



# LOURDES CENTRAL CATHOLIC

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## A CATHOLIC LIFE PREPARATORY SCHOOL

### 2017-2018 ELEMENTARY HANDBOOK

(Revised: Summer 2017)

### LOURDES CENTRAL CATHOLIC SCHOOL

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# **LOURDES CENTRAL CATHOLIC SCHOOL**

## **Mission Statement:**

Our mission is to assist parents in the development of their children by providing a Christ-centered environment which promotes spiritual, academic and social growth in order to prepare students for active participation in the Church, in their families, and in society.

## **Vision Statement:**

The Lourdes Central Catholic family ensures the passing of the Catholic faith through spiritual growth and academic excellence in preparation for the future of the school.

## **Branding Statement:**

Lourdes Central Catholic – A Catholic Life Preparatory School

## **Essential Student Learning Objectives**

Students will demonstrate knowledge and understanding of the Catholic faith enabling them to know, love and serve the Lord.

Students will demonstrate an understanding and appreciation of history, cultural diversity and tolerance in a global society.

Students will demonstrate an understanding of specific behaviors that foster a vital and healthy existence.

Students will demonstrate effective verbal and nonverbal communication skills.

Students will demonstrate insight and logic as well as critical thinking, research and resolution skills.

Students will demonstrate computer mastery skills and knowledge in the changing world of technology.

## **Notice of Non-Discriminatory Policy**

The Lourdes Central Catholic School admits students of any race, color, nationality and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and activity and other school-administered programs.

## **History of Lourdes Central Catholic School (Nebraska City)**

The Lourdes Central Catholic School' "tradition of excellence" began over a century ago. In 1861, Saint Benedict's Parish, with the assistance of the Benedictine Sisters from Pennsylvania, founded a parochial school known as Saint Benedict's School. As the need for Catholic education grew in Nebraska City, Saint Benedict's School was joined in 1865 by Annunciation Academy, an all-girls school, and in 1880 by Saint Mary's School.

Due to decrease in enrollment, Saint Mary's School closed in 1891, and the building was sold to the Nebraska City Public Library Committee. In 1908, Annunciation Academy was also closed due to a lack of funds to repair the deteriorating building.

Over the course of several years, numerous attempts were made to reopen Saint Mary's School. Those attempts proved futile until the Bernadine Madames of Ollingies, Belgium, offered to establish a new school and convent in Nebraska City. In 1909, Saint Bernard's Academy was founded in the former home of Judge William Hayward. Saint Bernard's Academy offered classes for boys and girls and provided a boarding school for the girls.

Due to a change in the state law which disqualified aliens from teaching in public and private schools, the Bernadine Madames left Nebraska City in 1920. The sisters were replaced at Saint Bernard's Academy by the Ursuline Sisters of Kentucky that same year. In 1927, the Ursuline Sisters assumed responsibility for Saint Benedict's School as well. A new Saint Benedict's School building was erected by the sisters and the members of Saint Benedict's Parish in 1951. The structure now houses the present Lourdes primary grades.

An ever increasing student enrollment at Saint Bernard's Academy created a need for a central high school, which would include students from Saint Mary's and Saint Benedict's in Nebraska City, Saint Bernard's in Julian, Saint Paul's in Dunbar and Saint Joseph's in Paul. The central high school was constructed at its present location on Second Avenue and was named the Lourdes Central Catholic School. Shortly thereafter, the high school was joined to an elementary school named Saint Mary's School.

In 1963, the two parishes in Nebraska City consolidated their elementary schools, with Saint Mary's having grades one through five and Saint Benedict's handling grades six through eight. In 1966, Lourdes became a junior-senior high school with grades seven through twelve, and in 1970, grades one through three were moved to the Saint Benedict's School building, while the upper grades moved to the Saint Mary's School building.

Today, the Lourdes Central Catholic School include grades pre-school through twelve and are supported by St. Mary's and St. Benedict's Parishes in Nebraska City, St. Joseph's in Paul, St. Bernard's in Julian, St. Paulinus' in Syracuse, St. Clara's in Peru, Holy Trinity in Avoca, St. Joseph's in Auburn and Holy Spirit in Plattsmouth. The Lourdes system had an enrollment of 305 students for the 2015-2016 school year, comprised mostly of students from the nine supporting Catholic parishes, but also including many students from other faith traditions.



## Elementary School Handbook

In light of our mission statement at Lourdes Central Catholic School, the following policies of the Student Handbook for the current school year are directed toward building a “Christ-centered environment which promotes spiritual, academic, and social growth...” These policies, which incorporate the policies of the Diocesan School Policy Handbook, provide a framework by which we (students, faculty, staff, administration and parents) can operate in a safe, just, and productive climate.

- I. Administrative.
  - A. Tuition and Fees.

### TUITION

#### CATHOLIC TUITION

<b>Elementary (K-5):</b>	<b>.....\$2575.00</b>
Second Child:	.....\$2575.00
Third Child:	.....\$1931.25
Fourth Child:	.....\$1287.50
Fifth Child:	.....\$643.75

<b>MS/HS (6-12):</b>	<b>.....\$2965.00</b>
Second Child:	.....\$2965.00
Third Child:	.....\$2223.75
Fourth Child:	.....\$1482.60
Fifth Child:	.....\$741.25

#### NON-CATHOLIC TUITION

<b>Elementary (K-5):</b>	<b>.....\$3500.00</b>
Second Child:	.....\$3500.00
Third Child:	.....\$2625.00
Fourth Child:	..... \$1750.00
Fifth Child:	..... \$875.00

<b>MS/HS (6-12):</b>	<b>.....\$4085.00</b>
Second Child:	.....\$4085.00
Third Child:	.....\$3063.75
Fourth Child:	.....\$2041.50
Fifth Child:	.....\$1021.25

- Tuition is prorated if student enters in the middle of the year.
- Testing fees (K-12), LEPTO dues (PreS-5), iPad fee (6-12) and Activity Fee (6-12) are included in tuition.

- B. Tuition Payment Policy.
  - 1. A \$100 non-refundable per family deposit is required at the time of registration.
  - 2. All families will be required to make payments via automatic withdrawal from their bank account unless payment is made in full at the beginning of the year or in two payments one each at the beginning of each semester.

3. Late payments will be assessed a fee of 1/5% on the outstanding balance. In addition, in accordance with the enrollment contract, the expectation is that tuition payments do not exceed two months in arrears or Lourdes may exercise the unpleasant right of dismissing the student until tuition payment is brought up to date.
  - a. Tuition payments made in a lump sum annually or semi-annually must be paid by September 1<sup>st</sup> (and January 1<sup>st</sup> for semi-annual payments).
  - b. Payments made monthly will be deducted via automatic withdrawal beginning July 10<sup>th</sup> for 12-month payment plan or September 10<sup>th</sup> for 10-month payment plan
4. Should a monthly automatic withdrawal fail the following will take place:
  - a. Tuition payments due September 1<sup>st</sup>, October 1<sup>st</sup>, and November 1<sup>st</sup> must be received in the form of a cash payment by Thanksgiving in order for the student to attend after Thanksgiving Break.
  - b. Tuition payments due December 1<sup>st</sup> and January 1<sup>st</sup> must be received in the form of a cash payment by Spring Break in order for the student to attend after Spring Break (Easter).
  - c. Tuition payments due February 1<sup>st</sup> and March 1<sup>st</sup> must be received in the form of a cash payment by the last day of school year in order for the student to receive his/her report card/transcript.
  - d. No cumulative school records will be released to another school/college or university without written permission from parents/legal guardian and full payment of all financial obligations.
5. Tuition Assistance.
  - a. The parents are willing to make a commitment to fund their student(s) tuition based on need and keep current their commitment.
  - b. The student(s) are currently and continue to remain a “student in good standing” at Lourdes.
  - c. Tuition Assistance Application and required financial documentation are received on or before March 15.

- d. A current Federal 1040 form is required as part of the necessary documentation.
- e. After receiving a tuition assistance grant amount, families can appeal to the school president within 10 days of receiving tuition assistance grant letter.

C. Administrative Requirements for Enrollment.

- 1. Parents must enroll their students for class each year. Students are not considered officially enrolled until the following paperwork is submitted to the office:
  - a. **Tuition Statement. Must be signed and indicate method of payment.**
    - i. Automatic Bank Withdrawal Authorization & canceled check is required unless paying in full or by semester.
    - ii. Application for Financial Aid - **Due no later than March 15<sup>th</sup>.**
  - b. **Health Record & Emergency Contact Information**
    - i. Medication Aide Act & Authorization for Medication at school (Complete **only** if your child must receive **prescription** medication at school).
  - c. **Physical Examination** (Required for Kindergarten, Seventh Grade Students, all students transferring from another state and any student 7-12 that will be participating in sports).
  - d. **Computer Acceptable Use Policy** (Must be completed by all students in grades 4-12).
  - e. **Data Entry Form** (Must be completed for all students).
  - g. **Registration Evaluation** (All grades).

2. All of these forms are available in the school office. If you have any questions regarding the completion of these forms please contact the office at 873-6154.
3. It is very important that every family maintains an up-to-date address, telephone number, and email address at the school office. Parents should notify the school **immediately** if there is a change of address, telephone number or email address during the school year.
4. Customarily, transfers NOT for the sake of relocation of primary residence must be completed before the end of the first week of a given semester.

D. Child Custody Policy.

1. In case one parent asks that a child not be allowed to leave school with the other parent, a custody paper, restraining order, or other legal document should be in the student's folder at school.
2. Legal opinion states that either parent has equal rights to the student unless one of the above legal documents has been issued.

E. Hot Lunch Program.

1. Lourdes Central Catholic School participates in the USDA School Lunch Program.
2. Payment Policy.
  - a. Lunches must be paid by the month, semester or year on or before the due date.
  - b. All parents are encouraged to use the Automatic Bank Withdrawal to make monthly hot lunch payments. Automatic withdrawals through Premier Bank come out of your account on the 1<sup>st</sup> day of each month beginning in August. Forms are available in the hot lunch program office, school office or on the school's website.

- c. Parents who are not paying by the semester or year and are in **good standing** (paying by the due date) can make monthly payments by check to the hot lunch program. Upon two months of late payment, automatic withdrawal is mandatory.
- d. Parents of students that bring their lunch may want to establish a minimum balance of one week's lunch costs (\$15.75) for emergency purposes (forgotten lunches).
- e. Milk: Students bringing their lunch that wish to purchase milk must either pay by the month, semester or year. Students that purchase lunch and wish to purchase extra milk or students that bring their lunch on occasion must either add funds to their lunch account or establish a milk account. It will not be deducted from the regular lunch monies. (For easier record keeping of single milk purchases, please establish a balance in the student's account (\$10.00 minimum).
- f. **No** charging of lunches is permitted.
- g. After two days of non-payment, students will not be served lunch. **The USDA does not require the school to feed students that do not have money.** Students will be charged \$3.50 for meals not paid in advance and on the second day be required to call their parents.
- h. To assure privacy, families who qualify for reduced price meals should put cash or check in an envelope to be given to the cashier.
- i. **No exceptions.** (If financial arrangements need to be made, please call Linda Willson, Director/Financial Manager, 402-873-3024 or Heather Bakula, Business Manager, 402.873.6154, prior to the due date.)

3. Lunch Room Policy.
  - a. Due to a closed lunch hour, all students are to check-in with hot lunch personnel when entering the lunchroom, whether eating hot lunch or not.
  - b. No pop or commercially prepared foods (McDonalds, Burger King, Pizza Hut, Subway, Valentino's, etc.) are permitted in the lunchroom.
  - c. According to USDA, no pop or competitive foods are to be available to students, 30 minutes prior or 30 minutes following the lunch period.
  - d. No selling of competitive foods (fundraising, etc.) during the lunch period.
  - e. Students may bring their individual lunch which shall comply with paragraph E3b above. "Outside" foods shall not be shared or distributed among other students in the lunchroom.
  - f. Students that bring their lunch are not allowed to purchase the entrée. A lunch must be purchased before additional entrées can be purchased.
4. Free & Reduced Price Meals.
  - a. Free and reduced price meals are available to families that qualify. Applications are available in the school office, website or the Hot Lunch Program office (St. Mary's Catholic Church). Free and reduced price meals may be applied for at any time during the school year.
5. Parent Visitation.
  - a. Parents are welcome to have hot lunch with their child. Visits are limited to no more than once per month and reservations must be made by calling the lunchroom by 9:00 a.m. the day of the visit, preferably the day before. Cost is \$4.00. Please bring correct change.

6. Lunch Room Etiquette.
  - a. Students are to be in single file with no cutting in the lunch line.
  - b. Students are not to eat or drink in the lunch line.
  - c. Remember to say “please” and “thank you” to our lunchroom staff.
  - d. When you sit down, place your napkin in your lap.
  - e. Chew your food with your mouth closed.
  - f. Use a soft, conversational voice to visit with the people at your table.
  - g. Make sure your table area is left clean and neat.
  - h. When it is time to pray, quiet yourself and participate in the Blessing after Meals.
  - i. Leave the lunchroom in a calm and orderly manner.
7. Non-discrimination Statement.
  - a. This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
  - b. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

#### F. School Safety.

1. Parent visitors.
  - a. Parents are encouraged and welcome to visit school. For the safety of our students, we ask that you check into the office (at the high school) and let your presence be known at the primary building by locating the office on the first floor of the building.

Please do not take forgotten items to the classrooms without the office knowing. If you would like to visit, contact your child's teacher and set up a visitation date and time.

2. Visitors.
  - a. Students from other schools may be permitted to visit classes at Lourdes only with the permission of an administrator. Customarily, these visits are only from students who are considering Lourdes for school. Permission to visit classes must be obtained three (3) days prior to visitation. Students visiting our school are expected to comply with our dress code.
  - b. All visitors including guests of a student are required to report to the school office upon entering the building. Parents are always welcome to visit the school, but are required to check with the office prior to visiting.
3. Fire Drills.
  - a. The school will conduct monthly fire drills in compliance with state regulations. When the fire alarm is sounded, all present are to proceed to the nearest exit in a calm and orderly fashion as directed by the fire exit plan. No one will be permitted to return to the school until an administrator gives permission.
4. Tornado Drills.
  - a. In the event of a tornado, or for a drill, the tornado siren will be activated. The alarm is different for a fire: It is a series of short blasts, much louder than that of a fire alarm. At that time, students will proceed to areas designated by the tornado warning plan. Once arriving to the designated area, all should assume a seated position with their hands over their heads positioned between their legs.



5. Lockdown Drills.
  - a. Lockdowns procedures will be initiated by an ‘all call’ over the intercom by any employee of the school. Upon the announcement of a lockdown, faculty, staff and Administration will apply pre-determined procedures in order to provide for the best determined strategy for the given situation. Regular lockdown drills will be conducted throughout the school year to provide for varying situations. A lockdown will conclude with an announcement by an Administrator.
6. Cancellation of School.
  - a. Cancellation of school takes place only in circumstances such as extreme weather, equipment failure, or public crisis. The Administration is aware of the hardship that can be caused by cancellation of school; therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of cancellation, including the use of IRIS, the radio (B-103 [103.1 FM and 1600 AM], KMA [960 AM], KFAB [1110 AM], KOTD [1020 AM]) and TV (Channels 3, 6, 7, & 10).

## G. Health and Wellness.

1. Medicine.
  - a. Medications at Lourdes Central Catholic School will be provided according to the Medication Aide law. These provisions include:
    - i. All over the counter medications may be provided to the student by the medication aide provided they are sent to school in their original container with written instructions from the parent identifying name of the child, medication, dosage, time for medication and reason/expected results.

- ii. Medications from your doctor for 10 days or less (no refills) may be given in the same manner as above. The label on the medication bottle will act as the doctor's order. Be sure to add parent's written permission also. Ask your pharmacist for a second labeled bottle so you may store medications safely at school and home.
  - iii. Prescription medications to be given more than ten days, as needed, or in an emergency must have a written note from your doctor as well as a parent permission statement. If your doctor changes dosage, etc. ask the doctor to provide you with a written statement as to the change.
  - iv. All medication orders must be renewed each school year. Medication forms are available in the school office. Tylenol, Ibuprofen, and Tums/Maalox will be given to your child if you indicate this is acceptable on the emergency form sent out at the beginning of the year.
2. Influenza Guidelines.
- a. CDC (Center for Diseases Control) guidelines recommend that people with influenza-like illness should stay home for at least 24 hours after their fever is gone (without the use of fever-reducing medicine). A fever is defined as having a temperature of 100 degrees Fahrenheit or 37.8 Celsius or greater. Our school has chosen to adopt these guidelines as our policy.
3. Concussion Protocol.
- a. Parents and students will be provided a copy of the Return to Learn Protocol. State Statute: Return to Learn 71-9104.
  - b. This protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Asthma/Anaphylaxis Protocol.
  - a. In compliance with the Nebraska Department of Education Rule 59, a response team has been trained to recognize the symptoms of anaphylaxis and respond according to the asthma/anaphylaxis protocol. This episode may be the result of a severe allergic reaction to a bee, food, medication, or other allergic reaction. This may also be a severe asthma attack. In both instances breathing is severely compromised and death may be eminent if treatment is not received rapidly. Severe shock and cardiac irregularities may also occur. This team is trained in the use of the Epi-Pen and certified in CPR. In the event of an anaphylactic reaction, the response team would intervene, EMS would be activated and the student/client would be transported to the nearest hospital. **This does not replace the need for students who have an identified risk for a severe anaphylactic reaction from having their own Epi-Pen, as their medication should travel with them wherever they go.** This emergency protocol will be kept at the school. Families with concerns about the program should discuss this with their family doctor. To be excluded from this protocol, families must provide a statement signed by the parent and their family doctor to this effect for each individual student.

## II. Academics / Curriculum.

### A. Grading.

1. Parents can see their child's grades anytime during the school year by using Parent Connect. After school begins, each family will receive log-on information and an individualized code that will allow them to check their child's grades. Teachers are asked to keep grades current within one week of giving the assignments.
2. Report cards are issued at the end of each quarter. In addition, mid-quarter reports will be sent home each quarter.
3. Work is graded using the following scale:

100-99 A+	92-91 B+	84-83 C+	76-75 D+
98-95 A	90-87 B	82-79 C	74-72 D
94-93 A-	86-85 B-	78-77 C-	71-70 D-
Below 70 F			

### B. Homework.

1. Homework is any work done outside of the school day. Homework can be defined as incomplete daily assignments and/or special assignments to be done at home. It should be meaningful to the student and the students should understand the content and directions. Homework should encourage responsibility, effective time management, and independent reinforcement of skills taught. Please visit with your child's teacher regarding his/her homework policy.

### C. Parent-Teacher Relationship / Conferences.

1. Parents as Partners. In enrolling your child at Lourdes, you agree to certain important responsibilities. These include:
  - a. To be a partner with the school in the education of your children.
  - b. To understand and support the religious nature of the school.
  - c. To read all communications from the school and to request clarification when necessary.

- d. To know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings.
  - e. To discuss concerns and problems with appropriate personnel.
  - f. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible; to promote your school and to speak well of it to others.
  - g. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
  - h. To have an appreciation that Catholic education is a privilege that many persons do not have.
2. Parent-teacher conferences will be held at the end of the first and third quarter for K-5 students. In addition, you are encouraged to conference with your child's teacher if you have any concerns about your child's progress.
  3. How to deal with concerns.
    - a. In the Gospel, Jesus tells us, "If you are bringing your gift to the altar and you remember that your brother or sister has something against you, go and settle the matter and then return and offer your gift (Matt. 5:23-24)."
    - b. The best way to deal with concerns is to first approach the person with whom there is a problem. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed should the principal be contacted. If you have a difficulty with the principal, you should first contact the principal and try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good faith resolution with the principal, the School President can be called.

- c. Acting as Jesus would want us to act should be the goal of all in the Catholic school community—pastors, principals, teachers and other staff members, parents and students. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians.
- d. Pope Francis talks about “the battle” people face between following the crucified and risen Christ and “falling prey to negativity, cynicism, disappointment, sadness, lethargy”—and the temptation of the “dark joy” of gossiping or complaining about others. We pray that our community will respond to problems with hope and certainty that the Spirit gives us the courage to persevere.

D. Academic Integrity (Cheating and Plagiarism).

- 1. Students, teachers and the administration will work together to create a school environment that values academic integrity and discourages all forms of cheating and plagiarism.
- 2. We believe that a person of integrity is trustworthy, respectful, responsible, fair, caring and is a good citizen.

E. Attendance.

- 1. We believe that regular attendance at school is an extremely important ingredient for each student in achieving his/her fullest potential and we ask your cooperation in seeing that your child attends school each day.

2. The school recognizes that a student may miss school due to illness or at the request of his/her parent or guardian, for non-school purposes. However, families should be aware of the hardship this places on both the student and the teacher and do their best to schedule appointments and vacations on dates that school is not in session. Missed assignments are the student's responsibility. It is at the teacher's discretion if assignments will be given in anticipation of a vacation. Teachers are not required to give assignments in advance. Missed assignments will need to be completed a week after the student returns from a vacation. Two days for each sick day will be given to complete missed assignments.
3. If a child is late for school he/she will be counted tardy. A child is considered tardy if they arrive after 7:56 a.m. This time and any time missed for absences of any kind (doctor appointments, leaving early for ballgames, etc.) will be recorded by the teacher regardless of the reason the student is absent. All time missed will count against the student's attendance record unless the absence is due to a family emergency and/or inclement weather. Basically, students are in school seven hours and fifteen/thirty minutes per day. Perfect Attendance awards will be given to elementary students who have been in attendance all but four hours during the entire year.
4. Parents will be notified by the administration in writing after six absences. After eight absences, a second letter requesting the parents to contact the school will be sent. After ten absences (per semester) or (20 absences) for the school year, the county attorney, as required by state law, will be notified of the excessive absenteeism.

F. Student Assistant Program (SAP).

1. Student Assistance will be offered for all students who have academic and/ or behavioral problems that interfere with his or her learning. Any parent, who doesn't wish for their student to receive services offered by the school, must notify Lourdes Central Catholic in writing by September 1, 2017.

G. Mass Attendance / Expectations.

1. As an integral part of our Catholic faith, the Mass is the highest form of prayer and worship we can give to God. "God's deepest desire at Mass is that we become the very thing that we receive, Jesus Christ, the Lamb of God." St. Augustine (354-430 A.D.).
2. The following behavior is expected during Mass:
  - a. Students (grades 1-5) are expected to attend daily Mass during the school year and any other time the priest offers Mass for their class or special activity.
  - b. Students are expected to be on time for Mass and to reverently enter the church.
  - c. Students are to bless themselves with the Holy Water as they enter the church, as a reminder of their baptism.
  - d. Students are to genuflect before entering the pew as a sign of reverence and homage to the Presence of God present in the tabernacle and throughout the Mass.
  - e. Students are expected to fully participate by lifting their voices in song, kneeling, standing, praying, and responding when appropriate.
  - f. Students are to leave the church quietly and in an orderly manner.
3. There will be an 8:00 a.m. all school (K-12) Mass every First Friday of the month at St. Mary's Catholic Church during the school year. Primary students are bused back to the primary building following Mass.



## H. Field Trips.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals. A field trip is a privilege and not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
2. All chaperones must complete the on-line Safe and Sacred Program and have a background check prior to being a chaperone on a field trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip unless specifically stated by the teacher. All chaperones must be 20 years of age or older.
3. Students who are participating in the field trip must ride the bus to the field trip with their class. Students are allowed to ride home with their parent but a written note should be given to the teacher. Students not on the bus may not participate in the field trip and will be counted absent for the day. Parents may refuse to permit their child from participating in a field trip by stating so in a written note to the teacher. Students who do not attend a field trip will be marked absent for the day.

## III. Student Life / Conduct.

### A. Student Rights and Responsibilities.

1. Our mission at Lourdes Central Catholic Schools is to provide a Christ-centered, safe environment, which promotes spiritual, academic, and social growth. As a school committed to living and witnessing to the teachings of Jesus Christ, every person (administration, faculty, staff, parents, and students) bears some responsibility for the reputation and image of our school as being followers of these teachings. It is essential that all of us work together to fulfill this mission. Great importance must be placed on the personal and mutual respect, morality, integrity and concern for others in

school and at home. Inappropriate behaviors that are in opposition to these values and goals are detrimental to the mission of this school.

2. Believing that all behavior is a result of choice, a progressive discipline plan has been developed for those who choose to act in a manner that is detrimental to the mission of Lourdes Central Catholic Schools. It is believed that every student has the right to learn and every teacher has the right to teach in a safe environment.
3. Student Rights.
  - a. To learn the authentic teachings of Christ and His Church.
  - b. To receive competent instruction in a relevant curriculum.
  - c. To attend a school that is clean and safe, and which offers an environment conducive to learning.
  - d. To experience the respect and dignity befitting of a child of God.
4. Student Responsibilities.
  - a. To strive to know, love and imitate Christ in all things.
  - b. To attend school and classes regularly, punctually and with completed assignments.
  - c. To show respect toward other students and school employees in speech and action.
  - d. To conform to all school regulations and procedures, especially those in regards to safety.
  - e. To contribute to an environment conducive to learning, refraining from unnecessary noise or other distractions during school times.
  - f. To assist in keeping the buildings and grounds clean and attractive.
  - g. To comply with classroom rules established by teachers.

## B. Behavior Expectations.

1. The following standards of conduct are expected 24 hours a day, 7 days week. The student is a representative of Lourdes Catholic School and of Jesus Christ and should strive to be an exemplary representative of Christ and our school.
2. General Behavioral Expectations.
  - a. To strive to know, love and imitate Christ in all things.
  - b. To attend all classes regularly, with all required materials and completed assignments.
  - c. To show respect toward other students and teachers and staff in speech and action.
  - d. To contribute to an environment that is conducive to learning. School facilities and classrooms are to be free of behaviors that interfere with teaching and learning.
  - e. To assist in keeping the buildings and grounds neat and attractive.
  - f. In addition to the above expectations, students will be required to comply with the classroom rules and procedures established by each teacher.

## C. Discipline and Self-discipline Skills.

1. The following are the fifteen self-discipline skills that will be taught in all the elementary grades. The first five skills should be mastered by the end of fourth grade and all fifteen skills by the end of eighth grade.
  - a. Listening
  - b. Following Instructions
  - c. Asking Questions
  - d. Sharing: Time, Space, People and Things
  - e. Social Skills: Table manners, personal hygiene, greeting and leaving skills, etc.
  - f. Cooperation
  - g. Understanding the Reasons for Rules
  - h. Accomplishing a Task
  - i. Leadership

- j. Communication
  - k. Organization
  - l. Resolving Problems
  - m. Initiating Solutions
  - n. Separating Fact From Feeling
  - o. Making Sacrifices
2. Guidelines.
- a. Students are expected to adhere to the following rules that affect their interactions with each other and the daily learning environment.
    - i. Be respectful to yourself, others and school property.
    - ii. Be responsible.
    - iii. Be self-disciplined.
  - b. Consequences for not following the rules will first be addressed by the classroom teacher. Consequences may include but are not limited to, re-teaching the self-discipline skill, verbal warnings, time out, and loss of recess or free time.
  - c. Students in grades 4-12 will be given an infraction card. Infractions are given for talking without permission, not following the dress code, inappropriate classroom behavior, being tardy for class, and other minor misconducts. If a student receives four or more infractions they will serve a noon detention with the principal. If a student receives a 3<sup>rd</sup> Noon Detention, it will become an after school detention from 3:40-4:15. Repeated detentions will result in parent meetings and other appropriate behavior contracts agreed upon by the parents and principal.
  - d. Removal from the classroom may be necessary when:
    - i. Students are in or place others in physical, psychological, or spiritual danger.
    - ii. Students are abusive in tone or gesture.
    - iii. Students are engaged in seriously disruptive behavior.

- e. If the student cannot gain control he/she will be sent to the principal's office and a four step discipline plan will be set in motion.
  - i. Step One: Student is sent to the principal's office.
    - a. The student will meet with the principal.
    - b. Together they will discuss the reason for referral.
    - c. The principal will inform the parent by phone or note.
    - d. The student will develop a plan of action to correct his/her behavior and be held accountable for that plan.
    - e. The principal will follow-up with the referring teacher.
  - ii. Step Two: If the student is sent to the principal's office a second time within a two month period:
    - a. The principal will visit with the student concerning what action warranted his/her being sent to the office.
    - b. Student and principal will notify parent by phone or note.
    - c. A conference with the teacher, parent and principal will be scheduled.
    - d. A contract will be drawn up listing the actions that will be taken by each participant in the conference.
    - e. A date to review the contract will be determined.
  - iii. Step Three: If a student is sent to the principal's office a third time within a two month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:
    - a. The student meets with the principal.
    - b. The student notifies the parent that a suspension of up to three days has been earned. The length, and type (in-school or out-of-school) will be determined by the principal.

- c. A conference will be held with parents, teacher, student and principal to write a plan with a measurement for progress to assist the student in developing self-control.
  - d. A recommendation may be made to have the family visit with a counselor, parish priest, or other specialist.
  - e. All school work missed during the period of suspension must be completed.
  - f. A probationary time period to monitor and review progress will be set once the student is ready to return to class.
  - g. Step Three can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.
- iv. Step Four: The principal will recommend expulsion.
- a. The decision to expel a student rests with the principal and Chief Administrative Officer.
  - b. If expulsion is the decision, the student's parents will be notified in writing and the reasons for expulsion will be given.
  - c. The expulsion may be reconsidered by the principal and Chief Administrative Officer when a written request is made by the parent.
- f. A very few, serious infractions such as possession of drugs or weapons or severe physical or moral misconduct will result in an immediate move to Step Four.

#### D. Bullying.

1. We believe that the school environment should be free from all forms of bullying. Bullying is the repeated intimidation of others by real or perceived infliction of physical, verbal, written, electronically transmitted, or emotional abuse. If you believe your child is being bullied please report it to your child's teacher or the elementary principal. Bullying will not be tolerated and students who are found guilty of bullying can be suspended or expelled depending on the circumstances.

#### E. Controlled Substances and Alcohol Use.

1. The use of alcohol or controlled substances by our students is an immoral and an illegal act that cannot and will not be tolerated. Besides having harmful spiritual and physical effects, it is an offense punishable by law. It is the intention of the school to create an alcohol and chemically free environment for the entire student body.
2. If there is an unsubstantiated report that a student is using alcohol or drugs, and if the administration believes there is some legitimacy to the claim, parents will be notified.
3. Any student who illegally possesses, distributes, or is under the influence of narcotics, marijuana, barbiturates, amphetamines, hallucinatory drugs, or alcoholic beverages on school property during the school day at ANY TIME is subject to:
  - a. Suspension from school for up to ten (10) school days as well as social probation.
  - b. The student will be required to undergo a chemical dependency evaluation by professionals, including a blood, breath, or urine sample and interview, at his or her own expense. Results will be forwarded to the principal before returning to school and the parents and student will be required to follow through with the recommendations in the report as a condition of continuing at Lourdes.

- c. If any alcoholic beverage or controlled substance is discovered in an automobile on school property, each occupant of such automobile shall be considered to be in possession and in violation of this policy.
  - d. Any controlled substance or alcohol found in a student's locker, if applicable, will be considered possession.
  - e. Drug or alcohol violations also may result in more severe action, including expulsion from school and the involvement of civil authorities. Students would also forfeit eligibility for participation in sports and other extracurricular activities.
4. For any incident involving a student who is cited or charged for any violation of the law involving alcohol or illegal drugs, OR is found to be using, being in possession of, dispensing, or in the immediate presence of alcohol or illegal drugs, in or out of school, the administration will work with parents to determine the best course of action.

#### H. Particular Policies and Expectations.

1. Arrival/Dismissal.
  - a. Students are expected to arrive at school no earlier than 7:30 AM. The school will provide a morning bus to transport primary students (grades K-2) from the east side of the high school building to the primary building at 7:50 AM. Students riding the bus will wait in room B1. If it is necessary to drop your child off earlier than 7:40 AM, please take them to their classrooms at the primary. When dropping off or picking up children at the primary building, please enter from the south driveway and exit through the north driveway next to the rectory.
  - b. All elementary students (grades 3-5) can enter their classrooms at 7:30 a.m. **Playing outside the building before school is not allowed unless directly supervised by an adult.** Students are welcome to wait in the middle school hallway until 7:30 a.m.



- c. Please send a note to your child's teacher if you know in advance that he/she will be absent, or call the school office (873-6154) or the primary building (873-3739) if your child attends grades K-2, and report the absence **before 7:45 AM**. Upper elementary classes (grades 3-5) will be leaving for Mass between 7:45 and 7:50 and teachers need to account for all students before leaving for Mass, therefore we are asking that all students be dropped off at school not the church. Classroom doors will be locked when they leave and throughout the day. Access to the building will be through the main (high school) entrance. All students arriving late need to go to the office and wait until their class arrives back from Mass. Every effort should be made to arrive in time for Mass as it is the most important part of your child's day. Late arrivals will be counted tardy.
- d. School dismisses at **3:20 PM** at the primary building. Students can be picked up at the primary building or a bus will be provided to transport students to the Main Campus (West side) at the end of the day. Parents are asked to pick up their children by 3:30 PM. A member of our staff or a parent volunteer will be there to supervise and help your child safely into your vehicle. If you prefer you may park in the parking lot and walk across to get your child. Students will not be allowed to go to the parking lot on their own or walk to the high school by themselves.
- e. Elementary students (grades 3-5) are dismissed at 3:34 PM and will be walked over to the drop off area in front of the main high school entrance. This area will allow for protection during rainy or snowy days and will be monitored by a volunteer. If parents are waiting for middle school or high school children they are asked to park in the parking lot not on the street. Extreme caution and courtesy in picking up your children should be practiced at all times. Parents

are asked to enter the main parking lot from the east and exit to the west.

- f. At the end of the day, students are to go home immediately unless they are involved in a school function or are supervised by a faculty member. Elementary students will be pre-taught dismissal expectations but will only be supervised until 3:45 p.m. Examples of these expectations are as follows:
    - i. Stay on the sidewalks at all times.
    - ii. Watch for your ride. Look both ways before entering the street to get in a vehicle.
    - iii. If you are walking, stop at the corner and look both ways before crossing.
    - iv. No swinging book bags or wrestling around while waiting.
    - v. Playing behind the school is not allowed.
  - g. Please do not leave your child at the school to wait unsupervised. We have several sexual predators living in the Nebraska City area and we do not want to put our children in harm's way by leaving them.
2. Bus Transportation.
- a. The following rules pertain to bus transportation. In addition to emphasizing safety, they are also meant to remind students that the bus is an extension of the classroom. Riding the bus is a student privilege that, if abused, may be suspended or revoked.
    - i. **RULES FOR RIDING THE BUS**
      - a. Keep hands, feet and objects to yourself.
      - b. Speak quietly to only those sharing your seat.
      - c. Remain seated until dismissed.
      - d. Be silent at railroad crossings.
      - e. Let the bus driver open and close the windows.
    - ii. **CONSEQUENCES FOR BREAKING THE RULES**
      - a. Warning from the bus driver and student's teacher notified.

- b. Sit in front seat behind bus driver for a designated amount of time and parent notified.
  - c. Bus privilege revoked for one week.
  - d. Bus privilege revoked for the rest of the school year.
- 3. Electronic Device Privacy Warning.
  - a. Students are reminded that anytime information is shared electronically, IT MAY NO LONGER BE PRIVATE INFORMATION. Examples may include, but are not limited to: MySpace, Facebook, Twitter, e-mail, personal blogs, web pages, cell phones (including text messages), and other information shared by electronic devices.
  - b. Students are thus notified that the school administration, while possibly not initially involved in securing information in the sharing process of electronic information, will follow normal investigative procedures if a possible school violation and/or activity suspension may be involved.
- 4. Cell Phones/Email Addresses.
  - a. Permission must be obtained from a teacher or administrator before a student may use a personal cell phone during school hours. Cell phones should not be on during the course of the day. If a student is caught using their cell phone or the teacher becomes aware that the phone is on (rings during class) the following actions will be taken:
    - i. For the first violation the phone will be confiscated for the rest of the day.
    - ii. For the second violation the phone will be given to the principal until arrangements can be made for the parent to pick up the phone.
  - b. E-mail addresses obtained through the enrollment process are used for communication purposes only.

5. Change of Address/Telephone.
  - a. It is important that every family maintains an up-to-date address and telephone number in the school office. Please notify the school immediately if there is a change of address or telephone number.
6. Class Parties and personal parties.
  - a. Each class will celebrate special liturgical days and holidays. Parents will be asked to volunteer to bring treats and help plan these class celebrations.
  - b. Invitations for private parties will not be distributed at school. In addition, any thank you notes that are of a personal nature should not be distributed at school.
7. Book Covers.
  - a. Students are asked to cover all hardbound books with a book cover (paper sack). This helps protect and extend the life of the book. Please do not use the stretchy cloth book covers on the market. These break down the spine of the book.
8. Dress Code.
  - a. Overview: We are “temples of the Holy Spirit, God dwelling within.” (1Cor 6:19) Lourdes Central Catholic (LCC) students should reflect this conviction. With ongoing styles and material changes that take place within the academic and activity clothing markets, Lourdes Central Catholic attempts to be considerate of these changes as well as pricing. These guidelines serve to more closely align our school with other Catholic Schools in the Diocese of Lincoln regarding dress codes. For students, it provides for further focus on their faith and academic development. For teachers, it provides a more productive and positive atmosphere for teaching and learning. All is in the spirit to enhance our school’s mission. The following ‘dress code’ guidelines are to assist parents in their purchase for appropriate clothing but they also serve to provide for a high quality classroom and school day atmosphere. The

Administration at Lourdes Central Catholic reserves the right to adjust these guidelines at any time, especially in situations where dress, grooming or visible bodily markings, whether temporary or permanent, become distracting to the faith and academic environment. Such changes will occur more on an individual basis but overall adjustments may be made.

- b. General Guidelines.
  - 1. Any type visible bodily markings including tattoos, whether temporary or permanent, will not be permitted.
  - 2. Visible body piercing, jewelry is not allowed with the exception of earrings for girls.
  - 3. All students should be neatly groomed.
    - a. BOYS: Hair should not hang over the collar or extend below the top of his eyebrows. In addition, students are expected to be clean-shaven and are not allowed to wear earrings.
    - b. Extreme highlighting/coloring of hair is not allowed (ex. green, blue).
    - c. All dress code clothing should be neat, clean and modest in appearance. Clothes which are torn, frayed or extremely threadbare are not acceptable. Additionally, as it becomes more of an issue in the Spring months of a school year, dress code clothing should fit appropriately.
- c. (Regular Day) Clothing Guidelines.
  - 1. Tops.
    - a. Polo shirts.
      - i. All students are required to wear a short or long sleeved uniform polo shirt. It is preferred that dress code shirts (regular or banded bottom) are purchased from the Dennis Uniform Company. For the

2017-2018 school year, dress code polo shirt colors allowed are:

- Royal Blue
  - Light Blue
  - Navy Blue
  - Red
  - White
  - Gray
  - Black
- ii. Colors options for the 2018-2019 school year will be reduced. Colors will be Royal Blue, White and Black.
- iii. Dress code polo shirts must be completely tucked (not rolled up) during the school day for the sake of both neatness and modesty. Dress code polo shirts are to be solid colored with no corporate or business branding (i.e. Nike, Adidas, Under Armour, etc.).
- iv. Dress code polo shirts with the Lourdes Central Catholic school branded logo will be made available during the 2017-2018 school year through the School Office. Prior year polo shirts with the Lourdes Central Catholic school branded logo will need approval from Administration.
- a. (Crew) Sweaters, Crewneck sweatshirts and ¼ zip sweatshirts.
- i. All students may wear a solid colored (crew) sweater, a solid colored crewneck sweatshirt or a solid-colored ¼ zip sweatshirt. It is preferred that dress code (crew) sweaters and crewneck sweatshirts are purchased from the Dennis Uniform Company. For the

2017-2018 school year, dress code (crew) sweaters, crewneck sweatshirts or ¼ zip sweatshirts allowed are:

- Royal Blue
  - Light Blue
  - Navy Blue
  - Red
  - White
  - Gray
  - Black
- ii. Colors options the 2018-2019 school year will be reduced to Royal Blue, White and Black.
- iii. Dress code (crew) sweaters, crewneck sweatshirts or ¼ zip sweatshirts must be worn with a dress code polo (no t-shirts) and have no or very minimal corporate/business branding (i.e. Nike, Adidas, Under Armour, etc.).
- iv. Dress code (crew) sweaters, crewneck sweatshirts and ¼ zip sweatshirts with the LCC school branded logo will be made available during the 2017-2018 school year through the School Office. Prior year (crew) sweaters, crewneck sweatshirts and ¼ zip sweatshirts with the LCC school branded logo will need Administrative approval.
- b. Hoodies.
- i. Royal Blue and Black hoodies issued by Lourdes Central Catholic and worn with a dress code polo may be worn.
- ii. Other related/colored hoodies (ex. activity playoffs/state) may be worn on announced or calendared “Spirit Days.”

2. Pants/capris, shorts, skirts and jumpers. Belts are encouraged, where applicable, but not required.
  - a. Pants/capris.
    - i. (Tan) Khakis (purchased from the Dennis Uniform Company preferred).
    - ii. Tan or blue denim Capri pants (Girls only). Must be mid-calf or below (purchased from the Dennis Uniform Company preferred).
    - iii. Jeans (no holes).
    - iv. Dress pants.
  - b. Shorts.
    - i. Tan khakis shorts (purchased from the Dennis Uniform Company preferred) or tan cargo shorts, knee length can be worn, with the exception of the months of December, January and February.
    - ii. Dresses, jean shorts or any cut-off shorts are not allowed.
  - c. Skirts (Girls only).
    - i. Tan or Khaki skirts are allowed and must be within one inch (1") of the top of the knee in length (or longer) when standing upright and worn with a dress code top. No denim (jean) skirts are allowed.
  - d. Jumpers (Grade K-5 only)
    - i. Jumpers, purchased from the Dennis Uniform Company, or similar styled jumper approved by Administration, are allowed for grades K-5.
3. Shoes.
  - a. Close-toed shoes are required (ex. tennis shoes, dress shoes, boat shoes).
  - b. (Dress) Sandals are not allowed but may be permitted on designated days (ex. Activity specific dress days / Spirit Days).



- d. Spirit Day Clothing Guidelines (Boys and Girls / Grades K thru 12).
  1. Students are allowed to wear Lourdes Central Catholic activity or spirit gear that is in good condition to related dress code clothing items. Sleeveless or cut-out shirts are not allowed. Other variations will need approval from the Administration.
  2. Students participating in co-op sports with Nebraska City Public Schools may also wear their respective sport during their respective season with approval from the Administration.

I. Supervision at School Events.

- a. Parents with minor children are expected to actively supervise their children at all times. Students who attend the home volleyball and basketball games are to stay in the gym, concession area, or high school restroom area. No student should be on the east side of the gym or outside without adult supervision. Elementary students are expected to conduct themselves as young ladies and gentlemen at athletic games and other events. Those who do not act in an acceptable manner will be asked to leave. If the behavior of a student continues to be of a disruptive nature, the student will not be allowed to attend after school activities. Parents can prevent such situations by maintaining close supervision over their children at activities.

J. Sportsmanship.

1. Good sportsmanship and good conduct go hand-in-hand. Parents, students and coaches are expected to abide by the following:

- a. Always exemplify the highest moral character, behavior, and leadership.
- b. Abide by the rules of the game in letter and in spirit, regardless of the outcome.
- c. Always respect the integrity and judgment of the game officials.
- d. Never use profanity.
- e. Display modesty in victory and graciousness in defeat.

K. Lourdes Elementary Parent-Teacher Organization.

- A. The Lourdes Parent-Teacher Organization, formerly known as Lourdes Home and School Association, is an important connection between the parents, teachers, and the school. We are so grateful to this devoted group of parents that assist in providing additional money for the elementary through two major fund-raising projects and dues. Dues are \$10.00 per year per family. All parents are considered members of the Elementary Parent & Teacher Organization and will be called upon to help provide assistance with the fall soup supper and the spring fundraiser. This money goes to provide our teachers and classes with additional resource materials and support. This group meets the third Monday of September, October, November, January, March and April at the primary building. Childcare is provided and the meetings are from 7:00-8:00 PM.

L. Lourdes Event.

- a. The Lourdes Event is an all school fundraising dinner and auction that is held annually. Parents from each class are asked to contribute to a class project, serve on organizational committees such as: publicity, acquisition of silent auction items, advertising, decorations, set-up, sponsorships, and ticket sales. All parents are also asked to prayerfully consider attending the event. Proceeds from the evening support our general budget and greatly benefit our school.

## **CONCLUDING REMARKS**

The above stated policies are meant to be guidelines, are not meant to be all inclusive, and are subject to review and change. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restriction upon Lourdes Central Catholic School's right to institute any course of disciplinary action that, in Lourdes School's sole discretion, it believes is necessary and consistent with its Catholic educational mission. The final judgment regarding the interpretation, implementation and enforcement of the above policies is left to the administrators of the school. As stated in the beginning, these policies give us all a framework in which we can operate to promote a safe, just, and productive environment for the students at Lourdes Central Catholic School. By our adherence to these policies, the goal of spiritual, academic, and social growth can be realized by all our students.

## **APPENDIX A: ACCEPTABLE USE POLICY**

Lourdes Central Catholic School believes that technology is a critical component of the curriculum and strives to give every student the opportunity to become proficient in this area. To this end, Lourdes Central Catholic School provides computer and Internet access to all students in a safe, controlled environment. Specific guidelines must be followed for the protection of the school and the student body.

Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. While filtering is in place, and students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at Lourdes Central Catholic School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

No software, including freeware or shareware, may be installed on any school computer by a student.

Students will be held accountable for computer and internet usage. Guidelines include:

- Students will not use social networking sites, chat groups, interactive games, instant messaging, non-school related bulletin boards, or personal e-mail.
- Reminder that it is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. Also, only students 13 and older may legally download home or mobile applications of Office 365.
- Students will use school-provided Internet access with teacher permission and direct supervision.
- Student's personal information such as their pictures, addresses, telephone numbers, parent's names and home or work addresses/telephone numbers, will not be published by the students or schools.
- Students who receive information or messages that make them uncomfortable will immediately turn off their monitor and report the occurrence to the supervising teacher.
- Students will never agree to meet with someone they encounter online.
- Students will follow the school's established rules for going online.

- Students will not attempt to access private or personal materials, information, or files of others without their prior authorization. Students may view published web pages and cite information obtained from them appropriately.
- Students will not vandalize, damage, or disable the work of another individual or organization.
- Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.
- Students can copy only material for which they have permission.
- Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.
- Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.
- Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.
- All students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
- Plagiarism by students is considered academic dishonesty or academic fraud, and offenders will be subject to discipline.

## **APPENDIX B: CHEATING AND PLAGIARISM**

- I. Integrity is an important quality that is expected of us as Christians. Cheating and plagiarism demonstrate a lack of character that is inconsistent with the goals and values of Lourdes Central Catholic School. These acts are academically dishonest as well as an ethical offense. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. True self-esteem is based on competence. Cheating and plagiarism robs students of their opportunities to become competent. In order to meet the demands of work, society, and the future, students must identify their own strengths and weaknesses to best prepare themselves for the choices and challenges of life.
  
- II. CHEATING may be defined as intending to deceive and act dishonestly. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are as guilty of cheating as the student who receives the material. Cheating includes, but is not limited to, the following examples:
  - A. Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
  - B. Taking credit for group work when contributions have not been an equal or appropriate share toward the final result.
  - C. Using summaries or commentaries (such as Cliffs Notes, etc.) instead of reading the assigned materials.
  - D. Copying another person's work, in whole or in part, by any method and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
  - E. Turning in an original paper or project more than once for different classes or assignments without a teacher's specific authorization.
  - F. Receiving unfair assistance from another student, a parent, a computer program or electronic device, graphing calculator, palm pilot, or any other unauthorized source on an assignment or project that was meant to be done alone.
  - G. Using a computer or other means to translate an assignment from one language to another language and submitting it as an original translation.
  - H. Retrieving or communicating unauthorized information—whether on paper, in electronic form, on the student's person, or from another student—during a closed test. This includes any student who does not secure his/her paper so that other students have the opportunity to copy.

- I. Having prior access to an upcoming exam or quiz, whether obtained from a previous student or stolen. This includes information given or received verbally or in any other form.
- J. Falsifying or fabricating data, citations, or observations, including computer output, in any instance, including laboratory and science fair experiments.
- K. Altering grades or grade records.

III. PLAGIARISM may be defined as using and representing the words or ideas of another, in whole or in part, as one's own. Any use of outside sources without proper acknowledgment will be seen as intent to deceive by plagiarism. It will be presumed that students who allow their work to be plagiarized also do so with the intent to deceive. Plagiarism applies to words or ideas taken without proper acknowledgment from any source—from published material, from any Internet site, from any material written by another person, from any electronic medium, or from any other source that is not the student's own creation. Plagiarism includes, but is not limited to, the following examples:

- A. Taking someone else's assignment or portion of an assignment and submitting it as your own.
- B. Submitting material from any outside source without proper acknowledgment.
- C. This applies to the use of an entire paper, entire sections or paragraphs, sentences or just phrases, whether the wording is exactly from the source or is paraphrased from the source.
- D. Submitting purchased papers as your own.
- E. Submitting in whole or in part an assignment written for another course without the specific authorization of the teacher accepting the assignment.
- F. Supporting plagiarism by providing your work to others, whether or not you believe it will be copied.

**APPENDIX C: LOURDES CENTRAL CATHOLIC FIGHT SONG**

(To the tune of the *Notre Dame Victory March*)

Lourdes Central High School  
Spirit is true.  
With a “Hi” and a “Ho”,  
We’re cheering for you!

Love our colors  
Blue and White.  
And our motto is:  
Stay in there and fight!

When there’s a winning,  
We always say:  
“We’ve got the Knights  
That know how to play”.

All the other teams are falling  
Wishing that they could  
Fight! Fight! Fight!

Go Big Blue! Go Big Blue!  
Go Big Blue! Go Big Blue!



**Notes:**