

Come to Jesus in the Eucharist

“Come to me, all you who labor and are
overburdened, and I will give you rest.”

Matthew 11:28



*Villa Marie Home and School
Parent / Student Handbook
2024-2025*

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Mission Statement/Philosophy/Goals

Mission Statement

The mission of Villa Marie Home and School for Exceptional Children is to form the students spiritually, intellectually, emotionally, in partnership with the parents and in harmony with the specific gifts given by God to each student. In order to fulfill this mission, Villa Marie is committed to integrating the Catholic Faith with the best educational practices for qualifying children in need of special education services.

Philosophy of Diocese of Lincoln Catholic School/Villa Marie School

“The Catholic Diocese of Lincoln has established a school system in order to fulfill, in part, the mandate of Christ to teach the Gospel to the whole world.” (Matthew 28:18-20) Villa Marie “helps to form students in Christ by means of teaching doctrine, celebrating Liturgy (Mass) and prayer, building community with Christ, and fostering Christ-like service, in order to assist parents in their duty as the primary educators of the whole child.” (1.1 school policy handbook -Diocese of Lincoln)

Goals

The goals of Villa Marie School are:

1. To provide a Catholic atmosphere that reflects an environment of support, love, and concern for each student as an image of God.
2. To redirect problematic behaviors with dignity and right reason and to teach students effective skills of managing their own behaviors. This is done by reteaching the effective skill, role modeling with the student, and/or the use of behavior contracts. (Boys Town Skills Program)
3. To form students in the practice of prayer, morals and religious values and to foster the practice of service to one another and to our fellow brothers and sisters in Christ.
4. To impart knowledge and skills that develop understanding and cultivate appreciation for the basic academic subjects at the level of each special needs child. To use field trips as means to reinforce learned subject matter and create hands-on-experiences.
5. To develop survival skills, social skills, functional skills, self care skills, and job training skills so that each student may become an independent, self-supporting individual and reach their fullest potential.
6. To promote character development, personal integrity, responsibility and self-advocacy.

Student Placement Change Policy

Villa Marie School for Exceptional Children always and without exception reserves the right to release a particular child from the school when the best interests of the school or the child warrants this action. The first 30 days of enrollment for a new student is a probation time to show the compatibility between the school and child.

Non-Discrimination Policy

Villa Marie Home and School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school.

Admission Guidelines/Permanent Records/School Forms/Tuition

Admission Guidelines

1. Chronological Age: The minimal C.A. for placement is 6 years, 0 months; the usual maximal age is 18 years, 11 months. Children become eligible for placement at the age 6 or at any time during the current year providing they are judged ready for placement and there is an opening. No student older than 16 years old will be accepted as a new student.
2. Intellectual Capacity: Ordinarily, the range for admission to Villa Marie School is mild-moderate handicapping conditions. Students must be on an Individual Education Plan and do not require a one-on-one para. Villa Marie School is only licensed to offer instruction through grade 8. Students enrolled cannot earn any high school credit toward graduation or obtaining a high school diploma.
3. A psychological evaluation of a child relative to intellectual and social potential must be made prior to the placement.
4. A medical history must be submitted prior to placement, with proper medical information sheets returned with application.
5. Children must have adequate personal habits relative to eating, dressing and toileting. In this matter, there must obviously be some leeway allowed because of the relative maturity of a mentally handicapped child at the chronological age of 6. However, where these personal habits are not satisfactory because of a lack of home training, such a child's admission to Villa Marie may be postponed until such time as evidence is given of more satisfactory training in this matter.
6. Children return home over the weekend, for holiday vacations and during the summer.

7. All vaccinations must be received at least 3 weeks prior to the opening of the school year. If required vaccinations have not been taken, then the school will expect a doctor's appointment as an interim for attendance.

Permanent Records include:

- ✓ Cumulative Folder– Student's personal information
- ✓ Medical Records (Immunizations Record, height/weight)
- ✓ Copy of Birth Certificate with state seal
- ✓ Educational Records, including the current IEP
- ✓ Psychological Tests
- ✓ MDT's (Multi-Disciplinary Team) reports

School Forms

- Statement of Application
- Application for Enrollment
- Guardianship/Care Giver in case of parent(s) death (Loco Parentis)
- Permission Forms for field trips/publication of student photo
- Medical Release for Villa Marie staff to administer medication/Med List
- Medical Emergency Form
- Dietary Information
- Authorization Release Form for records (from previous school)
- Computer/Internet Use Policy/Agreement
- Spending Money
- iPad Acceptable Use Policy
- Permission to call 911 and Transport
- Race/Ethnicity Form

Tuition

The director of Villa Marie School visits with the parent(s)/or guardian(s) as to what their financial obligations will be while their child attends our school. Each family is asked to fill out and sign a Parent Tuition Agreement each year and will receive monthly tuition statements. Unless other arrangements are made, tuition is due by the 5th of each month starting in September.

Daily Schedule/Mass and Sacraments/Attendance Policy/Lardy and Absence Policy

Daily Schedule ~ Home and School

- Rising time for boarders: 7:00 a.m. (Day students may arrive at this time, if necessary for parents' schedule)

- Breakfast: 7:30 a.m.
- Running Club: 8:00 a.m.
- School starts: 8:30 a.m.
- Holy Mass: usually 9:00 or 11:15
- Lunch/ Noon Recess/ Jobs/ 12:00-1:20 p.m.
- School ends: 3:15 p.m.
- Ready for bed: 8:00 p.m.
- Lights out: 8:15 p.m.

Mass and Sacraments

All students, both Catholic and non-Catholic, attend daily Mass at Villa Marie. It is the supreme act of worship and an integral part of our school day. As a general rule, students are not to bring any items with them to Mass, other than a book or missal to help them follow along. Quiet, non-distracting fidgets may be allowed if the student needs them, but the fidget should not be a distraction to the student or to others.

Confessions are offered *once a month*. Non-Catholic students have the option to visit with the priest who comes for Confessions.

Parents wanting their child (Catholic) to receive the sacraments (Holy Communion, First Confession or Confirmation) need to inform the principal. Arrangements will be made, after suitable instruction has taken place. Similar arrangements will be made for non-Catholic students desiring Baptism and/or Entrance into the Catholic Church.

Attendance Policy

It is important to a student's success in school that attendance be regular and punctual. Therefore, regular attendance is required to obtain maximum results in learning and is the responsibility of the parent/guardian. Regular attendance is required by State Law. (NE Rev. Stat., 79-201) In compliance with the State Department of Education Rules and Regulations regarding length of a school day and year, Villa Marie will offer at least 1,032 instructional hours and 170 student days. **Although regular attendance is required, we ask that you please keep your child home if he or she has a fever or exhibits any COVID or flu-like symptoms.**

Drop-off and pickup times:

Boarding students may arrive on Sunday evening between 6:30 and 7:45 p.m. Day students should arrive before 8:20 a.m., but preferably by 8:00 a.m. so that they can participate in Running Club. All students must be picked up before 5:00 p.m. on Fridays (or the last day of school for the week if it is a short week.) We understand that sometimes there are extenuating circumstances beyond your control, which will cause you to be later in dropping off your child on Sunday evening and/or picking up your child on Friday afternoon. However, this should be the exception, not the rule, and if it happens more than twice, you will be charged a late fee of \$10 per time.

We will have a 1:00 p.m. dismissal once a month so that the teachers can have some extra planning time. All students must be picked up by 1:30 p.m. on those days.

Tardy Policy

Students are counted tardy if they have not arrived at school by 8:30 a.m. Car problems, road problems due to inclement weather, or any other emergencies are understood and will be taken into consideration. A note explaining the reason for the tardiness needs to be handed in at the school office.

Absence Policy

When your child is absent due to illness, the parent must notify the school office the day the child is absent, preferably between 7:00 a.m. and 8:30 a.m. Students returning to school after an absence are required to bring a note briefly explaining the reason for the absence; it should be dated and signed by the parent/guardian. The note is to be handed in at the school office. Email notes of absence can also be sent to the principal's email address (sr.jeanette-rerucha@cdolinc.net)

The Department of Health and Human Services recommends that students absent due to fever remain out of school 24 hours after their fever has gone.

Students who have a doctor and/or dental appointment, or those leaving school grounds for any other reason, must have a written note from the parents. This note must include the reason for the absence; it should be dated and signed by the parent/guardian. This note should be handed in at the school office. Email messages regarding these absences are also acceptable. If the teacher and/or principal have a concern about an absence, the parent/guardian will be notified.

If a student's outdoor play or P.E. involvement needs to be restricted, a physician or physician assistant must prescribe the conditions and length of the restriction.

If a child is excessively absent (not due to COVID-19), the parents, teacher and principal may have a conference.

Weather/School Cancellation

Student families will be notified by an Automated Message System (School Messenger) of a school cancellation. If LPS and/or the Lincoln Catholic Schools are not in session for severe weather, day students are not required to come to school. However, Villa Marie will still be in session if the boarding students and Sisters are at the school.

IEP Objectives/Subject Areas/Job Skills/Transition Opportunities/ Library & Guidance

The Villa Marie School teachers generate objectives for IEP's, transition curriculum and general school curriculum in conjunction with the expertise of Special Education directors, Speech and Occupational Therapists and other consultants from the Waverly School District,

local and state-based programs and services for Special Needs students, the Diocesan School Curriculum, parents and guardians, on-going in-services and workshops.

Subject areas:

Religion, Math, Language Arts (consisting of Reading, Writing, Phonics, and Spelling), Literature Groups, Science, Social Studies, Art, Music, Computers, Keys to Success, Interoception, and P.E./Health

Job and Vocational Skills:

Cooking class and meal preparation, Sewing Class, and the following jobs during Job Time each day: vacuuming, collecting and emptying trash, laundry – folding and putting away, setting the table, cleaning mirrors and sinks, taking care of cats, raking, flower garden watering, etc., recycling, cleaning classrooms, sweeping, mopping, doing dishes – washing, spraying, drying, putting away, wiping tables, etc.

Transition Opportunities (14-18 year old students)

In preparation for transitioning to the next level, Villa Marie has implemented a Transition class for students age 14 and older. These students have the opportunity for some vocational experiences in the community during the second semester. Villa Marie School partners with Vocational Rehab to help students transition to the work force, and our Vocational Rehab representative meets with the Transition students once a month.

When students reach the age of 18, they receive a “Certificate of Completion” from Villa Marie School.

Library:

Villa Marie School maintains an extensive library for the use of the students throughout the school day as well as after school. Students receive a library orientation course at the beginning of the school year and are encouraged to check out books from the library for research and reading enjoyment. Books are cataloged according to the Dewey Decimal System on “Library Thing,” an automated library system. There are special sections for religious books and Easy Readers. Villa Marie School also subscribes to World Book Online. If students would like to check out books, they must ask an adult to do this for them. Books should be returned to the designated tote to be checked in and reshelved.

Guidance:

Villa Marie students receive spiritual, social, and emotional support and guidance from teachers, support staff, the Marian Sisters, and the many priests who say Mass at the school. Students are encouraged to turn to them for guidance and support when needed.

A licensed mental health practitioner is on site at Villa Marie 20 hours per week to meet with individual students, as well as to consult with staff members. Other therapists may visit Villa Marie on a regular basis to meet with their clients that attend school here.

Villa Marie has begun using the standardized, norm-referenced assessment used in the other Catholic schools in the Diocese of Lincoln to assess student academic performance in at least one grade level each from grades 4-6 and 7-9. We work with each child's resident public school district to help determine the types of accommodations or modifications in assessments that may be appropriate for them on the basis of their disabilities.

Special Olympics

Villa Marie students have the option to participate in Special Olympics. Currently we are involved in basketball (3-on-3 team and individual skills), track and field, and bowling. Matt Jilek is our volunteer basketball coach and Greg Gibney is his assistant. Mrs. Doris Dermann is our volunteer bowling coach, and Miss Maria Waddle is our track and field coach. Special Olympics offers a great opportunity to enhance the students' physical strength and growth, team participation and social skills...and it is fun!

Those participating in Bowling will practice on Friday afternoons at Parkway Lanes during the first semester, until they have bowled 15 games. The basketball team practices on Thursdays from 6:00 – 7:00 p.m. from October – March. The track team practices in the spring during P.E. class.

Parents are asked to share costs in events in which they would like their child to participate.

A physical exam is needed in order for your child to participate in this program. The Special Olympics physical exam forms are available in the school office and need to be updated every three (3) years.

No children below grade 6 will participate in athletic competition on teams competing between schools. However, most of the teams we play in competition are not affiliated with a school. If any other school sponsored team is participating, we will only use students in grades 6 and above in those contests.

Field Trips

Villa Marie takes the students on frequent field trips. The purpose of our field trips is to contribute to the student's educational, cultural and social growth.

The following skills are also reinforced/taught:

- social skills in the public arena
- bus/van safety skills
- shopping skills
- restaurant skills
- locating and reading safety signs
- locating and reading street signs
- using directional skills (reading maps, etc.)

Field trips are also a privilege to be earned. Teachers may prohibit students from participating in a particular field trip if homework is not completed or their behavior warrants such action.

A field trip permission form is signed by the parents at the beginning of each school year. All of our school transportation vehicles have seatbelts, and all passengers are required to use them. St. John's School in Lincoln has graciously allowed us to borrow their bus, so if it is available, we may take it on some longer field trips. Mr. Jeff Hamilton, a CDL-licensed staff member, drives the St. John's bus for us.

Breakfast/Hot Lunch Program

Villa Marie School provides a federally funded hot lunch program (breakfast and lunch). Free and reduced price lunches are available through federal funding. All families are notified of terms of eligibility for free or reduced lunch cost. Applications are sent in the summer mailing, usually in late July. Students who qualified for free or reduced lunch the previous school year will be in last year's category for the first 30 school days of the new school year.

The meal price for lunch has not yet been determined. There is no charge for breakfast. Account balances are sent out monthly.

Since the supper meal is not part of the federally funded program, all students who stay for the evening meal will pay \$3.00 per supper. The supper cost for boarders will be due at the beginning of each month and credited the next month if there is an absence.

No food from outside the school (e.g. fast food) should be brought in by a student for breakfast or lunch without the permission of the principal. Parents may bring a meal to eat with their child, with permission, or may bring a meal for everyone. Day students may bring lunch from home.

Gum chewing is not allowed unless a student needs it as part of his or her IEP.

Non-Discrimination Policy

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

Villa Marie School Wellness Policy 2024-2025 School Year

Villa Marie School (the School) is dedicated to promoting, encouraging and educating students and staff on being healthy physically, intellectually, emotionally, and socially. We will follow this mission by encouraging healthy eating and physical fitness.

We have students who have sensory issues and dietary dislikes. The Villa Marie staff will accommodate as necessary and encourage students to try different foods. We do not force students to eat every part of the meal, but we do encourage and educate them on the importance of having a balanced meal.

Professional Standards

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to the Nebraska Department of Education Nutrition Services website for training.

All families are provided information and forms regarding the National School Lunch Program when they enroll and at the beginning of each school year in order to ensure all families are aware of the program. The School takes steps to protect the privacy of students who qualify for free or reduced meals, as well as the status of meal accounts. No child is turned away from receiving meals at the School.

The School assures compliance with USDA nutrition standards for reimbursable school meals.

Goals:

1. Encourage healthy eating
2. Develop healthy meals
3. Encourage students to try new foods and seasonings
4. Encourage physical fitness and teach the value of healthy living

The Wellness Committee or designee shall establish such further goals as are determined appropriate to meet the stated mission.

Nutrition and Education: The goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The following are additional goals and actions to achieve such goals.

1. **Breakfast**
 - a. All students are eligible to participate in the Federal School Breakfast Program.
 - b. Fruit is provided at breakfast every day.
 - c. Milk and water are provided for each student.
2. **Lunch**
 - a. All students are eligible to participate in the Federal Hot Lunch Program.
 - b. Fruits and vegetables are available every day.
 - c. Milk and water are provided for each student.
3. **Snacks**
 - a. We are incorporating healthy snacks for the students.
 - b. Fruits and vegetables are available every day.
 - c.
4. **Evening Meal**
 - a. Since we are a boarding school, we provide all boarders with a healthy evening meal.
 - b. Milk is provided for each student.
5. **Cooking Class**

Students will be instructed to:

 - a. Understand that an excess of sugars and fat in anyone's diet can result in more calories than the body can burn, and consequently the possibility of obesity and related diseases
 - b. Develop healthy meals
 - c. Try new foods and seasonings
 - d. Check nutritional labels
 - e. Set the table for the evening meal
 - f. Read through a regular recipe
 - g. Learn cooking vocabulary
 - h. Identify kitchen items
 - i. Identify ingredients
 - j. Read and use measurements in fractions
 - k. Use proper sanitation and hygiene (hand-washing, etc.)
 - l. Cooperate and follow instructions
 - m. Clean and put things away after cooking
 - n. Practice safety while cooking
6. **Science/Health Class**

All students are provided nutrition education that includes:

 - a. Learning the food plate
 - b. Food sampling projects

- c. Proper nutrition
- 7. **Display Nutrition Education Materials:** The lunchroom and other school areas shall display posters or other communications that promote healthy choices suitable to the ages of students served. Educators are encouraged to incorporate such communications in their classrooms as well.

TO ACHIEVE THESE POLICY GOALS:

Wellness Team

The School will create, strengthen, or work within the existing wellness team to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The team will also serve as a resource for implementing these policies. The wellness team consists of a group of individuals representing the school and community that should include parents, students, representatives of the school food authority, members of the Advisory Board, school administrators, teachers, health professionals, and members of the public.

Physical Activity to Promote Student Wellness:

1. **Curriculum:** P.E. is scheduled for every school day for all students. Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 14. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate. P.E. class includes:
 - a. Running, jumping, jump rope, catching, throwing, swinging, kicking, dancing, etc.
 - b. Various sports (kickball, softball, soccer, basketball, track and field, tennis, etc.).
2. **Qualifications for physical education teachers for grades K-12.** Teachers at the School have received decrees as Elementary School/Special Ed teachers, which includes teaching physical education. When opportunity arises, P.E. teachers would attend professional development workshops.
3. **Physical Activity during the School Day:** All students have the opportunity for two (2) recesses daily, outside if weather permits or inside during inclement weather. Students have access to slides, swings, running track, basketball equipment (hoops, balls), and other sports and recreational equipment during recess and after school. Teachers are also encouraged to include a routine of short physical activities during the day to promote healthy bodies and minds.
4. **Running Club:** The Running Club is scheduled every school day before the school day starts. It consists of two or three groups, with each group having two or more adults. Students run/walk one to two miles each week with their group. During inclement weather the students walk laps inside.
5. **Recordkeeping:** Personal goals are set for each student based on his/her abilities and where they can improve.
6. Family and community engagement in physical activity consists of activities, such as “Homer’s Heroes”, UNL track sessions for middle school students, and the Summer

Baseball League sponsored by the Optimist Club. Information is sent home so parents can do the activities with their child.

7. **Physical Activity Health Events:** Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
 - a. Health fairs
 - b. Traveling health exhibits
 - c. Field trips to physical activity centers
 - d. Physical activity speakers (school assemblies or class speakers representing sports figures, medical people, etc.)
8. **Other School-based activities** designed to promote wellness
 - a. **Special Olympics**
 - i. Practice for sports
 - ii. Bowling practice first semester—15 games total
 - iii. Basketball practice once a week from October - March
 - iv. Track and field practice from March through the end of the school year
 - b. **Field Trips**
 - i. Walking (walking trail just down the road usually 1-2 miles)
 - ii. Running
 - iii. All of our current annual field trips incorporate walking and physical activity, e.g., State Fair, Vala's Pumpkin Patch, zoo.
 - c. **Growing vegetables and other plants - Villa Marie Garden**
 - i. Students help plant seeds in the raised garden beds in the spring, and harvest vegetables in the fall. This is usually done after school by the boarders, but could be incorporated into the science or health curriculum.
 - ii. Students help weed, water, and mulch the butterfly garden and other flowerbeds.
 - d. **Daily chores** (Because we are a boarding school, chores are built into our day.)
 - i. Sweeping and putting dust in the pan
 - ii. Vacuuming
 - iii. Mopping
 - iv. Loading recyclables
 - v. Crushing pop cans
 - vi. Taking care of the trash (collecting it, tying the bag, lifting dumpster lid)
 - vii. Dishes
 - viii. Folding laundry
 - ix. Cleaning room/making bed
 - x. Raking leaves
 - xi. Scooping snow
 - e. **Volunteer work**
 - i. Roadside cleanup (about 3-4 mile stretch both sides of the road)
 - ii. Prepare and serve meals at Matt Talbot Kitchen
 - iii. Setting up for parties at the school (moving chairs and heavy tables)
 - iv. Cleaning up a local park
 - v. Visiting care facility (singing and reading to the residents)

9. **Community Resources:** The administration will endeavor to coordinate the school wellness program efforts with those available from medical, public health and other community organizations.

Nutrition Guidelines: School Breakfast and Lunch Programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities.

1. **Conditions for school meals:** Students will be provided time to eat, up to 30 minutes. Meal schedules will be determined by the Principal and Food Service Manager in conjunction with Food & Nutrition Services.
2. **Selection of School Meals:** School meals shall, at a minimum, meet nutrition requirements established by state and federal law. Emphasis is to be on menu planning principles that offer healthy food choices, including lean meats and fresh fruits and vegetables. Food is purchased from local grocery stores and Farmers Markets, as much as possible and feasible.
3. **Teaching Students About Nutrition:** The Food Service Manager explains to students the importance of healthy balanced meals, encourages and reminds students to eat from each of the food groups.
4. **After School Day Snacks and Meals:** The School addresses nutrition standards for all foods and beverages provided to students before and after the school day,
5. **Vending Machines and Food Purchases:** No vending machines are provided at the School; no extra snacks, food or beverages are sold at the School; and no fundraisers with food are held at the School.
6. **Water:** Students have access to free water all day. Water is available free of charge at all school meals. Educators may encourage students to bring water bottles to classes.

Classroom Celebrations:

1. Parents and Staff are encouraged to find non-food or healthy food alternatives.
2. Food or non-food items for any classroom celebrations must take appropriate precautionary measures related to food allergy concerns.
3. The School regulates food and beverages for all students that are served at class parties and other school celebrations.

Plan for Measuring Implementation and Designation of Responsible Persons: The Principal or the Principal's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Principal or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports, and reporting the progress to the Wellness Committee each year at their annual meeting.

The Wellness Policy will be reviewed at least every three years by the Wellness Committee.

Policy adopted: 09/14/23

Birthday Celebrations/Gift Giving/After-School Functions

Birthdays are a special time to highlight the unique gift and blessing of each student. It has been a birthday tradition that each student is able to pick special birthday cupcakes, have a day off from their job, have a dress-down day and pick and watch an approved movie (G or PG) with snacks after supper. All students are able to participate in these festivities. If your child is a day student and they wish to stay for the evening birthday party, they may do so. The evening activities will be finished by 7:45 p.m. This time includes all other after-school functions unless told otherwise.

Student gift giving is **not** encouraged during the times the students are here at Villa Marie School, unless everyone receives a gift. This includes birthdays, Christmas, Easter and the like. Everyone likes to receive a gift, but for example, when someone goes on a trip and brings something back for only one or two students, the others feel left out. We appreciate your help in guiding your child with this school rule.

Dress Code/Uniform Policy/Boarding Students Supply List

Remembering that our bodies are temples of the Holy Spirit and are a gift from our Creator, we carry a dignity about us in our bodies, as well as in our souls. Therefore, modesty in dress comes as a natural response in how we are to dress and carry ourselves as children of God.

Clothing should not interfere with the learning of other students. If a student's dress/grooming is in question, the principal will make a decision. If necessary, the student will be asked to make the necessary changes. If the infraction happens again, the parent/guardian will be contacted.

Dress Code Policy: (for the school day, after school, and “dress-down” days)

General rules:

- Clothing that is offensive, immoral, or otherwise inappropriate in a Catholic School environment is not acceptable at any time.
- No tight-fitting or see-through clothing.
- If a belt is needed, the student will be asked to put one on.
- No piercings (nose, tongue, eyebrow, etc.)
- No tattoos.
- Natural hair color, but minor highlighting with “normal color” is fine.
- Neatly groomed.
- Clothing neat and clean.
- No torn or faded clothing.
- Coat or jacket – no matter the season, your child should have one at school since we never know when the weather can change.
- If it is the winter season, a winter coat, hat and gloves are needed. Boots and snow pants are required for scooping snow or playing in the snow.
- Each student should have an extra set of clothes, just in case of accidents or illness.

Girls:

- ❖ All blouses have sleeves.
- ❖ All necklines on dresses and blouses are not to be low cut and/or revealing. Lengths on dresses are to be down to the knee or longer.
- ❖ All shorts are to be no shorter than 2 inches above the knee when sitting. Capris are a good choice, if shorts aren't available.
- ❖ All shirts and blouses are to cover midriffs, even when arms are raised.
- ❖ Some jewelry is fine, but not to excess. However, NO loop earrings. If the jewelry becomes a distraction during school, the student will be asked to remove it.
- ❖ No make-up.

Boys:

- All shirts have sleeves.
- All shorts are to be at least knee length.
- No baggy clothes or pants riding on hips.
- Hair must be cut above the collar and boys must be clean shaven.
- No earrings for boys.

Uniform Policy for Villa Marie for the 2024-25 School Year**Shirts:**

1. Polo shirt in gray, white, black, red or any shade of blue, either long or short sleeved. May not have any logo. These may be purchased anywhere—we do not require any particular brand of polo.

OR

2. Villa Marie t-shirt either long or short sleeved.

OR

3. Any plain blue shirt, long or short sleeved. Must not be sleeveless, tight, or low-cut and must be long enough to cover the midriff.

Pants:

1. Black, blue or tan pants. They may have an elastic waist. These may be purchased anywhere—we do not require any particular brand of pants. If a belt is needed, the student will be asked to put one on.

OR

2. Black, grey or blue sweat pants that do not look like athletic pants. They may not be gathered at the bottom.
3. No leggings or tight-fitting pants may be worn except under skirts. Solid color leggings only. No baggy clothes or pants riding on the hips.

Shorts, Skorts, Skirts, Jumpers:

1. Black, blue or tan walking shorts. For boys, all shorts are to be knee length. For girls, all shorts are to be no shorter than 2 inches above the knee when sitting.
2. Girls may also wear black, blue, or tan capris but nothing skin tight.
3. Girls may wear black, blue, gray, plaid or tan skirts, skorts, and jumpers. Shorts or solid color leggings must be worn under skirts. **Solid color leggings must be worn**

under skirts from Oct. – March. Lengths on skirts, skorts, and jumpers must be down to the knee or longer.

4. Shorts and capris can be worn in August, September, April, and May.

Shoes:

1. Tennis shoes and socks are required for P.E. every day.
2. **Sandals may only be worn in Aug., Sept. April, and May. No flip flops.**

Jackets & Sweaters

Villa Marie jackets and sweatshirts or any blue, black, or gray jacket, fleece jacket, sweatshirt or sweater may be worn in the winter time as part of the school uniform. **Jackets and sweatshirts worn inside may not have hoods.**

Hats

Hats may not be worn inside the school.

We will have a **“dress-down” day** every Friday in which the uniform policy does not need to be followed. Students may wear appropriate t-shirts or other non-standard but modest and appropriate clothing for those days, such as jeans or sweatpants. They **may not** wear leggings, short-shorts, tight-fitting pants, baggy clothes or pants riding on the hips. Boarders are not required to wear the uniform after school but must adhere to the “dress-down” day clothing standard.

We will have **“dress-up” days** for special occasions (such as the Bishop’s visit).

We will keep some apparel on hand that meets the Uniform Policy. These will be available to our students free of charge on a first-come, first-serve basis.

Boarding Student Supply List

- 4 – 5 sets of uniform clothing for the week
- 5 – 6 pairs of socks and underwear (bras, if necessary)
- Dress-down clothing for Friday (optional)
- 4 sets of dress-down clothing for after school (optional)
- Pajamas
- Toiletries: toothbrush, toothpaste, brush and/or comb, body wash, shampoo and conditioner if needed, shaver if needed, deodorant, lotion if needed.
- **All articles of clothing and toiletry items should be *marked with your child’s name or initials.***
- Students may bring their favorite pillow, blanket, and **2 or 3** favorite toys, such as stuffed animals, which should stay in their dorm room. Students should **not** bring a lot of “trinkets” or toys from home to play with during school time—we have ample amounts of toys, games, etc. If they have photos that they would like to display in their room, that is fine; a bulletin board is available.
- Tennis shoes for P.E.
- A laundry basket to put their soiled clothes in or something of your choice, such as a suitcase or travel bag.
- Feminine supplies for young ladies.
- Any other things that individuals need, for example: skin care items and the like.

Please send jackets or sweaters even in warmer weather since things can change quickly. Often the mornings are cool when the children go outside before school.

Towels, wash cloths, sheets, pillowcases, pillows and blankets are supplied. However, your child may bring their own pillow, bedspread or comforter, and a small blanket for movie nights.

Health and Safety Policies

PRESCRIPTION AND NONPRESCRIPTION MEDICATIONS

If your child is to receive medication, both prescription and non-prescription, the parent/guardian must fill out a school medication form and sign it. These are sent out in the summer mailing or are available in the school office.

ALL medications **MUST** be in the prescription bottle or original container. **NO EXCEPTIONS! NO MEDICATION WILL BE GIVEN IF IT IS NOT IN THE ORIGINAL CONTAINER!**

Nonprescription medications must have a note signed by the parent/guardian, the time the medication is to be given, the dose, how often, and the specific dates this medication is to be given.

All medications are to be turned into the school office. The school first aid station is in the school office.

St. Elizabeth's Hospital in Lincoln is the closest hospital and is therefore the facility we go to for medical emergencies. A consent form is sent home in the summer mailing giving the Villa Marie staff permission to transport your child to the hospital or to call 911 in the event of a medical emergency.

Health Records

The school operates under the requirements of the Department of Health and Human Services in securing and recording health information. The school maintains cumulative health records and immunizations for each student.

1. Students in the 7th grade, (13 years old) need to have a medical examination by a physician.
2. State requirement of a dental examination yearly.
3. Health checks consisting of audio screening, vision, height, and weight are conducted annually.
4. ALL immunizations must be current.

For an updated Immunization Rules and Regulations for NE Schools go to:
[Summary of the School Immunization Rules and Regulations \(ne.gov\)](#)

Lice Policy

Head lice infestations are found across all socioeconomic classes and backgrounds, even in very clean and tidy homes.

If a student is suspected of having lice, the principal will examine the student. If lice or nits (lice eggs) are found in the child's hair, the child will be sent home. The child must be treated and be free of nits (lice eggs) before returning to school. All parents/guardians will be notified of the lice outbreak. The staff of Villa Marie will take the necessary precautions to try to prevent the lice from spreading to other students, especially if the student is a boarder.

Upon returning to school, the principal or other qualified staff member will examine the child for lice/nits. If the principal or staff member determines the child to be free of both, the child will be able to resume his or her regular classes and routine. The child will not be able to return to school until they are found to be nit/egg free. Parents who are called to take their child home will receive an information packet from the principal and will be asked to contact their primary care doctor's office for further information.

A record will be kept in the school office.

Safety Policy

According to Nebraska State Law, we can only dismiss a student to his/her legal parent/guardian. To dismiss your child to another adult requires a written note or email from the parent/guardian granting us permission to dismiss your child to a designated person(s), or a phone call to the principal. Also if there is anyone that the parents do not wish to have contact with their child at school, this information should be written down and given to the staff so that it can be saved for future reference; pictures for the staff are helpful.

Visitors/Volunteers and Safety

The school building will be locked at ALL times. Please ring the doorbell and an authorized person will let you in. Students are not allowed to open the door for anyone.

Villa Marie is equipped with security cameras at the following locations: front and back of the school, inside the front entrance, and the hallways on both the boys' and girls' sides.

All volunteers over the age of 18 are required by the Diocese of Lincoln to have a background check and complete the Safe Environment Training before they work with students, observe classes or do volunteer jobs in our school building.

Discipline

Discipline should not be merely a negative experience, but a positive one from which the students learn important lessons. Students must realize that observing the rules brings true freedom and happiness to themselves and others. They must also realize that we discipline them because we love them and want them to become the best version of themselves—who

God created them to be. We try to instill in our students a deep respect for God, staff members, other students, and themselves.

Students may receive consequences for inappropriate behavior that aim to redirect the behavior, and the student will receive a warning first. The consequence is determined by the severity of the infraction and well as the ability and age of the student. The following are some options for consequences, but this list is not exhaustive:

1. Time out
2. Taking away privileges such as recess, free time, computer time, going to the store, etc.
3. Walking extra laps.
4. Doing an extra job.
5. Doing another student's job for them, in addition to their own job, if the infraction was disrespectful toward another student.
6. Taking away a snack, but the student may have something to drink. No student will ever be deprived of a meal.
7. Consequences may be of a positive nature too, such as doing something kind for another person or playing a game with someone they don't usually interact with.

If a behavior is recurring and efforts to redirect it have not been successful, a student may be put on a behavior contract. Such a contract will be drawn up by the teachers, counselor, and principal. The student's parents will also be informed and consulted regarding the contract. Contracts will usually be set up so that the student can earn rewards for positive behavior.

In very rare instances, a child may need to be restrained for his or her own safety and/or the safety of others. This will be done only by those staff members trained in proper methods of restraint.

Playground and Recess Rules

- Take turns. Hands and feet to yourself.
- If someone runs to be first in line, they will go to the back of the line.
- Stay in front of the trees within the boundaries, where the adults can see you.
- Go down slides feet first. No walking up the slides.
- One person down the slides at a time (except the double slide)
- Sit with your bottom on the swings.
- Only swing back and forth. No twisting or side-to-side swinging.
- Stop the swing to get off instead of jumping off.
- Stay a safe distance away from the swings.
- You may sit on the benches or on the cement but not lie down.
- Do not play with sticks.
- Only adults should adjust the height of the basketball hoops.
- Only adults should open and close the big garage door.

Breaking the rules will result in a warning. Once more and no playground for the rest of the school day. (It starts over after school.)

Child Abuse

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to:

- Be placed in a situation that may endanger his/her life or physical or mental health
- Be tortured, cruelly confined, or cruelly punished
- Be deprived of necessary food, clothing, shelter, or care
- Be left unattended in a motor vehicle, if a person is six years of age or younger
- Or be sexually abused.

(Neb. Rev. Stat. 28-710)

When any school staff member has reasonable cause to believe that a child has been subject to abuse or neglect, or observes a person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she is required by law to report such incidents to the proper law enforcement agency. (Neb. Stat. 28-711)

Fire Drills/ Tornado Drills/ Bus and Van Drills/ Standard Response Protocol

Fire Drills

Fire drills are conducted ten times a year. This is required by the state. Students are instructed how to proceed to exit the building quickly, in an orderly fashion and in a quiet manner. Once outdoors they are instructed where to stand and to stand in a straight line so that they can be counted by the principal and/or teacher to ensure that all students have exited the building. Since this is a boarding school, a practice fire drill is also done while the students are in their dorm rooms.

Tornado Drills

Tornado drills are conducted at the beginning of the school year and in the spring during Severe Weather Week. Students are instructed where to go in the school building in cases of severe weather. Again, they are to proceed in an orderly fashion, in a quiet manner, and are instructed on how to position their bodies to protect their heads.

Bus and Van Drills

Bus and van drills are conducted twice a year, once at the beginning of the first semester and once at the beginning of second semester. These drills teach the students how to exit a

vehicle through the back door and front side door exits. Exiting through a window is also discussed. Once outside the vehicle, the students are instructed where a safe place is to stand to be out of harm's way.

Standard Response Protocol

Villa Marie School will follow the Standard Response Protocols for Hold, Secure, Lockdown, Evacuate, and Shelter. Students will be instructed in each of these actions and have opportunities for practice, especially in the case of an intruder.

Cell Phones/Electronic Devices/Toys

Cell phones and electronic devices are **not** needed at school. If you think your child should have a phone or other electronic device, it must be left in the office, otherwise it will be confiscated and returned to the parents. If your child needs to call you during the school day, they may use the phone in the office with permission from the principal. Boarders may call home in the evening with permission. You may also call your child after school or in the evening. A form indicating how often you would like your child to call home is sent out with the summer mailing.

Electronic games, CD Players, DVD players, MP3 players, etc., that belong to the school can be used with permission and moderation after school. All CD's and movies brought from home must be approved by the principal. We promote Catholic values and morals in all forms of media. CD's which have been copied without permission from the owner/creator are not to be brought to school.

There is an exception to using MP3 players during the school day if it is needed for a student's planned management (IEP). Only approved music will be put on the device and downloaded by a Villa Marie staff member.

As a general rule, students should not bring toys or "trinkets" from home to play with during school time unless they are included in the student's IEP or the student has permission from the principal to use them to stay focused and calm.

School Property/Computers & Internet Policy and Agreement/ iPad Acceptable Use Policy/ Copyright Rules

School Property

It is the responsibility of each student to use school property with care and respect. Students are to let a staff member know when something gets broken or is broken. We realize that accidents happen, but if a student intentionally breaks or damages something that belongs to the school, a fine will be assessed for the damage/breakage of the item, or the student/parent will need to replace the item.

Computers and Internet Policy and Agreement

All of our computers, Smart Boards, iPads, Projectors, Computer Programs, CD and Internet Based devices have been given to us as a gift through a generous benefactor. Therefore, as our response to this gift we will take good care of them so as to benefit our educational program to the fullest.

Each student is asked to read (or have read to them) and sign our School Computer/Internet Policy and Agreement and the iPad Acceptable Use Policy, which are sent home in the summer mailing. **The signed forms must be returned to the school before a student is allowed to use any computer or iPad in the school building.**

Computer/Internet Policy and Agreement **(For your reference. This was also in the summer mailing.)**

Villa Marie School has the resources for the students to access the Internet. With this privilege, comes the responsibility of the students, family, and school to use the Internet in an appropriate matter. The students will be held accountable for computer and Internet usage.

The access to the Internet is heavily filtered and may be more restrictive than their home computers. If the students access information in any way that is not appropriate, they will lose their computer privileges.

Students must ask a teacher for permission to print anything off the computer. They are not to waste such supplies as paper, printer cartridges, or toner supplied by the school. So, the students will only be allowed to print off one copy of their work.

Students are to respect the privacy of others by accessing only their own documents, which are to be placed in their folder on the computer.

Students are only to go to approved websites.

I agree **not** to use school computers and its network, or the Internet to:

- Send, print, or show off “bad”, dirty, or insulting messages or pictures
- Damage or change things on the computers, computer systems or computer network;
- Violate copyright laws by copying things word for word:
- Use another person’s password;
- Open up and snoop into another person’s folder, work, or files that are not mine. They are private.
- Delete or change another person’s files.
- Not waste paper or ink, or hurt the machines or materials;
- Not mess with the software, change control panel settings or add programs/games onto our school computers

Villa Marie iPad Acceptable Use Policy for Students

(For your reference. This was also in the summer mailing.)

Villa Marie School has a cart of iPads (Coi) for student use during the school year. The iPads have predetermined applications (Apps) installed.

Villa Marie School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Villa Marie are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the Villa Marie School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Villa Marie School retains sole right of possession of the iPad and related equipment.

1. iPads

1.1 Receiving an iPad

iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned to the teacher by the end of the period.

1.2 Intentional Misuse Fines

If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

2. TAKING CARE OF IPADS

Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Villa Marie acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Villa Marie.

2.2 Carrying iPads

Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it may damage the device.

3. DEVICE MANAGEMENT

3.1 E-mail Passwords

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.
- If Office 365 is provided for students, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

3.2 Screensavers/Background photos

- A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.3 Photos

- Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

3.4 Sound, Music, Games, or Apps

- Villa Marie will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps. The software/Apps originally installed by Villa Marie must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
- Students may not download music, apps, etc. onto the school iPads.
- If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be provided by the student and stored at school, or students may use the school's headphones. iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box works well, or products such as an earbud case.
- **Non-educational apps are NOT allowed on the iPads.** This includes "game" apps that are not directly educational.
- The device will be synced only with a school provided iTunes account by the school's designated personnel.
- The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.
- If technical difficulties occur or unauthorized software (non- Villa Marie iTunes Apps) is discovered, the iPad will be restored from backup

3.5 Printing

- Printing is not available from the iPad. This is the primary reason for email on the device.

3.6 Network Connectivity

- Schools have wireless access. Villa Marie makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

3.7 iPad Care

- Only labels or stickers provided by Villa Marie School may be applied to the iPad.
- iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit (or other approved storage device, as determined by the school principal). Overnight, they must be returned to the sync cart.

4 ACCEPTABLE USE

- The use of the technology resources at Villa Marie School is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. **If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.** The Villa Marie School Acceptable Use Policy shall be applied to student infractions.
- **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

5 RESPONSIBILITIES

5.1 School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.2 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Villa Marie School designated Internet System is at your own risk. Villa Marie School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Villa Marie School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure the iPad before storage in the cart.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

5.3 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student

work.

- Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- “Jailbreaking” of an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet access or email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the Villa Marie School web filter.
- Use of an iPad assigned to another student.

6 MISC

6.1 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Villa Marie Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the Villa Marie Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

Both student and parent/guardian are asked to sign the Computer and iPad agreements and return them to the school office before the student is allowed to use any computer or iPad at Villa Marie.

The students are instructed about internet safety by a program provided by the Technology Office of the Diocese of Lincoln.

Copyright Rules

The students are instructed how to properly cite a picture or information from a website on the internet.

Drug Free/Weapon Free/Gang Free/Violence Free Environment

Villa Marie Home and School is a drug free, weapon free, gang free and violence free school. Any infractions will be dealt with according to our Diocesan School Policy.

Sexual Harassment

Sexual and Other Harassment Policy: Harassment of any kind will not be tolerated in any school in the Diocese of Lincoln and will be dealt with according to Church and State Law. The Lincoln Diocese has a Misconduct Hotline (1-844-527-0596) and a Victim Assistance Coordinator, Jeff Hohlen. (402-613-2488)

Parents and Guardians Communication with the School

Correspondence items are placed in student mailboxes located by the front door. *Mailboxes are to be checked by parents every Friday.*

- ✓ Monthly newsletter and calendar
- ✓ Report Cards -- Twice a year
- ✓ Special Olympics Information
- ✓ Invoices for tuition and meals
- ✓ Other notes as needed.
- ✓ School work to take home.

Usual Times of Parent Involvement:

- Annual Fundraiser - Dance and Silent Auction –February 7, 2025. (More information and sign-up sheet at Parent meeting in September)
- Parent Meeting and Pot-Luck on Sunday, September 8, 2024.
- Christmas Program -- Last school day in the month of December—Dec. 20, 2024 at 6:00 p.m. at St. John's School.
- Yearly IEP meeting for your student when the time of the year approaches as dated on the IEP. Parents will be notified.
- MDT meetings if and when necessary. A school psychologist from Waverly Public School conducts a records review for our new students. Ordinarily, they will not reevaluate your child unless you request it. **If you would like your child to be reevaluated, you must request a reevaluation.** Evaluations are conducted by a school psychologist from Waverly Public School.

- Other conferences when parent, teacher and/or principal deem it necessary. If you would like to schedule a conference, please call the school office and a date and time will be set to have the meeting.
- Volunteer Jobs (a background check is needed, as well as Safe Environment Training). Check with the school office if interested.
- Parents are welcome to join us for field trips. Please let the principal know if you are interested. A background check and Safe Environment Training are needed for this also.

Protocol for Solving Problems/Concerns

The administration reserves the right to change policy at any time and for any reason.

Does the problem concern:

A Teacher → Make an appointment with the teacher.

If problem did not get solved.

The Principal → Make an appointment with the principal
Sister Jeanette 402-786-3625 (school) 402-875-2114 (cell) or email sr.jeanette-rerucha@cdolinc.net

If problem didn't get solved.

The Director → Make an appointment with the director
Msgr. John Perkinton 402- 473-0611 or email fr.john-perkinton@cdolinc.net

This is where the process ends.

Handbook Responsibility

This handbook contains essential information about Villa Marie School. It is vital that each student and parent/guardian read this information. If needed, please read it to your child.

We have read the *Parent and Student Handbook of Villa Marie Home and School 2024-2025* and understand the rules and regulations listed therein.

Student Signature

Date

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Please return this form to the school office by August 19th, 2024.

Thank you and God bless you!

Sister Jeanette Rerucha
Principal

Spiritual Theme for the year...Come to Jesus in the Eucharist

I am the Bread of Life. John 6:35

