



**CUES** SCHOOL SYSTEM | SACRED HEART  
ALL SAINTS  
HOLY NAME

**2021 - 2022 Family Handbook**

## **HANDBOOK PURPOSE**

The CUES School System Family Handbook (the “Handbook”) is provided for informational purposes only, and does not in any manner constitute a contractual agreement between the CUES School System (“CUES”) and any school family members. The information contained herein provides a general description of policies, procedures, and guidelines. The CUES School System reserves the right to add, modify or eliminate any part of the handbook at any time, with or without notice. Non-enforcement of any of these policies shall not constitute as a waiver of the future enforcement. Contents of this handbook were constructed in compliance with the Archdiocese of Omaha School Policies.

The CUES schools are governed by a Board of Governors consisting of professional educators and one member of the CUES Fund. The CUES School System is administered by the President, Chief Academic Officer, and the building Principals.

## **COVID-19 PANDEMIC INFORMATION**

This page of the handbook will address some changes that will need to be made in order to deal with the Pandemic in the best possible manner for the safety of the students and staff for the 2020-21 school year. The Principal of each school will keep families aware of what is happening and will communicate as soon as possible if any need arises.

We will continue to monitor the situation as the year progresses with the advice of the Douglas County Health Department, the Nebraska State Department of Education, and the Archdiocese of Omaha. Therefore some items in the Family Handbook will be overridden in what can be done due the coronavirus (Covid-19 outbreak). The school calendar may have to be adjusted to deal with any closures that may occur during the school year.

Masks will regularly be worn by all staff and students.

The use of volunteers in the schools will not occur. Health and Law Enforcement agencies that need to have contact with the school will be admitted, but must wear masks.

Visitors will not be allowed in the school building during the school day.

Parents/Guardians coming to pick up their child during the school day will be asked to call the school office and the child will be brought to the exit to their parent/guardian.

Lunch will be eaten in the child’s classroom, except where the school cafeteria can be safely used and cleaned between lunches.

Field trips, guest speakers and other programs that utilize community resources will be limited.

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## **MISSION**

### **CUES SCHOOL SYSTEM MISSION STATEMENT**

The CUES School System is a bold initiative to provide centralized leadership and governance to three schools in the Omaha Archdiocese that serve low-income students and families. Our three schools are All Saints, Holy Name, and Sacred Heart. We combine innovative instructional methods with comprehensive student and family support in a Catholic faith-based environment to create and sustain excellent and measurable outcomes that not only impact the students we serve, but the entire community.

### **CUES CULTURE STATEMENT**

The CUES School System at All Saints, Holy Name and Sacred Heart, is rooted in Catholic Faith and Values. We share God's Love, Kindness, and Excellence.

Guiding Principles/Questions to be used at all levels of our system (staff-staff, staff-student, staff-parent/guardian, student-student, parent/guardian-student, community-school, school-community):

How did you demonstrate God's love today?

How did you demonstrate Kindness today?

In what ways have you demonstrated excellence today?

### **NONDISCRIMINATION AS TO STUDENTS**

CUES School System admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students through CUES. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and activities and other school-administered programs.

### **GOALS**

CUES will provide a challenging academic curriculum, which fosters intellectual growth, strives to lead students to develop their God-given talents to grow in Christian love of God and all creatures, and challenges our students to live the teachings of Jesus as revealed through the Roman Catholic Church. By providing a quality Catholic education which addresses the needs of the whole child, students are guided in their search to find their full human potential. Further the CUES Schools will

- Provide an academic program with comprehensive guidelines and basis for determining achievement and educational success.
- Create a learning environment which is thoroughly integrated and reflective of the people we serve. Our schools will encourage a “bonding” to the school through positive interaction and cooperation among community, parents and school staff.
- Foster respect for self and others.
- Present a safe, affordable, culturally diverse educational opportunity for the members of the communities that we serve.

Students will:

- Live the teachings of Jesus as revealed through the Gospels, Catholic traditions and prayer.
- Demonstrate competency in core disciplines and appreciation of the fine arts.
- Access and use information effectively.
- Apply technology effectively and morally.
- Demonstrate effective oral and written communication skills.
- Treat each person with courtesy, kindness, and above all, to respect each child as a person.
- Practice self-discipline skills that help to build a positive school environment.
- Model skills promoting problem solving strategies, critical thinking, and independent thinking.
- Display a global awareness and an understanding of the diversity of cultures.
- Demonstrate respect for self, for others, and for the environment.
- Practice good stewardship within the church, local community and in global settings.
- Identify specific, personal goals for future education and careers.

Since the CUES schools are strongly supported, financially and philosophically, by business people, a strong business ethic is part of the school culture. The following business practices are expectations of the school environment:

- Be on Time.
- Be Kind.
- Be Fair and Honest.

- Take Good Care of Things.
- Allow Others to Work.
- Complete Your Work.
- Keep Yourself Neat and Clean.

**THE CUES SCHOOL SYSTEM, COMPRISED OF ALL SAINTS, HOLY NAME, AND SACRED HEART CATHOLIC SCHOOLS, IS ACCREDITED BY THE NEBRASKA DEPARTMENT OF EDUCATION.**

### **ADMISSION**

Each school of the CUES School System admits students according to the following guidelines:

1. All students previously enrolled in Preschool-Gr. 8 during the past school year who are in good standing and their siblings;
2. Catholics who are registered members of one of the three parishes;
3. Catholics of other parishes;
4. Students of other faiths.

Based on these guidelines, the principal will determine a waiting list for admission of other students. Generally after February 1 of the current school year, families will be asked to “re-enroll” their children for the next school year. Families must be up-to-date on their tuition payments or have made other arrangements with the principal, in order to re-enroll. Families are asked to complete application documents for financial aid during this process through the Children Scholarship Fund. There are other financial aid programs that are based on needs of families that are also available. If parents choose to enroll their children in school, a parent or guardian’s financial support is essential. Tuition payments can be handled by several processes: auto withdrawal, checks, cash, money order, or credit card are all options available to families.

The school reserves the right not to enroll a student if he or she is unwilling or unable to handle the school’s academic, religious, and self discipline expectations or requirements.

According to State of Nebraska guidelines, Kindergarten students must be 5 years old on or before July 31<sup>st</sup> of the year starting Kindergarten. The only way to admit a child who is not 5 years of age by the deadline is to have the student tested for readiness by the Omaha Public Schools. OPS will only test a student that turns 5 years old before October 15<sup>th</sup>. Parents must contact OPS during the summer to set up this testing.

Families are asked to pay a one-time \$50 registration fee before enrolling for the first time.

**New students enrolling for the first time, including Kindergarten, must present:**

1. **Original** Birth Certificate with a raised seal
2. Baptismal Certificate if Catholic
3. Health/Vaccination record which includes a history of vaccinations
4. Date of last dental exam
5. Kindergarten Physical Exam and Physical Exam if going into 7<sup>th</sup> Grade or any student transferring from out-of state into any other grade level.
6. Records of any students transferring from another school or from out-of-state, including records of any educational plans (IEP, ESP, 504 Accommodation)
7. Payment of Registration Fee
8. Completion of Children's Scholarship Fund Application

A copy of the original birth certificate will be made for the student's file and the original returned to the parent/guardian.

**DAILY PROCEDURES**

**SCHOOL HOURS**

School hours are 8:00 am - 3:00 pm. School begins promptly at 8:00. Being punctual in arrival at school allows the students to begin their day on a positive note and supports a successful day of learning. School supervision is in place from 7:45 am until 3:15 pm on regular school days. Playground supervision is not provided before and/or after school.

**Traffic Patterns for arrival and dismissal from school** will be provided by each school to their school families. Entrances and Exits to be used will be designated for students, parents, and visitors. It is for the safety of your children that you are asked to follow these directions.

Building doors will remain locked throughout the school day.

**SAFE ROUTES TO SCHOOL**

The CUES Schools supports Safe Routes to School programs and activities because it

- Increases physical activity levels for students
- Improves student health and therefore improves attendance rates student achievement
- Decreases automobile congestion and related danger of injury to students



- Reduces air pollution and related greenhouse gas emissions

## **ATTENDANCE**

The CUES School System complies with the Nebraska state law which requires a minimum of 1032 hours of instruction a year for every accredited elementary school. The progress of each child relies heavily on the regularity and punctuality of attendance.

## **ABSENCE**

**Parents/Guardians are asked to call the school office between 7:30 am and 8:00 am. if their child will be absent from school that day.** A student will receive an admit slip in order to enter class upon their return to school..

**A child who arrives at school after 8:05 a.m. is tardy.** Habitual tardies must be reported to state officials. Any student who arrives late OR leaves early and returns to school the same day, must have an admit slip from the office before returning to their classroom.

Students who arrive at school after 10:00 a.m. or leave before 1:15 p.m. are considered ½ day absent. State law requires schools to report truancy once the number of school days missed reaches 20 school days. Minutes missed due to a student being tardy are added together and count towards the number of days missed.

Early dismissals from school will be recorded in the same manner as late arrivals in the morning. Chronic absences or tardiness can lead to suspension or expulsion from the school along with an absence report being sent to Child Protection Services.

## **FAMILY VACATIONS**

Families are encouraged to plan vacations during times that students are not scheduled to be in school. If families plan a vacation during scheduled school days, there is no expectation that teachers will provide homework in advance nor that all classroom activities scheduled will be available to the student who is absent. Make-up work will be required and due dates for any or all make-up work will be determined by the teacher.

## **EXCESSIVE ABSENCES AND TRUANCY**

Excessive absenteeism/Truancy 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 seven (7) absences in a trimester, excused or unexcused, the school shall take the following steps:

- A meeting or meetings between the administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the administrator. A

collaborative plan to reduce the student's absenteeism will be developed. The plan shall consider if there is illness related to the physical or behavior health of the student.

- Educational counseling and evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems will be implemented.
- A referral will be made to appropriate agencies for services.
- Family or individual counseling may be required.
- Assisting the family in working with other community services will be encouraged.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism/truancy. It shall be with the discretion of the administrator to determine, depending on the circumstances, whether a student may make up work due to excessive absenteeism.

If a student's absences reach twenty (20) days during the year for reasons other than illness, the administrator must notify the county attorney of the county in which the student resides, along with documentation of all steps listed previously. The student's parent/guardian will be informed of this notification as well as the Catholic Schools Office.

## **CALENDAR**

Each family receives a school calendar which lists the days school is in session. Other dates noted on the calendar are teacher in-service days, parent/teacher conferences, and holidays. If the calendar needs to be changed, timely notification of any changes will be sent out by the principal.

## **LEAVING SCHOOL GROUNDS**

A written request or advance phone call from the custodial parent or legal guardian is required for a student to leave school before dismissal. The request must clearly state the reason for leaving. The parent/guardian must come to the school office to check out their child. Students will only be released to those individuals listed on the parent/guardian information form. The adult picking up the student may need to show appropriate identification.

Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their teacher and parent/guardian. Permission to leave the school grounds will only be granted upon written or verbal permission from the student's parent or guardian.

Parents/Guardians should attempt to arrange appointments outside of school hours or on days when school is not scheduled. If it is necessary to leave school for an appointment, the above procedures shall be followed.

## **SCHOOL CLOSING/CANCELLATION**

School closings/cancellations are made by the Archdiocesan Superintendent, (unless the reason is strictly local), over public media. The CUES Schools will follow the decision made by the Catholic School Office. Should a school day need to be interrupted/closed for any other reason, the school administration and staff will communicate this information to parents/guardians either by email or phone messaging.

## **STUDENT EMERGENCY INFORMATION**

Each parent/guardian is asked to provide emergency contact information should the need arrive to reach the parent/guardian during the school day. Parents/Guardians are asked to keep their information accurate and current at all times. This is especially important in regards to phone numbers and email information for parent/guardian and other emergency contact persons. Being able to reach the necessary persons helps to decrease stress and worry for a child.

In case of student illness or injury at school, parents/guardians will be contacted by phone. Parents must arrange for the child's transportation home if necessary. Children are not allowed to walk home if sick or injured.

In the event of an emergency which requires immediate medical attention, the parent will be notified and the child will be transported by ambulance if necessary to the hospital at the parent's expense.

An Annual Health Update form is also requested by the school and our health professionals who assist at the school. The school must be alert to any known allergies a child may have, as well as any other health problems which could influence the child's performance and learning ability in the classroom.

## **PHONE USE**

Students are only allowed to use the school's office telephone for **emergencies** after receiving permission from the school office. **Emergencies** do not include the use of the phone to ask parents to bring forgotten homework, or to make plans with other students for after school.

Teacher phone numbers are not given out. The office will take a name and number and have the teacher return the call.

## **ASBESTOS AWARENESS**

The asbestos management plans for each CUES Schools are reviewed and inspected for any changes and to make repairs in accordance with State and Federal (EPA) laws as necessary.

## **CAFETERIA/LUNCH PROGRAM**

**\*Sacred Heart is a CEP school. Please see attached information for details specific to our meal program.**

The CUES School System contracts with Westside/District 66 Schools to provide school breakfast and lunch programs supported by the Department of Agriculture. This program provides our students with a well-balanced breakfast and lunch each day. A menu for lunch will be sent home in a timely manner. Prices for the program and procedures for payment for meals will be communicated to the parents from each school. Application forms for free/reduced lunch are sent home at the beginning of the year to all families.

In the operation of the school nutrition program, no child will be discriminated against because of race, sex, color, national origin, age or disability. The Department of Agriculture is to be notified of such discrimination.

The lunch program is not mandatory and students may bring a sack lunch to school. Milk can be purchased at the school. Families must prepay for breakfast and/or lunch by cash, check or money orders only. Students are not allowed to “charge a meal”.

The CUES Schools will do its best to eliminate or minimize the risk of exposure to items containing nuts for our students and to have a plan in place to respond to an emergency. **A parent or guardian should inform the school of any peanut or tree nut allergies that their child has.** This should be noted in the Annual Health Update as well.

## **EMERGENCY PROCEDURES**

The CUES School System has worked to provide a safe environment in which the children can learn, and staff and students can feel safe during their time at school. The Crisis Response Plan includes procedures the school administration and staff will follow in the event of a potential school-related crisis. Procedures for students and staff to follow are posted in classrooms in the event of a fire or tornado. There are a mandated number of drills to practice response times to these events. Periodic drills concerning lock downs and evacuations will also be practiced during the school year. All plans and procedures are reviewed regularly.

## **SAFE ENVIRONMENT**

In accordance with Article 12 of the USCCB “Charter for the Protection of Children/and Young People,” CUES Schools will establish a “Safe Environment” Program, cooperating with parents, civil authorities, educators and community organizations, to provide education and training for children, youth, parents, educators and others, regarding the nature of child abuse and how adults can help to prevent harm to children.

## **VOLUNTEERS**

Any volunteer for the schools who will have direct contact with children are required to attend an in-service on “Safe Environment”, pass a background check and receive Safe Environment certification from the Archdiocese of Omaha.

### **REPORTING CHILD ABUSE/NEGLECT** (Nebraska Statue 28-711/Charter for the Protection of Children and Young People Article 4)

*Nebraska Statute 28-711* imposes a mandatory duty upon any person (employee or volunteer) to report child abuse or neglect, if he or she has “reasonable suspicion/cause” to believe a child has been so subjected to abuse or neglect. The report is to be made immediately to Child Protection Services at 1-800-652-1999 or to local law enforcement. Generally, in the school setting, the employee or volunteer will work with the principal to file the report. **Cooperation will be provided to authorities in their investigation within the law of jurisdiction in question.**

### **VISITORS TO SCHOOL**

Visitors are welcome, especially parents/guardians, to visit the school and their child’s teacher. However, all visitors are to sign in and obtain a visitor’s pass from the office immediately upon arrival on campus so that the school may properly assist them. The length of visits to classrooms is generally 15 minutes. No school-age visitors from other schools are permitted on campus from 7:45 a.m. to 3:00 p.m. unless accompanied by an adult.

Guest speakers may be used for the benefit of the students’ learning.

### **ACADEMIC PROGRAM**

The CUES School System has been established to offer the best educational opportunities for our students and staff. Faculty members are provided professional development days in order to review and utilize initiatives that involve best practices and ideas for students. Faculty members continue to research and apply educational reforms in our schools that will have a positive impact on student learning outcomes.

The CUES School System curriculum incorporates a strong reading and math emphasis. Preschool through 8<sup>th</sup> grade students are individually challenged based on their academic development and learning styles. Our guided reading program assists students in developing reading strategies to progress to higher reading levels. Literacy skill group instruction will target and assist students with specific literacy skill development.

### **CLASS SIZE**

The CUES School System believes that there are major benefits from reduced class size. The goal is to maintain class sizes of 20 students or less. The CUES Schools will attempt to keep class size at an optimal level, but this cannot be guaranteed.

### **PRAYER**

As a Catholic school, prayer, both formal and informal, is part of our school day. Morning prayers, before and after meals prayers, and an end of the day prayer will be recited daily.

## **LITURGY**

Since the Mass is the focal point of our faith, students have an opportunity to regularly attend and participate in student liturgies. Appropriate, respectful participation will be expected of all students. There may be some instances for attending additional services.

## **SACRAMENTAL PREPARATION**

Teachers will work with their pastor and respective parish Religious Education personnel to ascertain if there are any students in the class who will be entering the Catholic Church, receiving First Communion, First Reconciliation, or Confirmation.

## **CURRICULUM**

The CUES Schools will utilize the standards, assessment and curriculum guidelines endorsed by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education. All materials used for instruction must reflect the religious teachings of the Roman Catholic Church and adhere to the guidelines issued by the Archdiocese of Omaha.

## **BLENDED LEARNING**

Blended learning is a combination of instructor-led and high quality interactive online learning opportunities, which personalizes the student's learning path through the use of data-driven, lesson planning. It is a combination of the best teaching methods and aligns best practices with Archdiocesan standards. The CUES SCHOOLS have been participating in this initiative since the 2018-19 school year. Chrome books and iPads are utilized to aid students in individualized literacy and math curricular skill development.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

**ALL STUDENTS AND PARENTS/GUARDIANS ARE REQUIRED TO SIGN A STUDENT ACKNOWLEDGEMENT OF TECHNOLOGY ACCEPTABLE USE POLICY FORM AT THE BEGINNING OF EACH SCHOOL YEAR in order to utilize any technology that the school provides.**

### **Director of Technology**

The Director of Technology coordinates the use of technology in the CUES System. The Director will be involved in purchasing hardware and software, loading programs on devices, and be responsible for managing the network system. In addition, the Director will manage the email system and Internet accessibility for CUES and ensure the system is functioning properly. The Director will troubleshoot when problems or issues arise across the CUES School System.

Building security and security of all matters dealing with technology and its utilization by the CUES School System will be under the Director's purview.

### **Purpose**

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. CUES' 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 CUES 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 CUES' technology are outlined in the following pages of the handbook.

### **Technology and Network Resources**

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of CUES School System'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 CUES' technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Technology should be utilized in a responsible manner in accordance with this policy.

Access to the CUES wireless network WILL be restricted to CUES approved electronic devices and may also be restricted entirely or at certain additional times whenever deemed necessary. Regularly, student devices will be "shut-off" from 11:00 pm until 7:00 am 7 days a week.

The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of the 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 the CUES School System'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 the CUES School System, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using CUES's network resources.

3. The network is to be used to store and transmit school-related data only.
4. Students will 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 folder, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. CUES Staff and parents/guardians 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 his/her username and password.
7. With the exception of an Apple ID, students should always use his/her CUES email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between staff and students **must** be made via CUES'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. BE SAFE ONLINE.
12. Students should back up his/her work often. Do not use technology as an excuse. If your technology fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her CUES 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.



15. All students will be assigned an individual device (chromebook or ipad). Students are responsible for the care of their devices in school. When carrying to and from school, students will place devices in their backpacks to prevent damage.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of the CUES School System and the Archdiocese of Omaha.

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 The CUES School System'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 the CUES 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 the CUES School System's 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 the CUES School System'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, the CUES School System reserves the right to take any disciplinary action it deems necessary to protect students and faculty. What is inappropriate in the classroom is inappropriate online.

The CUES School System encourages parents/guardians 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 the CUES School System 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

The CUES School System 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 CUES. All content created, sent, accessed or downloaded using any part of CUES technology or network resources is subject to the rules stated in this policy. The CUES School System 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 the CUES School System's network will be maintained as private or confidential. Should CUES 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 school staff

member supervising the activity or the school's administration.

Should CUES determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, devices, etc.) utilized on school premises.

### **Access to inappropriate materials on the internet/disclaimer**

The CUES School System currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and CUES cannot entirely control what students may or may not locate on the internet. While the CUES School System allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. The School System 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.

## **MULTICULTURAL EDUCATION**

The CUES Schools will utilize resources that reflect the racial, ethnic, language, and cultural heritage of both historical and modern day United States of America. Through religious and other specific multicultural programs, students will be provided a knowledge and understanding of other cultures and a respect and appreciation for people of other cultures.

Materials will be selected and methods used that will eliminate bias and stereotypes in our schools. In-Service programs for staff will assist members to understand other cultures and the importance of a multicultural approach to their teaching responsibilities.

Students will be encouraged to grow in self-esteem and to understand and develop their academic and human potential. Schools will guard against the grouping of students that reflects racial, ethnic, and cultural bias.

## **EXTRA-CURRICULAR ACTIVITIES**

Several extra-curricular activities for students are sponsored by the schools. These may include student council, choir, and archdiocesan sponsored contests, Student participation in these activities is reliant on qualifications established by each activity's faculty moderator.

Opportunities for athletic participation are open to all members of the respective parishes. The CUES Schools will follow and accept the athletic committees' recommendations for participation.

## **MUSIC/BAND**

Students in Gr. 5 may begin receiving instrumental band instruction through a parent paid program through Music In Catholic Schools from the Archdiocesan Catholic Schools Office.

## **BOOKS**

All textbooks and workbooks are furnished by the school on a rental basis. The school asks that every effort be made to protect student resources. All books must be covered except those which are consumable.

## **LIBRARY**

The CUES School System strongly believes that all students should have access to books for leisure and learning (Spanish titles available). Students will have the opportunity to utilize the school library's resources and receive instruction in library skills and applications. Parents are strongly encouraged to read with their child. Such modeling and support further develop good reading and learning habits.

## **HOMEWORK**

Homework is a normal part of learning and is given at the teacher's discretion. Long range assignments, makeup work and practice are an acceptable part of homework expectations. Homework assignments should take into consideration the individual needs and abilities of the students. Assignments will be posted on Google Classroom. Routine work on skills which have already been mastered shall be used as an occasional review. Difficult or new work should always be thoroughly taught before homework is given. When assignments are given, practice should start in the classroom to assist with clarification of the work to be done.

High standards of work will be emphasized. Accuracy, neatness, legibility, proper arrangement on the page, correct spelling and punctuation will be stressed. Study habits will be taught by the teacher in order to promote a higher degree of benefit for students from homework assignments. Students will be taught time management skills when long range projects/assignments are given.

## **GRADING**

The explanation of rubrics and grading scales will be made available to students and parents/guardians so they may clearly understand the fair and objective use of grades to measure student achievement. The frequency and timeliness of feedback given to students is associated with success in learning achievement.

Missing assignments should be addressed on a daily basis so reports are accurate.

The CUES School System will use Infinite Campus as a student management system to allow parents/guardians a daily avenue to review their child's progress. At the beginning of the school year, a login code and password will be provided to students.

Other ways of communication will include email, phone calls, etc. that provide the teacher opportunities to inform parents/guardians of their child's progress and/or any change in behavior, grades, or relationships with students. For Gr. 6-8, letter grades that equate with percentage grades

will be used. If a student is at the “D” or below level on a progress report or report card, a SAT meeting shall be initiated to implement interventions to support the student in areas in which he/she is struggling.

Students in Gr. K-5 will be graded on Standards Based grading scale to show growth in attributes that are established by the Archdiocese of Omaha and the Nebraska State Department of Education. **These grade level scales and attributes are listed on Infinite Campus.**

## **PROGRESS REPORTS**

Progress Reports are sent to parents/guardians in Grades K-8 at mid-trimester. The reports are to be signed by the parent and returned. Parents of students receiving a “D” or below on a progress or report card should have received communication from the teacher prior to receiving the written report.

## **REPORT CARDS**

Report cards are issued at the end of each trimester for Grades K-8. A copy of the report card is placed in the student’s cumulative folder at the end of the year.

## **CONFERENCES**

Parent-teacher conferences will be held twice during the school year. Please refer to the school calendar for the exact dates. Parents/Guardians are expected to attend scheduled conferences to show support for the student and the school.

## **ASSESSMENTS**

The schools’ curriculum guides identify the knowledge and skills which students are expected to develop and master during the school year. Teachers on each grade level communicate the progress each student is able to attain during the school year.

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.

STARS assessments will be administered to all students generally 3 times a year in Reading and Math. These assessments will assist teachers in planning lessons and providing information for student placement and advancement.

Standards-based, criterion-referenced assessments set by the Archdiocese are administered to students in specified curriculum areas and at various grade levels annually. The data collected is shared with the Catholic Schools Office.

Fontas and Pinnell Benchmark Assessment System will be administered for all grades K-8. This assessment is used to place students in proper reading levels. Fontas and Pinnell assesses a reader's accuracy, fluency, and comprehension in a one-on-one setting.

### **STUDENT ASSISTANCE TEAM PROCESS**

The CUES Schools recognize that individual intellectual differences exist among students. Reasonable adjustments and accommodations can be made to help students develop skills affecting academic growth. In order to provide support for students who are struggling in the general education classroom, each CUES school has a Student Assistance Team (SAT). Team members regularly meet. Intervention ideas are developed and implemented by the classroom teacher. During this phase, strategies and accommodations will be evaluated and documented to see if they are helping the student to be successful. Parents/Guardians will be involved in conversations that describe and implement these interventions at school and at home.

If concerns continue to be significant in regards to the student's progress, a formal SAT meeting will be conducted and a documented plan will be written. This plan will be monitored and data collected by the teacher and staff. This phase of the SAT process generally lasts up to six weeks. At the end of this time frame, a follow-up formal SAT meeting occurs to decide whether to continue with the current plan, revise the plan, discontinue the plan because goals have been met, or refer the student to Omaha Public Schools for more in-depth evaluation.

### **SPECIAL SERVICES**

Special services include speech/language, Title I reading and math, audiology testing, and psychological and academic testing. Services are available through the Omaha Public Schools, and independent licensed contractors.

### **PROMOTION AND RETENTION OF STUDENTS**

Students are promoted on the recommendation of the teacher and principal. Retention can be an alternative only after concerted effort on the part of the teacher to utilize the personnel, facilities, materials and resources available to assist the student. A conference must be held with the principal concerning the matter and with the parent/guardian. All efforts to remediate, including SAT meetings, parent-teacher conferences, and outside professional resources should be utilized. Discussion of retention should begin prior to the end of the second trimester. The final decision to retain a student rests with the parent/guardian.

### **STUDENT AND FAMILY SUPPORT SERVICES**

The Director of Student and Family Support Services will assist with the connection and coordination of services and organizations that can provide assistance for students and families in need. The Director will manage challenges that negatively impact a student's ability to learn, meeting with students who demonstrate behavioral issues that call for additional services and

coordinate those services, with input from school personnel. This advocate will create and foster partnerships with other community service organizations, and assist in bridging school, family, and community relationships.

## **COUNSELOR**

Building positive social and emotional relationships throughout the CUES Schools will be a primary goal of our system. Students and families have access to counselors on a regular basis. Students with personal and family issues, problems with classmates, or academic or behavior problems in the classroom are some of the situations that counselors can assist to deal with. The counselor will also provide in-class lessons and group activities for all students.

## **STUDENT'S PERSONAL BELONGINGS**

All student materials should be marked accordingly. Students are not to bring unnecessary personal belongings or valuables to school. The school is not responsible for the security of such items.

## **DRESS CODE FOR STUDENTS**

**\*Please see the end of this handbook for the complete Sacred Heart School Dress Code.**

**School uniforms** give students a sense of identity that they are a part of the Catholic school community. It also gives import to their "job" which is to be a successful student. **Each family will be provided a copy of the uniform dress code for each of the schools.** Additionally, shirts should be tucked in at all times, and hats and coats/jackets are not to be worn inside the building. The Principal will determine final interpretation of the appropriateness of dress and appearance of students of the school.

**Hair for all students** should be natural color, clean, well-groomed, away from the face, and not distract from learning. Boys hair should be above the collar and above the eyebrows. No facial hair or sideburns below the ear lobe. For boys and girls, bleached, colored, lettering, symbols, carving or hair combed to one side to disguise actual length is not permitted.

**A hairstyle traditional to a boy's or girl's culture may be deemed appropriate by the Principal.**

**Jewelry** - one pair of post earrings may be worn. Religious medals (tucked inside the shirt are permitted. No hoops or dangly earrings are permitted. Boys are discouraged on wearing earrings. Other necklaces, bracelets, or rings are not permitted.

**Cosmetics**-Make up/Nail Polish are not allowed for any student. Lip protection such as Chapstick is allowed as long as it is clear. Perfume/body splash or hairspray may not be applied at school. Tattoos and/or any body piercing are not allowed for any students.

On out of uniform days (dress down days, free dress days, spirit days, etc.) any item of clothing that displays advertisements or slogans, which by their controversial or obscene nature disrupt the educational setting is prohibited. Modesty, respect for self, cleanliness and appropriateness will be indicators if the clothing is appropriate for uniform and non-uniform school days. The administration reserves the right to make the final judgment on any questions concerning appropriateness for apparel.

## **RECESS/PHYSICAL EDUCATION**

Recess is scheduled for students. Parents should make sure students are appropriately dressed for the weather. In times of inclement weather, students will have indoor recess. Students need a doctor's note if they are to stay inside during recess times.

Students are required to have a doctor's note if they are to have limited participation in physical education classes. When a child is well enough to resume participation in recess and/or physical education, a note is required from the doctor.

## **FIELD TRIPS**

Field trips can be of great value and are an important part of the educational process. Field trips are an excellent way to extend the classroom in to the community. Field trips are privileges afforded to students. A student can be denied participation in a scheduled field trip due to academic or behavioral issues. Parents/Guardians also have the right to refuse to allow their child to participate in a field trip. When a field trip has been designated to occur, the teacher will send out a permission form to the parent/guardian explaining the educational purpose of the trip and other details of the activity. An approved field trip permission form signed from the parent/guardian must be returned before a child will be able to participate. VERBAL PERMISSION IS NOT ACCEPTABLE.

Safe bus riding practice instruction and evacuation drills are required by the State of Nebraska. A school bus exit drill shall be conducted with the first field trip each year.

## **CLASSROOM PARTIES**

It is acceptable before holidays and on a few special occasions to have a party or similar activity. The teacher will point out the significance of any holiday or feasts celebrated. Party plans will generally be educational activities and noncompetitive. Generally, such parties/activities will be held at the end of the day, approximately 45 minutes before dismissal time.

Birthday treats brought by students to school must be **store bought items**, and mindful of allergy issues.

## **AWARDS/HONOR ASSEMBLY**



Students receive special recognition from the school through a variety of awards. Teachers promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition may be given for academics, effort, citizenship, attendance and other achievements as deemed appropriate. Generally, there will be an Honor Awards ceremony at the end of each trimester.

## **MEDIA**

Radio or television programming is not viewed during the school day unless it is of educational value. There are times during the school year when a teacher may wish to enhance the learning experience for his/her class by using various forms of media such as film. Any movies should have an MPA rating of G or PG and/or a United States Conference of Catholic Bishops rating of A-1 or A-2, depending on the age group.

Any music used in the classroom or throughout the school day must be pre-screened by teachers to determine that it is appropriate.

## **NEWSLETTER**

The Parent/Guardian newsletter and accompanying flyers will be emailed to all parents/guardians generally on Tuesdays of each week that school is in session. Parents who have requested a printed copy will be sent one with the oldest/only child. This can also a time for sending home hard copies of notices and forms and student daily work.

## **PARENT INVOLVEMENT**

Studies indicate that increased parent participation has a positive effect on student achievement. The CUES Schools will establish structures and processes that help increase parental involvement. Families will be informed of school events and programs, and encouraged to be involved in these events and programs.

## **HEALTH AND MEDICATION**

### **SCHOOL NURSE**

The Visiting Nurse Association (VNA) is contracted to provide Nebraska state-required health services. The nurse will review immunization records, physical exams, dental dates, vision evaluations, and other health data. The nurse will generally direct all health screenings.

The nurse provides a confidential Special Consideration list which includes children identified as having chronic or acute medical problems, those taking regular medications, or having general medical problems that individual teachers need to be aware of. If you have a health concern about a student, contact the nurse in a confidential manner.

## **HEALTH OUTREACH FROM CREIGHTON UNIVERSITY**

This section pertains to Sacred Heart School. All Saints and Holy Name Schools do other health screenings, with the use of area health agencies and community partners.

*As required for Sacred Heart School by Creighton University*-In accordance with Nebraska Statute, dental screenings of all students are required annually by appropriate health personnel. Screenings will occur at school as part of these policies. Other health opportunities provided at school may include, but are not limited to flu vaccinations, vision screening, height and weight reporting, and scoliosis screening. If parents do not specifically state waiver of these screenings and can document that the screenings have occurred elsewhere, all students will be screened.

## **STUDENT EMERGENCY INFORMATION**

**Parents/Guardians are asked to keep their phone numbers and email addresses accurate and current at all times with the school office.**

## **STUDENT IMMUNIZATIONS**

The CUES Schools comply with the Nebraska statutes which state that 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]
- Tdap (7<sup>th</sup> grade)

The school is required to keep the immunization history of students enrolled on file, and must report information on students' immunization status annually to the Nebraska Immunization Program. The school must have a record of these immunizations prior to the first day of school. The school has the right to exclude the child from school until the information is submitted.

State law requires a physical examination of Kindergarten and seventh graders and for all transfer students from out of state.

Any exemptions for medical or religious purposes will require appropriate signed waivers.

## **COMMUNICABLE DISEASES**

Students with a condition which may be passed on to others in the classroom must be excluded from school until no longer contagious. Communicable diseases require exclusion from school, but do not require a written notice from a physician. These include:

- Fever - Students should remain home until 24 hours after the fever breaks without use of medication.
- Vomit - Students who vomit at school during the school day, must be removed from school for the remainder of that day and remain out of school for 24 hours.
- Antibiotics - For communicable or contagious diseases) - students should be kept home for a minimum of 24 hours after starting on the antibiotic medication.
- Chicken Pox (student shouldn't return to school until at least 6 days after eruption after pox has scabbed.)
- Coronavirus (COVID-19) - follow directives of physician and/or Douglas County Health Dept.
- German measles (student shouldn't return to school until at least 5 days after the rash first appeared.)
- Mumps (student shouldn't return to school until at least 9 days after the swelling first appeared and all the swelling is gone)

All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school. Examples of this would be Pink eye, skin rashes (impetigo, ringworm, scabies, scarlet fever, and fifth disease. Strep infections - students who have taken a strep test must remain home until the results of the test have become known. If the test is positive the student will need to stay home at least 24 hours.

When students are detected as having head lice, the family is notified and the student may return after being treated.

## **MEDICATION POLICY**

No medication can be administered without written permission from the parent/guardian. A physician's order will be necessary if the duration of the medication extends beyond one week. 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 (i.e. Tylenol or Ibuprofen) can be administered by the nurse or other qualified medical office assistant without a note from a physician, BUT parental consent should be obtained. Prescribed medications should only be administered by the trained medical office assistant-it is their responsibility to record the dosage on the student's medication record in the office. If a teacher administers a medication (i.e. on a field trip), the teacher needs to record it on the student's medication record as soon as possible.

Only certified and authorized staff shall be permitted to assist students with medical care for emergency purposes or other medical situations as appropriate.

## **ASTHMA OR ANAPHYLAXIS PROTOCOL**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition 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 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 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 Administrative Assistant) 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 may have the medical management plan changed and have access to the medication in the school office under the supervision of school personnel.

The CUES Schools has emergency treatment plans to be followed 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 parent/guardian immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to a 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 individual over 50 pounds.
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back.
- Administer CPR, if indicated.

**SELF-ADMINISTRATION OF DIABETIC CONDITION AT SCHOOL AND 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.
  - 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 appropriate 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 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.

### **SCHOOL DISCIPLINE**

All students are expected to respect themselves and others, contribute to the learning environment and follow classroom procedures. It is a school effort to maintain high expectations and to provide the safest learning environment for all members of the school community. All are responsible for promoting feelings of pride and responsibility in the school community. All are expected to assist in the good order and maintenance of school property.

Teachers are ultimately responsible for maintaining the behavior of their individual class of students. This includes behavior in the hallways, playgrounds, lunchrooms, any common area, and at assemblies. Students are encouraged to use problem solving strategies they have been taught when conflicts arise with others.

In- School Suspension, Out-of -School Suspension and Expulsion can and may be used if a student engages in behaviors that are a hindrance to the welfare and safety of students and staff, and/or if a student refuses to change his/her behavior. Serious behavior infractions by a CUES School System student outside of school, on school grounds, during a school activity or school sponsored activity may be grounds for suspension or expulsion. The decision to expel a student rests with the Principal, the Chief Academic Officer and the President of the CUES School System. If a student is **expelled**, it is the responsibility of the building administrator to notify the public school authorities and the Archdiocese of Omaha Superintendent of Schools.

## **DRUG AND SMOKE FREE SCHOOLS**

The facilities and property on which the CUES School System operates the educational program at each school are considered drug free and smoke free locations/environments.

## **CELL PHONE TURN IN**

Cell phones will be turned in to the homeroom teacher upon arrival in the classroom, where they will be safely stored and locked until the end of the day, when they will be returned to the students. This not only prevents misuse but protects expensive property from possible theft or damage.

If a student uses a cell phone during the day and the teacher confiscates it, the parent/guardian will need to come after school has dismissed for the day and retrieve it from the principal.

Under no circumstances should cameras or other recording functions on phones or other equipment be used against school policy that would violate the privacy and confidentiality of any student, teacher, or other staff member.

## **BULLYING, OFFENSIVE CONDUCT, OR HARASSMENT**

CUES Schools believes all employees and students are entitled to a school environment free from all forms of harassment. CUES will not tolerate the harassment of individuals for any reason; including harassment on the basis of race, color, religion, national origin, sex, age, disability, or military status.

Comments, conduct, and innuendoes perceived by others as offensive, harassing, or threatening are inappropriate and will not be tolerated. Harassment is considered conduct that is focused on a person or group of persons including, but not limited to, physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, as well as any behavior or action that interferes with one's ability to perform his/her work or that creates a hostile or intimidating environment. These types of conduct may involve a single significant incident or pattern of incidents.

Offensive conduct, bullying or harassment may result in suspension or expulsion from school.

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

- Explicit and offensive references or gestures;
- Hurting or frightening another person deliberately;
- Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, age, religion, national origin, marital status or disability;
- 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.
- Real or threatened physical harm or social harassment through written, verbal, or cyber-bullying communication.

If someone is the victim of harassment/offensive conduct, the Principal should be notified immediately and the matter will be promptly investigated. If the Principal is thought to be involved in the harassment/offensive conduct, the Chief Academic Officer and/or President of the CUES School System should be notified and will conduct an investigation.

Our schools will not tolerate **retaliation** against any person who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

Parents are encouraged to participate in all aspects of the education of their children, including discipline. Without the cooperation, interest, and support of parents/guardians, the school cannot effectively help a student reach his/her fullest potential. This includes to support and uphold the policies and guidelines set forth in the Family Handbook and to model appropriate Christian behavior when interacting and communicating with students, parents, and staff of the CUES Schools.



## **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 (including bb, pellet, or fake guns); lead pipes; chains; chuck-sticks; throwing stars; darts; metal knuckles; blackjacks; unauthorized tools, fireworks; explosives, or other chemicals.

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

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

## **VANDALISM**

The CUES Schools' property, equipment, and materials need to be respected and properly utilized by students. Willfully damaging or destroying property or equipment/materials is cause for immediate action by the administration before the student will be allowed to return to class. Students may be responsible to pay for damages or replacement of property and materials.

## **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, drug paraphernalia, or alcohol on school property or at a school related event, the administration will notify the student's parent or legal guardian.

Students will generally be expected to participate in an approved counseling program that deals with these types of behaviors. Law enforcement may be notified depending on the severity of the offense.

## **UNAUTHORIZED ITEMS**

Students are not to bring personal items from home to school. These items can be a distraction to the school environment. Anything that will detract from the learning environment/situation will be removed from the student's possession. The principal will hold the item until the parent/guardian is able to pick it up. Often of value, personal items can be broken or misplaced. The school is not liable for any of these personal items brought from home to the CUES Schools property, shall it be lost, stolen, or damaged.

The CUES Schools are generally gum and candy-free environments.

## **SEARCHING STUDENTS AND CONFISCATING CONTRABAND**

Staff will utilize reasonable procedures for searching students and their possessions and for confiscating items. It is permissible to search a student's desk, locker, etc. at any time, including routine searches, for prohibited items. Inappropriate items can be confiscated if they are a nuisance or distraction in the classroom or on the playground. Dangerous items must be confiscated and turned into the principal who will address the issue.

## **USE OF PHYSICAL RESTRAINT AND SECLUSION**

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. Time out procedures which do not constitute seclusion are permitted in school.

The school principal will verbally notify the parent/guardian as soon as possible.

## **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, CUES Schools shall follow the procedures set forth below or as advised by Law Enforcement. Law Enforcement Personnel shall include 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 and state the nature of the inquiry or investigation.

2. Student Interviews. In the cases where Law Enforcement Personnel wish to interview a student, the Principal 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 shall remain present during the interview unless otherwise directed by the Interviewing Officer.

3. Notification.

a. **Parental Notification.** In cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student’s parent or legal guardian, the Principal shall follow the recommendations of law enforcement concerning communications with parent/guardians.

b. In cases where a student is taken into custody and removed from school premises, the Principal shall follow the recommendations of law enforcement officials concerning communications with parent/guardian. In all cases where a student is interviewed or apprehended, the Principal 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 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.

5. **Criminal Charges.** In the event criminal charges are brought against a student, the CUES School System leaders and administrators will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion.

#### **PARENT OR GUARDIAN REQUESTS FOR STUDENT RECORDS**

In order to protect the integrity of student records, the School will not provide copies of students 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.

The school releases elementary graduates’ records to the enrolling high school upon written request of the custodial parent/guardian.

#### **RIGHTS OF NON-CUSTODIAL PARENTS**

Non-custodial parents may submit written requests to come to school to view their child’s records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has a right to view the student’s records unless a court order to the contrary has been provided. Court orders must be presented to the principal by either or both parents. School personnel will notify the custodial parent that they intend to comply with the request of the non-custodial parent.

The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. The school office should be informed of any changes in legal custody status as soon as possible.

### **PARENT/GUARDIAN'S CONCERNS/COMPLAINT PROCEDURES**

Parents/Guardians are encouraged to discuss concerns or complaints with appropriate school personnel, beginning with the classroom teacher. If concerns are not resolved, the next appropriate contact is with the principal, who is responsible to resolve concerns or complaints. The principal can also refer to the CUES Chief Academic Officer or President of the CUES School System for consultation in these matters.

If serious dissatisfaction with school programs/activities result in ongoing agitation on the part of the parent or guardian, the school administration will assess the impact of such agitation. After discussion of the matter with the appropriate authorities, the school can exercise its prerogative to request removal of the student from enrollment in the school.