

# Our Lady of Lourdes Catholic School

## Student/Family Handbook

### 2025-26



#### **The Faculty and Staff at Our Lady of Lourdes's School believe ...**

...that all instruction and interactions should be guided by our Catholic beliefs.

#### **Our Lady of Lourdes Catholic School Mission Statement**

The mission of Our Lady of Lourdes School, in the Archdiocese of Omaha, Committed to faith. Dedicated to academics. Connected to Community.

#### **Our Students Will Demonstrate:**

Religious knowledge, virtues and practices

...teaching is more than passing on content to students; it means changing and shaping a

life. Knowledge of core disciplines and the fine arts

Higher order thinking skills

Utilization and application of technology in learning

Effective social interaction skills

Independent learning skills

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## **GENERAL INFORMATION**

**ACADEMIC HONOR ROLL GRADES 5-8**

Grades are averaged each semester and computed to a Grade Point Average (GPA) at the end of each trimester. The highest GPA a student can earn is a 4.0 or a straight "A" report card. First and Second Honors will be given to students who achieve the established criteria GPA. First Honors= 96% and above GPA in core subjects and religion. 2<sup>nd</sup> Honors=92-95% in core subjects and religion. Awards will be given to the students at the end of each trimester at an assembly as well as at 8<sup>th</sup> grade graduation.

### **ADMISSIONS POLICY**

The Catholic elementary and secondary schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship, and loan programs and athletic and other school-administered programs or disability if with reasonable accommodations the applicant can meet the program requirements. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation from prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

*This institution is an equal opportunity employer.*

### **Admission Requirements:**

Pre-School -Must be 3-years-old on or before July 31<sup>st</sup> of that school year  
Pre-Kindergarten -Must be 4-years old on or before July 31<sup>st</sup> of that school year  
Kindergarten -Must be 5-years-old on or before July 31<sup>st</sup>. Parents are required to produce a certified birth certificate at time of enrollment.  
First Grade -Must be 6-years-old on or before July 31<sup>st</sup> and have successfully completed an approved Kindergarten. Students receiving homeschooling for Kindergarten (and other grades) may be subject to academic testing before admittance to first grade.  
2<sup>nd</sup>-8<sup>th</sup> Grades -Admission into other grades is not guaranteed and will be determined by examining each case and situation.

### **Additional Information:**

- Children of non-OLL parish families may attend OLL.

- To better acquaint them with Our Lady of Lourdes School, all new parents/guardians and students may be required to meet with the principal at school as part of the enrollment process.
- State health and immunization requirements be met before admission into OLL School.
- OLL requires all parents/guardians to give the school a copy of their child(ren)'s birth certificate, shot records, and baptismal certificate.
- The Catholic Schools of the Archdiocese are established as religious schools; therefore, preference in admissions shall be given to contributing members of the diocesan Catholic community.
- Preference shall be given to all families currently enrolled at OLL school and active parishioners in the Consortium parish.
- No one shall be admitted as a student unless that person and their parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.
- No student shall be admitted unconditionally to any Catholic school unless they have a reasonable, well-founded hope of successfully completing the school's program. Students may be admitted on an interim basis. Families who portray OLL negatively may be asked to leave.
- To be considered fully registered all tuition matters from previous years must be addressed.

## ACADEMIC INTEGRITY

### Cheating

Cheating is defined as representing another's work as your own, manipulation of information to obtain an unfair advantage, and enabling others to use your work as their own. This includes but is not limited to: providing or obtaining answers to tests, quizzes, or assignments; obtaining answers to tests or quizzes from sources other than those allowed by the teacher; plagiarism (i.e. the unauthorized use of another's material that is represented as one's own work); utilizing artificial intelligence ('AI') software in a manner not explicitly authorized by the classroom teacher, including but not limited to completing an academic assignment with the assistance of 'AI' when not explicitly permitted by the classroom teacher or misrepresenting the product (in part or in whole) of artificial intelligence software as your own (i.e. plagiarism); or submitting information without proper documentation. If cheating occurs, the student will receive a zero on the task, the parent/guardian will be notified, and additional disciplinary action may be taken."

### **ADMISSION – Students of Other Religions**

Catholic schools admit students of other faiths with the understanding that students will attend religion classes and participate in religious practices as appropriate with Catholic Church teaching. The schools, in providing a faith-based education for students of other religions, should incorporate in their programs a respect for other religious traditions.

### **AGENDA/ASSIGNMENT BOOK GRADES 3-8**

Students in grades 1 and 2 may use an assignment book. Students in grades 3-8 are required to use an assignment book. This book is included in the registration fee and is provided to students on the first day of school. The purpose of the agenda is to help the students develop organizational skills and become more responsible learners, and to be a vehicle of communication between students, parents, and teachers. There is a fee assessed for lost agendas.

### **ALCOHOL, TOBACCO, ILLEGAL DRUGS, GAMBLING**

OLL Staff and Administration support the medical opinion that smoking and secondary smoke are hazardous to an individual's health. During school hours and school related activities, the school buildings are non-smoking and alcohol-free environments for the health and safety of our students.

- Any student involved in alcohol, vaping, tobacco, and/or other illegal drug activities will be immediately suspended or expelled, until the problem is resolved with the student, the family, and the school.
- Students not expelled will be subject to mandatory counseling at the expense of the parent/guardian.
- Harassment of any witnesses or student involved in illegal transfer of funds for gambling could result in expulsion.
- Appeals to discipline action taken by administration may be taken to the assistant superintendent, who has the final decision.

### **AMENDMENTS**

This handbook is reviewed annually by the executive director, staff, and principal. The principal/executive director retains the right to amend the handbook for just cause; parents will be given prompt notification if changes are made. Updated Student/Family Handbooks will be provided to each family at the beginning of the school year.

### **ARRIVAL AT SCHOOL**

School doors open at 7:30 a.m. Students in grade K-5 should report to the gym where they will be supervised. Students in grade 6-8 should go directly to their homeroom. Students attending the breakfast program from 7:30-7:55 a.m. may enter the cafeteria through the Extended Care Red door facing 32<sup>nd</sup> Avenue or through the Breezeway Doors.

School begins at 8:00. Students not in their classroom by the 8:00 a.m. bell will be considered tardy.

The school day ends with dismissal at 3:05 and students need to have their ride home arranged prior to dismissal time.

### **ASBESTOS**

The Asbestos Hazard Emergency Response Act passed in 1987 requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at OLL in 1988, and has been re-inspected every third year, with the last re-inspection done in 2018. Inspections will be conducted every third year if asbestos is known or assumed to be in the school. Any areas of known or assumed friable or non-friable asbestos will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present. Our management plan has been filed with the State Department of Health and is on file in the rectory office. The plan is available for public inspection during normal business hours. For further information, contact Mrs. Searl at msearl@omahacsc.org.

### **ATHLETIC PROGRAMS**

Sport programs at OLL are sponsored by the OLL Booster Club. The purpose of these activities is to teach teamwork, to promote good health, and to encourage and promote friendship along with community spirit. Policies for participation are set by the Booster Club. Registration for teams is announced through the church bulletin, email, school newsletter, and/or flyers. All practices and games take place outside of school hours. Parents are expected to volunteer assistance for coaching and supervision. Students who participate in athletics represent OLL school and parish

and should act with Christian kindness and good sportsmanship towards coaches and opponents. Activities for boys and girls include: soccer, volleyball, basketball, softball, baseball, football, and t-ball.

### **Academic Policy for Athletics at OLL**

As academics are at the forefront of what we do here at OLL, there is a policy that emphasizes the importance of academics during athletic seasons. **The following policies apply to 7<sup>th</sup> and 8<sup>th</sup> grades.**

- Grades will be monitored throughout the school year by the teachers.
- Parents are encouraged to stress to their student that academic excellence takes priority over extra-curricular activities. This policy is in place to maintain a minimal passing grade during athletics, but parents should make the judgment about whether extra-curriculars interfere with academic success.
- When an average goes below a 70% in any subject the teacher will contact the school principal. A letter will then be sent to the student and parents. The letter will state that the student has two weeks to raise the average above a 70%. The student may continue to participate in athletic activities and games while raising their average during this two-week period. There is only one such probationary two-week period per season.
  - If the average is raised above a 70% the student will be able to participate in athletic games.
  - If the average is not raised above a 70% the student will sit out all OLL athletic games for a period of two weeks. After those two weeks, the averages will then be reexamined. If the averages are above a 70% participation in athletics may resume. If not, the student must sit out games for an additional two-week period. The process then repeats.
- The principal will be in contact with the athletic director who will notify the coaches of any student who must miss games.
- Any student that receives an in-school or out-of-school suspension must also sit out one game, the closest to their suspension.

### **ATTENDANCE**

Regular and prompt attendance is required by Nebraska State Law. Students should not be kept out of school except for illness or other major reasons unless you can assure that the educational value of the experience equals or exceeds the value of their time in school.

Truancy is a violation of Nebraska's Compulsory Attendance Law. Therefore, attendance data is a part of every student's permanent record. In addition, the school feels that a student's attendance in class is extremely important to the learning process. Because of this philosophy, the following attendance policy has been developed:

Once arriving at school, a student may not leave or be sent from the parish/school grounds without parent/guardian permission or notification. If a student is to leave school before dismissal, a parent/guardian is to send a signed note or make a telephone call to the office giving the time the student is to leave and the reason for early dismissal. If for any reason a student leaves school and returns (i.e. medical appointment) and/or is absent from school for a time of 2 hours or more his/her absence will be counted as a half-day absence.

#### **Notification of Absence/Tardy:**

When a student is going to be absent or tardy, a parent/guardian is to **telephone the school office by 8:30 a.m.** An answering machine is connected outside office hours to make calling more convenient for parents/guardians. When leaving a message, please give the following information:

- Your name
- student's name

- homeroom teacher's name
- reason for absence or tardy
- expected time of arrival
- and whether your child(ren) will order lunch for that day

If an absence occurs without a parent/guardian reporting it, school personnel will notify the parent/guardian or the emergency contact person as soon as possible.

#### Planned Absence:

Notify your child's teacher(s) in advance.

Every effort should be made to schedule family vacations during normal school breaks.

If absences are due to a medical reason, bring the doctor's note to the office when your child returns.

#### Tardies:

All students are expected to be at school on time. Please work with your family to avoid tardiness.

Tardiness not only affects your child, but also affects other children's valuable instruction time.

- Students arriving at school after the 8:00 a.m. bell has rung will be marked tardy.
- On Mass days, tardy students must report to the office before going to the Church.
- Habitual tardiness, more than five times a quarter, will result in notification to the parent and require the establishment of a correction plan.
- Excessive tardiness will count toward student absence. *For example, 3 hours of cumulative tardiness will result in ½ day absence.*

**Ordering Lunch:** If a student is tardy, arrives past 9:00 a.m., and has not decided to order lunch for that day, he/she will be unable to order hot lunch. The student must bring a cold lunch from home.

### **Truancy**

*Catholic schools observe Nebraska law applicable to private schools regarding school attendance and records of school attendance. (Section 79-205 of the Nebraska revised Statutes)*

Truancy is the violation of Nebraska's Compulsory Attendance Law through excessive absences from school. Administrators carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. They also advise parents of the following guidelines and procedures.

*When a student's absences (excused or unexcused) exceed five days or equivalent hours per quarter, or/and over twenty days or equivalent hours for a given year, the school shall:*

1. *Notify parents of the potential for charges of truancy*
2. *Work with the parents in documenting a plan to obviate excessive absences*

*If the student fails to meet the condition of the documented plan, the school will serve written notice to the parent or guardian, warning him or her to comply with the Nebraska Compulsory Attendance Law and advising him or her that failure to do so will be reported to the county attorney. Upon the next failure to meet the conditions of the plan, the school shall file a report with the county attorney.*

### **CELL PHONES**

Personal electronic devices are not to be used by students at Our Lady of Lourdes School during school hours or on school grounds. Cell phones must be always kept out of sight and stored in the designated area in the classroom.

- Any phone used during school hours will be brought to the school office.
- The only person that may retrieve it will be a parent/guardian.
- Students are not to text/call/email parents during the school day on personal cell phones.
- The school is not responsible for stolen or damaged personal electronic devices.

Misuse of cell phones may result in disciplinary action.



**BICYCLES** are not permitted to be used on the playground before or during school hours. They can, however, be locked in the bike rack located on the playground. The school is not responsible for stolen or damaged bicycles. Please wear appropriate safety equipment. Skateboards, roller blades, and scooters are not permitted on school property at any time.

#### **BOOKS: Textbooks**

Textbooks are the property of OLL School or the Omaha Public School system through the Nebraska Textbook Loan Program. Lost and/or damaged books will be paid by the student before final report cards are given. Books need to be always covered.

#### **BOOSTER CLUB**

OLL Booster Club is a parish organization that coordinates sporting and other activities for OLL students as well as for school parents and parishioners. The major fundraising activities used to support the Booster Club program are the OLL Fish Fries held during Lent as well as admissions/concessions from home games. All school families are urged to join and become active in the Booster Club. Booster Club meetings are held monthly.

#### **BREAKFAST PROGRAM**

Breakfast is available in the cafeteria starting at 7:30 a.m. and continuing until 7:55a.m. Students must eat in the cafeteria. Students are not to be tardy to class due to breakfast. Breakfast cost \$1.75 or is free to qualifying students for the 2025-26 school year.

#### **CATHOLIC SCHOOLS WEEK**

The last week of January is always set aside to celebrate and recognize the accomplishments of Catholic schools. Special activities take place locally and city-wide to call attention to the strengths and benefits of Catholic education. Families will receive a special bulletin outlining the activities happening at OLL. Parents, guardians, families, and all parishioners are invited to participate in the special programs for the week.

#### **CARE OF SCHOOL PROPERTY**

Students who damage or destroy school property are expected to pay for the damage or replace the property. In the case of school property, agreements may be made to work off the cost of the damage. Additional disciplinary action can be taken. The school playground/lot closes in the evening.

#### **CHILD ABUSE/NEGLECT REPORTING**

Nebraska state law requires that if any form of child abuse or child neglect is detected or suspected, the school must contact Child Protective Services of the Nebraska Department of Social Services and law enforcement officials. The school cooperates in the investigation of such cases; therefore, the school may be prevented from informing parents of such suspicions or investigations.

#### **CLOSED CAMPUS**

OLL School is a closed campus. Students are allowed to leave the school grounds during the day only in the company of a parent or guardian.

#### **INSTRUCTIONAL TECHNOLOGY**

Technology for instruction is available for all students, grades Preschool-8, within the classrooms. iPads and Chromebooks are available for projects and assignments through arrangements with the instructor. Guidelines have been established to ensure responsible behavior regarding Internet usage. Activities done outside of school or school hours, and postings on social networking sites, are to be in accordance with our Catholic faith. If not, disciplinary action may be taken.

### **Internet Use Policy**

OLL provides computer equipment, services, and electronic access for educational use. Our mission is to provide students with hands-on experience in technology as a tool to enhance learning. In a Catholic school setting it is necessary to stress responsible/moral behavior in using this technology. No parent or student is to post pictures or videos of school or students without permission from the principal. (See Internet Use Policy. )

### **Technology and the Internet**

All members of the school community will exercise appropriate responsibility in the use of the school technology and the Internet. Parents, students, teachers and employees will sign statements pledging to abide by Archdiocesan/School rules in this regard.

*Archdiocesan Policy # 5061 May 2006*

### **CONCERNS**

Concerns are most effectively resolved when both parties speak from first-hand knowledge of events, remain open and respectful to others' viewpoints, and focus their discussion on establishing the factual basis of the concern.

Parents are to contact the teacher at school about any concerns they have regarding their child and their education. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority figure which is essential to effective instruction of the students.

1. If there is an issue a parent should first discuss the matter with the teacher before going to the school principal.
2. If their concerns are not resolved through discussion with the teacher, the principal will meet with both the parents and teacher to assist in resolution of the concern.
3. If appropriate relief has not occurred after contacting the principal, parent/guardian may then contact the executive director.

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

### **CONFERENCES (Parent/Teacher)**

Parent/Teacher conferences for grades Preschool-8 are scheduled during the first trimester and second trimester to discuss student progress. Parents/guardians are asked to attend these conferences as well as other conferences that may be requested during the year.

### **CURRICULUM**

In accordance with Rule 14 of the Nebraska Department of Education, OLL schedules a minimum of 1032 instructional hours for the students in grade K-8. The classroom teacher and principal are responsible for scheduling instruction in all curriculum areas on a daily and weekly basis in compliance with time expectations and curriculum guidelines of Our Lady of Lourdes School, the Archdiocese of Omaha, and the State of Nebraska.

The instructional programs are based on the mission and goals of the school. Each year, the Archdiocese evaluates and updates a different curriculum area that is adopted by the Archdiocesan schools.

Textbooks and other curricular materials are reviewed and updated on a regular basis. Students in Grade K-8 participate in Archdiocesan STAR Assessments throughout the year. Archdiocesan Assessments are given at each grade level according to the Archdiocesan Curriculum guidelines.

Schedules are subject to change as necessary in the professional judgment of the teacher, administrator, or executive director.



Religion is an academic subject and permeates our entire curriculum.

Our academic curriculum includes: religion, reading, writing, phonics, vocabulary, spelling, handwriting, science, health, social studies, mathematics, Spanish, art, music, physical education, library/research skills.

## **DISCIPLINE PHILOSOPHY/PROCEDURES FOR OUR LADY OF LOURDES**

### **PARENTS**

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach their full potential.

- The major role of parents in assisting with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When children see that parents support their best effort, they are given an incentive to strive for excellence.
- We will keep parents informed of student responsibility and efforts through conferences, report cards, midterms, agendas, phone calls, and notes.
- Parents may be asked to help their child develop specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the child.
- By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

### **Parental Responsibilities**

Parents who enroll their children in a Catholic School will agree to follow the mission and rules of the school.

*Archdiocesan Policy # 5501 May 2006*

### **STAFF**

We, the staff of Our Lady of Lourdes, believe positive and wanted behaviors are necessary for a student's spiritual and educational development and success. It is an ongoing teaching process that fosters respect and dignity for all individuals. It is proactive, developmentally appropriate, and culturally and gender sensitive. It stresses growth, individual responsibility, and problem solving in a collaborative effort among students, parents, educators, and the school community.

### **STUDENTS**

In order to make our school a safe, comfortable, and effective learning environment, all students will display a level of behavior compatible with Christian principles. Because each teacher structures activities a little differently, teachers will clearly communicate in writing their classroom rules and expectations at the beginning of the school year.

As a school, we use a school-wide combination of teaching expected behaviors for all school settings. We use a program called Love and Logic, which helps to guide and encourage students through natural consequences to use appropriate behaviors and positive social skills. We use the Girls and Boys Town educational model known as the Well Managed Classroom. This model provides instruction for positive teacher-student, student-student relationships that maximize students' on-task behaviors, problem solving, and behavior management techniques that

empower students to take responsibility to manage their behavior. We also use components of Positive Behavioral Interventions and Supports (PBIS) to have clear, expected behaviors across all settings in the school.

***Expected Behavior of Students: Be a Pawsitive Panther***

**Be Safe  
Be Respectful  
Be Responsible  
Be Christ-Like**

**Pawsitive Panther Cards**

Students can be recognized for demonstrating appropriate behavior. All staff can give out Paw Cards to any student. Staff will give specific feedback to the students, who will write their name on the card, circle the value they are being recognized for and present the card to their teacher.

Each class will provide a container for collecting cards.

Classes may set individual goals or provide individual recognition for Paw Cards.

Students who earn Paw Cards will be eligible for all school incentives.

**Grade 5-8 Merit/Demerit Cards**

- Students will carry their demerit card throughout the school day.
- Students who earn three demerits will be assigned to detention.
- Parents will be notified by the classroom teacher.
- Three detentions in a trimester will result in a mandatory meeting with the parents, student and principal.
- Recurring or serious problems will be referred to the principal for further action.

**OFFICE REFERRAL**

Occasionally, serious infractions occur that threaten the safety of our students. These infractions include but are not limited to:

1. Physical/Psychological danger
2. Severe disrespect
3. Out of control behavior

- In such cases the teacher will remove the student from the situation. If possible, the teacher who removed the student will work quickly to help the student gain self-control. If this happens, the teacher can continue to work with the student to redirect the inappropriate behavior.
- If the student does not gain self-control, or if the action warrants significant attention, the student will be sent to the principal's office.
- The principal and student will then create a personal plan for the student to use in changing inappropriate behavior.
- If a classroom management plan, along with teacher interventions and parent involvement, has not remedied a situation and a negative pattern is developing, students may receive an office referral.
- The principal will notify the parent of the incident.
- If a student is sent to the principal's office frequently, a conference with parents will be established, and a suspension or expulsion will be administered.

*\*The school reserves the right to alter this policy at any time.*

**SUSPENSION**

Serious infractions that may result in a suspension include (but are not limited to):

Serious disruption to learning or environment

Insubordinate behavior

Abusive, rude, disrespectful language

Stealing

Vandalism of school or church grounds

Fighting or causing injury to others.

Destroying school property.

Threatening, harassing or similar conduct

Leaving school grounds

Smoking

Harassment/Bullying

Leaving class without permission

Possessing materials inappropriate for a school setting

Cheating/plagiarism

Behavior that is incorrigible; meaning that the student has been corrected a number of times but refuses to change his/her behavior

Acts that communicate false or hurtful information

Offensive conduct or involvement in any such misbehavior that violates the policies or philosophy of OLL.

The principal has the authority to issue suspensions and determine serious infractions.

Suspension means that the student will not be allowed to attend classes. A suspension may be either in-school or out-of-school for one to five days. The student is then either re-admitted to class or expelled from school. Suspension information:

- The student will meet with the principal.
- The principal will notify the parent that the student has been suspended (in-school or out) for a period of up to five days. This time period will be dependent on the student's cooperation, attitude, and discipline history.
- A conference may be held with the parent, student, and if necessary, the teacher. A contract will be devised to assist the student in changing their behavior.
- Recommendations may be made to have the family visit with a counselor or other specialists to assist with this process.
- All work missed during the period of suspension must be completed before the student returns to regular class. It is the student's responsibility to get class assignments.
- Once the student is ready to return to class, a probationary period may be established. During the period the student's progress will be frequently monitored and reviewed to ensure that definite improvement is being made.
- When little change in student behavior is evident, and school personnel have attempted reasonable means to affect change, the student may be expelled.

## **EXPULSION**

The administrator will use expulsion when other means of disciplinary actions have failed and/or the student's conduct is a hindrance to the welfare of the school community, and/or the student shows repeated disregard for the philosophy, policies, rules and regulations of the school, or in the event of a significant rule violation.

Expulsion means the student will not be allowed further attendance at Our Lady of Lourdes School.

- The decision to expel a student rest with the principal and executive director.
- In some circumstances, documentation of preliminary attempts to help a student redirect inappropriate behavior will be on file, and the parent will have been notified of the disciplinary actions that might result, although this is not mandatory.
- The decision to expel a student should not come as a surprise to anyone involved, unless the actions were so severe that the student received immediate expulsion. (This could include

possession of drugs or weapons, committing or threatening a criminal act, extreme disrespect, threatening violence, etc).

- Upon expulsion, the student's parents will be notified in writing of the measure being taken, and the reasons for the expulsion.

### **DOCTOR/DENTIST APPOINTMENTS**

Please try to schedule all appointments before or after school hours, or on non-school days. Please let your child's teacher know in advance of any appointments so any work can be given.

### **DRESS CODE**

The dress code needs to be adhered to daily. No exceptions will be made unless authorized by the principal. See /dress code section for complete details. All violations of the dress code will be handled as a discipline matter.

### **E-MAIL COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Parents and teachers may choose to communicate via email, but this communication should be brief and only for simple clarification, such as setting up a meeting time or phone call.

- Any student matter or personal concerns should be addressed in a phone conversation or conference in order to promote the most effective communication.
  - Phone calls or face to face conversations are always best to make sure miscommunication is avoided.
  - Teachers will make every effort to respond to an email within 24 hours, but it must be understood that sometimes computer network malfunctions, or pressing needs of the students, prevent responding sooner.
  - Please call the teacher at school if you do not get a response to your email within 24 hours.

### **EMERGENCY PROCEDURES (CRISIS)**

The school principal is the appointed person in charge of coordinating, implementing, and supervising the school's Standard Response Protocol.

The protocol contains procedures for the following:

- evacuate
- take shelter
- lock out
- lock down
- medical protocols

It further details the procedures the school administration and staff will follow with school-related crises.

Each teacher has a copy and this plan is on file in the principal's office and is available for review by parents.

All staff members have been trained in following the procedures of protocols.

### **EXTENDED CARE/ AFTER-SCHOOL CARE**

Extended Care is available before and after school. Before Care hours are 7:00 a.m.-7:30 a.m. and After Care hours are 3:05-5:00 p.m. for PK-8.

- There is a registration fee per family plus an hourly rate per child for After Care.
- There is no registration fee for Before Care only. Extended Care is in the school's Social Hall.
- We ask that you provide a schedule for when you will have your children attending Extended Care and communicate if/when that schedule changes.
- Nebraska State requirements limit the size to a 15:1 student: staff ratio.
- Available space and Nebraska state requirements limit the number of children. Placement in the program will be considered and not be limited to; full or part time employed parents outside the home, age of the child, hardship, and prayerful discernment.

- The program operates only on days when school is in session. Service is not provided on in-service, vacation, or days when school is canceled due to weather.
- **Any family whose account is not in good standing will not be allowed to continue services until their bill is paid. Extended Care bills are due the 15<sup>th</sup> of each month.**
- **Any extended care bills not paid by the end of the month will be subject to a \$10.00 late fee.**
- Contact the school office for more information on the program.

#### **FAMILY AGREEMENT FORM**

OLL School requires all families to sign the family agreement form when they register in FACTs. The form simply states that the family has read the handbook and technology section and will adhere to and support the policies outlined within. Families who are blatantly or continually unsupportive of the school may be unenrolled.

#### **FIELD TRIPS**

- Written parental permission is required for all trips. All permission slips and money need to be in the school office no later than the day before a scheduled field trip. Permission over the phone is not allowed.
- Field trips are privileges afforded to students. Students may be denied participation for academic or behavioral reasons at the discretion of the teacher.
- Parents are expected to pay for the expenses of the field trip including bus fare.
- Routes for buses are determined by the busing company, as are the buses used. If uncomfortable with bus transportation, the parent is responsible for transportation.
- The school will not be held liable for unforeseen damages occurred during field trips.

#### **FINES & TUITION**

Financial accounts must stay in good standing. When fines are assessed, they must be paid as soon as possible. Report cards will be held each trimester until tuition is in good standing and fines are paid. Examples of fines include-- library book fines, book damage, book fees, Extended Care charges, cafeteria charges, damaged/lost technology, etc.

#### **FUNDRAISING**

Fundraising is only permitted when it serves an educational purpose or supports present parish and school organizations. Money or goods may not be solicited from any student for any purpose without the permission of the principal. All funds collected for any fund-raising activity must go through the school office and be deposited in parish or Home and School accounts.

#### **GRADING-See 'Report Card'**

**GUM** – Chewing gum is not allowed in or on the school property at any time.

#### **HOME AND SCHOOL ASSOCIATION**

This organization functions as a medium for good parent-school relations. All parents are encouraged to take an active part in this organization. General information is given at the Curriculum Night. The Home and School Committee meets on a regular basis for planning and coordination.

- **Fund Raising:** The Home and School Association handles major fund-raising projects.
- **Room parents** help plan and coordinate the room parties for the homerooms during the school year.
- **Parent Participation:** The Home and School Association creates and organizes events to bring school and parish families together to promote fellowship and faith.

#### **HOMEWORK**

Homework is a valid, purposeful task for the student. Every effort will be made by the teacher to see that assigned homework is constructive, helpful, and conducive to student learning. Parents are encouraged to set aside a time each evening for skill practice or study—approximately 3–4 minutes per age year is recommended through research. During skill practice time, children should read, write, or do assigned homework.

#### **NEWSLETTER**

An electronic newsletter will be sent to each parent/guardian via email twice a month. If a family would prefer a hard copy, please notify the office. Communication of events, news, or school/parish documents may also be placed in backpacks during the school year. Please check your child's backpack each day.

#### **INAPPROPRIATE OR NON-EDUCATIONAL ITEMS**

Any items brought to school that are deemed inappropriate reading material or non-educational will be confiscated by a faculty or staff member. The item may be picked up by a parent in the principal's office. Disciplinary action may also occur.

#### **INCLEMENT WEATHER**

If it is necessary to close school because of inclement weather, local TV stations will make announcements before 7:00 a.m. The Archdiocesan Superintendent will make an announcement for "Omaha Catholic Schools".

We will also send out a message on 'Remind.'

- OLL will not make an individual decision to close school unless an emergency should arise concerning only our school.
- Please do not call the school to see if school is in session. If there is no announcement by the media, school is in session for the day.
- It is the parent's decision to keep children home during inclement weather. Children will be marked absent for the day and parents will need to call in the absence to the school office by 9:00 a.m.
- If inclement weather develops during school hours, it is up to the parents' discretion to pick their child up early. We will not dismiss early for any reason unless we have received notice to do so.

#### **LAW ENFORCEMENT**

The principal and school personnel are required to cooperate with law enforcement personnel or other government agents requesting access to students. Administrators are to grant access in accord with the expressed wishes of the student's parent(s) or legal guardian. Exceptions to parental/guardian wishes must be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska Statutes.

#### **LIBRARY**

Students receive instruction in library, media, reading, and research skills. Students are also encouraged to have a public library card and be regular users of this resource.

#### **LITURGIES**

Special student-planned liturgies are held weekly for all students. Additional school liturgies are held on Holy Days of obligation and other special feasts. We believe that faith develops when the children are directly involved in planning the liturgy, when the Eucharist is celebrated with meaningful attention, and when they become more aware of the power of prayer. Students are given the opportunity to become readers, servers, and song leaders. Special penitential services and other non-Eucharistic prayer services are held for special occasions throughout the year.

#### **MARKETPLACE**



This is an all-day activity to live the times that Jesus lived. Usually, Marketplace is held in April for 2<sup>nd</sup> and 3<sup>rd</sup> grade students. Parents volunteer to assist teachers in the planning and implementation of this day.

### **MESSAGES**

Messages will be given to children in emergency situations only.

- Students will not be called from class to take telephone calls.
- If you wish to get a message to your child, please do not leave a message on the answering machine. Please speak with the secretary or principal to ensure your child receives the emergency message.
- To avoid class disruption, messages will be given to the student's teacher at lunch time or at the first appropriate time that does not disrupt learning in a classroom.
- Students need to have their rides home scheduled and known by the students before the school day begins.

### **MISSING OR LATE ASSIGNMENTS**

All students are expected to hand in all their assignments on time except for a student who was absent. (See Absent Student's Assignment Procedure.) Students in grades 5 to 8 who have missing or late assignments may be required to stay after school to complete missing work. If a student repeatedly has missing or late assignments, they will be asked to set up a conference with the student, parents, and teachers.

### **MULTI-CULTURAL EDUCATION**

It is the policy of OLL to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by using the following objectives:

- To select the materials and methods that will eliminate bias and stereotypes in our schools.
- To guard against ideas that reflect racial, ethnic, and cultural bias.

### **MUSIC**

All students at OLL are encouraged to participate in congregational singing at mass and other liturgical functions. Special choirs are organized as needed. The music teacher will teach music theory, music appreciation, and liturgical music. A student band program will be provided through the Archdiocese with an additional fee paid by parents.

### **NON-CUSTODIAL PARENT**

OLL School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. This should also specify if the child can be released to the non-custodial parent.

### **OFF CAMPUS**

The administration reserves the right to discipline students for conduct outside of school. What students do off campus can detrimentally impact a school or program's reputation. High expectations exist for Catholic school students. Issues regarding defamation of individuals, school, or parish, will be addressed. No videos or photos taken on school grounds may be posted on the internet or distributed in any manner without direct consent of the school principal.

### **OUT of Uniform/CASUAL DAYS**

On special days throughout the year, students may dress out of uniform. These days will be announced through the newsletter or email communication. At all times, student attire should be appropriate for a Catholic school, our philosophy, and our values. Any garment which advertises drugs, alcohol, advertises music/media that does not share Catholic values, or contains references to put down or glorified destruction is inappropriate.

School personnel have the authority to decide when clothing and accessories are inappropriate, distracting to learning, or pose a threat to safety and they may instruct the student to remove them. Students dressed inappropriately on out-of-uniform days will not be allowed in class until the proper clothing is obtained. Missed class time/assignments will need to be made up.

The following are unacceptable examples for out-of- days:

- tank tops or sleeveless shirts
- sweatpants with handwriting
- mini skirts
- pajama pants
- clothing with holes or tears.
- yoga pants/leggings/jeggings
- short shorts ('fingertip' rule will be used)
- open-toe shoes, boots, clogs, or flip-flops
- and items listed in the /Dress Code under make-up or jewelry. *(See code for additional information.)*

#### **PARENT PARTICIPATION**

The success of Our Lady of Lourdes School depends on a spirit of cooperation and shared time and talent among the parents and school staff for the good of our students. There are many opportunities for parent volunteer service to the school or parish, such as being a part of Home and School, assisting at lunch and recess, coaching, assisting with cleaning and maintenance, helping with class field trips and parties, baking for school and parish events, and working at the festival. Parent participation opportunities will be listed in the newsletter. Two-parent families are expected to complete 40 hours of volunteer work; single parents need to complete 20 hours each school year. If a family chooses not to volunteer, they may pay the \$100.00 non-participation fee. Uncompleted hours will be prorated.

##### **Parent Participation Guidelines**

- Parents of Kindergarten-8<sup>th</sup> grade school children are expected to volunteer for 40 hours of school or church related volunteer service activities. Single parent families must accumulate 20 hours for the school year.
- The 40 hours volunteered may be in any activity of the parish/school.
- Volunteer hours will be due each year in May before the end of the school year.
- All families will be asked to sign a promise contract for their hours due no later than August 30.
- If you fail to accumulate 20/40 hours, a fee will be prorated for the volunteer hours served. If no hours are served the \$100 must be turned in.
- Any extended family member (grandparents, aunts, etc.) may donate their service hours to their school family.
- Volunteers at St. Adalbert's, or any Omaha Consortium parish, will be counted the same as the hours at Our Lady of Lourdes.
- Hours may be recorded in FACTS, through email, or written forms sent to the school office. Your choice of hours and number of hours served is based on an honor system. Reports will be sent home if requested for those who do not have access to the internet.
- Every effort will be made to recognize all your volunteer activities.

#### **PARTIES**

Occasional classroom parties are held during the year. Parents will be informed by the teacher or room parent. Room parents handle most aspects of the party. Our Lady of Lourdes Parish may also sponsor activities that allow our students to become acquainted with their church.

- On a child's birthday, you may choose to bring an individually sealed snack to share with the student's homeroom classmates. For safety issues, birthday treats must be store bought, wrapped, and not homemade.
- Balloons, streamers and extra birthday decorations are not allowed. We do not have birthday parties during the school day due to the disruption to the learning environment.

*Individual party invitations should not be handed out at school unless everyone in the class is invited.*

### **PERSONAL POSSESSIONS**

Students and their personal possessions including book bags, purses, pouches, desks, and similar items are subject to being searched by school personnel.

### **PHONES**

- Cell phones are not to be used from 7:30–3:05 and must be kept out of sight.
- With permission, students may use the phone in the office to call their parents/guardians.
- Students who use a cell phone without permission will have it taken to the office. The only person who may pick it up is the parent or guardian,

### **PROCEDURES FOR CONTACT FROM/TO SCHOOL PERSONNEL**

- Parents will be contacted most frequently by telephone or email during school hours. If you cannot be reached during these hours or cannot discuss family matters at work, teachers will attempt to contact you at home after hours.
- Parents wishing to contact teachers should call the school office and leave a message or e-mail the teacher. Please include phone numbers where you may be reached and the best time to call.
- Teachers may be unprepared to answer questions at an unscheduled time, therefore, please do not ask a teacher about your child in a casual setting such as the parking lot or soccer field.
- Parents should not call or text teachers at home.
- Parents wishing to discuss a matter with the principal should call the school office. The principal will be more than happy to answer any questions you may have.
- Please call the school office for all urgent matters. The principal and teachers may not be available to answer emails during school hours.
- A student's progress is a confidential matter and teachers have been advised not to discuss a student in public.
- In keeping with the Church's principle of subsidiary, problems should be resolved at the lowest level whenever possible. Teacher, principal, and if the problem is still not resolved, the executive director. It is advisable that persons having a problem with another individual go directly to that person before going to that person's superior.

### **PUBLIC RELATIONS**

The school administration will use students' pictures for public relation events, including but not limited to, brochures, OLL website, the Omaha World Herald, Catholic Voice, etc. Parents should notify the principal in writing in the first month of school if they object to having their child's picture published. No videos or postings of school buildings or students will be allowed without the consent of the principal.

### **RELIGIOUS EDUCATION**

The religious education program is the center of the education program at OLL and meets all the requirements of the Archdiocese of Omaha.

- Religion is taught daily and permeates the curriculum. Students are taught Catholic beliefs, scripture, morality, and history based on their ability and age.

- Preparation for reception of the sacraments is normally in the second and eighth grades.
- Students participate in religious-based service projects during the school year. Religious activities include, but are not limited to church attendance, devotions to Mary, reconciliation, May Crowning, special masses, traditional Catholic prayers, informal petition prayers, readings, and recitation of the rosary, Confirmation, First Holy Communion, and Reconciliation.
- Parents are vital in the faith formation of the student. Worship and participation in the sacramental life of the parish is needed to show the children the importance of God in the family setting.

## REPORT CARDS

Report cards are issued at the end of each trimester. Mid-term reports are given at the mid-point in each trimester. Each trimester has approx. 54 teaching days. At the end of each trimester or end of the school year, report cards will be held until all school obligations are met (fines, fees, detentions, etc.).

<b>Elementary K-8 Grading Guidelines &amp; Categories</b> These grading categories and percentages are pre-set in FACTs for all courses. Teachers may not change the percentages in these grading categories in their gradebooks. Any updates, revisions or changes must go through the principal in coordination with the Director of Education. Teachers may not edit or create additional categories without aforementioned permission.			
<b>Content Area</b>	<b>Formative Assessments</b>	<b>Summative Assessments</b>	<b>Grading Scale Utilized</b>
<b>Kindergarten – 2<sup>ND</sup> Grade</b> (English Language Arts, Math, Science, Social Studies & Religion)	40 % Formative	60% Summative	OCSC K-2 <sup>ND</sup> Scale
<b>Kindergarten – 4<sup>TH</sup> Grade</b> (Specials: Art, Music, Media Center, Physical Education & Spanish)	20% Formative	80% Summative	OCSC K-2 <sup>ND</sup> Scale / Specials K-4 <sup>TH</sup> Scale
<b>3<sup>RD</sup>–8<sup>TH</sup> Grade</b> (English Language Arts, Math, Science, Social Studies & Religion)	40 % Formative	60% Summative	OCSC 3 <sup>RD</sup> –8 <sup>TH</sup> Scale
<b>5<sup>TH</sup>–8<sup>TH</sup> Grade</b> (Specials Art, Music, Physical Education, Spanish & Media Center)	40 % Formative	60% Summative	OCSC 3 <sup>RD</sup> –8 <sup>TH</sup> Scale

### A. Omaha Catholic School Consortium Grade Scales

OCSC 3 <sup>RD</sup> – 8 <sup>TH</sup> Scale		
Letter Grade	Grade Scale	GPA
A+	≥ 98%	4.0
A	97-95%	3.85
A-	94-93%	3.7
B+	92-91%	3.5
B	90-87%	3.25
B-	86-85%	3.0
C+	84-83%	2.85
C	82-80%	2.5
C-	79-78%	2.0
D+	77-76%	1.8
D	75-72%	1.6
D-	71-70%	1.4
F	< 70%	0

OCSC K-2 <sup>ND</sup> / Specials (K-4 <sup>TH</sup> P.E./Art/Mus./M.C./Spanish)	
E (100%-90% equivalent)	E : Exceeds Grade Level Expectations
S+ (89%-80% equivalent)	S+ : Satisfies Grade Level Expectations (+=slightly exceeds)
S (79%-70% equivalent)	S : Satisfies Grade Level Expectations
S- (69%-60% equivalent)	S- : Satisfies Grade Level Expectations (-=slightly below)
N (≤ 59% equivalent)	N : Needs Improvements to meet Grade Level Expectations

### Promotion/ Retention

Students are promoted to the next grade on the recommendation of the teacher and the principal. The student will have shown evidence of the desired growth for their grade level (state and Archdiocesan curriculum standards) and maturity that supports continuous progress.

#### Procedure for decision-making timeline considering retention of a student:

1. Teacher schedules a conference with the parents and principal at approximately the November Parent/Teacher conferences. Later in the school year if a student begins to show signs of academically difficulty that may lead to failing a subject/subjects.
2. Parent conference is conducted.
3. Interventions are followed and documented according to the timeline set at the meeting.

4. Follow up meeting is set if needed.
  5. The principal and teacher will make the recommendation regarding promotion or retention after the third quarter grades are given to the parents.
  6. The school will retain the final decision in promoting/ retention issues.
- A student must average a passing grade for all three trimesters. In the event that a student does not earn the passing grade requirement, a school approved plan must be put in place over the summer.
  - If a student fails two subjects he/she will need to attend summer school or a tutoring program and show evidence of obtaining the skills needed to be promoted to the next grade.

#### **RETURNED CHECKS**

There will be a \$10 fee given to any returned check.

#### **SACRAMENT OF CONFIRMATION**

The sacrament of Confirmation usually is celebrated in eighth grade according to Archdiocesan guidelines. The calendar date is set according to the schedule of the Chancery. Preparation for this sacrament begins in seventh grade, but intensifies during the eighth grade. Service hours for parish, school, and family are required. Parents are expected to be involved in the preparation and will be asked to attend a petitioning ceremony in the fall.

#### **SACRAMENT OF FIRST HOLY COMMUNION**

The sacrament of First Holy Communion is normally administered to students in the second grade, according to Archdiocesan guidelines. Parents are expected to attend a parent meeting during the time of preparation for this sacrament.

#### **SACRAMENT OF FIRST RECONCILIATION**

The sacrament of First Reconciliation is normally administered to students in the second grade, according to Archdiocesan guidelines, before First Holy Communion is received. Parents are expected to attend a parent meeting during the time of preparation for this sacrament.

#### **SAFETY**

Dangerous objects of any kind are not permitted on school grounds. Children should not bring unnecessary items to school or they may be confiscated. Disciplinary action may be administered to those children who bring such items to school.

#### **SAFE ENVIRONMENT TRAINING**

- The U.S. Catholic Conference of Bishops has mandated that all people who work with Catholic school students, either as employees or volunteers, be background checked and take the Safe Environment training.
- Providing the safest and emotionally healthy environment for all students is the goal and purpose of this mandate.
- Safe Environment training is offered throughout the Archdiocese of Omaha so we can continually expand the base of individuals able to work and volunteer on behalf of our students.
- The background check for volunteers consists of the following:
  - o A check that the name matches social security numbers.
  - o A search of offenses through the Nationwide Criminal Index Registry
  - o A search of the Nebraska Sexual Abuse Registry

#### **SAFETY PATROL**

Looking after the safety of students at crosswalks is a serious task assumed by the 7<sup>th</sup> and 8<sup>th</sup> grade students. .



All students and adults are to follow the instructions of the Safety Patrol when they are on duty. Cooperation is necessary in order to ensure the safety of our children. Parents can help by instructing their children to obey and respect the Safety Patrol. You can also help by notifying the school office of any negligence or if there are no guards on duty. The teachers serve as moderators and handle all aspects of scheduling the Safety Patrol. The Safety Patrol is on duty from 7:45 a.m. to 8:00 a.m. and from 3:00 to 3:15 p.m. (weather permitting).

### SCHOOL MEALS

- Lunch menus are available on FACTS and sent home with students at the beginning of each month.
- OLL participates in USDA's National School Lunch Program.
- Students who do not wish to participate in the hot lunch program are welcome to bring their own lunch and may purchase milk.
- Families are to pay for meals in FACTS. Credit card payments are also accepted at the school office.
- Fast food is not permitted in the cafeteria.
- Pop, gum, and candy are not healthy choices for lunch. We encourage healthy alternatives for your child's dessert.
- Students are not to share food and/or drink.

Free and reduced lunch application forms are available to all OLL school families and families can apply at any time during the year. Federal guidelines assure that these applications are totally confidential. **All families must return an application for Free or Reduced Lunch or sign a form indicating that they do not want to be considered eligible for Free or Reduced Lunch status.** This status can affect eligibility for some government programs.

### School Lunch Charge Policy

The goal at Our Lady of Lourdes is to provide access to nutritious meals each school day. However, unpaid charges place a financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA child nutrition program.

- When family lunch/milk accounts fall below a positive balance you see a balance for incidental charges in FACTS.
- Should family accounts become over \$25.00 past due, a member of the school staff will be designated to call parents/guardians to discuss payment of overdue accounts.
- Negative balance status can be avoided by making a payment in FACTS.
- We strongly discourage meal charges but understand that an occasional emergency can and will occur. The following policies will apply regarding charges: .
- Parents **are required** to submit a free/reduced price meal application annually as well as when a household or income changes. All households can apply for meal benefits any time during the school year. Please notify the school office or food service program for an application.
- The first Friday of May through the last day of school a "No Charge" policy goes into effect in order to eliminate negative balances at the end of the school year. This means the above policy is no longer in effect and there will be no charging of meals.

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

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

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

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

*This institution is an equal opportunity employer.*

## **SCHOOL REGISTRATION PROCESS**

Annual school registration is held starting in February for all students planning on attending Our Lady of Lourdes School Preschool-8. This process is done through FACTS. This timeline allows for the planning and coordinating of staff, books, furniture, and supplies for the next year. At this time, parents will be asked to complete the necessary forms for enrollment and make arrangements for payment of tuition.

### **Registration Fee**

Each student attending Our Lady of Lourdes School is required to pay a registration/book fee that covers the cost of books, learning/resources materials, consumables, supplies, testing materials, hardback textbooks, duplicating costs, etc. Parents/Guardians who have not paid the registered fee of \$150 will not be allowed to attend. The registration fee is non-refundable.

## **SCHOOL SUPPLIES**

Students are expected to purchase their own school supplies. Families will receive a list stating what is needed for each grade. Lists are updated annually.

## **SCRIP**

The Scrip program is a fundraiser for the parish and school. Each family is strongly encouraged to purchase Scrip monthly. Scrip purchases may be used for parent participation logged time. Scrip can be purchased after every weekend mass and at the rectory before 4:00 p.m. during the week.

## **SPELLING BEE**

Preparation for the annual Spelling Bee begins early in the second semester. Grades 4th-8th participate. The preliminary competition is held during school hours and the top two students advance to the Archdiocesan Spelling Bee.

## **STUDENT BULLYING OR HARASSMENT**

Student offensive conduct or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability, is prohibited. The administration will impart appropriate discipline to illustrate the school's position. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- Explicit and offensive sexual references or gestures
- Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advance or suggestions
- Name calling or taunting based on gender, sexual orientation, race, color, religion, academic ability, national origin, marital status, or disability.

- If it is determined that a student is engaging in bullying or harassing behavior the principal will implement discipline necessary to stop such behavior

Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others based on their gender, intellect, sexual orientation, race, color, religion, national origin, marital status, or disability will not be tolerated.

### **Procedure for Reporting and Investigations Relative to Offensive Conduct, Bullying, or Harassment**

An individual who has complaints of offensive conduct, bullying, or harassment will report such conduct to the principal. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and, if merited, a written report will be made concerning the results of the investigation.

- If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow.
- The school will not tolerate retaliation against any employee or student who complains in good faith of offensive.
- conduct, bullying or harassment or provides in good faith, information in connection with any such complaints.
- The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.
- If the offensive conduct is of a sexual nature, the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People will take effect.

### **STUDENTS CHARGED WITH CRIMINAL OFFENSES**

In the event of criminal charges against a student, the school will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion.

- The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.
- Any appeal must be submitted in writing to the principal within 24 hours of student notification of penalty. Appeals are to be heard by the executive director.

### **STUDENT AMBASSADORS**

The OLL Student Ambassadors is a group of 7th-8th students in grades who act as representatives of our school to visitors, the parish, and greater community. The Student Ambassadors are responsible for planning student activities, leading tours, and participating in other events throughout the year. All student ambassadors are expected to be strong role models for the school.

### **STUDENT RECORDS**

Release of official student records is contingent upon written consent of the parents.

- Student records will be sent to the transferring school or a copy given to the parents within two days of the dated request.
- Parents must provide written consent for release of student records with exception of disclosure to other school personnel within legitimate educational interests or disclosure upon legal requirement to provide record information.
- Official records include: 1) Academic transcripts, 2) attendance records.
- Parents may review their student's records after requesting to do so.

### **STUDENTS WITH SPECIAL NEEDS**

Students who need special assistance in the areas of math or reading may receive help from a faculty member and/or through Title One in grades K-8.

**Title I** – This program is federally funded and administered by OPS. It provides remedial services for students in K-8. Students qualify through teacher assessment, grades and STAR testing results.

**Speech, Occupational Therapy, Resource** – OPS provides a speech pathologist, occupational therapist, and special instruction teacher. Referrals for such therapy may come from the teachers or parents anytime throughout the school year. If a student qualifies for an Individualized Education Plan, they may be transferred to an OPS school to receive services based on their goals.

#### **STUDENT WHO IS ABSENT ASSIGNMENT PROCEDURE**

If a student is absent from school, the following options to obtain homework or assignments:

1. Students in grade 3-8 should refer to Google classroom for assignments.
2. When the absent student returns to school, the teacher will give the student their missing assignments. Students should seek out the work from their teacher(s).
3. If requested, homework will be available on the student's desk at 3:00. Homework may only be picked up at the end of the day.
4. Parents in grades K-4 may directly email the teacher to obtain assignments.
5. One day (for each day of absence) be provided for the student to make up the missed work and review the material they have missed with the teacher without any deduction to their grades.
6. If the student is absent more than three days in a row, then the teacher will have the option of lengthening the time required to complete the missed assignments.

#### **TUITION AND REGISTRATION FEES**

Students are considered enrolled after registration forms and registration fees are returned to the school office. Fees and tuition payments are due at the time of registration. At this time, a tuition payment plan must be established. Tuition is managed online by FACTS.

## **OUR LADY OF LOURDES SCHOOL 2025-26 Uniform Policy**

**Enforcement of the school dress code is the responsibility of each student's parents/guardians.** The classroom teachers should not have to police students for infractions.

- Final interpretation of compliance will be determined by the principal.
- Requests to be out of uniform should be made by a parent/guardian to the principal. Only the principal may excuse students from following the dress code.
- It is the parents' responsibility to keep the uniforms clean and in good condition.

**Out of uniform:** If a student comes to school out of uniform, they will report to the office. At that time, a parent will be contacted and required to bring the appropriate clothing to school. Students will not be allowed to attend class until in .

**Violations:** Violations of the dress code may be handled as a discipline situation. Below is a list of possible violations. It is the right of the administration to adjust at any time. Any changes will be made known to the parents in a note or via the school newsletter.

### **Violations**

- All items are to be purchased from a store, or the section of a department store, to ensure proper fit and style. Only pants and shorts are allowed.
- All items are to be clean.
- The embroidered Our Lady of Lourdes school shirt is appropriate for grades K-8 and may be purchased at Dennis .
- Only plain (no logos or writing) white, gray, or navy T-shirts may be worn under the shirts.
- Collared shirts are to be worn under sweatshirts, and collars are to be visible.
- No sweatshirts other than OLL official (with logo) navy or gray crew neck sweatshirts or plain navy or light gray crew neck sweatshirts. No hoods or pockets.
- No zippered sweaters
- Socks are to be worn, are to match, and must be clearly visible above the shoe.
- Belts are to be black, brown, tan, or blue in color with no large buckle. Belts are mandatory in grades 5-8.
- No baseball caps or hats inside the building.
- All girls' skorts or skirts are to be **no more than 3 inches** from the top of the knee. Shorts, skirts, and skorts are to fit appropriately around the waist. No "rolling" of shorts, pants, skirts, or skorts at the waist.
- No type of "pants" may be worn under girls' skirts during the school day. *They may be worn to and from school, and during recess, and/or during PE class, but they are not allowed during school hours or at Church.*
- No visible, temporary, or permanent tattoos or body piercing (pierced ears for girls are an exception) is allowed.

### **Shoes**

- No open-toed shoes, "jelly" shoes, sandals, flip flops, moccasins, boots, slippers, or clog type shoes (including on Out of Uniform Days).
- Shoes must have a back or strap covering the back of the heel. Shoes are to match.
- Athletic shoes must be worn for Physical Education classes in all grades.
- Shoes with laces must be tied; laces may not be tucked into the shoes.
- Students are not allowed to write on shoes.
- Wheeled shoes, and spinner shoes, are not allowed.
- Shoes are to be appropriate for school wear (tennis or dress shoes).
- Boots may be worn to school when the weather dictates but may not be worn once the school day has begun.

### **Jewelry/Make-up**

- Only light make-up is allowed for 7th and 8th grade girls.
- Girls are permitted to wear clear nail polish only.
- Jewels and any other embellishments on the nails are not permitted.
- Fake fingernails are not permitted.
- Wearing of bracelets, necklaces, ankle bracelets, pendants, or rings is not recommended. If a worn item causes a distraction the student will be asked to remove it at school.
- Very simple/small religious chains/crosses are acceptable. Only one may be worn.
- No dangle or hoop earrings. Only post-type (not below the ear lobe) earrings; one per ear placed in the ear lobe.
- No earrings for boys.
- 

<u><b>General Boy's Preschool-6</b></u>	<u><b>General Boy's Grades 7-8</b></u>
<b>Hair</b> Hair length must be above the shirt collar. Hair must be out of the eyes, and not below eyebrows. Extreme hair styles (mohawk, etc.) are not allowed. No part of the head should be shaved or carved with designs. No hair coloring, however, light highlights are at the parents' discretion. Boys are to be clean shaven.	<b>Hair</b> Hair length must be above the shirt collar. Hair must be out of the eyes, and not below eyebrows. Extreme hair styles (mohawk, etc.) are not allowed. No part of the head should be shaved or carved with designs. No hair coloring, however, light highlights are at the parents' discretion. Boys are to be clean shaven.
<b>Shirt – Red</b> polo shirt with 2 or 3 buttons and a collar. Red turtlenecks with no insignia may be worn. T-shirts may not be showing from the sleeve or bottom of the polo shirt. Only plain white, gray, or navy T-shirts (no logos or insignia) may be worn under the polo shirt. Shirts are to be tucked in.	<b>Shirt - Blue</b> polo shirt with 2 or 3 buttons and a collar. Blue turtlenecks with no insignia may be worn. T-shirts may not be showing from sleeves or the bottom of the polo shirt. Only plain white, gray, or navy T-shirts (no logos or writing) may be worn under the polo shirt. Shirts are to be tucked in.
<b>Sweatshirts/Sweaters</b> OLL official sweatshirt or plain navy or light gray crew neck only. No hoods or pockets A plain navy cardigan (sweater type) or pull over sweater with long sleeves is also acceptable. Collared shirts are to be worn under sweatshirts, and collars are to be visible.	<b>Sweatshirts/Sweaters</b> OLL official sweatshirt or plain navy or light gray crew neck only; No hoods or pockets. A plain navy cardigan (sweater type) or pull over sweater with long sleeves is also acceptable. Collared shirts are to be worn under sweatshirts, and collars are to be visible.
<b>Pants/Shorts</b>	<b>Pants</b>



<p>Navy blue pants with one or two back pockets No cargo pants Students are allowed to wear walking shorts from:</p> <ul style="list-style-type: none"> <li>the beginning of the school year through the end of October.</li> <li>April 1st through end of school year</li> </ul> <p>Short color is to be the same as pants color. Shorts are to be no more than 3 inches from the top of the knee. Belts are encouraged in K-4 and are mandatory in 5-6.</p>	<p>Khaki pants with one or two back pockets No cargo pants Students are allowed to wear walking shorts from:</p> <ul style="list-style-type: none"> <li>the beginning of the school year through the end of October.</li> <li>April 1st through end of school year</li> </ul> <p>Short color is to be the same as pants color. Shorts are to be no more than 3 inches from the top of the knee. Belts are encouraged in K-4 and are mandatory in 7-8</p>
<p><b>Socks</b> Primarily solid white, gray, black, or solid navy crew socks may be worn. Crew socks are to be clearly visible above the shoe and are to match.</p>	<p><b>Socks</b> Primarily solid white, gray, black, or solid navy crew socks may be worn. Crew socks are to be clearly visible above the shoe and are to match.</p>

<u><b>General Girl's Preschool-6</b></u>	<u><b>General Girl's Grades 7-8</b></u>
<p><b>Hair:</b> Extreme hair styles are not allowed. Hair is to be out of the eyes. No hair coloring; however, highlights of natural hair color are at the parents' discretion. No carvings in the hair or shaved hair. Hair bows and accessories are not to be distracting.</p>	<p><b>Hair:</b> Extreme hair styles are not allowed. Hair is to be out of the eyes. No hair coloring; however, highlights of natural hair color are at the parents' discretion. No carvings in the hair or shaved hair. Hair bows and accessories are not to be distracting.</p>
<p><b>Shirt</b> – Red polo shirt with 2 or 3 buttons and a collar. Red turtlenecks with no insignia may be worn. T-shirts may not be showing from the sleeve or bottom of the polo shirt. Only plain white, gray, or navy T-shirts (no logos or insignia) may be worn under the polo shirt. Shirts are to be tucked in.</p>	<p><b>Shirt</b> - Blue polo shirt with 2 or 3 buttons and a collar. Blue turtlenecks with no insignia may be worn. T-shirts may not be showing from sleeves or the bottom of the polo shirt. Only plain white, gray, or navy T-shirts (no logos or writing) may be worn under the polo shirt. Shirts are to be tucked in.</p>
<p><b>Vested Jumper K-4/ Skirt or Skort 5- 6:</b> Purchased at a store in the OLL navy plaid. Shorts are to be worn under jumpers. Solid Navy Blue Skorts are allowed in PS and PreK only.</p>	<p><b>Skirt or Skort</b> Purchased at a store in the OLL plaid. Needs to fit correctly and be the acceptable length, no more than 3 inches above the knee.</p>

Needs to fit correctly and be the acceptable length, no more than 3 inches above the knee.	
<b>Sweatshirts/Sweaters</b> OLL official sweatshirt or plain navy or light gray crew neck only. No hoods or pockets A plain navy cardigan (sweater type) or pull over sweater with long sleeves is also acceptable. Collared shirts are to be worn under sweatshirts, and collars are to be visible.	<b>Sweatshirts/Sweaters</b> OLL official sweatshirt or plain navy or light gray crew neck only. No hoods or pockets. A plain navy cardigan (sweater type) or pull over sweater with long sleeves is also acceptable. Collared shirts are to be worn under sweatshirts, and collars are to be visible.
<b>Pants/Shorts</b> Navy blue pants with one or two back pockets. No elastic waist pull-on pants or leggings allowed. Slacks may be worn throughout the entire school year. Belts are encouraged in K-4 and mandatory 5-6. Shorts must be navy blue shorts (no more than 3 inches from the top of the knee) with a waistband and zipper. Shorts must be navy blue shorts (no more than 3 inches from the top of the knee) with a waistband and zipper.	<b>Pants/Shorts</b> Navy blue pants with one or two back pockets. No elastic waist pull-on pants or leggings allowed. Slacks may be worn throughout the entire school year. Belts are encouraged in K-4 and mandatory 5-6. Shorts must be Khaki shorts (no more than 3 inches from the top of the knee) with a waistband and zipper. Belts are mandatory.
<b>Socks</b> Primarily solid white, gray, black, or solid navy crew socks may be worn. Crew socks are to be clearly visible above the shoe and are to match. Primary grades (K-4) may wear navy, black, or white tights. Grades 5-6 may wear navy or black tights during the winter months only. During the winter months, girls may wear solid black ankle-length leggings under their jumpers or skorts along with socks.	<b>Socks</b> Primarily solid white, gray, black, or solid navy crew socks may be worn. Crew socks are to be clearly visible above the shoe and are to match. Grades 7-8 may wear navy or black tights during the winter months only. During the winter months, girls may wear solid black ankle-length leggings under their jumpers or skorts along with socks.

**USE OF SCHOOL PROPERTY**

Our Lady of Lourdes School grounds are supervised for all students between the hours of 7:30 a.m. and 3:15 p.m.

Exceptions include academic assistance before or after school for individual students as arranged or assigned by the teacher, before school or after school clubs, any other adult supervised activity involving students during non-school hours (scouts, sports, practices, club meetings).

While the playground areas are open between 4:00 pm to dark., they are not supervised by parish or school personnel. Students or adults who use the playground during closed hours will be reported to the police.

**VALUE LIFE**

This is integrated into the curriculum to foster the value of all human life through special classroom presentations, activities, and prayer services. OLL believes that each person is a precious gift from God.

**VISITORS**

The safety of our students is a high priority here at OLL. For security reasons all visitors, including parents and older siblings, are required to report immediately to the school office upon entering the building. This includes visitors to the gym/parish center, playground, social hall, and kitchen.

- Upon check-in, each visitor will be issued a visitor pass.
- All staff have been instructed to report anyone who has entered the building and is not wearing this pass.
- Parents are welcome and encouraged to visit the school and classrooms, at the same time they are considered visitors and must report to the office first.
- Items, including lunches, that are brought to school for a student must be brought to the school office. The item must be labeled with the student and teacher's names.
- Visitors who are not parents or grandparents are allowed to visit before or after school hours, but not during the school day. This includes recent OLL graduates.

## **VOLUNTEERS**

Volunteers from the parish community include parents, senior citizens, students, and friends of OLL. They volunteer their time throughout the school year and they are an integral part of the education at OLL.

All volunteers must have successfully completed Safe Environment Training. If looking to volunteer in the classroom, please contact the teacher and have the necessary Safe Environment training completed for the current school year.

All volunteers must abide by current COVID-19 protocols and are required to sign in at the school office upon arrival and will be issued a visitor pass.

## **WATER BOTTLES**

Students may bring only clear water bottles to school. Water bottles are to contain only water—no added flavorings are allowed. Water bottles are to stay in the classrooms and are not to be taken to lunch, recess, specials classes. Water bottles that become a distraction to the learning environment will be sent home.

## **WEAPONS**

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that are ordinarily or generally considered a weapon. Any object which could be used to injure another person will be considered a weapon.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, including utensils, pocket and hunting knives, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives, broken glass, cigarette lighters or other chemicals.

- The principal/executive director will make the final determination regarding what constitutes a weapon.
- Police will be contacted when there is a suspected violation of criminal laws concerning weapons.
  - A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.
  - A second offense in violation of the weapons policy will result in immediate expulsion.
- Threats to use a weapon shall be investigated and may be treated the same as possession of a weapon under this policy.

## **ADDITIONAL ARCHDIOCESAN AND PARISH POLICIES**

## **PARENTAL DISAGREEMENT WITH SCHOOL PROCEDURES/PROGRAMS/ACTIVITIES**

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

- The principal is responsible for the day to day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns.
- The principal also addresses concerns of parents relative to programs and operations of the school.
- In the event that a parent feels that their concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion from the executive director.
- If parents are seriously dissatisfied with an aspect of the school's program or activities that the school's administration has deemed as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their child(ren).

If serious dissatisfaction with school program/activities results in ongoing agitation on the part of the parents, the school administration will assess their impact of such agitation, and after discussion of the matter with the parents, will exercise the school's prerogative to withdraw permission for enrollment of the student.

*Archdiocesan Policy # 5503 May 2006*

### **Special Education**

Recognizing that individual differences exist among students, reasonable adjustments and accommodations are to be made to help students develop skills affecting academic growth. When developmental delays (and behavioral impairments) exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents, will initiate a referral to the appropriate agency or resource.

After diagnosis by qualified persons, suggestions for helping the student will be implemented by support personnel in the school. If this assistance does not result in significant progress within a specific time, the school administrator will assist parents in locating a more helpful educational situation for the students.

### **Sunday Policy**

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance obligations: all scheduled non-religious use of the parish/elementary school/ high school in the Archdiocese on Sunday will begin no sooner than 12:00 Noon. Pre-arranged approval may be granted by the pastor or head administrator of the school.

### **Release of Student Information**

The principal is the only school official who can authorize release of directory information to outside parties. Students and parent names, addresses and phone numbers are printed in the student directory which is distributed to all school families. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of the school year.

### **Student Photos**

Photographs of students may appear on school websites or on other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of the school year. Parents and students are not to post school or student pictures on the Internet.

### **Access to Media**

The Archdiocese of Omaha Catholic Schools has the right to refuse to allow representatives of the media on Parish/ School grounds.

### **OMAHA CATHOLIC SCHOOLS CONSORTIUM (OCSC)**

*The mission of the Omaha Catholic School Consortium is to challenge all students to be disciples of Jesus Christ by empowering them to reach their fullest potential through quality academic, spiritual, and social experiences.*

#### **THE PRINCIPAL**

The principal, under the direction of the Executive Director and the Board of Education, is the chief administrative and supervisory office of the school, and as such, serves as an ex officio member of the Omaha Catholic School's Board of Directors. The principal is the official representative and spokesperson for the school and is the administrator primarily responsible for ensuring the policies enacted by the OCSC Board of Directors and Omaha Catholic Schools Office are put into action.

#### **THE PASTOR**

The Pastor of the parish acts as the official delegate of the Archbishop in the "teaching mission" of the Roman Catholic Church. All Catholic Schools/programs and their personnel are responsible to the Archbishop and his delegates in all matters concerning the Catholic Faith. This includes serving as the officially designated spiritual leader of OLL School, monitoring the Catholic Faith identity and quality Religious education curricular offerings of the school, and overseeing the sacramental preparation for the students of OLL.

#### **Executive Director**

Under the supervision of the Consortium Board, the Executive Director serves as Chief Executive Officer in directing all internal and external activities of the Consortium. The Executive Director's responsibility is to articulate, advance, oversee and promote the vision and mission of the Omaha Catholic School Consortium. He/She is responsible for overseeing the business operations, financial management, development and fundraising, educational direction, and day-to-day operations of the organization. Additionally, He/She is responsible for developing and building relationships with pastors and other Archdiocese of Omaha organizations to all party's mutual benefit.

The Executive Director is the direct supervisor of the school principals, but delegates the administrative responsibilities of the school to the principal. These responsibilities include, but are not limited to: the 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.

#### **Director of Education**

The Director of Education reports directly to the Superintendent of Schools but works collaboratively with the Executive Director in supporting the principals of the six Consortium schools in the areas of Catholic Faith Identity, academic excellence, school improvement, student discipline, extra-curricular activities and other related school issues. The Director of Education works directly with the administrators in setting the academic direction for the Consortium schools.

#### **SUPERINTENDENT/CATHOLIC SCHOOLS OFFICE**

The Archdiocesan Catholic Schools accept the authority of the Superintendent as delegated by the Archbishop.



### **OCSC BOARD OF DIRECTORS**

In accordance with the policies and guidelines of the Omaha Archdiocese Catholic Schools Office, the Board of Directors is responsible for establishing policies on all matters pertaining to the school sites, including matters pertaining to employees, salary scales, educational, athletic and related programs, the school calendar, development, finances, physical plans, public relations, educational standards, recruitment, and applying Catholic principles to the educational programs and all catechetical courses. The board also is responsible for establishing a formula for the financing of the school sites.

### **CONTACT NUMBERS**

OCSC Offices: 402-590-2810. Offices are located at St. Stanislaus 4501 S. 41<sup>st</sup> Street, Omaha, NE 68107



## **HEALTH INFORMATION**

Safety and health requirements are annually reviewed by school administrators and authorities in order to be in compliance with federal and state laws applicable to private schools. According to state guidelines, our school is required to verify immunizations, verify physicals for students in grades kindergarten and grade seven, and provide health screenings. School health screenings are not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek proper medical attention. Creighton University student nurses help OLL each year with this screening and recording process.

### **IMMUNIZATION REQUIREMENT**

The Nebraska School Immunization Rules and Regulations effective July 1, 2004, require the following immunizations for students before attending classes.

#### **Grades Preschool and Kindergarten**

- 4 doses of DtaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 3 doses of Hepatitis B Vaccine
- 1 dose of varicella (chickenpox) given on or after 12 months of age

#### **Students entering K or 1<sup>st</sup> grade for the first time, students entering 7<sup>th</sup> grade and out of state transfer students**

- 3 doses DtaP, DTP, DT or TD vaccine with at least one dose at or after 4 years of age.
- 3 doses polio vaccine
- 2 doses MMR vaccine with first dose at or after 12 months of age and separated by at least one month
- 3 doses hepatitis B vaccine ( For the 2004-2005 school year this includes students in grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>).
- 1 dose of varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age. If 13 years of age 2 doses of varicella separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

### All other students

- 3 doses DtaP, DTP, DT or TD vaccine
- 3 doses polio vaccine
- 2 doses MMR vaccine with first dose at or after months of age with the 2 doses separated by at least 28 days
- 2 doses of varicella

All students enrolling in OLL School must be fully immunized before enrollment. The law does permit a parent/guardian to present a written waiver based on religious or health reasons. Waivers must be signed by a doctor, although OLL reserves the right to not accept such students. Students who are not in compliance with the immunization requirement, or have not provided a qualified waiver, will not be permitted to attend OLL School until they have complied with the immunization policy. (Please note: history of disease without serological or epidemiological confirmation is NOT proof of immunity for Measles, Mumps, or Rubella). Immunizations may be obtained by calling the Douglas County Health Department. Costs are the responsibility of the parent. It is the expectation of OLL that all vaccinations will be complete and current.

### **PHYSICAL EXAMINATION REQUIREMENTS**

A physical examination is required prior to school entrance for all Kindergarten and 7<sup>th</sup> grade students. The cost of the physical exam is the responsibility of the parent. Forms are available from the school office.

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings include: height/weight and vision for K-6 and grade 8; hearing for K-3 and grade 6, postural screening will occur in 8<sup>th</sup> grade, and color vision screening in 1<sup>st</sup> grade. Students with abnormal results at the initial screening will be re-screened and the parent will be notified of the results. Annual hearing testing will be performed for students with abnormal hearing screening results during the previous year.

### **INFECTIOUS DISEASE**

Our Lady of Lourdes has adopted the policy on Acquired Immune Deficiency Syndrome issued by the Nebraska Catholic conference in 1988 entitled, *Policy and procedures for Dealing with Human Immune Deficiency Virus and Other Infectious Disease in the School and Religious Education Setting*. This policy is one of non-discrimination.

### **CHILD ABUSE/NEGLECT**

State law requires school personnel to report all cases of suspected child abuse and/or neglect to the authorities. Abuse includes both physical and emotional abuse. Neglect includes not providing for the physical needs of a child and not providing adequate supervision for a child. (Section 28-711 of the Nebraska revised Statutes, 1996)

### **STUDENT PREGNANCY POLICY**

The administration of Our Lady of Lourdes School understands the complexity of a student pregnancy. The policy governing this issue directs that three measures must be taken.

1. Education – It is the responsibility of the school to work with the parents to provide education for the student in dealing with the situation. Any expenses incurred will be the responsibility of the student and parent.
2. Evaluation – Each case of pregnancy will be dealt with on an individual basis. A pregnancy that adversely affects the male or female students involved, or members of the student body will result in the removal of the student from the student population.
3. Counseling/Reconciliation – Non-expelled students will be required to seek counseling from an approved organization at the parent's expense. Family counseling may be required.

## HEALTH-RELATED PROCEDURES

Students will receive health checks which are required for their records by State Laws. Section 79-248 to 79-253 of the Nebraska revised Statutes.

Teachers are provided the names of students with health problems and the nature of the problem. The intent is to protect the well-being of students under emergency situations. Students will be weighed and measured and have a vision screening each year. Parents will be informed in writing if any results are not within normal limits.

The "Annual Student Health Update" sheet is sent home at the beginning of the school year. 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.

Please inform the school office and teacher of any changes in your child's general health throughout the school year. This information will be beneficial to your child's school situation.

## ILLNESS OR SICKNESS

- If a student becomes ill during the school day, they are to go to the school office with the teacher's permission. Students are NEVER to leave the building; a parent or guardian MUST sign them out.
- All illness and accidents occurring during the school day should be reported to the teacher in charge and to the school office.
- First aid is provided at school, and parents are notified if the illness or injury appears to be of a serious nature. All head injuries are reported to parents immediately, with appropriate action taken for the medical care of such. Parents should also understand that the school office are not trained medical personnel and will do their best to help the student.
- When a child needs to go home due to illness, they will be sent home as soon as proper arrangements are made with parents. Parents or guardians must sign the student out for the day. *The State Department of Health Regulations states that "Children showing any signs or symptoms of a contagious or infectious disease are required by law to be sent to their homes immediately, or as soon as safe and proper conveyance can be found."*

Signs or symptoms include the following:

1. COVID-19 symptoms
2. Contagious disease, i.e., chicken pox, measles, and mumps
3. Pink eye
4. Skin eruptions, until under medical treatment
5. Suspicious rash
6. Vomiting
7. Head Lice
8. High fever >99.4 for most children

## MEDICATION POLICY

School personnel cannot administer medication without written permission from parents. This includes all over the counter medications. Whenever possible, medication should be administered at home.

When a child needs to take medication during school hours the following procedure must be strictly followed:

- The principal shall have a current completed and signed permission form from the parent. (Parent Medication Authorization Form)
- The medication shall be brought to school in the **original container**, and labeled with the student's name, date, and directions from the doctor or parent (ask the pharmacy for an extra labeled bottle). We will not administer any prescription, over the counter drug, or medication that is not in it's original container and is not accompanied by the written Parent Medication Authorization Form and signature of the parent/ guardian.

- Medication shall be stored in a secure container in the locked, school office medicine cabinet.
- It is the parent's responsibility to pick up any unused medication. Unused medications will be disposed of at the end of the school year.
- Inhalers will be kept in the school office with other medication, except in the case of a signed release from the physician and parent indicating that the student should be allowed to carry the inhaler. Student inhalers will be brought on school field trips.
- No student is allowed to have in their possession any medication during school hours with the exception of authorized inhalers.

#### **PRIMARY HEALTH CARE-PARENTS**

The Catholic Schools respect the parents as persons responsible for the health care of their children. The school's staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution and we do not employ a school nurse.

#### **REPORTING OF ACCIDENTS**

The school will promptly record in writing and report any student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

#### **ASTHMA POLICY**

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. Please report to the office all asthma conditions.

Our Lady of Lourdes has in place the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Title 92 Rule 59 Protocol in place and meets all Nebraska requirements.

Protocol -OLL Faculty/Staff are trained in this protocol and two Faculty/Staff personnel are designated for this protocol and are trained in CPR as well.

- 911 is called first
- EpiPen injection is given
- Albuterol is provided through a nebulizer

Parents must provide to the school staff for students having known allergic condition or asthma:

- written medical documentation
- instructions
- medications as directed by a physician.

## **Omaha Catholic School Consortium Technology Acceptable Use Policy for Students**

It will be enforced at any time students are using school accounts or school equipment. It will also be enforced if students are using their own devices on school property or during school hours. In addition, if students are using their own equipment and are off school property, this policy may still be in effect if students are involving staff members of Omaha Catholic School Consortium.

1. Access to the Internet must be related to the student's school responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final.
3. The use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
  - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;
  - e. Using pseudonyms or anonymous sign-on;
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
  - g. Engaging in abuse of technology. This includes communications, in or outside of school, using personal computer, social networking sites, or Electronic Communication Devices, such as wireless telephones, tablet computers, iPods, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
    - a. Use of illegal or controlled substances, including alcoholic beverages;
    - b. Violence or threats of violence, intimidation, or injury to the property or person of another;
    - c. Use of degrading language to describe or refer to another student, faculty member, or school official; or
    - d. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in email communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
5. Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
6. Use of a photograph, image or likeness of oneself or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication is prohibited, except with the express permission of the Principal.
7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
8. Students are prohibited from permitting any other individual or entity from creating a website for the school facility, or from photographing, video recording, or otherwise creating the

likeness of any employee, student, parent, or parishioner for commercial purposes, or for Internet transmission or posting, except with the express permission of the Principal.

9. The school reserves the right to monitor employee and student use of school computers, including a student's Internet use and email use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet, or email.

Each student and his or her parent(s)/guardian(s) must receive and sign this *Technology Acceptable Use Policy* annually.



OMAHA CATHOLIC SCHOOL  
CONSORTIUM

## Omaha Catholic School Consortium Technology Acceptable Use Policy for Students

Please sign and return this page. Keep the other two pages of this Acceptable Use Policy at home.

**Statement:**

I understand and have read the information contained in the Omaha Catholic School Consortium Acceptable Use Policy for the use of technology for students. I understand that use of technology as defined in this policy is a privilege, not a right, and the inappropriate use either at school or outside of school can and/or will result in a cancellation of those privileges for a period of time up to and including the rest of the school year. The system administrators may close my account at any time deemed necessary. Disciplinary consequences for inappropriate use of technology may occur. I understand that the supervision of Internet use outside of school is the responsibility of my family. I will discuss our family rules and expectations for using Internet-based tools, and I accept responsibility for supervising my child's Internet access outside of school.

Homeroom Teacher: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

Parent/Guardian Name (Printed):\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

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

## Our Lady of Lourdes School 2025-26 Family Signature Form

**This form is to be turned into the school office by September 10th.**

***Our Lady of Lourdes Faith Modeling Commitment***

By sending children to OLL School I acknowledge my responsibility as a parent to help my child(ren) grow in the Catholic faith. My example is a key part in the growth of Catholicism. I pledge to attend Sunday services as directed by the Church. I will also practice the sacraments when I can, and treat others with patience, kindness, and understanding.

### ***School Handbook***

This handbook explains Our Lady of Lourdes school expectations and the importance of student responsibility and discipline at Our Lady of Lourdes School. Parents are asked to discuss the handbook with their children. Parents/Guardians will sign this agreement form, stating that they are aware of and will support the rules/consequences described within. I support/follow the parent participation and technology guidelines.

“Our family has read the OLL School Handbook, including the technology section, and is aware of the stated expectations, rules, and policies. We will support the practices of our school.”

Please list all children in the family who attend Our Lady of Lourdes School:

_____	_____
_____	_____
_____	_____
_____	_____

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

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