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## **PHILOSOPHY**

Archbishop Bergan Elementary School/Saint Patrick's Preschool commits to recognizing the individual learning styles and abilities of each child. As a result the school strives to provide a program that extends beyond the state and Archdiocesan standards. We offer a differentiated curriculum that promotes creative and critical thinking skills, increases student self-esteem, and enhances a sense of personal competence and Catholic responsibility. This is achieved through the philosophy of service learning.

The philosophy of service learning reflects the belief that education should develop social responsibility and prepare students to be stewards of Jesus. Instructionally, service learning involves a blending of service activities with the academic curriculum in order to address real community needs. As disciples of Jesus, the students, teachers and parents apply knowledge, skills, and talents to the work they are called to do.

Catholic identity is integral to every concept of the school, not an added component. It is expressed in the daily experiences, teachings and interaction of students, faculty, and administrators. It permeates the spirit and climate of the school. A culture such as this requires that all stakeholders have a responsibility, along with the children, to grow as life long learners.

Through its educational ministry, the school works together with the parents, who are the primary educators of their child, to assist the student in their faith journey, help them achieve a personal relationship with God, and develop his/her intellect to its full potential. To maximize parent involvement, the spiritual and academic growth of the students and to ensure a Catholic environment in the elementary school, expectations are written into covenants, which are signed by teachers, parents and students.

## **MISSION**

"Archbishop Bergan Catholic School exists to instill a passion, as exemplified by Christ, for faith, knowledge and service."

## **PURPOSE OF THE HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. This handbook is for informational purposes only and does not constitute a contractual agreement between Archbishop Bergan Elementary School and any student or any parent/guardian of any student. Archbishop Bergan Elementary School reserves the right to change any of the guidelines set forth in this handbook without notice when, in its sole discretion, Archbishop Bergan Elementary School believes it is necessary. The school reserves the right to add, modify, or abolish any of the handbook provisions without notice. 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 Archbishop Bergan Elementary School's right to institute any course of disciplinary action. Disciplinary action is at the at the school's sole discretion as is necessary and consistent with its Catholic educational mission. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook. We do hope this handbook will be of service to you and enhance the cooperation we trust will exist among all of us.

## **ADMINISTRATION**

### **The Principal**

The Principal is the chief administrative and supervisory office of the school, and as such, serves as an ex-officio member of the Board of Education. The Principal is the official representative and spokesperson of the school and is the administrator primarily responsible for assuring the policies enacted by the Board of Education and Omaha Catholic School's Office are put into action.

### **The Pastor**

The Pastor of the parish is the official delegate of the Bishop in the "teaching mission" of the Roman Catholic Church. The Administration, Board of Education, Faculty, and Staff work under the supervision of the Pastor of the parish. The Pastor serves as an ex-officio member of the Parish Council and as ex-officio member of the parish Board of Education.

### **The Board of Education**

Archbishop Bergan Board of Education is an advisory committee to the Pastor and Principal. The Board of Education is responsible for the formulation and development of policies of the school. The Board of Education is comprised of ten members plus three ex-officio members. The Pastor enacts policies, and the Principal implements them. Individual matters of resolution of specific problems after the fact are not matters to be handled by the Board of Education, but are the responsibility of the Principal. We are most appreciative of the time and effort expended by these people on behalf of our school.

**School Board Members:**

Jane Rasmussen  
Dottie Anderson  
Beth Wilmes  
Steve Hotovy  
Desa Clark  
Thom Mendlik  
Shannon Morrissey  
Heather Ekeler  
Alan Atkinson  
Lynne Walz

**Ex-officio Members:**

Pastor Fr. Owen Korte  
Principal Katherine Griffen  
Principal Ron Beacom

**ARCHBISHOP BERGAN CONTACT NUMBERS**

Parish office - (402) 721-6611  
Preschool Office – (402) 721-8330  
Elementary School Office - (402) 721-9766  
High School Office - (402) 721-9683

**ADMINISTRATION**

Katherine Griffen  
berganelementary@yahoo.com  
721-9766 ext16

Preschool/Elementary Principal

### **SAINT PATRICK'S PRESCHOOL**

Saint Patrick's Preschool is a division of Archbishop Bergan Elementary, both of which are a ministry of Saint Patrick's Parish. Preschool families have the opportunity to join the Parent Knights (PTA) group. Information regarding these events will be sent home throughout the year.

### **PRESCHOOL ADMISSIONS POLICY**

Children who are three, four, five and six years of age may be enrolled at St. Patrick's Catholic Preschool, a division of Archbishop Bergan Elementary School, which is open to all children whose parents are interested in Christ-centered education for their children. Children must be toilet trained to enter the program. You may enroll your child at any time during the school year if openings are available. Enrollment will be considered confirmed only when the application form and a non-refundable \$30.00 registration fee are received and accepted by the school. The first month's tuition, Kindermusik fees and the child's record form will be due no later than July 1<sup>st</sup>. Payment of these fees will ensure your child's placement in the program for the current school year. These fees are non-refundable unless the child moves from the district or is enrolled in Kindergarten. If children are enrolled in the program after August 1<sup>st</sup>, additional charges may apply for materials.

### **PRESCHOOL GOALS**

1. We are dedicated to nurturing the growth of every child in a Christ-based atmosphere that honors the worth of children, supports their families, and respects the diversity of all people.
2. We will provide experiences to promote development within the individual child – spiritually, physically, socially, emotionally, and intellectually – while building groundwork for future education and daily life.
3. We will provide opportunities for each child to demonstrate and practice developing self-help skills.
4. We will assist each child in learning to interact in a group by showing respect to others, accepting compromises, taking turns, and recognizing how one's behaviors affect others.
5. We will help each child develop body and muscle control, and an increasing awareness of his/her own needs and feelings and how to express them.
6. We will broaden the child's interest in, experiences with, and awareness of the world around him/her.

Additional goals for your child include:

1. Introduction to basic readiness skills appropriate to the age of your child. These will include color, shape, mathematical concepts, and exposure to letters of the alphabet. We will use all the senses to expose children to the basic readiness skills. Some of these skills will be primarily directed to the children attending the three or five day per week classes.
2. Music skills will include the Kindermusik curriculum during their regular class time. We will promote singing and vocal play, movement, musical concepts, and focused listening activities.
3. Science activities will use a “hands on” discovery approach to their environment.
4. Fine motor skills will include cutting, drawing, gluing, and writing.
5. Large motor skill opportunities will be offered during their free time play on either the outdoor playground or indoor play area.
6. Learning short traditional Catholic prayers, learning to verbally offer prayers, and learning songs that express our Catholic and Christian faith.

### **ORIENTATION**

An orientation session for parents and students will be held in August. You will have an opportunity to meet the teachers and other classmates. Information and materials about the upcoming year will be handed out and you will be given an opportunity to complete and return any necessary forms required by the state department and the preschool.

### **FIRST DAY OF PRESCHOOL**

Preschool begins on Tuesday, September 8th, 2009. The only supplies that are needed for your child will be a backpack which is large enough to hold notes and class work (about 9 inches by 15 inches). We ask that your child bring a backpack to school every day. Backpacks are checked each day at school for special notes from parents. Your child will bring home a note almost every day describing the activities available to your child that day.

## **PRESCHOOL SAMPLE DAILY SCHEDULE:**

### **Morning Sessions**

8:20 – 8:30	Arrival, welcome students, attendance, opportunity to visit with classmates until all children have arrived, reading books
8:30 – 8:50	Circle time, calendar, weather, songs, stories
8:50 – 10:00	Group activity time (science, art, and math activities) Work and play time (may choose various areas throughout the room and participate in those activities)
10:00 – 10:15	Clean up supplies used in room, wash hands, story time, discussion about the day's activities
10:15 – 10:35	Snack time
10:35 – 11:00	Outdoor or indoor large motor skill activities
11:00	Dismissal

### **Afternoon Sessions**

12:05 – 12:15	Arrival, welcome students, attendance, opportunities to visit with classmates until all students have arrived, reading books
12:15 – 12:35	Circle time, calendar, weather, songs, stories
12:35 - 1:45	Group activity time (science, art, and math activities) work and play time (may choose various areas throughout the room and participate in those activities)
1:45 - 2:00	Clean up supplies used in room, wash hands, story time, discussion about the day's activities
2:00 - 2:20	Snack time
2:20 - 2:45	Outdoor or indoor large motor skill activities
2:45	Dismissal

## **ABSENCES**

You should send your child to school regularly and promptly. Regular attendance is best for your child and the continuity of the class. If your child will be absent on a school day, please call the school (721-8330) before class begins. If you get voicemail, you may leave a message. Be sure to state your child's name and the date.

## **ARRIVAL AND DISMISSAL**

We have arranged for a preschool loading area in front of the school. This space is reserved for dropping off and picking up your child. A teacher will come to your vehicle at arrival time to greet your child. Staff will accompany your child to the front door. In the interest of safety, please put your vehicle into Park until all children are safely in or out of your car and the doors are closed. While you are waiting for a teacher to come to your vehicle, please do not block the streets on Fourth and Union. You may use the parking lot while you wait for the staff to escort your child to or from the building if you arrive early. This procedure will

also be used at dismissal time when staff will accompany your child to your vehicle and help them buckle up in their safety seat.

Morning Session – Children should arrive at school between 8:20 and 8:30 A.M. The teachers will start dismissing children about 10:55 A.M.

Afternoon Session – Children should arrive at school between 12:05 and 12:15 P.M. Class will be dismissed about 2:40 P.M.

Please be as punctual as possible with your child's arrival and dismissal. The time before and after each preschool session is devoted to planning, preparation, and evaluation.

### **CARPOOLS**

It is requested that each carpool give us the list of names of the children composing their group. If at any time your carpool changes, please let us know. Parents are also requested to send in writing of any dismissal changes. If your child is to go home with someone other than their usual arrangement, we must have a written note stating the change. Please do not give verbal exchanges when you drop your child off at school. We will release children only to the authorized persons indicated on the Children's Record form provided by Nebraska Health and Human Services System unless other arrangements have been made by a written note.

### **FIELD TRIPS**

A field trip, organized by the preschool, is a learning experience for the child and is quite different from a trip with a family. We will take several field trips during the school year and may call on parents to accompany the children or help by driving their vehicle.

If you accompany the class on a field trip, please remember that your attention should be on the preschool children. If you will be providing transportation for the children, you will be responsible for the children in your group. Children will always be seat belted and the car doors will be locked. Every child under the age of six is required by state law to be in a car/booster seat if they are in a car, van or pickup. Each family will be responsible for providing an appropriate car or booster seat for their child on field trips if we are unable to arrange transportation with a school bus.

### **SHOW AND TELL**

Please watch the school activity calendar which is sent home every month. Children may bring items to school that relate to our unit or theme for the week. We do not have a specific time set aside for show and tell each day, but will incorporate related items into our daily activities. The staff will do their best at making sure all items are sent back home at the end of the day. Sometimes, when toys are brought to school, they are played with by the students and are inadvertently put away with the school supplies by mistake. Please label all items sent to school so they may be returned to their correct homes.

We also stress non-violent toys and clothing items while at school. This includes all costumes and accessories, too

**DRESS**

When dressing your child, keep in mind that they will be running, skipping, painting, and participating in other potentially messy activities. We will provide aprons when children are painting to protect their clothing. Clothes should be comfortable, durable, and washable. The same goes for shoes. We strongly recommend a comfortable pair of non-marking tennis shoes. (Preschool students are not required to wear the elementary school uniform.)

**PROFESSIONAL DISCRETION**

This agreement provides academic/disciplinary expectations and guidelines and helps to prevent arbitrary decisions. However, the agreement does not attempt to cover all possible circumstances or appropriate solutions; therefore, the Archbishop Bergan Administration at all times reserves the right to apply professional discretion in dealing with students concerning academics/disciplinary situations, accounting for the nature of the problem, any extenuating circumstances and the intentions of the student and parent(s) toward acceptable resolutions of the problem.

**PARENT TEACHER CONFERENCES**

Orientation day will provide an initial opportunity for the parent(s), the child and the teacher to become acquainted. Two additional conferences will also be scheduled throughout the year. Please check the attached calendar for those dates. A conference time will not be pre-arranged by the teacher.

If you would like to visit with the teacher, you must call the school to arrange a time convenient for you. Notices will be sent out via the school newsletter as conference time approaches. If either a parent or the staff feels a conference is necessary at any other time, an appointment may be made with the teacher. It is the school's policy not to discuss children or their behavior in front of any other children.

**ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act (AHERA) regulations require all public and private school districts to inventory all asbestos containing materials in the school buildings of the district and to develop a management plan for the safe handling of the asbestos containing materials in each building.

The asbestos management plan for Bergan Catholic School has been completed and is on file with the Nebraska Department of Health. The plan is available for public inspection. Copies of the Management Plan will be provided to requesting parties for the cost of reproduction only. Requests for copies of the Management Plan should be sent to President, Fr. Owen Korte, whose address and telephone number is 422 East 4<sup>th</sup> Street, Fremont, NE 68025, 402-721-6611.

General recommendations for the school regarding procedures for dealing with material that may contain asbestos have been developed. These recommendations are available for review in the Management Plan.

## **HEALTH POLICIES**

The Child's Record form from Nebraska Health and Human Services System must be completed before your child attends preschool. A current immunization record must be turned in by the time your child attends school.

If your child is ill, for the safety and health of the other children and staff, please keep him or her home.

Some examples of when to keep a child home include:

### **Fever**

#### **Signs/symptoms of possible severe illness**

Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by your health care provider to rule out severe illness.

#### **Diarrhea, vomiting or nausea**

Until diarrhea stops (diarrhea is defined as an increased number of stools compared with a person's normal pattern along with decreased stool form and/or watery, bloody or mucus containing stools)

Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours)

#### **Rashes or skin eruptions**

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (chickenpox, measles, roseola, rubella, shingles, and strep throat)

#### **Eye drainage**

Until 24 hours after treatment has started when thick mucus or pus drainage is present (conjunctivitis)

For the mildly ill child, exclude if the child is unable to participate in normal activities or if the child needs more care than can be provided at preschool.

If a child becomes ill at the preschool, the child will be isolated from the other children in a separate area of the classroom. A staff member will remain with the child, monitoring and comforting the child. The child's parents/guardians or designated alternate will be contacted to pick up the child immediately. If the staff deems it necessary, the child's health care source may be contacted. For emergency medical conditions, 911 will be called.

The preschool will not administer any type of medication, including prescriptions and over the counter medications. The exceptions would be medications used for asthma (inhalers) or severe allergy reactions. If your child needs medication during the day, the parents and/or guardians must make arrangements to come to school and administer the medication.

## **SNACKS**

A snack will be a part of the child's regular day. Snacks will be provided by the preschool families. You will be able to choose a snack time each month. Each family may contribute snack items as many times as they wish throughout the year. We will pick a date for your child to bring snacks on or near your child's birthday. If your child's birthday is during the summer months, we will celebrate that birthday during the school year.

The staff will make note of any children who may have food allergies. An alternative snack will be provided for the children who may be allergic to the food offered that day. The State Department of Health and Human Services requires that nutritious snacks are provided.

### **Listed below are a few snack ideas:**

fresh fruit	popcorn with M&M's
cheese and crackers	ice cream cups
salami, cheese, and crackers	brownies
cereal and milk	pretzels
popcorn	Chex cereal mix
cookies	canned fruit
pudding cups	trail mix
veggies and dip	sandwiches
tortillas with filling (peanut butter, cream cheese, deli meat, raisins)	graham crackers with frosting
	dry cereal

Water is provided unless you choose to bring a favorite drink.

## **BIRTHDAYS**

Children's birthdays are very special. The preschool has a special way to celebrate your child's birthday so all the children are included. We also ask that you do not pass out private party invitations at school unless all the children are invited to your child's birthday party.

## **SEVERE WEATHER**

Weather closings are the same as Archbishop Bergan Catholic School and Fremont Public Schools. When these schools have an early dismissal due to bad weather, we will not have afternoon preschool. Closings will be announced on the local radio stations KHUB 1340 AM and 105.5 FM.

Please feel free to make your own decision if you feel the weather and/or roads are not safe and wish to keep your child at home. We ask that you notify the school if you choose to keep your child at home so we know that you are safe.

## **VISITATION AND VACATION DAYS**

Parents are welcome to visit the classroom at any time. On occasion of an adult relative or friend wishing to visit the preschool, please make arrangements with the staff. School age children are not allowed to visit the preschool unless they attend with an adult according to state regulations.

School vacations will coincide with Archbishop Bergan Catholic School. We may also have some of the same in-service days scheduled. Please check our monthly school calendar so you are aware of these dates.

**PRESCHOOL TUITION**

Tuition payments are due by the 1<sup>st</sup> of each month and delinquent by the 5<sup>th</sup> of the month whether your child attends their scheduled days or not. When you register your child, we must assume it is for the entire school year. No credit is allowed by the school for missed days because of travel, normal childhood illnesses or weather related closings.

You will not receive a bill each month unless you request one. Reminders will be sent out via the weekly school newsletter. Written notices will be sent by the 3<sup>rd</sup> of the month if tuition has not been received.

If no payment has been received by the end of the month, a child will no longer be enrolled in the program unless all of the previous month's tuition plus ½ of the current month's tuition is paid by the 5<sup>th</sup> of the current month. It will also have to be approved by the Administration.

Families may request to set up payment plans. Please see Betty Feldhaus in the Parish Office if you wish to make payment plans. Her work number is 721-6653. You may mail your tuition payment to the following address:  
422 East 4<sup>th</sup> Street, Fremont, NE 68025.

You may also enclose your payment in an envelope in your child's backpack. If you prefer to pay in cash, please bring it to the school so a receipt may be issued to you. Returned check fees are the responsibility of the parents and/or guardians.

### **ARCHBISHOP BERGAN ELEMENTARY SCHOOL**

Archbishop Bergan Elementary School is a division of Archbishop Bergan Catholic School System. The school system is a ministry of Saint Patrick's Parish.

### **ADMISSIONS GUIDELINES**

Archbishop Bergan Elementary School recognizes the unique blessings and capabilities of each child. In an effort to become "disciples of Jesus", we encourage students to give selflessly to others and to offer their time and talent for the betterment of their school, parish, and community. We ultimately recognize, however, that the best teaching approach is modeling. Many school families already contribute much appreciated time, talent, and resources to St. Patrick's Community. For their giving, we are grateful. In recognition that we need to practice what we teach, the Archbishop Bergan Catholic School holds the expectation that all families participate in stewardship opportunities (parish or school) in whatever capacity they are able.

Therefore in order to register a child at Archbishop Bergan Elementary, all parents/guardians must complete a Stewardship Form and sign the Parent Covenant. All families are expected to follow through with their stewardship plan and adhere to the covenant. In order to receive parishioner tuition, a Parishioner Registration Form must be on file.

### **ADMISSION AGE REQUIREMENTS**

Archbishop Bergan Catholic School complies with Nebraska State age requirements for kindergarten and grade one students. Children entering kindergarten ordinarily must be five years old on or before October 15<sup>th</sup>. Children entering first grade must be six on or before October 15<sup>th</sup> or must have successfully completed an approved Kindergarten evaluation. The Principal will make final placement and approval.

### **NON-DISCRIMINATION ENROLLMENT**

All parishioners, non-parishioners, and non-Catholics are welcome at attend Archbishop Bergan Catholic School. Archbishop Bergan Catholic School does not discriminate and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Since we are religiously oriented for the Catholic community, we give preference to members of the Catholic Church, but welcome members of the other denominations after our own community is served.

### **ADMISSION REQUIREMENTS**

In addition to the admission guidelines, for the admission of a kindergarten student or a transfer student, the parent/guardian must provide:

1. **BIRTH CERTIFICATE** – Archbishop Bergan Elementary School complies with Nebraska State Law requiring that a birth certificate with a raised seal 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 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** – Parent/guardian is required to submit a Baptismal Certificate regardless of religion.
5. **CUMULATIVE RECORDS** – For students transferring into Archbishop Bergan Elementary school, a copy of records from the previous school attended is required.

Prior to acceptance at Archbishop Bergan Catholic School, all parents/guardians and students will be required to meet with the Principal as part of the enrollment process.

### **WAITING LIST GUIDELINES**

The Principal along with the Pastor will make the decision concerning your child's acceptance and placement into our school. We will use the following criteria in descending order when we have a waiting list:

1. The family has current students attending Archbishop Bergan School.
2. The family has students attending the parish preschool program.
3. The family is following the expectations of a parishioner, including:
  - a. Being a registered member in St. Patrick's Parish (length of registration may be a factor).
  - b. Having a Stewardship Form on file
  - c. Attending Mass regularly
  - d. Actively participating a parish ministry or organization
  - e. Contributing regular financial support
4. The family is Catholic, non-parishioner; date of school application will be taken into account.
5. The family is non-Catholic; date of school application will be taken into account.

### **REGISTRATION and WAITING LIST FEE**

Archbishop Bergan Catholic Elementary School requires new families to pay a \$100.00 registration fee for each student. This registration fee will be applied towards tuition cost. This fee is non-refundable and will reserve a spot for your child to attend Archbishop Bergan Catholic Elementary School.

A spot on the waiting list requires a refundable \$50.00 fee for each student. This fee will be applied towards tuition cost if the child enrolls.

### **CLASS SIZE**

Archbishop Bergan Catholic School complies with Nebraska State Law. It is recommended that a part-time teacher assistant be added to any classroom that reaches 24 or more students. It is recommended that Kindergarten – 2<sup>nd</sup> grade class sizes do not exceed 24 students. If there are more than 20 students in Kindergarten, a part-time teacher assistant will be assigned to that class. The school will not allow more than 30 students in any classroom grades 3-5

Exceptions to class size will be made only by the agreement of the Principal and the School Board.

### **WITHDRAWAL**

Should it become necessary for a student to leave Archbishop Bergan Catholic School for a reason such as moving or transferring to another school, the parent/guardian must give the Principal at least 24-hours notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and their tuition must be current for Archbishop Bergan Catholic School to release any records.

### **NON-CUSTODIAL PARENT/GUARDIAN**

Archbishop Bergan Catholic School's policy on the rights to school information by parent/guardian who do not have custody of their children is as follows:

1. Court orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the Principal by either or both parent/guardian.
2. Records: Non-custodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so.
3. School personnel may assume that the non-custodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. The school may require a copy of the legal documentation of who is the custodial parent/guardian and may also require identification from the non-custodial parent/guardian.

## **CURRICULUM**

Archbishop Bergan Elementary School commits to recognizing the individual learning styles and abilities of each child. As a result the school strives to provide a program that extends beyond the State and Archdiocesan standards. Our differentiated curriculum promotes creative and critical thinking skills, increases student self-esteem, and enhances a sense of personal competence and Catholic responsibility. The core curriculum includes: Language Arts, Math, Social Studies, Science, and Religion.

## **RELIGIOUS FORMATION**

The traditions and teachings of the Catholic Church permeate the school day. This is expressed through worship, prayer, curriculum, and the general climate of the school. Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Each student receives daily instruction in religion. The instruction follows the Archdiocesan curriculum guidelines. It is important that children have pleasant, joyful, religious experiences and maintain positive attitudes toward faith, practicing faith, attending mass and becoming a stronger Catholic.

### ***Mass and Religious Practices***

Students are taught and given opportunities for participation in the Mass. All students attend Mass on every holy day as well as weekly Mass. In order to make the Mass more meaningful, the children have the opportunity to prepare the liturgy on their designated class day. We invite parents/guardians to participate. All students are expected to fully participate in Mass by singing and responding in prayer. In October, the month of the Rosary and May, the month of Mary, each class will recite the Rosary. During Lent, the children will attend the Stations of the Cross.

### ***Prayers, Basic Beliefs, and Practices***

Below is a list of prayers, basic beliefs, and practices. This will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers and they will be part of our prayer at school. We encourage you to also pray with your child at home.

### **Sign of the Cross**

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

### **Prayer Before a Meal**

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

### **Our Father**

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

### **Hail Mary**

Hail Mary, full of grace! The Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God. Pray for us sinners now and at the hour of our death. Amen.

### **Prayer After a Meal**

We give you thanks, Almighty God, for these and all your blessings, which we have received, through Christ our Lord. Amen.

### **Glory Be**

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

### **Morning Prayer**

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

### **Act of Contrition**

My God, I am sorry for my sins. In choosing to sin and failing to do good, I have sinned against you and your church. I firmly intend, with the help of your son, to do penance and to sin no more.

### **Guardian Angel Prayer**

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

### **Communion Regulations**

To receive Holy Communion a person must:

- be in a state of grace
- have the right intention and observe the Communion fast

### **Communion Fast**

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

### **Ten Commandments**

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

### **Apostles' Creed**

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **The Greatest Commandments**

1. You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.
2. You shall love your neighbor as yourself.

### **Beatitudes** (Matthew 5:1—10)

- Happy are the poor in spirit, the reign of God is theirs.
- Happy, too, are the sorrowing, they will be comforted.
- Happy are the gentle, they will receive all that God has promised.
- Happy are those who hunger and thirst for justice, they will be satisfied.
- Happy also are those who show mercy to others, they will receive mercy.
- Happy are the single-hearted, they will see God.
- Happy are the peacemakers, they will be called the children of God.
- Happy are those who are treated unfairly for doing what is right, the reign God is theirs.

### **Morning Offering**

My God, I offer you all my prayers, works and sufferings of this day for all the intentions of your most Sacred Heart. Amen.

### **Seven Sacraments**

Baptism  
Reconciliation  
Holy Eucharist

Anointing of the Sick  
Holy Orders  
Matrimony

Confirmation

### **Memorare**

Remember O most gracious Virgin Mary, that never was it known, that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we kneel, sinful and sorrowful. O Mother of the Word made flesh, do not despise our petitions, but in your mercy, hear and answer them. Amen.

### **Prayer of St. Francis**

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is doubt, faith. Where there is despair, hope. Where there is darkness, light. And where there is sadness, joy. O Divine Master, grant that I may not seek so much to be consoled as to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned and it is in dying that we are born to eternal life. Amen.

### **Nicene Creed**

We believe in God the Father Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten not made, one in Being with the Father. Through him all things are made. For us and for our salvation he came down from heaven; by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died and was buried. On the third day he rose again in fulfillment of the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the prophets. We believe in one holy, Catholic and Apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

### **Hail Holy Queen**

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn then O most gracious advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God that we may be made worthy of the promises of Christ.

## **Mysteries of the Rosary**

### **Joyful**

The Annunciation  
The Visit of Mary to Elizabeth  
The Birth of Jesus  
The Presentation of Jesus in the Temple  
The Finding of Jesus in the Temple

### **Glorious**

The Resurrection of Jesus  
The Ascension of Jesus into Heaven  
The Descent of the Holy Spirit upon the Apostles  
The Assumption of Mary into Heaven  
The Crowning of Mary as Queen of Heaven

### **Sorrowful**

The Agony of Jesus in the Garden  
The Scourging at the Pillar  
The Crowning with the Thorns  
The Carrying of the Cross  
The Crucifixion and Death of Jesus

### **Luminous**

The Baptism of Christ in the Jordan  
The Wedding Feast at Cana  
The Announcement of the Kingdom  
The Transfiguration  
The Institution of the Eucharist

## **Act of Hope**

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

## **Act of Love**

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

## **Act of Faith**

O my God, I firmly believe that Thou art one God in three Divine Persons, Father, Son and Holy Ghost; I believe that Thy divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because Thou hast revealed them, who canst neither deceive nor be deceived.

## **Liturgical Year**

Advent-Christmastime (Christmas Day until Sunday after Epiphany)  
Ordinary Time  
Lent (Ash Wednesday until Holy Saturday)  
Easter time (Easter Sunday until Pentecost, 50 days after Easter)  
Ordinary Time

## **Holy Days of Obligation**

Solemnity of Mary – January 1  
Ascension Thursday – 40 days after Easter  
The Assumption of Mary – August 15  
All Saints Day – November 1  
The Immaculate Conception – December 8  
Christmas – December 25

## **ADDITIONAL EDUCATION OPPORTUNITIES**

### **Library**

Archbishop Bergan Catholic Schools Library procedures for the 2008-2009 school year are as follows:

1. A library time will be assigned to each class and will be the same each week.
2. Students will return and checkout books during their library time.
3. Student are required to bring back their library books by their due date.
4. Students may renew books if needed for a longer period of time. Students must bring books for renewal during their regular library time.
5. Kindergarten through 1<sup>st</sup> grade may check out one book.
6. Books are due two weeks after check out. Students will not be allowed to check out a book when they have an overdue book
7. The library will hand out reminders to the students to return overdue books. Students are to be responsible for returning their books on time. If a book is two weeks past due a reminder will be sent home to the parents. If the book is one month overdue, a note will be sent home listing the replacement cost for the book. Please feel free to contact Kate Hurst, Library Media Teacher, with questions.

### **Physical Education**

Students are scheduled to have PE class times each week. Students will be expected to fully participate in these classes. On P.E. Days, students should wear appropriate shoes (tennis shoes). If a child is unable to participate in P.E., a doctor's written note must be provided to excuse them from class.

### **Spanish**

Spanish instruction begins in kindergarten. Direct Spanish instruction occurs once a week in each grade. In addition to direct instruction, Spanish is integrated with core curriculum daily through prayers, songs, calendar time, and basic vocabulary.

### **Vocal and Instrumental Music**

Students receive music lessons three times a week. These lessons are a combination of vocal and instrumental. Kindergarten and first grade students have vocal and keyboard lessons. Second and third grade students have vocal and violin lessons. Along with vocal lessons, fourth and fifth grade students choose band, orchestra, or swing choir. There will be a Christmas and spring performance.

### **Technology**

Students receive direct instruction in technology weekly. Students are taught keyboarding skills, how to navigate the internet, internet safety, technological vocabulary and various computer programs, such as Power Point, Publisher, Web Design, and Microsoft Word. Students also learn to operate technology tools such as Smart Boards, lap tops, projectors, and video cameras.

## **EXTRA CURRICULAR ACTIVITIES**

### **Field Trips**

Your child will periodically have the opportunity to take field trips; however, field trips are privileges afforded to students and not absolute rights. Teachers will have the right to deny students to participate if the student fails to meet academic or behavioral requirements. All school rules apply when children are on field trips or any other school sponsored events.

A signed parent/guardian permission slip is required before students will be permitted to participate in the field trip. Without this signed permission form, the student will not be allowed to participate. Any additional fees or admission cost will be stated on a field trip information slip. Only school-aged children will be allowed to ride on the bus for school sponsored field trips.

### **MI (Multiple Intelligence) Camps**

Students can stretch and strengthen their multiple intelligences by participating in a MI camp once each quarter. These weeklong camps will be held after school from 3:15-4:30. Adults, including some parents, teachers, and community members, who use a particular intelligence as their livelihood, will teach these camps.

### **Student Council**

Student council is offered as an after-school club for 1<sup>st</sup> - 5<sup>th</sup> grade students. The primary focus is to provide leadership opportunities that emphasize school unity, "living above the line", and service to others. Students interested in becoming a member of student council will complete a membership pledge each school year along with written parental permission. .

## **REPORT CARDS**

Report cards are issued four times a year at the end of each quarter. We hope that parents/guardians will study the report card carefully and will contact the school if there are any questions about the grading system or the organization of the report card. Each time the report card is sent home, it should be signed by the parent or legal guardian and returned to school promptly.

## **GRADING SYSTEM**

The grading system for achievement and effort is explained on the report cards for each grade level.

## **HOMEWORK**

Homework is an essential part of any school program. Appropriate homework assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom.

We ask that parent/guardians provide an atmosphere at home that will strengthen and support the child in completing the homework. Missing assignments are not acceptable; therefore, students may receive a verbal/written warning, deduction in grade, time after school, and/or whatever the teacher

deems appropriate. The advantages of homework are many. It extends the learning time beyond the normal school day and it creates a great work ethic. It increases responsibility and self-discipline among students by completing assignments without teacher supervision. Homework can create a close working relationship between home and school as well as between parent/guardian and child, by encouraging involvement by parents/guardians in the lessons and activities assigned by the school.

If a child has been ill, the responsibility rests with the child to check with the teacher concerning assignments that have been missed. The teacher determines the make-up work. We encourage parents to pick up their child's homework if their child has missed school.

### **STANDARDIZE TESTING**

The Iowa Test of Basic Skills (ITBS) is administered to all students in grades two through five in the fall. Once the tests have been scored and returned to Archbishop Bergan Elementary, an individual student report will be sent home to the families. Individual scores are kept in the student's cumulative file. It is important that the students be present during the entire testing period.

### **CUMULATIVE FOLDER**

Each student attending Archbishop Bergan Catholic Elementary School has a cumulative folder which is kept on file in the school office. The folder is the property of Archbishop Bergan Catholic Elementary School. Parents/guardians may view the contents of their child's cumulative folder in the presence of the administration upon written request. Information may not be released from the cumulative folder without the written consent of the parents/guardians.

If a student transfers, the contents of the cumulative folder are sent directly to the new school following receipt of a written request from the parent/guardian. A form for this purpose must be signed by the parent/guardian and sent from the new school. Cumulative folders are not directly released to anyone other than school officials. Some information remains with Archbishop Bergan Catholic Elementary School for verification of years attended and grades/test scores achieved.

### **SPECIAL NEEDS/ STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) is comprised of the Principal, the special needs teacher, and the classroom teacher. The focus of the SAT team is on the learning style of each individual student. While working with the parents/guardians, the Archbishop Bergan Elementary SAT team strives to offer the best possible instructional program for all students with special needs. The team meets as often as necessary to review and discuss the strengths and weaknesses of students with special academic and/or behavioral needs. The team offers suggestions and strategies for classroom implementation, recommends support if needed or when necessary, and may suggest further testing by the school district the child resides in. If SAT team strategies/accommodations do not result in significant progress within a specific time, the principal will assist the parents/guardians in locating a more helpful educational situation. Archbishop Bergan Catholic Elementary School may not have the appropriate resources/personnel to provide the necessary help for a child with special learning needs.

### **RETENTION**

A teacher may recommend retention of a student after conferring with the Principal and the parent/guardian.

Reasons for retention include, but are not limited to:

1. Low grades
2. Excessive absences
3. Social immaturity/inability to interact with peers
4. Emotional immaturity

After conferring with the parent/guardians and teacher(s), the Principal will make the final decision as to the appropriate placement and/or retention of the child.

### **POSITIVE BEHAVIOR SUPPORT - APPROPRIATE BEHAVIOR**

The way a student conducts himself/herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals. Three school-wide rules are expected to be followed by students and staff at all times. They include:

1. Respect yourself and others as children of God.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

We encourage our students to “**Live Above the Line**”. Behaviors which exist “above the line” are related to response-ability, which we define as “having the ability to respond”. With this ability comes freedom and choices. “**Living Above the Line**” means being accountable for actions and willing to make corrections when necessary. It means looking at options, choosing solutions and finding ways to become more effective.

“**Living Below the Line**”, on the other hand, involves characteristics like laying blame, justifying, denying and quitting as alternatives to responsibility. To guide us in “**Living Above the Line**”, a set of principles called the **8 Keys of Excellence** are utilized. The Keys lay the framework for a supportive, trusting environment where each person is valued and respected.

The **8 Keys of Excellence** include:

- |                             |                |
|-----------------------------|----------------|
| 1. Integrity                | 5. Commitment  |
| 2. Failure Leads to Success | 6. Ownership   |
| 3. Speak with Good Purpose  | 7. Flexibility |
| 4. This Is It               | 8. Balance     |

**4-Part Apology:**

We encourage students to use the “4 Part Apology”. Apologizing when we’ve made mistakes isn’t easy. When we find ourselves in those situations, the “4 Part Apology” can help. It allows us to acknowledge what we did, take responsibility for it, and look beyond the actual incident to the consequences of our behavior.

**CLASSROOM DISCIPLINE**

Teacher’s expectations will be explained to the students the first weeks of school. The classroom teacher will handle most inappropriate behaviors. Consequences will vary depending upon the frequency and seriousness of the violation. Consequences may include such things as a verbal reminder, a verbal or written apology, and/or loss of recess.

More serious inappropriate behaviors will be brought to the attention of the Principal and will require the immediate removal of a student from the classroom. These include, but are not limited to, major incidents where there is:

1. DANGEROUS behavior – physical or psychological
2. ABUSIVE behavior – in action, speech or gesture
3. UNREASONABLE behavior – out of control or unwillingness to gain self-control despite requests to do so (an example would be a student not responding to a teacher using their classroom discipline cycle).

<b>Dangerous Behavior</b>	<b>Abusive Behavior</b>	<b>Unreasonable Behavior</b>
<ul style="list-style-type: none"> <li>• Fighting and rough play</li> <li>• Sexual assault or attempted sexual assault</li> <li>• Leaving school without permission</li> <li>• Tampering with protective fire equipment, violating fire codes or emergency system</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal or sexual harassment</li> <li>• Bullying</li> <li>• Any form of obscene or vulgar language or action</li> <li>• Theft</li> <li>• Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy</li> <li>• Failure to follow the terms of the Internet Access Policy</li> <li>• Willful misbehavior toward a teacher, school personnel or volunteer</li> </ul>

<b>Dangerous Behavior</b>	<b>Abusive Behavior</b>	<b>Unreasonable Behavior</b>
<ul style="list-style-type: none"> <li>• Possession, use, sale, or distribution of alcohol, tobacco, prescription and illegal drugs and inhalants</li> <li>• Gang expressions and/or affiliation</li> <li>• Physical or psychological threats, intimidation, force or injury</li> <li>• Using a normal object in a dangerous way</li> <li>• Bringing weapons such as knives or guns to school</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespect or defiance in action, speech, or gesture after correction</li> <li>• Public indecency</li> </ul>	<ul style="list-style-type: none"> <li>• Unwilling to listen or follow instruction</li> <li>• Repeated violations of classroom rules</li> <li>• Repeatedly out of uniform</li> </ul>

- A child demonstrating problematic/serious behaviors will be referred to the principal. Consequences will include a phone call by the child to his/her parents. This call will be monitored by the Principal or staff member. If the child is referred to the office again within the same day, parents may be called and asked to take the child home.

The Principal shall have the right to initiate disciplinary action, suspension, and/or expulsion when a student demonstrates problematic/serious behavior. An appeal of a suspension and/or expulsion shall be made to the Pastor of Archbishop Bergan Catholic School to make the final decision.

**SUSPENSION AND EXPULSION**

On occasion, students can or ought to be suspended and/or expelled. Reasons for suspending and/or expelling a student include:

- a) behavior of the student which presents a moral danger to other students
- b) repeated violations of dangerous, abusive, and/or unreasonable behavior or frequent absences

It is the responsibility of the Principal to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

**APPEAL OF SUSPENSION AND EXPULSION**

A student who has been suspended or expelled from Archbishop Bergan Catholic School by the Principal may appeal the decision to the President of Archbishop Bergan Catholic School. Final decisions on suspension and/or expulsion are made by the President of Archbishop Bergan Catholic School.

### **SATURDAY SCHOOL**

Saturday school will be assigned by the Principal for more serious or repeated disregard of school rules. Saturday school sessions will be held from 8:30 a.m. to 9:30 a.m. Saturday mornings. If a child is unable to attend the scheduled Saturday school, it is the responsibility of the parent to notify the Principal 24 hours in advance (8:30 a.m. Friday) to reschedule for the following Saturday. Extracurricular activities, sport practices, and competitions are not valid excuses. Non-attendance to a Saturday school will result in a 2-day In-School Suspension.

### **PLAY GROUND RULES and WEATHER POLICY**

The following is a list of rules for the playground but they are not all inclusive:

- Food and drink are not allowed on the playground.
- Only school equipment or equipment provided by the teacher is allowed on the playground.
- Toys from home are not allowed.
- Students must ask permission to leave recess and enter the school building during.
- Students must continue to “Live Above Line” during recess.
- Tackle football and ‘rough’ playing are not allowed.
- Students must stay away from the street, water puddles, and muddy areas.

Students are expected to bring “cold weather wear”. If the wind chill is 10 degree (or below) or the temperature is 20 degree (or below) students will have recess indoors.

### **POLICY FOR CHEATING**

Any student involved in cheating will call his/her parents, redo the assignment and attend Saturday school.

### **DRUGS/ALCOHOL/TOBACCO**

All students are hereby informed that the use of illicit drugs and unlawful possession and use of alcohol and tobacco is wrong and harmful. Under no circumstances are illicit drugs, alcohol, or tobacco to be possessed, used or distributed at Archbishop Bergan Catholic Elementary School or at any school related activity. Any student found in violation of this policy will have immediate suspension and a consultation with the principal and his/her parents. The student could face consequences as severe as expulsion and prosecution. Compliance to this policy is mandatory.

### **SCHOOL PROPERTY (Vandalism/Theft)**

Each child is responsible for the care and proper use of schoolbooks, equipment, and school property. Students are to care for school property in a respectful manner. Students who deface, damage, or steal school property or the property of others will contact their parents and attend Saturday school. The parent will be billed for any damage or replacement fees. Further disciplinary measures

and/or involvement of law enforcement will be determined by the Principal and/or Pastor.

### **Student Desks**

Desks are provided to the students by the school and are considered school property. Because they are school property, coat closets and desks are subject to search by the school administration at any time.

### **ELECTRONICS AT SCHOOL**

Students are not permitted to have electronic devices on during school hours. This includes, but is not limited to: cell phones, PDA's, beepers, handheld games, audio players, etc. These items are costly, distracting, and often cause problems among peers. Any electronics confiscated by faculty will be turned over to the Principal. Devices will be released only to the student's parent/guardian.

### **BICYCLES, SKATEBOARDS, ROLLERSKATES/BLADES, SCOOTERS**

Students must walk their bicycles on the school grounds. Each bicycle must be provided with a lock. No student is to borrow another's bicycle or lock without the owner's expressed permission. All bicycles should be locked in the bicycle rack. The school is not liable for any damage to or loss of a student's bicycle. Skateboards, roller skates/blades, or scooters are not permitted on school grounds before school, during school hours, or at dismissal time. Storage of these items would be difficult at school and riding them on crowded sidewalks would pose a danger.

### **REQUIRED PARENT MEETINGS**

**State of the School Address** – Mrs. Katherine Griffen, Principal, will speak about the present state of the school, goals of the schools, and expectations the school has for parents. Father Korte, our Pastor, will share with parents the expectations of being of parishioner at St. Patrick's Parish and the relationship between the school and parish. One or both parents are required to attend this meeting.

**Elementary 101** – This is an evening designed for parents to learn about the curriculum, assessments, projects and procedures specific to their child's grade level. This evening is for parents only.

**Back to School Night** - This is an evening for parents and students to meet their teachers, see their classroom, and learn about classroom routines and teacher expectations.

**Parent/Teacher Conferences** – Parent/teacher conferences are held in the first quarter and again in the third quarter. Portfolio Nights are held in the second and fourth quarters. Parent/teacher conference are teacher led, Portfolio Nights are student led.

**Parent Retreat** – This is an afternoon designed for parents to join in fellowship, grow in faith, and to strengthen their personal relationship with God.

**Sacramental Preparation** – These are evenings designed for parents of second graders to learn about the sacraments their child will be receiving.

### **PARENT KNIGHTS ASSOCIATION**

**Mission Statement:** The Parent Knight organization is committed to encouraging an atmosphere of academic enrichment and spiritual growth within Bergan Elementary and St. Patrick's Preschool.

The Parent Knight organization implements “positions of office”, President, Vice President, Secretary, Treasurer and utilizes the concept of “Lead Volunteers”. Elections for “positions of office” are held yearly during the July meeting. The meeting, guided by a suggested agenda from the Principal, will be led by the President or Vice President. The minutes from Parent Knight meeting and School Vision Team meeting will be share via email from Secretary to Secretary. Parent Knights meeting will be once a month.

### **VOLUNTEERS**

Volunteers play a critical role in the operation of the school and its activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback, the personal satisfaction of helping others, and fulfillment of their 50 hour time/talent covenant.

Volunteers should represent Archbishop Bergan Catholic Elementary School in a helpful, friendly and professional manner at all times. Our existence and effectiveness is dependent upon the goodwill of the parish/school community. The image people form of the organization may be based on their contact with volunteers. Archbishop Bergan Catholic Elementary School volunteers must sign a ‘Volunteer’s Covenant’. Failure to adhere to this covenant will undoubtedly damage the school; therefore the volunteer may be dismissed from their volunteering opportunities.

If you are interested in a lead volunteer role contact Mrs. Griffen. If you are not interested in a leadership volunteer role, a lead volunteer will contact you to help with various projects.

### **SAFE ENVIRONMENT TRAINING**

All people who have any contact with children in a Catholic school in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools.

## **HOME and SCHOOL COMMUNICATION**

Teachers post out a weekly newsletter on the school communication site [www.sycamoreeducation.com](http://www.sycamoreeducation.com) every Friday. This note goes out via internet unless the parent has requested otherwise. The school will post a monthly newsletter on the third Friday of the month. Student lunch accounts, attendance, grades, calendars and school news can be accessed via this web site. Parents are asked to give feedback by means of completing "A Star and A Wish" form or by phone, email, or appointment with the teacher or Principal.

## **Publication/Communication/Ideas**

No ideas may be acted upon without the consent of the Principal. All publication including but not limited to: information put in the church bulletin, newspaper, emails to parents regarding lead volunteer programs, and information being sent home with students must go through the Principal.

## **VISITORS**

**Everyone, with the exception of staff and students, who comes to the school during school hours, must check in at the school office and receive a visitor's pass.** This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours.

Parents and visitors are welcome at Archbishop Bergan Elementary School and to visit the classrooms for special presentations. However, drop-in visits during the day to talk with a teacher can disrupt learning. If you need to visit with your child's teacher outside of scheduled conferences, please contact the school office, send a message via email or send a note with your child to schedule a time to visit your child's teacher before or after school hours.

## **FINANCIAL OBLIGATION**

### **Criteria for Parishioner Tuition**

To be considered active parishioners of St. Patrick's Parish, families are expected to comply with the following:

1. Parents/Guardians are registered members of St. Patrick's Catholic Church of Fremont.
2. Parents/Guardians consistently provide monetary support to St. Patrick's Church.
3. Family attends Mass regularly at St. Patrick's Catholic Church.
4. Parents/Guardians are responsible for stewardship by contributing their 50 hours of time and talent to St. Patrick's Catholic Church and/or school.

## **ARCHBISHOP BERGAN SCHOOL SYSTEM 2009-2010 School Year Tuition**

<b>Kindergarten – 4th Grade</b>	<b>Parishioner</b>	<b>\$1,800</b>
<b>Kindergarten – 4th Grade</b>	<b>Non-Parishioner</b>	<b>\$2,000</b>

## **ATTENDANCE AND TARDINESS**

Removing children from the learning environment is detrimental to their educational process and should be avoided if at all possible. Parents/guardians are expected to call before 8:30 am if a child is going to be absent. Attendance is checked daily. A phone call will be placed to the parents/guardians to determine the reason for the absence if the office has not heard by this time. With the exception of an illness, we urge parents/guardians to realize the importance of attendance. Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused.

**Unexcused Absence:** A student who engages in unexcused absences may be considered truant as per state law Ne. Rev.Stat. 79-201. Truancy is a violation of school rules.

The negative results incurred from missing important class time include the lack of interaction in group work, collaboration, teacher direction, and class discussions; these essential, educational tools cannot be made up (or reenacted outside the classroom). The calendar, which is provided to families with ample notice and is available online at [www.berganknights.org](http://www.berganknights.org) will help in planning vacations and doctor/dentist appointments during periods when school is not in session. Teacher preparation for absences is time consuming and takes away from time spent focusing on preparation for the classroom-learning environment. Should a child need to be removed for the learning environment during the school year, the absence will need to be approved by the Principal or it will be considered unexcused.

The Principal holds the right to determine if an absence is excused or unexcused. All absences beyond illness and death in a family need to be approved by the Principal in advance. Also, every time a child will be absent the school office MUST be notified in the morning prior to 8:30 am.

1. If a child accumulates 5 absences or 5 tardies within a quarter, the Principal will send a letter of concern home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature to indicate receipt of the letter is required.
2. If a child accumulates 10 absences or 10 tardies within a semester, a letter of concern will be sent home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature to indicate receipt of the letter is required. Also, parents will be required to meet with the Principal and an attendance team to discuss concerns and brainstorm solutions to assist their child with their attendance problems.
3. If a student continues to demonstrate poor attendance, then a letter and an attendance report will be sent to the Dodge County Attorney's office for violation, of the Nebraska compulsory attendance law.
4. Should the attendance still not improve the child's status for passing and moving onto the next grade level will be in jeopardy.

Other mandatory action may include working with a social worker, public health nurse, and/or a petition to family court due to educational neglect.

According to Nebraska State statute, 20 (five or more a quarter) absences in a school year are considered excessive. State statute section 79-201 (compulsory attendance law) reads as follows:

*“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such child to attend regularly the public, private, denominational, or parochial days schools...each day that such schools are open and in session, except when excused by school authorities...”*

### **AUTHORIZED DISMISSAL FROM SCHOOL**

A written request from a parent/guardian is required for a student to leave school before dismissal. Students will be dismissed only to a parent/guardian or an authorized person designated on a written request. **All students dismissed during the school day must be picked up at the office. Students returning to school from an appointment or arriving late to school must check in at the office before going to the classroom.**

### **HEALTH- IMMUNIZATION REQUIREMENTS**

Archbishop Bergan Elementary School adheres to the Nebraska state law. Children are required to be protected by immunization against the following diseases in order to attend school:

1. Diphtheria, tetanus, and pertussis
2. Polio
3. Measles, mumps, and rubella
4. Hepatitis B
5. Varicella (chicken pox)

Parents or guardians must present one of the three documents to the school to verify immunization status:

- a. An immunization record showing that the child is protected by age-appropriate immunization.
- b. A statement signed by a physician that the required immunization would be injurious to the student or a member of the student's family or household.
- c. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

### **Health Screening**

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents/guardians in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings are as follows:

**First Grade:** Height, Weight, Blood Pressure, Vision, Color vision (if not done in kindergarten), Hearing and Oral Exam. **Second Grade:** Height, Weight, Blood Pressure, Vision, Hearing and Oral Exam. **Third Grade:** Height, Weight, Blood Pressure, Hearing and Oral Exam. **Fourth Grade:** Height, Weight, Blood Pressure, and Oral Exam. **Fifth Grade:** Height, Weight, Blood Pressure, Vision, and Oral Exam.

Students may be screened at the request of the parent or teacher at any time. Annual hearing testing will be performed for students who exhibited abnormal hearing screening results during the previous year.

A Health Record Card is sent home at the beginning of the school year with the registration materials. It is important that it be completed and returned to school as soon as possible so the school is aware of your child's health status. It is the parent/guardian's responsibility to notify the school office if health changes occur. A Health Record Card is on file for each student. Please help to keep this card up-to-date by reporting to the school any booster shots, new glasses or any other pertinent health information.

### **Medication Requirements**

Health Cards and Medicine Authorization forms must be signed and on file in the school office. If a student has a special health concern or allergies, these MUST be identified on the Health Card.

If a student is on medication that must be administered during school hours:

- Medication should be brought to the school office by a parent. Do not send medication with your child to school.
- Prescribed medications must be properly labeled in a container by a pharmacy with written orders from the doctor stating name of drug, dose, time interval when medication is to be taken and diagnosis.
- Prescribed medications will not be administered without a parent's written request that the school comply with doctor's orders.

Non-prescription medications will not be administered without the written permission by the parent/guardian.

### **ACCIDENTS AND ILLNESSES**

#### **SICK CHILDREN WILL NOT BE KEPT AT SCHOOL**

In case of an accident or illness at school, the student will be sent to the office where care will be given and a parent/guardian notified. If a parent/guardian cannot be contacted, the person the parent/guardian listed on the emergency contact card will be called. Current information on the card is extremely important. If professional assistance is needed, the Rescue Squad will be summoned and they will provide transportation to FAMC if necessary. The costs will be the parent/guardian's responsibility.

- If a child has a temperature of 101 degrees or more, the child may not return to school unless they have been fever - free for 24 hours.
- Students recovering from pink eye (conjunctivitis), strep throat, and head lice, must be on medication for at least 24 hours before returning to school.
- Chicken pox must be scabbed before returning to school.
- All rashes are considered contagious unless otherwise diagnosed by a physician and parents/guardians will be contacted.
- If a child has vomited at school they must be picked up by a parent/guardian or emergency contact.

Parents are required to notify the school office of communicable diseases such as pink eye, head lice, or chicken pox.

### **ASTHMA PROTOCOL**

Catholic schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction. Emergency Protocol: (Implemented by designated, trained non-medical staff)

### **DAILY SCHOOL SCHEDULE**

#### **School Hours**

Archbishop Bergan Elementary School is in session from 8:00 am until 3:10 pm Monday through Friday. **Students should not be dropped off before 7:40 and must be picked up by 3:30.** Elementary Staff is available from 7:40 am to 3:30 pm.

#### ***Early Dismissal***

The first Wednesday of each month we will dismiss at 1:00pm for staff meetings and professional development.

### **TRAFFIC: DROP OFF/PICK UP**

Students should be dropped off and picked up at the St. Patrick's Auditorium doors on Union Street. It is vital that traffic flow from the north of Union Street and turn to the east on 4th street. **During drop off or pick up, please do not park in front of the school on Union Street and get out of your car. If you need to enter the school, park along the side streets or in the parking lot provided. When picking up, please pull as far forward as possible, to allow for more cars to "get in line."**

### **SCHOOL OFFICE**

#### **Student Records**

Archbishop Bergan Elementary School adheres to the Family Education Rights and Privacy Act regarding access to student records.

### **Office Records**

Parents/Guardians are requested to notify the school in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

### **Telephone**

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, forgotten lunches, forgotten athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home. Sometimes it is very important that a parent needs to reach their child during the school day. If it is an emergency, we will locate your child and deliver the message. However, should a parent need to contact their child during the day for non-emergency issues, the office staff will attempt to deliver your message via announcements at the end of the day.

### **Lost and Found**

Students are asked not to bring unnecessary items to school. Lost or damaged personal items cannot be replaced by the school. If your child loses an article, please have him/her check the lost and found located near the school office. Items not claimed in a timely manner will be donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

### **SNOW DAYS**

Archbishop Bergan Elementary School will follow the recommendations of Archbishop High/Middle School and the Fremont Public Schools regarding announcements made concerning dismissal because of weather.

In the event of inclement weather, please listen to Radio Station KFMT, FM 105.5 and watch channels 3, 6 and/or 7 for the closing of school, a late start or an early dismissal. If school is closed or dismissed early due to inclement weather, all events or activities after school will be canceled or postponed to a later date. In case of early dismissal, students will be sent home their usual way—walking, car pools, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made.

In the event of inclement weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. In this case, students must be picked up at the office. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian of that child.

### **CELEBRATIONS**

We have class parties to celebrate certain holidays. These vary by grade level. Teachers and room parents will discuss plans for these celebrations.

## **Student Birthdays**

A student's birthday is a special day. Each classroom honors that child in a manner that is appropriate for his/her grade. Birthday treats are allowed, but not encouraged. Parents may send **store bought** unopened treats for the entire class for the student's birthday, however, all store bought treats must include the ingredients label. Please be mindful of other students in the classroom that may have food allergies or a medical condition (i.e. diabetes) that may prevent them from sharing in the celebration. Some alternative birthday treats include pencils, inexpensive notepads, etc. **Please discuss plans with the teacher beforehand.**

\*Invitations for a student's birthday party **may** be distributed at school providing that each child in class receives an invite.

\* Addresses can be obtained at [www.sycamoreeducation.com](http://www.sycamoreeducation.com).

## **SHOW AND TELL**

Students should not bring items that are breakable or of expensive value. **“Live” show and tell must be pre-arranged with the teacher (i.e. animals or insects).**

## **EMERGENCY DRILLS**

The school regularly conducts emergency drills. Detailed escape plans and shelter areas are posted inside the door of each classroom. The purpose of these drills is to practice the safe and timely exit of all students and staff to safe areas.

### ***Fire Drills***

Archbishop Bergan Elementary will conduct a monthly fire drill to prepare our students in case of an emergency and to be in compliance with the State Fire Marshall.

### ***Tornado Drills***

Tornado or severe thunderstorm drills are held regularly throughout the tornado season.

### ***Crisis Emergency Drills***

Archbishop Bergan Elementary has a crisis management plan for emergencies. The purpose of the crisis plan is to ensure that any crisis that may affect members of our school community will be handled in an appropriate manner.

## **POLICY FOR REPORTING DANGER TO SELF OR OTHERS**

If students know of an abusive situation (sexual or physical) or hear threatening statements of violence, they should:

1. Tell their parents.
2. Tell any teacher.
3. If they are not comfortable doing this, they may request to see the Principal and report the information to the Principal.
4. If they are not comfortable with either of the above options, they may fill out our reporting form explaining in detail the information they have obtained, including the name of the person in danger and the person causing alarm. The student may put the letter in the office "Concern Box".

Upon receiving the information, the Principal will investigate the situation. If we are unable to obtain enough information to take action, the teacher and Principal will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

### **SAFETY**

**ARTICLE 12.** Dioceses will establish safe environment programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

**ARTICLE 13.** Dioceses will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).

### **COMPUTER & NETWORK ACCEPTABLE USE POLICY**

Archbishop Bergen Catholic School provides open electronic access to local, national and international sources of information and collaboration vital to intellectual inquiry. Archbishop Bergen Catholic School network account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of Bergen Catholic School, St. Patrick's Church, the networks they use on the Internet and the laws of the State and the United States. Students are expected to act responsibly and to respect the rights of all. Using the school's computer equipment, building network, and the Internet (hereafter simply inclusively termed the "Network") is a privilege, not a right. Any or all of these privileges may be revoked at any time, for any length of time, for unacceptable conduct. Unacceptable conduct includes, but is not limited to, doing or attempting to do any of the following:

- \_ Using or attempting to use the Network for any illegal activity, including violation of copyright or other contracts.
- \_ Using or attempting to use the Network for financial or commercial gain.
- \_ Degrading, disrupting, or attempting to degrade or disrupt equipment or system performance.
- \_ Vandalizing the data of another user.
- \_ Gaining, or attempting to gain unauthorized access to restricted resources or entities.
- \_ Wastefully using finite resources, invading, or attempting to invade the privacy of individuals.
- \_ Using or attempting to use another's network or Internet account.
- \_ Posting personal communications without the author's consent.
- \_ Posting anonymous messages.
- \_ Placing of unlawful information on a system.
- \_ Uploading, downloading, storing or printing files or messages, in either public or private messages, that are profane, obscene, abusive, contrary to the teachings of the Catholic Church, offends or tends to degrade others or is otherwise objectionable.
- \_ Sending of messages that are likely to result in the loss of recipients' work or systems.
- \_ Sending of "Chain Letters", or "Broadcast" messages to lists or individuals, and any other types of use that would cause congestion of the networks or otherwise interfere with the work of others.
- \_ Allowing any unauthorized person to have access to the school's equipment.

### **GRIEVANCE POLICY**

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns are expected to be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern and a possible solution. In cases relating to Archbishop Bergan School policies or procedures or for matters outside the child's classroom, parents/guardians should begin with a discussion with the Principal.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the Principal
3. Should the Principal, upon hearing the concerns of the parent/guardian, deem it necessary, she may schedule a meeting that involves the parent/guardian, teacher(s) and the Principal to help facilitate a solution to the concerns.
4. If the parent/guardian still feels the problem/concern has not been resolved, the Pastor should be contacted. The Pastor has the ultimate authority for all educational operations in the parish.
5. The Pastor/Principal may turn to the Board of Education. This group acts as an advisory to the Principal and Pastor regarding the policy making and other issues relating to the running of the school.

The Pastor delegates all the administrative responsibilities of the school to the Principal. These responsibilities include, but are not limited to, operation of the school program and premises, management of the staff members (employment, supervision, professional development, and evaluation), establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership.

### **LUNCH PROGRAM**

Archbishop Bergan Elementary provides a nutritious hot lunch to each student with an emphasis on the “Five Food Groups”. The lunch menu will be posted on the school’s web site, sycamore, and in the church bulletin.

### **Payment Program**

Payment may be paid in person at the school office or sent with the student and given to the teacher when the lunch count is taken.

### **Options**

Students may choose the main entrée or a peanut butter and jelly sandwich. All students have the option of having ice cream on “pizza days”. Ice cream costs 50 cents extra.

### **Sack Lunches**

If a child brings a sack lunch, s/he is required to eat the sack lunch and not purchase a hot lunch. They may order milk if they have money in their lunch account. Please keep in mind sack lunches should include meat, fruit, and vegetables. No candy or pop. Please do not send food that needs to be heated.

**Please do not send or bring “restaurant fast food” to your child for lunch.**

### **UNIFORM POLICY**

**School uniforms are exclusively Dennis Uniform Apparel and French Toast Uniform.** See Dennis Uniform pamphlet and/or French Toast catalog or web site for required school uniform and optional apparel.

### ***Hair***

Boys should have neatly trimmed hair with at least the bottom half of the ears exposed and the length not touching the top of the collar. No gaudy or unusual cuts, designs, artificial highlights or colors are allowed for boys. Girls may wear any tasteful hairstyle. No gaudy or extreme cut designs, artificial highlights or colors are allowed for girls. Hair must be clean and groomed. Distracting cuts, colors, styles and ornamentations (such as large hair bows and headbands that detract from learning) are not allowed.

### ***Cold Weather Wear***

In addition to a winter coat or jacket, the following clothing is recommended for protection from the cold in snowy weather to safeguard the health of the children:

*Hats/scarves - Mittens/gloves - Boots*

Items should be labeled in order to help avoid mix-ups. If a child does not have boots, he/she should bring an extra pair of shoes for outdoor use. Any foot covering that is worn outdoors during wet or snowy weather must be taken off before entering the classroom.

**No added accessories that draw attention to the student and/or distract learning.**

***Special Activities***

On days with special activities, i.e. field trips, the teacher and the Principal will determine the proper dress code.

***Spirit Day***

On the first Wednesday of the month, (early dismissal day), students may dress in school spirit apparel. Spirit apparel is clothing that is purchased through the school, Lou’s Sporting Goods, or Nebraska Sports. Items designed by students or parents are not considered spirit apparel.

The teacher(s) and/or principal will determine compliance with the above dress code. Students not in compliance with the dress code/uniform policy will receive a dress system violation. The violation form will be sent home. Necessary disciplinary actions will be given as deemed appropriate by the teacher/principal.

**2009-2010 FACULTY AND STAFF**

<b>Pastor</b>	<b>Father Owen Korte</b>	
<b>Principal</b>	<b>Mrs. Katherine Griffen</b>	
<b>Secretary</b>	<b>Mrs. Sylvia Weier</b>	
<b>Kindergarten Teacher</b>	<b>Mrs. Lori McIntyre</b>	
<b>Kindergarten Teacher</b>	<b>Mrs. Patti Bowman</b>	
<b>First Grade Teacher</b>	<b>Mrs. Jennifer Powers</b>	
<b>First Grade Teacher</b>	<b>Mrs. Tabby Sheets</b>	
<b>Second Grade Teacher</b>	<b>Mrs. Angie Kempf</b>	
<b>Second Grade Teacher</b>		
<b>Third Grade Teacher</b>	<b>Mrs. Danielle Paulson</b>	
<b>Third Grade Teacher</b>		
<b>Fourth Grade Teacher</b>	<b>Mrs. Kris Janke</b>	
<b>Fourth Grade Teacher</b>		
<b>Fifth Grade Teacher</b>		
<b>Fifth Grade Teacher</b>		

<b>Music</b>	<b>Mrs. Tracy Munter</b>	
<b>Physical Education</b>	<b>Mrs. Jennifer Scheimann</b>	
<b>Library/Computer Teacher</b>	<b>Mrs. Kate Hurst</b>	
<b>Preschool Director</b>	<b>Mrs. Sue Kassimeier</b>	
<b>Preschool Aide</b>	<b>Mrs. Kathy Weisen</b>	
<b>Paraprofessional</b>	<b>Mrs. Kim Pietzmeier</b>	
<b>Paraprofessional</b>		

**Archbishop Bergan Catholic School  
(Elementary and Preschool)**

**FAMILY HANDBOOK VERIFICATION**

I, \_\_\_\_\_ the parent or guardian of \_\_\_\_\_, a student at Saint Patrick's Preschool or Archbishop Bergan Elementary School, hereby acknowledge having received a copy of the school's 2009-2010 handbook. I understand it is my responsibility to know the rules and regulations as they affect my child in school **and extracurricular activities.**

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERMISSION FOR SCHOOL TRAVEL**

Through the course of the school year, through a school project, activity, Mass/Retreat, etc. your child will be leaving the school building to travel to another location. The school requires a signature in order for your child to attend these school activities. Please complete the following:

My child, has my permission to accompany Archbishop Bergan teacher/staff members on any/all school related field trips or activities during the 2009-2010 school year.

Signature of Parent or Guardian

Date

\_\_\_\_\_

\_\_\_\_\_

**CONSENT TO PUBLISH**

It may happen that through the course of the school year, through a school project, activity, mailing list or special honor, that your child may be given the opportunity to have his/her name, school work, or photo published (i.e. newspaper, internet). The school requires a signed release before we can post a student's name, work or photograph. Please check YES or NO and sign where indicated. Thank you

Yes, you may post my child's name, work and/or photograph.

No, do not post my child's name, work and/or photograph.

Student Name

Signature of Parent or Guardian

\_\_\_\_\_

\_\_\_\_\_

**RELEASE OF LIABILITY**

The undersigned hereby releases St. Patrick's Catholic Parish and Archbishop Bergan Catholic School located in Fremont, Nebraska and its employees and representatives from any and all liability arising from any injury, loss or damage of any nature that may be sustained by the undersigned or by the participant, while participating in any school activity, which is sponsored St. Patrick's Catholic Parish and/or Archbishop Bergan Catholic School to include transportation to and from said activity whether or not said transportation is provided by the parish or school.

The undersigned acknowledge that they are aware that there are risks of injury, damage or loss and dangers inherent in participating in various school activities including but not limited to, athletic events and transportation to and from said activities, which dangers and risks include the conduct of other participants and spectators, unknown defects in the condition of equipment which may be used during said activity and other risks and dangers, all of which could lead to injury or damage to person and property.

The undersigned hereby voluntarily assume all risk of loss, damage or injury to the undersigned or to the named participant for whose benefit this release is signed.

**This release is binding upon the heirs, next of kin, personal representatives and assigns of each of the undersigned. In signing the foregoing release, the undersigned hereby represents that he/she read this release, signs it voluntarily, that he/she is an adult and is a parent or guardian of the minor child participant, named below, who is participating in said activity.**

(Name of Participant)

Signature of Parent or Guardian

\_\_\_\_\_

\_\_\_\_\_

ARCHBISHOP BERGAN CATHOLIC SCHOOL COMPUTER/NETWORK  
POLICY-CODE OF CONDUCT ON SOFTWARE FORM 2008-2009

In a free society citizens have open access to information via a wide variety of sources. The Internet is a totally uncensored worldwide communication network. It is possible for any user of the Internet to access information that is not for a minor or school environment. Bergan Catholic School cannot prevent access to this information once a person is on the Internet, but Bergan Catholic School believes that the benefits of Internet access to information resources and communication with others far exceed any disadvantages of access.

But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Bergan Catholic School supports and I understand that my child is expected to use good judgment and follow the attached Acceptable Use Policy when using Bergan Catholic School's computer equipment and the Internet. Should my child breach the guidelines suggested, I understand that my child may lose some or all computer and/or network access privileges and possibly face other disciplinary action.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under State and Federal Laws. Individuals using these systems are subject to having any and all activities on these systems monitored by Bergan Catholic School and system personnel. Anyone using these systems expressly consents to such monitoring. Account termination and/or prosecution will occur without warning for violation of established laws, rules or guidelines.

We, the undersigned, have read the computer and network Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, Archbishop Bergan Catholic School, St. Patrick's Church, its subcontractors, and employees.

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, any duplication of copyrighted software - - except for backup and archival purposes - - is a violation of federal law and Archbishop Bergan Catholic School policy. This form will be filed with administration.

I will use software according to the provisions of the license agreements.

I will not make unauthorized copies of software under any circumstances.

I recognize that Archbishop Bergan Catholic School will not tolerate the use of any illegal software copies on its computers.

I understand that anyone found copying software other than for backup or archival purposes is subject to disciplinary actions.

I understand that anyone found making illegal software copies might subject to civil and criminal penalties up to \$250,000 per work copied.

I understand by my signing for a receipt of the handbook that I accept the provisions of the Bergan Technology Code of Ethics.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_