

Archdiocese of Omaha School Policies

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Table of Contents

Series 1000	Catholic Schools in the Archdiocese of Omaha
1001	Mission and Goals of Catholic Schools
Series 2000	Governance
2001	Most Reverend Archbishop
2002	Superintendent of Schools
2003	The Catholic Schools Office
2004	Canonical Authority of Pastors
2005	Accreditation/Approval through the Nebraska Department of Education
Series 2100	Administration
2101	Role of School Administrator
2102	Administrative Handbooks
Series 2200	Governance and Administrative Tasks
2201	Strategic Planning & ASIP for Catholic Schools
2202	Communications from the School
2203	Control of Finances
Series 3000	Business / Non-Instructional Operations
3001	Preparation of Annual School Budget
3002	Parish Support of Secondary Schools
3003	State and Federal Funds
3004	Accounting and Reporting Procedures
3005	Development Programs
3006	Procurement Code of Conduct
Series 3500	Non-Instructional Operations
3501	Smoke-Free Buildings or Building Areas
3502	Drug-Free Schools and Workplaces
3503	State of Nebraska Health Regulations
3504	School Safety Requirements
3505	Copyright Law
3506	Rental of Facilities
Series 4000	Personnel
4001	Lawful Employment Policy
4002	Safe Environment Training
4003	Certification
4004	Hiring of Administrators
4005	Hiring of Teachers
4006	Substitute Teachers and Substitute Compensation

- 4007 Nature of Personnel Contracts
- 4008 Teacher Assistants - Non-Instructional Supervision of Pupils
- 4009 Salary and Benefits
- 4010 Family Leave
- 4011 Evaluation of Teacher Facilitator, Principal, President
- 4012 Evaluation of Certificated Staff
- 4013 Due Process/Grievance Procedures
- 4013A Hearing Committee/Format of Hearing
- 4014 Personnel Files
- 4015 Personnel Arrested and Charged with Criminal Offenses
- 4016 Abuse/Misconduct of Minors and Vulnerable Adults
- 4017 Policy for Reports & Investigations Relative to Sexual Misconduct
- 4018 Omaha Public School Staff in Catholic Schools - Child Abuse/Misconduct Protocol
- 4019 Policy on Professional/Safe Environment Boundaries Between School Employees and Students

Series 5000 Students

- 5001 Admission
- 5002 Admission of Students With I-20 Status
- 5003 Non-Discrimination Policy
- 5004 Admission of Students of Other Religions
- 5005 Age of Admission (Kindergarten)
- 5006 Records Required for Admission
- 5007 Student Medications
- 5007A Policy on Self-Administration of Prescription Asthma or Anaphylaxis Medication at School During School-Related Activities
- 5007B Policy on Self-Administration of Diabetic Condition at School During School-Related Activities
- 5008 Primary Responsibility for Health Care: Parents
- 5009 Student Immunization
- 5010 Reporting of Accidents and Injuries
- 5011 Asthma Policy and Protocol
- 5012 Sunday Policy and Sacred Triduum
- 5013 School Wellness Policy
- 5014 Suicide Prevention Policy

Series 5015 Attendance

- 5015 School Attendance
- 5016 Authorized Release from School
- 5017 Excessive Absenteeism and Truancy

Series 5020 Special Education

- 5021 Special Education Policy

Series 5030 Code of Conduct
5031 Suspension and Expulsion
5032 Student Offensive Conduct, Bullying or Harassment
5033 Procedures for Reports & Investigations Relative to Offensive Conduct,
Bullying or Harassment
5034 Student Pregnancy
5035 Married Students
5036 Weapons
5037 Drug and Alcohol Use and/or Possession/Selling
5038 Appropriate Dress Code
5039 Students Charged with Criminal Offenses
5040 Restraint and Seclusion Policy

Series 5050 Student Records
5051 Information for Student Records
5052 Student Health Records
5053 Transfer of Student Records
5054 Parent or Guardian Requests for Student Records

Series 5060 Technology and the Internet
5061 Technology Acceptable Use Policy-Students
5062 Technology Acceptable Use Policy-Employees

Series 5070 Release of Student Information
5071 Release of Student Information

Series 5080 Student Photographs
5081 Student Photographs

Series 5500 Parents
5501 Parental Responsibilities
5502 Parental Disagreement with School Programs/Activities
5503 Parent Custody Procedures
5504 Parental Notification of Permission for Field Trips

Series 6000 Instruction and Curriculum
6001 School Calendar
6002 Required Instructional Days
6003 Holy Days of Obligation

Series 6500 Curriculum
6501 The Teaching and Practice of Religion
6502 Religion/Theology Curriculum
6503 Teachers of Religion/Theology
6504 Curriculum

6505	Assessment
6506	Multicultural Education
6507	Guidance Programs
Series 7000	Community Relations
7001	Representing the School or Program
7002	Responsibility of Board Members
7003	Media Coverage of Board Meetings
7004	The Archdiocese's Right to Refuse Access to Media
7005	Media Access to Students
7006	School and Student Publications
7007	Cooperation with Law Enforcement & Other Governmental Agents Requesting Access to Students
Series 8000	Institutional and/or Program Changes
8001	Planning and Approval of Organizational Changes in Schools
8002	Child Care Programs
Series 9000	Internal Board Operations
9001	Local Boards of Education/School Committees
9002	Approval of School Boards
9003	Relationships between the Catholic School Office and Local Schools Boards
9004	Formulation of Policy
9005	Board Members' Orientation Process
Series 10,000	
10,001	Gender Policy for Schools

Series 1000 Catholic Schools in the Archdiocese of Omaha

1001 Mission and Goals of Catholic Schools

The mission of the Catholic schools in the Archdiocese of Omaha, Nebraska, in cooperation with the parents, is an extension of the four-fold educational mission of the Catholic Church:

- to proclaim the message of faith and morals
- to foster community
- to encourage worship and prayer
- to motivate to serve others

Each school is to educate students to become academically proficient and responsible, community-minded adults who will be active and loyal members of their Church and their country.

Series 2000 Governance

2001 Most Reverend Archbishop

The Archbishop is the ultimate authority and chief teacher of the Catholic faith in the Archdiocese. All Catholic schools/programs and their personnel are responsible to the Archbishop and his delegates in all matters concerning the Catholic faith.

Policy Approved: October 15, 1995
Policy Revision: May, 2006

2002 Superintendent of Schools

The Archdiocesan Catholic Schools accept the authority of the Superintendent as delegated by the Archbishop. The Superintendent is considered to be the Archbishop's designee on matters concerning the operation and supervision of the Catholic Schools.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; August, 2010

2003 The Catholic Schools Office

The Catholic schools in the Archdiocese will work in cooperation with the Catholic Schools Office and look to the Catholic School Office for guidance.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

2004 Canonical Authority of Pastors

Each Pastor of a parish or multi-parish school will exercise his canonical responsibilities for the school. Pastors are required to follow all policies and guidelines approved by the Archbishop.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

2005 Accreditation/Approval through the Nebraska Department of Education

Schools will abide by all Nebraska state laws and regulations that apply to non-public schools seeking either accreditation (Rule 10) or approval (Rule 14).

Policy Approved: June 10, 1996
Policy Revision: May, 2006; April, 2010

Series 2100 Administration

2101 Role of School Administrator

The Principal or Teacher Facilitator (the “administrator”) will be responsible for the operation of the school in accord with Archdiocesan policy, local policy and the mission and goals of the school. The administrator is responsible for the direction of all activities of the school, including those occurring outside the school building or school day. The administrator has the right to delegate the duty of supervision, but remains ultimately responsible for all activities.

The administrator reports to a Pastor or President/Executive Director who has been officially appointed by the Archbishop.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; August, 2010; **August, 2023**

2102 Administrative Handbooks

The school administrator will provide faculty, parent and student handbooks which inform recipients of all applicable policies and operational procedures.

Handbooks are to be submitted to the Catholic Schools Office and archdiocesan legal counsel for review once every five years.

Policy Approved: October 15, 1995; November, 2015
Policy Revision: May, 2006; April, 2010; September, 2016

Series 2200 Governance and Administrative Tasks

2201 Strategic Planning and Archdiocesan School Improvement Plan (ASIP) for Catholic Schools

Each school will establish an ongoing school improvement committee that will oversee and implement the school's strategic plan with the Archdiocesan School Improvement Plan (ASIP). This committee will also monitor the implementation and effectiveness of this plan.

Updates on progress implementing the strategic plan are to be shared at each advisory board meeting.

The Catholic Schools Office staff will provide staffing and information, upon request, to assist in the work of strategic planning and/or the implementation of the process defined in the Archdiocesan School Improvement Plan (ASIP).

In the interest of maintaining and increasing standards of excellence, administrators will provide pastors, board, and parents with annual updates regarding progress on the Archdiocesan School Improvement Plan (ASIP).

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2015; September, 2016

2202 Communications from the School

The President/Executive Director or the Principal/Teacher Facilitator of the school is to be informed and will approve all public communications relative to the school or school matters. Public communications means any communication to the public or the entire school community.

Policy Approved: June 10, 1996

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

2203 Control of Finances

All monies received and collected in the name of the school will be under the control of the head pastor/president of the school and their designees.

The pastor/president must be involved in the opening of any new bank account under the name of the school and must be listed as a signer on all accounts under the school's name and tax ID #. The opening of a new bank account should be a rare occurrence, and is generally discouraged, as the accounting software allows detailed tracking and the consolidation of bank accounts. The accounting processes and reporting should be as centralized as possible, for efficiencies and proper internal controls.

Series 3000 Business / Non-Instructional Operations

3001 Preparation of Annual School Budget

Annual school budgets will be prepared by those charged with such responsibility and submitted to the local governance entity. Schools not falling under the governance of a parish are to submit their budgets annually to the Chancery finance office.

Policy Approved: June 10, 1996

Policy Revision: May, 2006; April, 2010; September, 2016

3002 Parish Support of Secondary Schools

Parishes will financially support the Archdiocesan high schools that accept their parishioners as students. The rate of financial support will be in accord with that approved by the Archbishop of the Archdiocese.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

3003 State and Federal Funds

The Catholic Schools Office will provide information to administrators regarding the obtaining and utilization of state and federal funding that will provide educational benefits for their school communities.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

3004 Accounting and Reporting Procedures

Accounting and reporting procedures will be in accord with applicable laws and Archdiocesan requirements.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

3005 Development Programs

Each parish and/or school development program will provide opportunities for involvement in strategic planning. Major private gifts, endowments, corporate and insurance gifts, foundation grants, alumni participation, estate planning and bequests appropriate to their local church should be included in the plan.

Policy Approved: October 15, 1995
Policy Revision: May, 2006

3006 Procurement Code of Conduct

The school hereby adopts the following Code of Conduct pertaining to procurement:

1. No employee, officer, director, contractor, volunteer or agent of the school shall participate in the selection, award or administration of a bid or contract supported by USDA funds if a conflict of interest is real or apparent to a reasonable person. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of a school has a financial, family related, or any other beneficial interest in the vendor firm selected or considered for a bid award or contract.
2. No employee, officer, director, volunteer or agent of a school shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family or spouse's family or to any company, vendor or concern who either employs or has relationship to a family member. Award of a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition with qualified vendors shall be considered null and void.
3. The school shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, contractor, vendor or vendor's agent who is alleged to have committed, or has been convicted of or pled no contest to a procurement Child Nutrition related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, this person shall be removed from any further responsibility or involvement with grants management, procurements or bids, consistent with local, state or federal policy.

Series 3500 Non-Instructional Operations

3501 Smoke-Free Buildings or Building Areas

Each local board of education will establish smoke-free policies in accord with The Nebraska Clean Indoor Air Act mandating that no person shall smoke in a public place or at a public meeting except in designated smoking areas.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

3502 Drug-Free Schools and Workplaces

Each local board of education will formulate drug-free policies in accord with federal laws applicable to private schools and relative to drug-free schools and drug-free workplaces.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

3503 State of Nebraska Health Regulations

Schools will utilize the current edition of the state of Nebraska health regulations for schools and implement those applicable to Catholic schools (See Title 92 – Nebraska Department of Education, Chapter 59 – Regulations for School Health and Safety).

Policy Approved: June 10, 1996
Policy Revision: May, 2006; April, 2010

3504 School Safety Requirements

Schools will write, implement and maintain a school safety plan in accord with the school safety manual provided by the Catholic Mutual Group.

Resources can be found on Catholic Mutual's website.

Policy Approved: June 30, 1998
Policy Revision: May 31, 2000; May, 2006

3505 Copyright Policy

GENERAL STATEMENT OF POLICY

The Archdiocese of Omaha Catholic Schools shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, entitled “Copyrights,” and other relevant federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Specifically:

1. Unlawful copies of copyrighted materials may not be produced on school-owned equipment.
2. Unlawful copies of copyrighted material may not be used with school-owned equipment, within school-owned facilities, or at school-sponsored functions.
3. Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display, and computer guidelines. Employees are further expected to be able to provide their supervisor, upon request, the justification based on fair use, public display, or computer guidelines as specified in the copyright law. Current copyright information is available at the United States Copyright Office website <http://lcweb.loc.gov/copyright>. Copyright circulars explaining the laws are available free of charge from the United States Copyright Office, (202) 707-9100.
4. Employees who use copyrighted materials that do not fall within fair use, public display, or computer guidelines must be able to substantiate that the materials meet one of the following tests:
 - The materials have been purchased from an authorized vendor by the employee or the school and a record of the purchase exists.
 - The materials are copies covered by a licensing agreement between the copyright owner and the school.
 - The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.
5. All school employees will have access to the policy and be educated about its implementation. The copyright law in its entirety is available for reference from the Catholic Schools Office.

Policy Approved: May, 2006

Policy Revision: September, 2016; **August, 2023**

3506 Rental of Facilities

The Facility Usage/Indemnity Agreement must be used when non-parish sponsored or affiliated groups use parish facilities on a short-term basis such as one day or a week. The following groups are examples of non-parish sponsored or affiliated groups that should sign the Facility Usage/Indemnity Agreement:

1. Girl Scouts, Knights of Columbus, American Legion or other similar organizations that use parish facilities for meetings or fundraisers.
2. AAU sport teams or non-parish sponsored sport classes/clinics.
3. Parishioner and non-parishioner families that rent or use parish facilities for wedding receptions, family reunions, anniversary parties or other similar activities. (In lieu of signing the Facility Usage/Indemnity Agreement, a parishioner or non-parishioner family would be eligible to purchase "special event" liability coverage through your parish via Catholic Mutual.) Please note that funeral luncheons are parish sponsored events.
4. Any other organization, municipality or county organization that uses parish facilities for a meeting or function that is non-parish sponsored.

The Facility Usage/Indemnity Agreement requires the facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of \$1,000,000 per occurrence. This certificate of insurance must name your parish and the Archdiocese as an additional insured. It is not adequate to obtain a certificate of insurance, which names the parish as a "certificate holder."

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage:

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.

Policy Approved: May, 2006

Policy Revision: April, 2010; September, 2016

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: _____

PARISH is understood to include the Archdiocese of Omaha _____

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (second) paragraph.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signed By: _____

(Must be an official agent of Facility User)

NAME (Please print): _____

DATE: _____

Series 4000 Personnel

4001 Lawful Employment Policy

All Archdiocesan schools will ensure that prospective employees complete a background check before an employment offer is finalized. All employees must complete the safe environment training before their role commences.

Archdiocesan schools will observe all fair and non-discriminatory employment practices defined by law as applicable to them as religious institution employers.

4002 Safe Environment Training

All personnel and volunteers who have regular contact with children in the Catholic schools in the Archdiocese of Omaha will receive Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools.

A complete Safe Environment Policy manual is available in the local school office.

Policy Approved: December 31, 2003
Policy Revision: May, 2006; **August, 2023**

4003 Certification

Certified personnel employed by the Catholic schools of the Archdiocese must be certified and registered by the state of Nebraska.

Statutory Requirements

Nebraska statute 79-802; “. . .no person shall be employed to teach in any public, private, denominational, or parochial school in this state who does not hold a valid Nebraska certificate or permit issued by the Commissioner of Education legalizing him to teach the grade or subjects to which elected. . .” Further, §79-804 requires that “each teacher or administrator shall register his certificate with the public, private, denominational, or parochial school in which the teacher or administrator is employed,” and § 79-805 holds the board “personally liable for all public money paid to teachers or administrators who are not qualified. . . .”

Procedures for Preventing or Resolving Problems for Staff Members Not Holding Valid Certificates

School officials should follow the procedures below to help assure that all appropriate staff members have proper certification:

1. Annually review copies of certificates on file in the district and request updated copies from staff members as they are obtained.
2. Assure that staff members with expiring certificates have initiated the renewal process.

Policy Approved: January, 2006

Policy Revision: May, 2006; April, 2010; September, 2016

4004 Hiring of Administrators

Principals

The Catholic School Office will initiate the hiring process for certificated administrators by identifying and then recommending qualified applicants to the pastor/president. In consultation with the Catholic School Office, the pastor/president will then conduct the hiring process from the list of recommended applicants and sign certificated administrator contracts

Teacher Facilitators

The pastor/president will conduct the hiring process for the position of teacher facilitator by identifying and recommending qualified applicants. The head pastor/president, in consultation with the Catholic Schools Office, hires certificated teacher facilitators and signs their contracts.

Executive Directors

In consultation with the Catholic Schools Office, the local boards of schools employing an Executive Director will identify candidates and recommend qualified applicants to the Archbishop. The Archbishop will then hire the Executive Director.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

4005 Hiring of Teachers

Administrators will conduct the hiring process for certificated teachers by identifying and recommending qualified applicants. The head pastor/president/executive director hires certificated teachers and signs their contracts.

In order for the contract to be effective, all signators must sign the contract.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

4006 Substitute Teachers and Substitute Compensation

Substitute teachers are certified through the Department of Education by the State of Nebraska. Substitute teacher compensation procedures are included in local school personnel policies. Substitute teachers will complete the Safe Environment Training.

Conditions Regarding the Use of Substitute Certificates

While substitute teaching certificates may be used every day of the school year, they are valid only for a maximum of 90 full-time days in any one given assignment, unless authorized by the Commissioner of the Department of Education upon written request that there is a need for additional days. The Local Substitute Teaching Certificate is valid only in the school system listed on the certificate, and only for 90 full-time days in a school year. Persons who hold regular Nebraska teaching certificates may substitute teach every day of the school year.

Policy Approved: June 10, 1996

Policy Revision: May, 2006; April, 2010; **August, 2023**

4007 Nature of Personnel Contracts

Contracts will be offered at the will of the employer and are for one school year. All Archdiocesan schools are required to use the Archdiocesan contracts available online at the Catholic Schools Office website.

Policy Approved: February, 2003

4008 Teacher Assistants- Non-Instructional Supervision of Pupils

Supervision must be provided for students at all times when school is in session and at school events in which the school is responsible for the students. Non-instructional supervision may be provided by certificated personnel or non-certificated personnel who serve as assistants to teachers in accord with Nebraska Statute 79-802(3).

All supervisors of children must be safe environment certified.

Policy Approved: June 10, 1996

Policy Revision: May, 2006; September, 2016

4009 Salary and Benefits

Salary and benefits for Catholic Schools in the Archdiocese will be in accord with teachings of the Church relative to just compensation for Church employees.

Salaries will, to the extent possible, be comparable to those accorded for similar positions in the local public school.

Benefits will include health insurance, retirement and appropriate vacation and/or leave days. Provisions for life insurance, disability insurance and annuity plans will be at the discretion of the employer.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

4010 Family Leave

Schools will include in their personnel policies provisions for family and medical leave in accord with applicable federal or state law. This includes maternity/paternity leave.

A template of a FMLA policy is available through the Catholic School Office.

Policy Approved: February 17, 2001
Policy Revision: May, 2006; September, 2016

4011 Evaluation of Teacher Facilitator, Principal, President

Formal evaluation of the teacher facilitator, principal and president is the responsibility of the hiring agent and is conducted in accord with Catholic Schools Office guidelines.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

4012 Evaluation of Certificated Staff

Certificated staff will be formally evaluated regularly/systematically by those charged with responsibility for such evaluation. Evaluation procedures are in accord with Catholic Schools Office guidelines.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

4013 Due Process/Grievance Procedures

Personnel handbooks may include grievance and due process procedures. For teachers and administrators under written contracts, there will not be any grievance or due process procedure available to them except as specified by contract.

4013A Hearing Committee/Format of Hearing

In the event of a termination hearing, local boards are advised to establish an ad hoc hearing committee comprised of local board members to assure the objectivity of the committee.

The following format is recommended for conducting the hearing:

1. Presentation by administrator and/or hiring agent of reasons for termination of contract.
2. Questions from Hearing Committee members.
3. Presentation of person being terminated and opportunity to question people who have attested to situations related to the cause(s) for termination.
4. Questions from Hearing Committee members.
5. Closed meeting for deliberations of committee members.
6. Formulation of committee recommendation.
7. Neither the pastor nor administrator should sit on the committee.
8. Schools should discourage the attendance of any lawyers for either party at the hearing.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; November, 2006; April, 2010

4014 Personnel Files

Personnel files will contain:

- Transcripts
- Copy of the current certificate
- Employment application (Resume, cover letter, references)
- Letters of recommendation for employment
- Professional development records
- Records of administrative observations and follow-up conferences
- Evaluation forms, including self-evaluation forms
- Any disciplinary records, including observations or reprimands
- Safe Environment verification
- Completed W-4 Form
- Completed I-9 Form

Evaluation forms will be signed and dated by both the administrator and the individual. When deemed necessary, acknowledgments of disciplinary actions may be signed and dated by the individual.

The personnel files are the property of the school and are not to be removed with a change in administration.

Policy Approved: October 15, 1995

Policy Revision: May, 2000; May, 2006; August, 2010; September, 2016; **August, 2023**

4015 Personnel Arrested and Charged with Criminal Offenses

An employee who is arrested for violation of a statute must notify the head pastor/president/principal within twenty-four hours.

Listed below are the procedures to be followed:

1. The head pastor/president/principal/executive director will communicate with the Superintendent immediately following the report of the arrest from the employee.
2. The head pastor/president/principal/executive director will determine the plan for public relations as well as any communication with Archdiocesan officials.
3. The contracted administrator will gather the details of the arrest from the official report.
4. After the facts surrounding the arrest have been reviewed, the head pastor/president/principal/executive director will approve a course of action to be taken that may include any or all of the following actions for the employee:
 - a. Place on administrative leave
 - b. Recommend for evaluation
 - c. Recommend for treatment
 - d. Place on probation
 - e. Recommend for termination

Involvement of the archdiocesan attorney is recommended before any course of action is taken.

5. The hiring agent will inform the employee of the plan of action.
6. A written record of details gathered and actions taken will be placed in the employee's personnel file.

If the violation is for sexual abuse, the Safe Environment Policies of the Archdiocese of Omaha take effect.

Policy Approved: June 30, 1998

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

4016 Abuse/Misconduct of Minors and Vulnerable Adults

Alleged sexual misconduct between school personnel and a minor or vulnerable adult is governed by the procedures found in the Safe Environment Policies of the Archdiocese of Omaha. This includes the requirement of mandatory reporting to the Child Protective Services (“CPS”) Division of the Nebraska Department of Health and Human Services or law enforcement pursuant to Nebraska law.

Reports of sexual misconduct must be promptly investigated. Sexual misconduct will result in probation or dismissal. An employee accused of sexual misconduct will be placed on leave with pay while the investigation is being conducted.

Definitions of Sexual Abuse/Misconduct:

- a. Sexual contact between school personnel and a minor or vulnerable adult. *This is defined as sexual abuse, and if involving a minor, constitutes child abuse.*
- b. Sexual contact between school personnel who are counseling a person and the person being counseled. *This is defined as sexual exploitation.*
- c. Unwanted sexualized conduct or language between school personnel or between school personnel and a student. This includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. *This is defined as sexual harassment and may meet the federal definition of sexual harassment.*

Legal Federal Definition of Sexual Harassment:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic achievement.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual’s employment or academic standing.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Policy Approved: July 2, 1999

Policy Revision: May, 2006; September, 2016; **August, 2023**

4017 Policy for Reports and Investigations Relative to Sexual Misconduct

An individual who has complaints of sexual misconduct should report such conduct to the principal/teacher facilitator. If an individual feels uncomfortable with bringing the matter to the principal/teacher facilitator, or if the principal/teacher facilitator is thought to be involved in the misconduct, he or she should inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of sexual misconduct will be promptly and thoroughly investigated, and a written report will be made concerning the results of the investigation.

If the alleged sexual misconduct concerns a minor or vulnerable adult, the individual who has the complaint also must make a report to the Child Protective Services (“CPS”) Division of the Nebraska Department of Health and Human Services, or to law enforcement, pursuant to Nebraska law.

If it is determined that sexual misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including termination, will follow. The school will not tolerate retaliation against any employee or student who makes a good faith complaint of sexual misconduct or, in good faith, provides information in connection with any such complaint. The archdiocesan attorney should be consulted before any dismissal decision is made.

The school will assist persons falsely accused of sexual misconduct in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal, if sufficient evidence substantiates the guilt of a person who falsely alleges sexual misconduct.

Policy Approved: July 2, 1999

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

4018 Omaha Public School Staff in Catholic Schools—Child Abuse/Misconduct Protocol

The below guidelines are to be followed if there is suspected harm of a student or boundary/code of conduct violation by a public school employee serving in your school.

Concerns require a referral to the Authorities:

1. Contact Police/Child Protective Services (NDHHS):
 - a) Disclose as much information as possible; include video, witness information, transcripts of conversation. Use the *Archdiocesan Child Abuse Reporting Form*.
 - b) Ask for an **incident number and name of officer/intake worker** for reference.
 - c) Conduct no further assessment/interviews until authorities have completed their investigation or declined to process.
 - d) OPS teacher will be asked to leave and OPS human resources will be contacted.

Concerns do not require a referral to the Authorities (boundary/code of conduct violations):

1. School Administration gathers information from all parties involved in the matter, including from the OPS teacher.
 - a) A summary is written of any information gathered from students, parents, staff and the OPS. Diocesan Attorney, Victim Outreach and Prevention Director (VOPD) and the Superintendent are contacted.
 - b) If the OPS teacher is SE certified through the Archdiocese, a revocation form is completed and a decision is made by the Chancellor, VOPD and Diocesan Attorney about SE revocation.
 - c) OPS teacher will be asked to leave and OPS human resources will be contacted.

Communication with Omaha Public School's Human Resources Department:

1. Contact Omaha Public School's Human Resource Department.
 - a) Disclose if the concern was referred to the Authorities or documented as a boundary/code of conduct violation. Share as much information as possible; include video, witness information, transcripts of conversation, etc...
 - b) If there was a referral, share the incident number and officer/intake number with HR.
 - c) In cases of boundary/code of conduct violation, the summary from the Administrator is shared.
 - d) OPS will support the school's decision, if the Administrator is not comfortable having an employee return to work. Regardless of findings, the school can make that choice and notify the HR department.

4019 Policy on Professional/Safe Environment Boundaries Between School Employees and Students

NOTICE: This policy is required by Nebraska law pursuant to Neb. Rev. Stat. § 79-879. This policy must be signed or otherwise acknowledged annually by each school employee.

Definitions:

“Grooming” means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

“School employee” means a person nineteen years of age or older who is employed by a public, private, denominational, or parochial school approved or accredited by the State Department of Education. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students, including all student teachers or interns.

Discipline for Violations:

A violation of this policy or any violation of professional/safe environment boundaries is misconduct and may result in disciplinary action, up to and including termination.

A violation of this policy by a school employee with an educator’s permit or certificate may result in a referral to the State Department of Education. Consequences include suspension or revocation of the employee’s permit or certification.

A violation of this policy may result in revocation of a school employee’s safe environment certificate.

A violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement.

Prohibited Activities:

All school employees are prohibited from violating professional boundaries with any student.

All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual behavior, sexual contact, or sexual penetration with a student while the student is enrolled at the school and until that student is twenty (20) years of age.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional/safe environment boundaries that all school employees are expected to maintain with

all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual behavior, sexual contact, or sexual penetration with the student, regardless of when in the student's life the sexual behavior, sexual contact, or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include, without limitation, student homework, in class activities, virtual instruction, school sponsored sports or clubs, or any other school-sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or a response in any positive manner to a student's sexual advance.
3. Being alone with a student anywhere with a closed door without a transparency plan in effect.
4. Showing a student any inappropriate or sexually suggestive material.
5. Telling jokes to a student with sexual themes or making sexually suggestive comments.
6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in that location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Treating one student differently from other students either by providing privileges or failing to enforce school policy or impose other disciplinary action.
10. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health and safety.
11. Providing rides to a student in an employee's personal vehicle unless another safe-environment certified adult is present.
12. Meeting alone with a student outside of school for any reason.
13. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
14. Consuming alcohol in the presence of any student when the student's parent or guardian is not present.
15. Providing alcohol or illegal drugs or unauthorized drugs or medication to a student under any circumstances.
16. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to the above prohibited activities include:

1. Communications or actions with the school employee's own children or relatives.
2. An emergency situation that affects the student's immediate health or safety.
3. An unplanned chance encounter at a public place.

Permissible methods to communicate with students outside of school:

1. Use of the school-approved email system or educational software to ensure transparency.
2. Text messages that include at least one other school staff member or one of the student's parents or guardians.
3. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided the communication is not one-to-one communication.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern does not relate to the parent or guardian.
3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

Reporting Grooming or Professional/Safe Environment Boundary Violations:

If any school employee has reason to believe another school employee has violated this policy, the school employee shall notify the Principal of the school and the Archdiocesan Director of Victim Outreach and Prevention as soon as possible, but within 24 hours. If the Principal of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of the conduct shall report it to the Superintendent of Catholic Schools and the Archdiocesan Director of Victim Outreach and Prevention.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Principal and the Archdiocesan Director of Victim Outreach and Prevention.

After making the report to the Principal, the school employee and Principal shall co-report the grooming or repeated engagement in prohibited activities to the following:

1. The Nebraska Department of Education;
2. The Nebraska Department of Health and Human Services; and
3. Local law enforcement.

Records Retention:

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of her/his documentation of the above reports to the Principal of the School and the Archdiocesan Director of Victim Outreach and Prevention. The Principal shall keep such reports electronically or in hard copy so that they are readily available to any investigative authority.

Relationship to Omaha Archdiocesan Safe Environment Policies:

This policy does not alter or replace the Omaha Archdiocesan Safe Environment Policies which remain in effect and are applicable to school employees.

NOTICE: Nothing in this policy should be construed to replace or alter a school employee’s legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.

Reprisal or retaliation for good faith reports made by students or school employees is strictly prohibited.

POLICY ACKNOWLEDGEMENT

I received the above **Policy on Professional Boundaries Between School Employees and Students**, and understand its contents.

School Employee (Print)

License Number (if applicable)

Signature

Date

Policy Approved: June 24, 2021
Policy Revision: August, 2023

Series 5000 Students

5001 Admission

The schools of the Archdiocese are established as religious schools; therefore, preference in admissions will be given to contributing members of the Archdiocesan Catholic Community. In the case of parish schools, preference will be given to the admission of children of parents actively engaged in the parish.

Preference will be given to all students currently enrolled.

No one will be admitted as a student to any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese as well as Catholic doctrine and principles.

Schools will give consideration to Catholic student residents in the Archdiocese whose parents are unable to pay the tuition costs.

In cases where the number of persons seeking entry is greater than the number of spaces available, the school will identify priority of admission guidelines.

No student will be admitted unconditionally to any Catholic school unless he/she has a reasonable, well-founded hope of completing the school's program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

Each school may set local admissions standards and policies in addition to and consonant with Archdiocesan policy.

Policy Approved: June 30, 1999

Policy Revision: May, 2006; September, 2016

5002 Admission of Students With I-20 Status

Before a foreign student may be admitted to the Catholic schools in the Archdiocese of Omaha, the Catholic School Office must be contacted.

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice.

If the student's family is in the United States with refugee status, parents must submit a copy of their documentation from the U.S. Immigration Department.

Procedure for Admittance:

- a. The parent/guardian/sponsor requests the appropriate information to file an I-20 form and then submits completed information to the Catholic School Office.
- b. The Catholic School Office is responsible for filing the I-20 electronically.
- c. The Catholic School Office SEVIS Administrator signs the form and submits the original I-20 form to the guardian/sponsor.
- d. The student submits the I-20 form to the Foreign Embassy for permission to leave his/her country.
- e. The student seeking admission into the Catholic schools under I-20 status must present the I-20 form. The school will keep a copy in the student's file.
- f. The school administrator must contact the CSO SEVIS Administrator annually to update the status of the student.

If a student graduates from a Catholic high school in the Archdiocese and goes on to college, the Catholic School Office, upon request from the university or college, transfers the I-20 to the university or college that the student will be attending.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

5003 Non-Discrimination Policy

The Catholic schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; November, 2006; April, 2010

5004 Admission of Students of Other Religions

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

Policy Approved: June 30, 1999
Policy Revision: May, 2006; April, 2010

5005 Age of Admission (Kindergarten)

Catholic schools observe Nebraska law applicable to public schools regarding the age of admission to kindergarten. A child must be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins (State Statute 79-214).

A school may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure. Each school shall, for purposes of this subdivision, approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school shall update approved procedures as it deems appropriate.

Policy Approved: October 15, 1995

Policy Revision: May, 2000; May, 2006; April, 2010; September, 2016

5006 Records Required for Admission

Catholic schools will comply with Nebraska law applicable to private schools regarding records required for admission.

Policy Approved: October 15, 1995
Policy Revision: May, 2006

5007 Student Medications

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensation of such medication to their child(ren).

School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. Nonprescription medication may be distributed by the school without a note from a physician, but parental consent should be obtained.

Schools will fulfill State of Nebraska laws and regulations governing dispensation of medications by unlicensed persons.

Policy Approved: June 10, 1996

Policy Revision: May, 2000; May, 2006; September, 2016

5007A POLICY ON SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA OR ANAPHYLAXIS MEDICATION AT SCHOOL DURING SCHOOL-RELATED ACTIVITIES

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - (c) permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - (f) be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be

notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Policy Approved: November, 2006
Policy Revision: April, 2010

RELEASE AND INDEMNIFICATION AGREEMENT
(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____ hereby acknowledge that _____ (including
(Name of Parent or Guardian) (Name of School)

School's employees and agents) is not liable for any injury or death arising out of
the self-management by _____ of his/her asthma or anaphylaxis
(Name of Student)

Condition and I hereby indemnify and hold _____ (including its
(Name of School)

Employees and agents) from any claim arising from the student's self-

Management. In the event that _____ injures school
(Name of Student)

Personnel or another student as a result of misuse of the prescription asthma or
anaphylaxis medication or related medical supplies, the undersigned shall be
responsible for any and all costs associated with the injury.

Date

Parent or Guardian

5007B Policy on Self-Administration of Diabetic Condition at School During School-Related Activities

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year.
This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her diabetic condition;
 - (c) permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
 - (d) be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.
7. If a student for whom a diabetes medical management plan has been developed injures another student as a result of the misuse of necessary diabetic medical supplies, the student's parent or guardian shall be responsible for any and all costs associated with such injury.

Policy Approved: November, 2006

Policy Revision: April, 2010; **August, 2023**

RELEASE AND INDEMNIFICATION AGREEMENT
(Self-Administration of Diabetic Condition)

_____ hereby acknowledge that _____
(Name of Parent or Guardian) (Name of School)

(including school's employees and agents) is not liable for any injury or death arising out of the self-management by _____ of his/her diabetic condition and I
(Name of Student)

hereby indemnify and hold _____ (including its employees and agents)
(Name of School)

from any claim arising from the student's self-management. In the event that

_____ injures school personnel or another student as a result of
(Name of Student)

misuse of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned shall be responsible for any and all costs associated with the injury.

Date

Parent or Guardian

5008 Primary Responsibility for Health Care: Parents

Catholic schools respect the parents as persons responsible for the health care of their children. The schools staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

5009 Student Immunization

Immunization Policy for Catholic Schools of the Archdiocese of Omaha

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

General Rule

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chicken pox [MMRV or Varicella]

In addition, one TDaP (tetanus, diphtheria, acellular pertussis) is required for entry into 7th grade.

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

Exemptions

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical Exemption requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

The Religious Exemption requires “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the “tenets and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church’s teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

Chicken Pox

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

Policy Approved: May, 2006

Policy Revision: April, 2010; September, 2016; **August, 2023**

Appendix to Immunization Policy for the Archdiocese of Omaha

The use of vaccinations currently required under Nebraska State law for students of all public and private schools does not constitute a direct violation of Catholic moral teaching.

According to the Church's teachings, competent government authorities have the right and obligation to secure the common good, of which the health and life of the community is constitutive. Vaccines against pathological agents which can cause significant health risks are a good for society, and so are rightfully under the government's purview in collaboration with the medical community.

According to the Church's teaching, the duty of obedience requires all to give due honor, respect, gratitude and good will to rightful authority. (CCC 1900) All Catholics are required, each according to their position and role, to promote the common good in society, which includes health and life. (CCC 1913). Catholics have the moral obligation to submit to just laws regarding vaccinations. Some vaccines do pose moral problems.

Currently, vaccines for Rubella and chicken pox are derived from cell lines originated from aborted fetuses and there are no alternatives available in the United States. Submitting to these vaccines constitutes passive and remote material cooperation in evil. However, according to the Pontifical Academy for Life (2005), avoiding this cooperation is not morally necessary since there are grave reasons for getting vaccinated. For instance, if a pregnant woman comes into contact with a student who carries Rubella, also known as German Measles, her unborn child can suffer several congenital malformations and even death. For this reason, the Catholic Church teaches that for the sake of the common good it is morally licit and advisable for a parent to submit to the vaccines despite their problematic origins.

Nevertheless, because of the offensive nature of the vaccines, all Catholics who do submit to the Rubella and chicken pox vaccines derived from aborted fetuses are obliged to formally object to the producers of the vaccines and demand that alternative forms of the vaccines be created. A form for that objection is provided by the Archdiocese of Omaha. Furthermore, Catholics have a grave responsibility to make sure that the vaccines they receive for Diphtheria, Tetanus, Pertussis, Polio, and Hepatitis B are the alternative vaccines which are morally acceptable. A list of those vaccines is also provided with the immunization policy.

AFFIDAVIT

Refusal of Immunization of Student for Religious Reasons

This Affidavit is being submitted on behalf of:

Name of Student	Birthdate of Student (mm/dd/yyyy)	Religious Denomination of Student
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If the student is of the age of majority:

I, _____, of lawful age and being first duly sworn, depose and state as follows:
(Name of Affiant/Student)

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personally and sincerely followed religious beliefs.

If the student is a minor:

I, _____, as legally authorized representative of:
(Name of Affiant)

_____, of lawful age and being first duly sworn, depose and state as follows:
(Name of Student)

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personally and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____
20, _____ .

Notary Public

STATE OF NEBRASKA)
)
County of: _____) SS.

My Commission expires: _____

REFUSAL OF IMMUNIZATION

For Medical Reasons

As the physician, physician assistant or advanced practice registered nurse of:

Child's Last Name	First Name	Age
/ /		
Birth Date (mm/dd/yyyy)	School	Grade

I have elected to not immunize this student against the following disease(s):
*Each disease for which a vaccine **has not** been administered must be checked.*
Parent/guardian must submit dates of immunization for all other diseases.

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella
- Pneumococcal Conjugate
- HIB (Haemophilus Influenza Type b)

In my opinion, this immunization would be injurious to the health and well-being of:

- The student
- A member of the student's household or family

Comments:

Signature of health care professional

Date

Printed name of health care professional

DOCUMENTATION OF VARICELLA (CHICKEN POX) DISEASE

(To be filled out by the parent, guardian or medical provider of the child/student)

This document is being submitted on behalf of:

_____ / /
Name of child/student Birth Date (mm/dd/yyyy)

I _____ verify that the above listed child/student had
Parent/Guardian/Medical Provider
the varicella disease in _____(year).

Signature of parent/guardian/medical provider

Date

5010 Reporting of Accidents and Injuries

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

Policy Approved: May, 2006
Policy Revision: April, 2010; September, 2016

5011 Asthma Policy and Protocol

Catholic schools will implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

Emergency Protocol:

1. **CALL 911.**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (EpiPen and albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:

- # Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any child over 50 pounds. The container for each dose and the container holding all doses shall be marked "FOR EMERGENCY USE ONLY" in bold print.
- # Follow with nebulized albuterol, .05 percent, 0.5 cc plus 2.5 cc of saline administered by oral mask or mouthpiece, while awaiting EMS. If the student is not better, this dosage may be repeated two (2) more times. The container for individual dosages and the container holding non-individual dosages shall be marked "FOR EMERGENCY USE ONLY" in bold print.
- # Administer CPR, if indicated.

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

- Written medical documentation of the allergic condition or asthma.
- Instructions.
- Medications as directed by a physician.

Information must be updated prior to start of each school year.

Policy Approved: September, 2004

Policy Revision: May, 2006; April, 2010; September, 2016; August, 2023

5012 Sunday Policy & Sacred Triduum

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 head pastor or head administrator of the school.

No non-religious activities are to be scheduled on Holy Thursday, Good Friday, and Holy Saturday. These are the holiest days of the Catholic calendar, and all Catholics including students are encouraged to focus on the saving mystery of Christ on those days, in workshop and private reflection, as free from distractions as possible.

Effective: August 2006

Policy Approved: February, 2006

Policy Revision: May, 2006; April, 2010; September, 2015; September, 2016

5013 School Wellness Policy

The School is committed to providing a school environment that promotes and protects the physical and mental well-being of students and staff by supporting healthy eating, physical education and activity, along with mental health support and education.

Therefore, it is the policy of the School of that:

- The School will engage students, parents, teachers, nutrition service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing school-wide nutrition, education, physical activity, and mental health policies.
- All students will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at the School will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Students will have access to a variety of nutritious, affordable, and appealing foods that meet their health and nutrition needs and provide a clean and safe environment for students with adequate time allotted to eat.
- To the maximum extent practical, the School will participate in the federal school meal program.
- The School will provide nutrition education, physical activity, and emotional support to foster lifelong habits of healthy eating, physical activity and mental wellbeing.

Wellness team

- The School will create or work with the existing wellness team to develop, monitor, review and as necessary revise the School nutrition and physical and mental health education policies. The wellness team will serve as a resource for implementing these policies.
- The wellness team will be built of a group of individuals representing the School and community and may include parents, students, School food service personnel, school administrators, teachers, health professionals and members of the public.
- Nutrition managers and staff are trained annually according to the USDA Professional Standards for Child Nutrition Professionals and continue to be trained when needed throughout the year to the advance the goals of the wellness team.

Nutrition Standards

Nutritional qualities of food and beverages sold and served on campus

Meals served through the national school breakfast and lunch program will meet nutrition requirements established by local, state and federal statutes and regulations. Good menu

planning will be used to offer healthy foods. Choices will include lean meats, a variety of fruits and vegetables, whole grains and low-fat or fat-free milk products.

Availability of Water

A water fountain with an automatic water bottle filling machine is available by the cafeteria for students to use.

Free and reduced meals

The School will make every effort to eliminate any social stigma attached to and prevent the identification of students who are eligible for free and reduced-price school meals.

Student's unpaid meal balances will be kept private. Parents will be notified by email of negative balances. Students will be allowed a reimbursable meal without ala carte options until money is deposited into their account.

Applications for free/reduced price meals are sent home to all families before the start of the school year.

A la carte items

A la carte items may be offered in compliance with the USDA regulations prohibiting the sale of foods of minimal nutritional value* and meet the *Smart Snack* school guidelines during meal periods. Fruits may be offered as a la carte items.

Student meals from home

Parents and students will be encouraged through promotional materials in the cafeteria, website, and other communications to make healthy food choices for student lunches from home.

Competitive beverages

Beverages available to students include 100% fruit or vegetable juices with no added sugars, bottled water, low fat or skim milk, and zero-calorie sports drinks and flavored waters. No beverages containing high sugar and calorie content will be sold during the school day.

Competitive foods

No food in competition with the school lunch or breakfast program will be sold or otherwise made available to students for sale anywhere on the school premises starting prior to serving breakfast lasting until after the school day has ended.

Vending & Food Sales

The sale of foods of minimal nutritional value which do not meet smart snack regulations are not allowed on school property in areas accessible to students until after the end of the school day.

Fundraising

To support children's health and school nutrition education efforts, school fundraising activities that take place during the School day will not involve food or will use only food that meet nutrition and portion size guidelines for food and beverages sold individually according to the smart snack criteria. The School will encourage fundraising activities that promote physical activity.

Snacks and Smart Snack Guidelines.

Snacks served during the school day in the classrooms and food service area will make a positive contribution to children's diet and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as a primary beverage. The school will assess if and when to offer snacks based on timing of School meals, students' nutritional needs, students ages and other considerations.

Rewards

The School will discourage the use of food or beverages for academic performance or good behavior. The School will not withhold food or beverages as a punishment.

Celebrations

The School will limit celebrations that involve food during the school day. When snacks are used for classroom or religious celebrations, they should be considered healthy. All celebrations involving food should be approved by the Principal/Teacher Facilitator with knowledge of the wellness policies.

Family and community

Family members and community members are encouraged to become actively involved in programs that provide physical activity and nutrition education.

Physical Education and Activity

The School participates in a physical and nutrition health education available for all students. The curriculum for each grade is aligned with national and/or state physical education standards. All educators of physical and nutrition education obtain a valid Nebraska teaching certificate with a physical education endorsement for applicable grades.

Physical activity is designed to promote student wellness and will be directed but not limited to the following curricular goals:

- Physical activity and exercise are beneficial for physical health, recreation, social skills, teamwork, and mental health.
- Activities should provide students with the knowledge to continue physical activities throughout their lifetime.
- Participation in physical exercises and activities should be age and gender appropriate.
- Students in physical education classes will improve their fitness levels 90% of the time between entering the class (Aug. or Jan.) and exiting the class (Dec. or May), through a series of fitness and or muscular strength tests.
- Physical handicaps do not diminish the worth of people.
- Physical activity within the physical education classes will not be used or withheld as punishment.

Nutrition and Wellness Education and Support

The base goal is to implement a curriculum that meets the Nebraska nutrition education objectives steps by the Nebraska Department of Education.

Curriculum

Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are encouraged to incorporate the promotion of healthy nutrition lifestyles in all subject areas as appropriate.

Display Nutrition Education Materials

The School will display posters and other communications to promote healthy nutrition choices appropriate for the students served.

Nutrition and Mental Health Events

Educators are encouraged to search for and take advantage of events that promote nutrition and mental health education.

Activities and Support may include:

- health fairs;
- field trips to farm or food production facilities;
- school greenhouse/garden/landscaping activities; and
- listening and engaging with nutrition and mental health speakers

Staff Wellness

The School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The wellness team will develop, promote and oversee a multifaceted plan to promote staff health. The wellness plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. School staff members are encouraged to serve as healthy role models for students by engaging in the above stated plan.

Triennial Progress Assessments

At least once every three years, the School will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- * The extent to which the School is in compliance with the wellness policy; and
- * A description of the progress made in attaining the goals of the School's wellness policy. The position/person responsible for managing the triennial assessment and contact information is the Principal/Teacher Facilitator.

Policy Approved: May 2006

Policy Revision: September, 2016; August, 2023

5014 Suicide Prevention Policy

If a faculty or staff member believes that a student is at risk of committing suicide or inflicting harm on himself or herself, the faculty or staff member will:

- Immediately inform the school Administrator. If the faculty or staff member cannot immediately reach the school Administrator, he or she should follow the notification steps set forth below.
- Prior to contacting the parent(s)/legal guardian(s), the Administrator will make a determination whether alerting the parent(s)/legal guardian(s) would further the risk of harm. If the administration believes that contacting the parent(s)/legal guardian(s) would further the risk of harm to the student, the school may delay such contact as necessary. If the decision to delay contacting the parent(s)/legal guardian(s) is made, the reasons for the delay shall be documented;
- Assuming there is no need to delay notification to the parent(s) or legal guardian(s), the Administrator will promptly notify them as set forth below.

In the event that the parent(s)/legal guardian(s) of the student are to be notified, the Administrator will follow these steps:

1. Notify the parent(s)/legal guardian(s) of the risk;
2. Explain why the student is believed to be at risk for suicide or harm;
3. Release the student to the parent(s)/legal guardian(s) if the student is at school;
4. If the parent(s)/legal guardian(s) cannot be reached, the Administrator will call 911 and take all steps necessary to seek an emergency mental health commitment for the student.

In the event that the decision is made not to immediately notify the parent(s)/legal guardians of the risk, the Administrator will call 911 and take all steps necessary to seek an emergency mental health commitment for the student.

Series 5015 Attendance

5015 School Attendance

Catholic schools will observe Nebraska law applicable to private schools regarding school attendance and records of school attendance.

Policy Approved: October 15, 1995
Policy Revision: May, 2006

5016 Authorized Release from School

A written request from the custodial parent or legal guardian is required for a student to leave school before time of dismissal. The request must clearly state the reason(s) for leaving early.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; April, 2010

5017 Excessive Absenteeism and Truancy

Regular attendance by students is essential for students to obtain the maximum benefits of the school's educational and religious programs.

If a student is not at school to attend a school-related event (e.g., speech tournament, sports event, etc.), he or she will not be considered absent.

Excessive absenteeism occurs when a student misses so many days of school that his or her educational growth suffers. If any student has accumulated a total of five (excused or unexcused) absences per quarter, the school shall take the following steps:

1. A notification to the student's parent/guardian of the excessive absenteeism problems and the need for a meeting.

2. A meeting or meetings between the Administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the Administrator. The goal of such meeting or meetings will be to develop a collaborative plan to reduce the student's absenteeism. The plan shall consider the following:

- a. Illness related to the physical or behavior health of the student.
- b. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
- c. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Referral to appropriate agencies for economic services;
- e. Family or individual counseling; and
- f. Assisting the family in working with other community services.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Administrator to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism.

If a student is absent for more than twenty days per year for reasons other than illness, the Administrator shall notify the county attorney of the county in which the student resides, along with documentation of all steps taken above, and shall also notify the Catholic School's Office. The Administrator shall also notify the student's parent/guardian of the fact that the county attorney was notified of the excessive absenteeism problem.

Policy Approved: May 31, 2000

Policy Revision: May, 2006; August, 2010; December, 2016

5020 Special Education

5021 Special Education Policy

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will 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 specified time, the school administrator will assist parents in locating a more helpful educational situation for the student.

5030 Code of Conduct

5031 Suspension and Expulsion

On occasion, students will be suspended and/or expelled. Reasons for suspending and/or expelling a student may include, but are not limited to, the following:

- a. behavior of the student which presents a moral danger to himself/herself or other students or staff;
- b. behavior which undermines classroom discipline;
- c. behavior which has a negative influence on other students;
- d. serious acts of violence, the possession of a weapon, or the attempt to supply drugs;
- e. behavior which has resulted in criminal violations that occur away from school or school-related activities; or
- f. frequent absences as defined by the Nebraska Compulsory Attendance Law.

When a student engages in an action that merits expulsion, the administrator should arrange a meeting with a parent/guardian and the student. At this meeting, the administrator shall present the facts known to the administration and the administrator's position that expulsion is warranted. The administrator may give the parent/guardian the opportunity to withdraw the student from school in lieu of expulsion. If the parent/guardian chooses not to withdraw the student, the administrator should inform the parent/guardian in writing that the student is expelled.

It is the responsibility of the administrator to notify the Archdiocesan Superintendent of Schools whenever a student is expelled. It is advisable to consult archdiocesan legal counsel before making any decision to expel a student.

Policy Approved: February, 2003

Policy Revision: May, 2006; April, 2010; September, 2016; **August, 2023**

5032 Student Offensive Conduct, Bullying or Harassment

Student offensive conduct, bullying 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. Offensive conduct, bullying or harassment could result in suspension or expulsion.

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

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

Policy Approved: October 15, 1995

Policy Revision: June, 1999; May, 2006; April, 2010; September, 2016; **August, 2023**

5033 Procedures for Reports 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/administrator. If an individual feels uncomfortable with bringing the matter to the principal/administrator, or if the principal/administrator is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and 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 complaint.

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 principal/administrator determines that there is reasonable cause to believe that child abuse has occurred, the principal/administrator shall make a report to the Child Protective Services (“CPS”) Division of the Nebraska Department of Health and Human Services or law enforcement. The offending conduct may also violate the Safe Environment Policies of the Archdiocese of Omaha.

Policy Approved: June 30, 1999

Policy Revision: May, 2006; November, 2006; April, 2010; **August, 2023**

5034 Student Pregnancy

Each school will provide regulations regarding a student pregnancy. These regulations will include provisions for any student completing a full junior and/or senior high school education, including graduation arrangement. The student must engage in an approved counseling program. If the student is engaged in an approved counseling program, he or she should be able to continue in Catholic school.

Any student is defined as:

- a. A married student;
- b. A girl who is pregnant, either married or unmarried;
- c. A boy, married or unmarried, who acknowledges paternity either prior to or after, identification.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

5035 Married Students

Students in Catholic schools, who marry, may complete their education in a Catholic school in accord with the following guidelines:

- Catholic students must be married within the laws of the Church and must have complied with Archdiocesan regulations regarding teenage marriage.
- Non-Catholic students must comply with comparable regulations deemed appropriate by the school administration.
- The student continues to observe academic and disciplinary regulations.
- The school administration determines continued attendance on the part of the student will not have adverse effects upon the rest of the student body.

5036 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 is ordinarily or generally considered a weapon.

Any object that 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; guns; lead pipes; chains; chuck-sticks; throwing stars; darts; metal knuckles; blackjacks; unauthorized tools; fireworks; explosives; or other chemicals. The administrator 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.

Threats to use a weapon will be investigated and be treated the same as possession of a weapon under this policy.

Policy Approved: February, 2003

Policy Revision: May, 2006; September, 2016

5037 Drug and Alcohol Use and/or Possession/Selling

A student will not use or have in possession beverages containing alcohol or any other controlled substance defined by law as a drug. In the event that a student is found in possession of drugs or alcohol at school or at a school-related event, the school should notify the student's parent or legal guardian.

Each school's policy handbook should include a formulated policy outlining the process used to identify drug or alcohol abuse, outline the requirements for mandatory counseling, and state the consequences which may include notification of law enforcement depending on the severity of the offense.

5038 Appropriate Dress Code

Schools should set policy and accompanying criteria relative to appropriate dress for students. The criteria identify standards of modesty, respect for self, cleanliness and in good condition for both uniform and non-uniform school days and school activities.

Student conduct codes will establish consequences for violation of the dress code policy.

Policy Approved: September 12, 1996

Policy Revision: May, 2006; April, 2010; September, 2016

5039 Students Charged with Criminal Offenses

In the event criminal charges are brought against a student, the pastor/principal/president will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion. The administrator must notify the Superintendent of Schools immediately and consider consulting with the archdiocesan attorney.

5040 Restraint and Seclusion Policy

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Teacher Facilitator) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal (or Teacher Facilitator) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

Series 5050 Student Records

5051 Information for Student Records

Official student files will contain only:

- a. Academic transcript;
- b. Attendance record, including, if applicable, evidence of any truancy;
- c. Birth certificate;
- d. Records of educational or related testing;
- e. Required health information, including immunization records and emergency plans for allergies;
- f. Multidisciplinary Team (MDT) records;
- g. Individual Education Plan (IEP);
- h. Equitable Service Plan (ESP);
- i. Individualized Family Service Plan (IFSP);
- j. Public School 504 plan;
- k. Non-Public School Accommodation Plan, including documents which verify the disability or illness;
- l. Health Safety Plan; and
- m. Official Student Assistance Team (SAT) Data and Plan.

The student files referenced above should be segregated into separate folders or subfiles as follows: (a) – (d); (e); and (f) – (m).

In addition, if the student is transferring to another Catholic School, the following information should be supplied:

- n. The parish where the student's parents or guardian are registered;
- o. Evidence of sacraments received; and
- p. Baptismal Certificate.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; September, 2016; January, 2020

Record Retention

SCHOOL RECORD RETENTION POLICY

RECORD RETENTION/DISPOSAL

INTRODUCTION

The following records retention guidelines were prepared to establish control over routine records and to preserve records of permanent value. Retention periods are based on canon law, state and federal statutes, and practical diocesan/parish/school realities.

TYPES OF RECORDS

All records created or acquired by employees or volunteers in the course of conducting business or personnel matters, whether in print, handwritten, electronic, or other media, are the property of the School and are covered by these guidelines. Employees who create or acquire possession of these records do not attain a proprietary interest in these records: they belong to the School and not to the employee or volunteer. The willful destruction, removal, or misuse of employer records is prohibited and violators will face disciplinary action, up to and including termination. All employees and volunteers are responsible for reporting any actual or threatened loss or misuse of records to School Administration.

ELECTRONICALLY STORED INFORMATION (ESI)

ESI covers every type of information that can be created, transmitted or stored electronically. ESI includes, but is not limited to: email, text documents, spreadsheets, databases, voicemail, text messages, cell phone call logs, server logs, configuration files, archives, contents of Treo, Blackberry, or pda memory, magnetic imprints left on hard disks, and any other bit of data or information that is stored anywhere in electronic form. ESI also includes any metadata associated with any of the types of information.

RECORDS RETENTION SCHEDULES

Records retention schedules represent the period of time that records must be kept according to legal and/or organizational requirements. Records older than the retention period should be destroyed. Those of permanent value should be stored appropriately.

A. Administrative Records

These records are produced in the course of the management and operation of the School.

Records Type	Retention Period
Correspondence, legal	Permanent
Contracts, inactive (other than personnel)	5 yrs. after end of contract
Correspondence, official (<i>regarding school policies, Diocesan directives, etc.</i>)	Permanent
Historical file (<i>related to school activities</i>)	Permanent
Inventories - property and equipment	Permanent
Leases	Destroy 5 years after expiration
Office files	Selective retention: retain those that document school administration and relevant information
Photographs (<i>relating to school history</i>)	Permanent
School Council Constitutions	Retain until superseded
Archdiocesan and School Policies	Retain until superseded
Subject files (<i>correspondence, memos, schedules</i>)	Annual Review
Teacher Lesson Plans	4 years
Teacher Grade Books	4 years

Reports to and from State Department of Education

Approval/Accreditation Visit Report	5 years
Annual Fall Membership Report	3 years
Annual Statistical Summary Report	5 years
Rule 10 or Rule 14 Assurance Statement	5 years
School Bus Inspection Report	2 years
Nebraska School Lunch Program Daily Records	3 years
Monthly School Fire Drill Report	2 years

B. Investigations, Disputes, and Litigation Records

Actual or imminent litigation should cause an automatic suspension in the disposal of any and all records, including ESI, that might be in any way relevant to the litigation. Anything that relates to a matter that is known or suspected to be under investigation, in dispute, or subject to litigation must be retained and may not be destroyed or altered, even if it would otherwise be destroyed under these guidelines. Destruction of any materials in these situations could have severe consequences to the employer and to the individual employees who are responsible for the destruction. These consequences could include jail time and other criminal and civil penalties. If there is any question to whether something is the subject of an investigation, dispute, or litigation, contact Archdiocesan legal counsel.

The retention period for these records should be determined by the specific organization, in consultation with Archdiocesan legal counsel.

C. Personnel Records

Records Type	Retention Period
Benefits	
Retirement benefits	Permanent
Service records	Permanent
General	
Permanent earnings and records	5 years after benefit termination
Attendance records	5 years after termination
Employee contracts	5 years after termination
Employee salary schedules	5 years after termination
Health and Safety	
Accident/injury reports	10 years
Employee medical complaints	10 years
Employee medical records	10 years
Environmental test records/reports	Permanent
Hazardous exposure records	Permanent
Toxic substance exposure	Permanent
Workers' compensation records	10 years after injury (filing), death, or last compensation payment
Personnel Actions	
Applications rejected	3 years
Personnel files (observations, evaluations)	5 years after termination
Administrator/Teacher Contracts	5 years
Salary Administration	
Time cards (non-certified)	3 years
Time sheets	3 years

D. Student Files

Student cumulative records and CSIR (immunization cards) should be retained for a period of ten (10) years after the date of graduation. In instances where a student did not graduate and/or transferred, retain the cumulative record and CSIR for a period of ten (10) years following such date that the student would have graduated. Student disciplinary files containing matters involving moral turpitude (e.g. drugs, weapons, sexual misconduct or harassment) should be retained for a period of four (4) years after graduation and, if a student did not graduate and/or transferred, retain the student disciplinary file for a period of four (4) years following such date that the student would have graduated.

E. Financial and Accounting Records

Records Type	Retention Period
Financial	
<u>Banking</u>	
Bank deposits	7 years
Bank statements	7 years
Cancelled checks	7 years
Check registers/stubs	7 years
(for each account, clubs, departments, etc.)	
<u>Grants, Endowments, Gifts</u>	
Grant award notice	7 years
Records/reports as required by grantee	7 years
<u>General</u>	
Audit reports	Permanent
Balance sheets, monthly/quarterly	Permanent
Budgets, approved, revised	Permanent
Financial reports, annual	Permanent
Financial reports, monthly	1 year
Accounting	
Accounts payable invoices	7 years
Accounts payable ledgers	7 years
Accounts receivable ledgers	7 years
Credit card statements/charge slips	7 years
Invoices and paid bills	7 years
Cash books	7 years
Cash journals	7 years
Cash journal, receipts, gifts	7 years
Record of accrued leave	7 years

F. Property Records

Records Type	Retention Period
Architectural records, blueprints, building designs, specifications	Permanent
Architectural drawings	Permanent
Deeds files	Permanent
Mortgage documents	Permanent
Property appraisals	Permanent
Real estate surveys/plots, plans	Permanent
Title search papers and certificates	Permanent

G. Publications

Records Type	Retention Period
Newsletters	2 years
Annual reports to the parents	Permanent
Yearbooks	Permanent

CONVERSION OF RECORDS

Some organizations will find it convenient to convert certain records from electronic to hard copy format for long-term retention purposes. Others might prefer to convert their paper records to an electronic form of storage, or have them transferred to CD or DVD-ROM or other more advanced media that comes into use. One must bear in mind, however, that changes in technology may necessitate backup and/or revised methods of record retention to assure access to the same. Do not rely exclusively on computer system backups alone as those generally have limited time frames.

RECORDS DISPOSAL

Under the Fair and Accurate Transactions Act of 2003 (FACT), the Fair Trade Commission (FTC) has directed that all "consumer information" collected by employers must be properly safeguarded and when the decision is reached, to properly destroy it. Consumer information is defined as any record about an individual which is derived from a consumer report which is related to his/her credit worthiness, reputation, personal characteristics, employment background, check-writing history, insurance claims, residential or tenant history, or medical history.

Custody of consumer information identified for destruction must be limited to only those persons with that responsibility. The method of disposal must render the data unreadable and incapable of being reconstructed:

paper forms - must be shredded or burned.

electronic media - must be deleted, wiped or otherwise erased electronically, or physically made inoperable through the destruction of the equipment, disc or hard drive.

General Tips

- Some records that may be purged may be filed with records that need to be retained. You may want to retain the whole file in the event that the benefit of purging the records may not outweigh the time it takes to do the purge.
- When storing boxes put a "destroy after" date on the box so that the records need not be reviewed again.
- Putting a date on the label of an inactive file can simplify the purging process.
- Have a "purge day" every year. Set aside a day for the entire staff to review, organize, toss, and archive files.

Contractors engaged in the business of consumer information destruction must be able to demonstrate the capacity to comply with the requirements of this policy

Questions regarding record retention or record disposal may be directed to the Omaha Archdiocesan Catholic School Office.

Policy Approved: October 15, 1995
Policy Revision: May, 2006; September, 2016

5052 Student Health Records

Immunization records as mandated by the state, will be kept for every child. These records will be sent to the next school upon the students' transfer.

In addition, any health records pertaining to a student, including those maintained due to special medical conditions (i.e. asthma, diabetic condition, etc.) will be maintained at the school site and forwarded upon a parent or legal guardian's request.

5053 Transfer of Student Records

Schools will send both academic and health records to the student's next school in response to a parent or guardian's request for transfer.

Student records should never be withheld because a student's tuition remains unpaid.

Policy Approved: May, 2006

Policy Revision: November, 2006; September, 2016

5054 Parent or Guardian Requests for Student Records

In order to protect the integrity of student records, the School will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

Series 5060 Technology and the Internet

5061 Technology Acceptable Use Policy-Students

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. XXXX's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All XXXX employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of XXXX's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of XXXX's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of XXXX's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the XXXX wireless network WILL be restricted to XXXX approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with XXXX's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of XXXX, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using XXXX's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or

use other people's computers, or folders, or any other electronic device without express permission from the owner.

5. Do not share passwords with any other person. XXXX faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her XXXX email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via XXXX's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her XXXX email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of XXXX. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.

- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass XXXX's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including XXXX's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on XXXX computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates XXXX's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, XXXX reserves the right to take any disciplinary action it deems necessary to protect students and faculty. XXXX encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow XXXX's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

XXXX sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by XXXX. All content created, sent, accessed or downloaded using any part of XXXX's technology or network resources is subject to the rules stated in this policy. XXXX reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on XXXX's network will be maintained as private or confidential. Should XXXX determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or XXXX's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

XXXX currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and XXXX cannot entirely control what students may or may not locate on the internet. While XXXX allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. XXXX is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

STUDENT ACKNOWLEDGMENT OF TECHNOLOGY ACCEPTABLE USE POLICY

Name: _____

Each student and his or her parent(s)/guardian(s) must receive the Technology Acceptable Use Policy and sign this authorization as a condition of continued enrollment. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while student is enrolled in the School.

I have received, understand, and will abide by the Technology Acceptable Use Policy.

Dated: _____

Student

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

I have read the Technology Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet 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 Technology 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 while at school.

Dated: _____

Parent/Guardian

5062 Technology Acceptable Use Policy-Employees

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. XXXX's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All XXXX employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of XXXX's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of XXXX's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of XXXX's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Employees are expected to use technology and network resources in accordance with this policy.

Access to the XXXX wireless network WILL be restricted to XXXX approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for employees and others to bypass the school network is prohibited while on school premises.

Employee Responsibilities and Acceptable Use

Employee access to technology is a privilege, not a right. Employees are expected to use technology in a responsible manner consistent with XXXX's educational and religious objectives. The following list provides some examples of employee responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of XXXX, and should be respected at all times. Employees are responsible for reporting any misuse.
2. Employees must use his/her real identity when using XXXX's network resources.
3. Employees may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.

4. Do not share passwords with any other person. If an employee believes his or her password has been compromised, the employee must immediately report this concern to the Administrator.
5. Employees are responsible for all actions taken under an employee's username and password.
6. With the exception of an Apple ID, employees should always use his/her XXXX email address or username when utilizing online resources for digital storage or collaboration.
7. Electronic communications (emails) between employees and students **must** be made via XXXX's internal email system. Electronic communications between employees and students through personal accounts may be deemed inappropriate and result in disciplinary action.
8. Employees should obtain permission before accessing, posting, or transmitting information belonging to others.
9. Employees must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
10. There is no privacy online. Employees should never provide personal information online or share any information the employee does not want made available to the public.
11. Employees should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for preparing lesson plans.
12. Employees are responsible for regularly checking their XXXX email accounts.
13. Employees are responsible for the protection of student data. This includes logging out of the student information system when walking away from the device/computer and/or implementing a short sleep setting on the device.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of XXXX. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.

- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass XXXX's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by administration.
- To misrepresent one's own identity or the identity of others.
- To post a photo of a student on your own social media account.
- To take a photo, record through video or audio any student or employee without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including XXXX's website, email program, social media or other internet sites.
- To share personal information or information about any student or employee to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on XXXX computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class.
- To utilize encryption or software to hide activity that violates XXXX's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If an employee uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, XXXX reserves the right to take any disciplinary action it deems necessary to protect students and other employees.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, administrators, or God to see.
- Follow XXXX's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Complaints or grievances should first be directed to the appropriate level of the chain of command. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone.

No Expectation of Privacy

XXXX sets the terms and conditions of technology use. Employees should have no expectation of privacy or anonymity while using technology and network resources provided by XXXX. All content created, sent, accessed or downloaded using any part of XXXX's technology or network resources is subject to the rules stated in this policy. XXXX reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Employees should never assume that emails, files, or other content created or stored on XXXX's network will be maintained as private or confidential. Should XXXX determine there is a reasonable need to do so, it reserves the right to search employees' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result in appropriate disciplinary action (up to and including termination). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Employees who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify XXXX's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

XXXX currently utilizes an internet content filtering system that reduces employee access to offensive and pornographic materials. However, no filtering system is foolproof and XXXX cannot entirely control what employees may or may not locate on the internet. While XXXX allows employees to access the internet for educational purposes only, employees may have the ability to access inappropriate materials. XXXX is not responsible for the content of the information or materials employees may retrieve from the internet. Employees who inadvertently access inappropriate materials must report the incident to XXXX's administration immediately.

Policy Approved: May, 2006

Policy Revision: November, 2006; August, 2010; September, 2016; July, 2020; August, 2023

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the “Technology Acceptable Use Policy” and I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by XXXX.

Employee

Date

Series 5070 Release of Student Information

5071 Release of Student Information

The Principal/Teacher Facilitator is the only school official who can authorize release of directory information to outside parties. Student and parent names, addresses and phone numbers are printed in the student directory which is distributed to all school families.

School officials must convey to parents that if they do not wish to have their directory information published, they must notify the Principal/Teacher Facilitator in writing prior to the beginning of the school year or in response to a request to publish said information.

Series 5080 Student Photographs

5081 Student Photographs

Photographs of students may appear on the school website or on other publications. School officials must convey to parents that if they do not wish to have their children's photographs placed in public media, parents must notify the Principal/Teacher Facilitator in writing prior to the beginning of school.

Series 5500 Parents

5501 Parental Responsibilities

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

5502 Parental Disagreement with School Programs/Activities

If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of the parents or guardian, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents or guardian, will exercise the school's prerogative to dis-enroll the student. The school is encouraged to consult with the archdiocesan attorney before any decision is reached.

Policy Approved: February, 2003

Policy Revision: May, 2006; September, 2016; **August, 2023**

5503 Parent Custody Procedures

Parent handbooks will include information concerning the rights and procedures to be observed regarding custodial, non-custodial and/or legal guardians of students.

Schools will obtain a copy of the custody section of the divorce decree when necessary to determine the legal custody arrangement of a student.

5504 Parental Notification of Permission for Field Trips

Parent handbooks will include information concerning procedures to be observed regarding student field trips. Parents need to be fully informed of all details of student's field trips including means of transportation, cost, arrival and departure times and educational purpose of the trip. Parents must submit written permission for student participation, which may include electronic consent.

Appropriate authorization forms can be obtained from Catholic Mutual.

Policy Approved: June 16, 2001

Policy Revision: May, 2006; September, 2016; **August, 2023**

Series 6000 Instruction and Curriculum

6001 School Calendar

The school administrator will develop an annual calendar that:

- a. provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
- b. fulfills, as minimum, state and applicable accrediting agency requirements;
- c. gives priority to number of instructional days regardless of length of the school day;
- d. includes staff development days.

A copy of this calendar will be sent to the Catholic Schools Office.

Policy Approved: October 15, 1995

Policy Revision: January, 1997; December, 2000; May, 2006

6002 Required Instructional Hours

Schools of the Archdiocese must meet the minimum number of instructional hours as required by the Nebraska Department of Education. Each school system shall provide at least the following instruction annually between July 1 and June 30 for the grades it offers: (a) **for grades up through grade eight, the time equivalent to 1,032 hours**, (b) for grades nine through twelve, the time equivalent to 1,080 hours; and (c) for kindergarten, the time equivalent to 400 hours.

Lunch periods, tournaments or contests, parent/teacher conferences, funerals, parades and school picnics cannot be counted as part of the instructional day.

Policy Approved: October 15, 1995

Policy Revision: January, 1997; May, 2006; April, 2010; September, 2016

6003 Holy Days of Obligation

In the interest of cooperation with local public schools, school sessions may be scheduled on Holy Days of Obligation. School authorities will make provisions for attendance at Mass, encourage the reception of Holy Communion and emphasize the spiritual significance of the day in the various classes.

Series 6500 Curriculum

6501 The Teaching and Practice of Religion

Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of the school's curriculum. The liturgy will be celebrated regularly, prayers said daily and Catholic traditions celebrated according to the guidelines set by the archbishop.

Policy Approved: May, 2006

Policy Revision: September, 2016

6502 Religion/Theology Curriculum

All schools will utilize the Archdiocesan religion/theology standards and curriculum guide. The curriculum for religion/theology will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

The curriculum will include the teachings of the Creed, sacraments, prayer and Christian living that adhere to the four pillars of the Catholic Church. In addition, the curriculum will include content on vocations, human dignity, human interaction/sexuality, moral conscience, social justice, community service/stewardship and the Circle of Grace.

6503 Teachers of Religion/Theology

To the extent possible, teachers of religion/theology must be practicing Roman Catholics. Where possible, they will have a major or minor in religious studies or theology or the equivalent. They will participate in education offered for teachers of religion by the Archdiocese.

6504 Curriculum

All schools will utilize the standards, assessment and curriculum guidelines promulgated by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education. The Archdiocesan curriculum guides will be distributed to the building administrators and will also be available through the website. The Catholic Schools Office will provide direction for the development and implementation of all K-12 curriculums. The Catholic Schools Office will make available professional development offerings in the areas of curriculum, instruction and assessment to strengthen teachers' and administrators' expertise in these areas.

Building administrators will be responsible for distributing the curriculum guides in their buildings and in providing time for staff to work with the curriculum. Administrators will be responsible for monitoring the curriculum and assessment process in their buildings. Administrators will be responsible for providing professional development time and opportunities to attend workshops that will strengthen teachers' expertise in the areas of curriculum, instruction and assessment.

6505 Assessment

Purposes of Assessment

A balanced assessment plan serves to measure student achievement, to provide information for the improvement of teaching and learning, and to monitor the effectiveness of Archdiocesan curriculum and instructional programs.

Types of Assessments

Norm-referenced

All Archdiocesan K-12 schools will administer the Star Assessment through Renaissance every September, January and April. Minimally, all schools will administer the Star Assessment every April. Assessments are required for all students at grades 3 through 8. The ACT college readiness test will be optional in grades 11 and 12. Annual whole grade norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education Rule 10 and Rule 14.

Criterion-referenced

All Archdiocesan K – 12 schools will administer the standards-based, criterion-referenced assessments in Grades 1 – 12 scheduled annually by the Catholic Schools Office. These assessments fulfill the criterion-reference assessment requirements set for the by the Archdiocese of Omaha and the Nebraska Department of Education. All results will be reported to the Catholic Schools Office annually.

On-going Classroom Formative process

Formative assessment is a planned process in which teachers or students use assessment-based evidence to adjust teaching and learning. Such adjustments are an indispensable element of a balanced assessment plan to improve student learning. Teachers will integrate this on-going process including all types of classroom observations and assessments.

Reporting Results

As required by Rule 10 and Rule 14, all Archdiocesan schools will report results of the norm referenced assessment results to their local governing board. The Catholic Schools Office will receive a system-wide report of results, which are shared with all reporting schools.

Policy Approved: May, 2006

Policy Revision: September, 2016; August 2023

6506 Multicultural Education

Catholic schools, through their religious and other specific multicultural programs, will provide students with a knowledge and understanding of other cultures and a respect for people of other cultures.

6507 Guidance Programs

Schools will provide guidance and counseling services in accord with applicable State of Nebraska accreditation or approval regulations. They will provide information to parents regarding access to counseling services as necessary.

Series 7000 Community Relations

7001 Representing the School or Program

The Superintendent of Schools will represent the Catholic schools and make official statements to the public regarding the Archdiocesan school system.

The head pastor or administrator of each Catholic school or their designee will make official statements to the public regarding the school.

7002 Responsibility of Board Members

No board member individually will speak for or in the name of the board or school to the media.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

7003 Media Coverage of Board Meetings

There will be no media coverage of local school board meetings.

7004 The Archdiocese's Right to Refuse Access to Media

The pastor, superintendent, or administrator has the right to refuse to allow representatives of the media on parish/school grounds.

7005 Media Access to Students

Media representatives will be allowed to interview students at school only with the written permission of the parents. Pictures and filming of students can be used only if written parental permission is obtained.

7006 School and Student Publications

Programs and information concerning the schools that are communicated in publications will be consistent with the teachings of the Catholic Church.

Student publications will be consistent with the teachings of the Catholic Church.

7007 Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal/Teacher Facilitator of the school and state the nature of the inquiry or investigation.

2. Student Interviews. In cases where Law Enforcement Personnel wish to interview a student, the Principal/Teacher Facilitator of the school (or Principal/Teacher Facilitator's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal/Teacher Facilitator (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.

3. Notification.

a. Parental Notification. In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal/Teacher Facilitator shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.

In all cases where a student is taken into custody and removed from school premises, the Principal/Head Teacher shall promptly notify the student's parent or legal guardian.

b. Superintendent of Catholic Schools Notification. In all cases where a student is interviewed or apprehended, the Principal/Teacher facilitator shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.

4. Documentation. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal/Teacher Facilitator shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; November, 2006; August, 2010; September, 2016

Series 8000 Institutional and/or Program Changes

8001 Planning and Approval of Organizational Changes in Schools

The Superintendent of Schools will work closely with the pastor and administrator of the school as they consider major changes to their strategic plan; i.e., consolidations, schools closings, etc.

The Archbishop's approval must be obtained for any major changes in the institutional structure of the schools of the Archdiocese.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; April, 2010; September, 2016

8002 Child Care Programs

Extended Care: Before School & After School Programs (Prek-8th grade)

Extended care programs sponsored by schools or parishes of the Archdiocese will be established and maintained in accord with either requirements of the State of Nebraska Department of Education applicable to educational programs or the requirements of the Department of Health and Human Services (DHHS).

All staff and teachers will be required to complete the Safe Environment Training, including the background check.

Early Childhood Education Centers (6 week old-Preschool)

Child care programs sponsored by schools or parishes of the Archdiocese will be established and maintained in accord with requirement by the Department of Health and Human Services (DHHS).

All staff will be required to complete Safe Environment Training, including the background check.

Series 9000 Internal Board Operations

9001 Local Boards of Education/School Committees

Local school boards or their counterparts designated by another name will formulate policy with the approval of the Pastor and act in an advisory capacity to both Pastor and administrator regarding the educational program in the school. If applicable, all local policies should be based on Archdiocesan School Board policies.

9002 Approval of School Boards

The Superintendent of Schools will approve bylaws of local school boards according to criteria approved by the Archbishop.

Local school boards will complete a review and/or update of their bylaws every five years.

Bylaws of local school boards are to be created using criteria approved by the Archbishop. Local school boards will complete a review and/or update their bylaws every five years and submit the bylaws for review by the superintendent of schools and the archdiocesan attorney.

9003 Relationships between the Catholic School Office and Local Schools Boards

The Catholic School Office has the right to request and receive copies of local board minutes.

9004 Formulation of Policy

In the case of Archdiocesan policy making, the Superintendent presents need for policy to the Archbishop.

In case of the local school board, the administrator presents the need for the policy to the local school board and Pastor. The board itself may also suggest policy to the administrator and Pastor.

In absence of an applicable policy, the Superintendent will establish the needed policy. Final policy decisions at the archdiocesan level will be made by the superintendent. Final policy decisions for schools governed by a Pastor will be made by the Pastor.

Policy Approved: October 15, 1995

Policy Revision: May, 2006; November, 2006; April, 2010; September, 2016

9005 Board Members' Orientation Process

The administrator and the board will assist each new member-elect to understand the board functions, policies and procedures and operation of the school or school system before he/she takes office. The following methods will be employed:

- a. The elected will be given material on the functions of the board and the school system;
- b. The elected will be invited to attend board meetings and to participate in its discussions;
- c. The Catholic Schools Office will provide appropriate in-service/orientation to both new and veteran board members;
- d. The new board member will be given the latest copy of the board policies, bylaws and administrative regulations.

Series 10,000

10,001 Gender Policy For Schools

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in [their] creation in the image and likeness of God.”¹ Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.”² Thus, male and female are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.”³

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student’s God-given biological sex.
2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student’s biological sex.
3. Admission or retention will not be denied based solely on a student’s experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.
4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

¹ *Catechism of the Catholic Church*, 1700.

² *Ibid.*, 2335.

³ Pope Francis, *Amoris laetitia*, 56.