIII Central Catholic High School  
Computer Loan Agreement**

|                                      |  |
|--------------------------------------|--|
| <b>Student Name: (Print)</b>         |  |
| <b>Parent/Guardian Name: (Print)</b> |  |

I agree that my student(s) and I have read and will comply with all policies and procedures in the Pope John XXIII Central Catholic Technology Policy. I understand that this policy covers any Apple iPad, EduGear Chromebook, and accessories that are property of Pope John XXIII Central Catholic High School for student(s) named on this form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Sign and Return by Thursday, August 16, 2018**

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School’s Internet connection. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

*I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.*

The following must also be signed by a Parent/Guardian if the user is a student under the age of 19.

*I have read the Internet Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child’s behalf, to the terms of the Internet Acceptable Use Policy; I affirm my child’s obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child’s compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet.*

Dated: \_\_\_\_\_  
Parent/Guardian

**ONE INTERNET FORM PER FAMILY IS REQUIRED TO BE RETURNED TO THE SCHOOL OFFICE BY Thursday, AUGUST 16, 2018**

**2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

**Photographs on the School Website or school related publications:**

*Student photos may appear on the school website, only identified by first name, or in any other publication that may be used in conjunction with St. Boniface/Pope John Schools. Please contact the school if you do not want your students' photos to appear in any school related publications.*

*I give my permission for my child/children to speak to the guidance counselor for personal matters.*

**We have read the Parent/Student Handbook and are familiar with its contents:**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Student**

**(All family members are asked to sign only ONE FORM PER FAMILY. Please have each student and a parent/guardian sign and return this entire page to the school office by Thursday, August 16, 2018**

Table of Contents

I. Mission Statement..... 1

II. Philosophy ..... 1

III. Introduction..... 2

IV. History of Schools ..... 2

V. School Song ..... 3

VI. School Colors..... 3

VII. School Insignia ..... 3

VIII. Primary Goals ..... 3

IX. Things To Know For Smooth Operation ..... 4

    A. Admission ..... 4

    B. Attendance..... 5

    C. Behavior ..... 6

        1. Alcohol and Drugs ..... 6

        2. Building Policies ..... 6

        3. Firearms ..... 6

        4. Cars ..... 7

        5. Foreign Exchange Students..... 7

        6. Electronic Devices ..... 7

        7. Gym ..... 7

        8. Sidewalks ..... 7

        9. Property..... 7

        10. Gum Chewing/Candy/Food ..... 8

        11. Student's Removal from a Class ..... 8

        12. Study Periods ..... 8

        13. Textbook Covering ..... 8

        14. Leaving School-personal ..... 8

        15. Tobacco..... 8

        16. Transportation..... 8

        Anti-Disrespectful behavior Policy..... 8

    D. Clothing..... 11

    E. Communications..... 12

    F. Courtesy ..... 13

    G. Fire Drills ..... 13

    H. Tornado Drills ..... 13

    I. Guidance Office..... 13

    J. Health ..... 13

    K. Library..... 14

    L. Computer Lab..... 14

    M. Liturgy ..... 14

    N. Lockers..... 14

    O. Lunch ..... 15

    P. Monies ..... 15

    Q. Parent Associations ..... 15

        1. School Board..... 15

        2. CCPJ ..... 15

        3. Development Committee..... 15

        4. Endowment Board ..... 15

        5. Booster Club..... 15

        6. Friends of St. Boniface..... 15

**2018-19 Pope John XXIII Central Catholic/St. Boniface Elementary School Parent/Student Handbook**

|   |    |
|---|----|
| 7. St. Boniface Annual Alumni Drive .....   | 16 |
| 8. St. Boniface School Advisory Board ..... | 16 |
| 9. St. Boniface Endowment Board .....       | 16 |
| R. Pregnancy .....                          | 16 |
| S. Punishment and Procedures .....          | 16 |
| T. Senior Pictures .....                    | 17 |
| U. Student Activities .....                 | 17 |
| V. Academics .....                          | 18 |
| W. Extra-Curricular Eligibility .....       | 20 |
| X. Athletic Curfew .....                    | 24 |
| Y. Student Records .....                    | 24 |
| Z. Teachers Availability .....              | 24 |
| AA. Tuition and Fees .....                  | 24 |
| AB. Visitors .....                          | 25 |
| Parent Information .....                    | 26 |
| Activity Lettering .....                    | 28 |
| Drug & Alcohol Policy .....                 | 28 |
| Technology Policy .....                     | 29 |
| Safety and Security Plan .....              | 35 |
| Wellness Policy .....                       | 35 |