



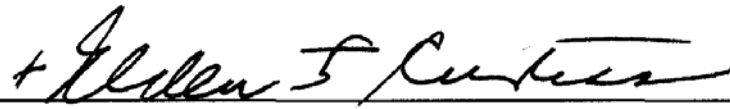
Archdiocese of Omaha School Board

Policies

Policies Approved: October 1985

Policy Revisions: June 2000; April 2006; November 2006

The Policies herein are intended to serve as a source of information and guidance for all those involved in the governance, administration and operation of Catholic Schools in the Archdiocese of Omaha.



Most Reverend Elden Francis Curtiss
Archbishop of Omaha

12/15/06
Date

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Series 1000 Catholic Schools in the Archdiocese of Omaha

1001 Mission and Goals of Catholic Schools

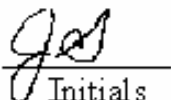
The mission of the Catholic Schools in the Archdiocese of Omaha, Nebraska, in cooperation with the parents, is an extension of the four-fold educational mission of the Catholic Church:

- 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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

1002 Parental Obligation to Provide a Catholic Education

Parents will entrust their children to those schools in which Catholic education is provided; but if they are unable to do this, they are bound to provide for their suitable Catholic education outside the schools.

1983 Code of Canon Law #798

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

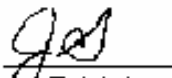
Series 2000 Governance

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


Initials

2002 Superintendent of Schools

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

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


Initials

2003 The Catholic Schools Office

The Catholic Schools in the Archdiocese will work in cooperation with the Catholic Schools Office.

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


Initials

2004 Archdiocesan School Board

The School Board of the Archdiocese of Omaha will assist the Archbishop and the Superintendent of schools through formulation of policy relative to schools. The School Board assists pastors, local boards and administrators by serving as an Archdiocesan-wide forum for discussion of policy directions and policy needs.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2005 Canonical Authority of Pastors

The Pastors of parish and multi-parish schools will exercise their canonical responsibilities for their parish school. Pastors will have the final authority in matters concerning policy and procedures.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2006 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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2007 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 or approval.

Policy Approved: June 10, 1996

Policy Revision: May 2006


Initials

2100 Administration

2101 Role of School Administrator

The school 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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2102 School Administrator Job Description

The school administrator will be provided a job description which defines those competencies and responsibilities requisite to the position.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2103 Administrative Handbooks

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

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

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 coordinate the strategic plan with the Archdiocesan School Improvement Plan (ASIP). This committee will also monitor the implementation and effectiveness of this plan.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2202 Catholic Schools Office Services Relative to Strategic Planning

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).

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

2203 Archdiocesan School Improvement Plan (ASIP) Annual Update

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

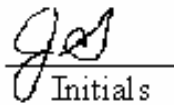

Initials

2204 Communications From the School

The President or the Principal of the school is to be informed and will approve all communications relative to the school or school matters sent by school personnel.

Policy Approved: June 10, 1996

Policy Revision: May 2006



Initials

2205 Control of Finances

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

Bank Accounts. The pastor/president must give permission for any bank account to be opened under the name of the school or any subsidiary operation. The pastor/president must be a signatory on all accounts.

Policy Approved: May 2006

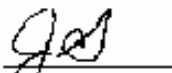

Initials

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 designated approval body.

Policy Approved: June 10, 1996
Policy Revision: May 2006


Initials

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

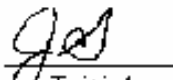

Initials

3003 State and Federal Funds

The Catholic Schools Office will assist Administrators in obtaining and utilizing State and Federal funding that will provide educational benefits for their school communities.

Policy Approved: October 15, 1995

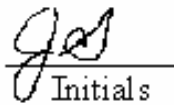
Policy Revision: May 2006


Initials

3004 Accounting and Reporting Procedures

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

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


Initials

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


Initials

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 (1979 – LB 344) 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


Initials

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.

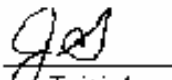
Policy Approved: October 15, 1995
Policy Revision: May 2006


Initials

3503 State of Nebraska Health Regulations

Schools will utilize the current edition of State of Nebraska health regulations for schools and implement those applicable to Catholic schools.

Policy Approved: June 10, 1996
Policy Revision: May 2006


Initials

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.

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


Initials

3505 Copyright Law

The Archdiocese of Omaha Catholic Schools complies with the provisions of federal copyright law. The building administrator has the responsibility of providing information concerning copyright law to all staff members and monitoring compliance with federal law.

Policy Approved: May 2006


Initials

3506 Rental of Facilities

Certificate of Insurance. Anyone renting or using the facility for a purpose not directly related to the school or parish must file a copy of proof of renter's insurance or other coverage and must sign a contract agreeing to indemnify the institution for any damages or injuries not resulting from negligence of the institution.

Policy Approved: May 2006


Initials

Series 4000 Personnel

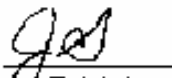
4001 Lawful Employment Policy

All Archdiocesan schools will utilize the Archdiocese application form which includes a background check and safe environment training.

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

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

4002 Respecting All God's People Safe Environment Training

Both salaried and volunteers who have one-on-one contact with children in the Catholic schools in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools.

A complete Child Protection Policy manual is available in the local school office.

Policy Approved: December 31, 2003

Policy Revision: May 2006


Initials

4003 Certification

Certified personnel employed by the Catholic Schools of the Archdiocese, must be certified and registered by the State of Nebraska. A copy of the certificate will be submitted to the Catholic Schools Office.

Policy Approved: January 2006

Policy Revision: May 2006


Initials

4004 Hiring of Administrators

The Pastor/President will conduct the hiring process for certificated administrators by identifying and recommending qualified applicants. The Pastor/President hires certificated administrators and signs their contracts.

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



Initials

4005 Hiring of Head Teachers

The Pastor/President will conduct the hiring process for the position of Head Teacher by identifying and recommending qualified applicants. The Pastor/President hires certificated Head Teachers and signs their contracts.

Policy Approved: October 15, 2006

Policy Revision: May 2006


Initials

4006 Hiring of Teachers

Administrators will conduct the hiring process for certificated teachers by identifying and recommending qualified applicants. The Pastor/President hires certificated teachers and signs their contracts.

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


Initials

4007 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.

Policy Approved: June 10, 1996

Policy Revision: May 2006



Initials

4008 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

Policy Revision: May 2006


Initials

4009 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 have completed the Safe Environment Training.

Policy Approved: June 10, 1996

Policy Revision: May 2006


Initials

4010 Foundations of Faith for Certified Catholic School Staff

Continuing employment in Catholic schools requires annual participation in one course in the Foundations of Faith for Catholic School Teachers Program. This program is under the jurisdiction of the Catholic Schools Office. Records of participation are maintained by each building administrator.

Policy Approved: February 2003

Policy Revision: May 2006


Initials

4011 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 schools area.

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


Initials

4012 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.

Policy Approved: February 17, 2001
Policy Revision: May 2006


Initials

4013 Evaluation of Head Teacher, Principal, President

Formal evaluation of the Head Teacher, Principal and President is the responsibility of the hiring agent and is conducted on an annual basis in accord with Catholic Schools Office guidelines.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

4014 Evaluation of Certificated Staff

Certificated staff will be formally evaluated each year 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


Initials

4015 Due Process/Grievance Procedures

Personnel handbooks will include grievance and due process procedures which are in accord with the Archdiocesan contract.

4015A 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, Nov. 2006



Initials

4016 Personnel Files

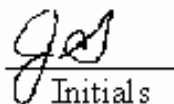
Personnel files will contain:

- Transcripts
- Copy of the current certificate
- Employment application
- 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 written reprimands
- Safe Environment verification
- Records of participation in Foundations of Faith program

All contents of the individual's personnel file will be made known to that individual. Evaluation forms and acknowledgments of disciplinary actions will be signed and dated by both the administrator and 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 Revisions: May 31, 2000; May 2006


Initials

4017 Personnel Arrested and Charged with Criminal Offenses

An employee who is arrested for violation of a statute must notify the Pastor/President/Principal within twenty-four hours.

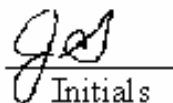
Listed below are the procedures to be followed:

1. The Pastor/President/Principal will communicate with the Superintendent immediately following the report of the arrest from the employee.
2. The Pastor/President/Principal/Superintendent 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 Pastor/President/Principal/Superintendent 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
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 directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People take effect.

Policy Approved: June 30, 1998

Policy Revision: May 2006


Initials

4018 Abuse/Misconduct of Minors and Vulnerable Adults

Alleged sexual misconduct between school personnel and a minor or vulnerable adult are subject to the procedures found in the Child Protection Policy of the Archdiocese of Omaha.

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 as well as 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


Initials

4019 Policy for Reports and Investigations Relative to Sexual Misconduct

An individual who has complaints of sexual misconduct should report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal 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 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 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


Initials

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.

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


Initials

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 Superintendent 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 superintendent.
- b. The superintendent is responsible for filing the I-20 electronically.
- c. The superintendent 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 superintendent 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 superintendent 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


Initials

5003 Non-Discrimination Policy for Admission

The Catholic schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs or disability if, with reasonable accommodations, the applicant can meet the program requirements.

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



Initials

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


Initials

5005 of Admission (Kindergarten and First Grade)

Catholic schools observe Nebraska law applicable to public schools regarding the age of admission to kindergarten and first grade. A child must be five years of age prior to October 15 for entrance into kindergarten.

Policy Approved: October 15, 1995

Policy Revisions: May 31, 2000; May 2006


Initials

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


Initials

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. This policy applies to all medication, both prescription and over-the-counter medication.

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

Policy Approved: June 10, 1996
Policy Revisions: May 13, 2000; May 2006


Initials

5007 A 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: Nov. 2006



Initials

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 condition
(Name of Student)

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

agents) 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

5007 B 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 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.

Policy Approved: Nov. 2006

CSO

Initials

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

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

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 hereby Indemnify
(Name of Student)

and hold _____ (including its employees and) Agents from any claim
(Name of School)

arising from the student's self-management. In the event that _____ injures
(Name of Student)

school personnel or another student as a result of misuse of necessary diabetic
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

The 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.


Policy Approved: May 2006


Initials

5009 Student Immunization

All students are required to have the immunizations mandated by state law.

Policy Approved: May 2006


Initials

5010 Reporting of Accidents and Injuries

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

Policy Approved: May 2006


Initials

5011 Asthma Policy

Catholic schools, both accredited and approved, 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.

Protocol (Implemented by the trained school nurse or medication aid):

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

The above medication can be obtained from a vendor of the school's choice. The cost can be reimbursed through:

Attack on Asthma Nebraska
Attn: Andrea Holka
P.O. Box 194
Malcolm, NE 68402
Phone: 1 (402) 616-9600

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

- Written medical documentation
- Instructions
- Medications as directed by a physician

Policy Approved: September 2004
Policy Revision: May 2006


Initials

5012 Sunday Policy

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

Effective: August 2006

Policy Approved: February 2006

Policy Revision: May 2006


Initials

5013 Healthy School Environment/ Wellness Policy

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

Nutrition Education: The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-12 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Physical Activity: The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' K-12 educational program.

Nutrition Standards: Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. Staff will promote archdiocesan standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.

Other School-Based Activities: Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically active.

Policy Approved: May 2006



Initials

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


Initials

5016 Authorized Dismissal from School

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

Principals will not release students to strangers or callers without using necessary precautions because of the grave danger involved.

Students will not leave school property for any authorized school activity without adult supervision.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

5017 Truancy

Administrators will carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur.

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

- a. notify parents of the potential for charges of truancy
- b. work with the parents in documenting a plan to obviate excessive absences

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

Upon the next failure to meet the conditions of the plan, the administrator will file a report with the county attorney.

Policy Approved: May 31, 2000

Policy Revision: May 2006


Initials

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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

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 include:

- a. behavior of the student which presents a moral danger to other students or
- b. behavior that is incorrigible* or
- c. frequent absences

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

*Incorrigible means the student has been corrected a number of times but refuses to change his/her behavior.

Policy Approved: February 2003

Policy Revision: May 2006


Initials

5032 Student Offensive Conduct, Bullying or Harassment

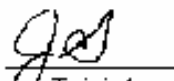
Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or 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 Revisions: June 30, 1999; May 2006


Initials

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. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal 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 offensive conduct is of a sexual nature than the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People will take effect.

Policy Approved: June 30, 1999
Policy Revision: May 2006; Nov. 2006



Initials

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.

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


Initials


5035 Married Students

Students in Catholic schools who marry, may complete their education in 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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

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 pastor/principal/president will make the final determination regarding what constitutes a weapon.

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


A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.

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

Policy Approved: February 2003

Policy Revision: May 2006


Initials

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.

Each schools policy will define the process used to identify the abuse, outline the requirements for mandatory counseling and state the consequences.

Policy Approved: October 15, 2995

Policy Revision: May 2006


Initials

5038 Appropriate Dress Code

Local Boards, with approval of pastor/principal/president, will 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.

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

Policy Approved: September 12, 1996

Policy Revision: May 2006


Initials

5039 Students Charged with Criminal Offenses

In the event of criminal charges 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 pastor/principal/president must notify the Superintendent of Schools immediately.

Policy Approved: June 30, 1998

Policy Revision: May 2006


Initials

5050 Student Records

5051 Information for Student Records

Catholic schools should preface their policy relative to student records with a statement to the effect that, the school complies with the provisions of the “Buckley Amendment”.

Official student files will contain only:

- a. academic transcript
- b. attendance record
- c. records of educational or related testing
- d. emergency information
- e. required health information

All information contained in the official student file should be factual and not observational.

Observational files will be destroyed upon graduation.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

5052 Student Health Records

Health 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.

Policy Approved: May 2006


Initials

5053 Transfer of Student Records

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

Policy Approved: May 2006
Policy Revision: Nov. 2006

CSO
Initials

5054 Confidentiality of Student Records

Parents and non-custodial parents have the right to see the educational records of their children. Upon request, parents may view the records in the presence of the principal or his/her designate.

Parents have the right to request removal of material, and if such request is denied, to add their own written statements in the record.

All requests to review records should be made in writing at least 48 hours in advance of the review.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

5060 Technology and the Internet

5061 Internet Acceptable Use Policy

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
 - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 1. Use of illegal or controlled substances, including alcoholic beverages;
 2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
 3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or

world wide web electronic media. Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
6. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

Policy Approved: May 2006
Policy Revision: Nov. 2006



Initials

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ Date of Birth: _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School's Internet connection. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.

Dated: _____
User Signature

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

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

Dated: _____
Parent/Guardian

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the “Internet 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 _____ School.

Employee

Date

5070 Release of Student Information

5071 Release of Student Information

The principal 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. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of the school year.

Policy Approved: May 2006


Initials

5080 Student Photographs

5081 Student Photographs

Photographs of students may appear on the school website or on other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of school.

Policy Approved: May 2006


Initials

Series 5500 Parents

5501 Parental Responsibilities

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

Policy Approved: May 2006


Initials

5502 Parental Knowledge of School Programs/Activities

As the primary educators of their children, parents will be fully informed regarding the educational programs and activities of the school.

Parents will agree to follow the mission and the rules of the school.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

5503 Parental Disagreement with School Programs/Activities

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

Policy Approved: February 2003

Policy Revision: May 2006


Initials

5504 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 notarized copy of the custody section of the divorce decree.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

5505 Parental Knowledge of Student Progress

Parents as the first and foremost educators of their children will be provided information on a timely basis relative to the progress of their children.

Policy Approved: June 10, 1996

Policy Revision: May 2006


Initials

5506 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.

(Refer to the Catholic Mutual Handbook)

Policy Approved: June 16, 2001

Policy Revision: May 2006


Initials

Series 6000 Instruction and Curriculum

6001 School Calendar

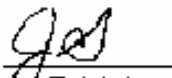
The school administrator will develop an annual calendar that:

- 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 Revisions: January 31, 1997; December 2000; May 2006


Initials

6002 Required Instructional Days

Schools of the Archdiocese must meet the minimum number of instructional days. Elementary schools will meet 170-175 instructional days. Secondary schools will meet 180 instructional days.

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

Catholic schools will fulfill the State required number of instructional hours.

Policy Approved: October 15, 1995
Policy Revisions: January 31, 1997; May 2006


Initials

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.

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


Initials

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 liturgical season.

Policy Approved: May 2006


Initials

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.

Policy Approved: May 2006


Initials

6503 Teachers of Religion/Theology

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 including the required Foundation of Faith program.

Policy Approved: May 2006


Initials

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 curriculum. 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.

Policy Approved: May 2006


Initials

6505 Assessment

All Archdiocesan K-12 schools will administer a norm-referenced assessment (ITBS/ITED-Iowa Test of Basic Skills/Iowa Test of Educational Development) beginning at grade 3 with the option of assessing at grade 2. Grades 4 and 7 will administer the Cognitive Abilities Test along with the ITBS. 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.

All Archdiocesan K-12 schools will administer the performance assessment(s) scheduled annually by the Catholic Schools Office. The performance assessment fulfills the criterion-referenced assessment requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education.

Building administrators will report their assessment results to the Catholic Schools office annually.

Policy Approved: May 2006


Initials

6506 Educational Program – Controversial Issues

Organizations or individuals requesting consideration of any educational program will present their request to the local school board. If they are not satisfied with the decision of the local school board regarding the program, they may ask the Superintendent of Schools to review their request. The Archdiocesan School Board will admit such request to their agenda only with the approval of the Superintendent of Schools.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

6507 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.

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


Initials

6508 Gender Equity Programs

Educational personnel in the Archdiocese of Omaha will incorporate in their programs and instruction, information with content that provides students with a knowledge and appreciation of gender equality issues.

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



Initials

6509 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.

Policy Approved: June 10, 1996

Policy Revision: May 2006


Initials

Series 7000 Community Relations

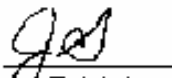
7001 Representing the School or Program

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

The pastor/principal/president of each Catholic school or their designee will make official statements to the public regarding the school.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

7002 Responsibility of Board Members

No board member individually will speak, for or in the name of the board, to the public unless authorized by the pastor/principal/president of the school to do so.


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


Initials

7003 Media Coverage of Board Meetings

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

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


Initials

7004 The Archdiocese Right to Refuse Access to Media

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

Policy Approved: May 2006


Initials

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.

Policy Approved: May 2006


Initials

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 in the Archdiocese of Omaha and will be informative, tasteful, creative, professional and accurate.

Policy Approved: October 15, 1995


Policy Revision: May 2006


Initials

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

In cooperating with Law Enforcement Personnel or other Government Agents requesting access to students, Administrators will grant such access in accord with the expressed wishes of the student's parent(s) or legal guardian. The Administrator or a staff member must be present during an interview with the student conducted by law enforcement or other governmental agents. Exceptions to parental wishes will be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statutes and directives of the Archdiocesan Child Protection Policy. Administrators will inform the Superintendent.

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


Initials

7008 Enrollment in Nebraska Federation of Catholic School Parents

Schools of the Archdiocese will provide for enrollment of all of their school parents in the Nebraska Federation of Catholic School Parents.

Policy Approved: May 31, 2000

Policy Revision: May 2006


Initials

Series 8000 Institutional and/or Program Changes

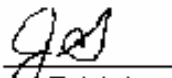
8001 Planning and Approval of Organizational Changes in Schools

The Superintendent of Schools will be involved with the 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


Initials

8002 Child Care Programs

Child 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 State of Nebraska Department of Social Services applicable to child care programs.

All staff and teachers will be required to take the Safe Environment Training.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

Series 9000 Internal Board Operations

9001 Approval of School Boards

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

The Archdiocesan School Board and local school boards will complete a review and/or update of their bylaws every five years.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

**9002 Relationships Between the Archdiocesan School Board and Local Schools
Boards**

Archdiocesan School Board minutes will be made available to local boards. The Archdiocesan School Board has the right to request and receive copies of local board minutes.

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


Initials

9003 Formulation of Policy

In case of the Archdiocesan School Board, the Superintendent presents need for policy to the Archdiocesan School Board.

In case of the Local School Board, the building administrator presents need for policy to the Local School Board.

In absence of applicable policy, the Superintendent will establish the needed policy subject to later confirmation from the Archdiocesan School Board.

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



Initials

9004 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.

Policy Approved: October 15, 1995

Policy Revision: May 2006


Initials

9005 Inclusion of Board Bylaws

The 9000 Series of Archdiocesan Policies will be included in each local school boards bylaws.

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


Initials