

**STUDENT AND PARENT
ACKNOWLEDGMENT OF HANDBOOK**

We, the parents and students signed below, have received the 2015-2016 Student Handbook for Lourdes Central Catholic Middle and High School.

We appreciate the need for such guidelines in the very important business of providing an effective Catholic school education for our family. We commit ourselves to uphold and adhere to these standards.

We understand this agreement is requested for attendance at Lourdes Central Catholic Middle and High School and we may discuss the terms of this agreement with the Chief Administrative Officer and/or Principal if necessary before signing this agreement.

(Only one agreement per family is necessary if all students attending Lourdes Middle School and High School have signed this form.)

Parent / Guardian _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

This form should be signed and returned to school no later than August 28, 2015.

NOTICE OF NON-DISCRIMINATION 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 athletic and other school-administered programs.

OUR LADY OF 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.

THE HEART OF THE MISSION

Spiritual Growth Academic Excellence Human Development

Essential Student Learning Objectives

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

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

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.

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History of Lourdes Central Catholic School of 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.

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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 D: 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!

LOURDES CENTRAL CATHOLIC MS/HS HANDBOOK

I. ADMINISTRATIVE

A. TUITION AND FEES:

CATHOLIC TUITION

| | |
|--------------------------|------------------|
| Elementary (K-5): | \$1050.00 |
| Second Child: | \$1050.00 |
| Third Child: | \$787.50 |
| Fourth Child: | \$525.00 |
| Fifth Child: | \$262.50 |

| | |
|----------------------|------------------|
| MS/HS (6-12): | \$1250.00 |
| Second Child: | \$1250.00 |
| Third Child: | \$937.50 |
| Fourth Child: | \$625.00 |
| Fifth Child: | \$312.50 |

NON-CATHOLIC TUITION

| | |
|--------------------------|------------------|
| Elementary (K-5): | \$1850.00 |
| Second Child: | \$1850.00 |
| Third Child: | \$1387.50 |
| Fourth Child: | \$925.00 |
| Fifth Child: | \$462.50 |

| | |
|----------------------|------------------|
| MS/HS (6-12): | \$2225.00 |
| Second Child: | \$2225.00 |
| Third Child: | \$1668.75 |
| Fourth Child: | \$1112.50 |
| Fifth Child: | \$556.25 |

(Tuition is prorated if student enters in the middle of the year.)

FEES

| | |
|-----------------|--|
| Book Fee: | \$375.00 per student |
| Technology Fee: | \$150.00 per student (maximum three students per family) |

B. TUITION PAYMENT POLICY:

- 1) All parents are encouraged to use the Automatic Bank Withdrawal to make monthly tuition payments. The school will absorb the \$2.00 per transaction fee. Automatic withdrawals through Premier Bank come out of your account on the 10th of each month and can be set up on a 10 or 12 month pay basis. Enrollment forms are available in the school office.
- 2) Parents who are in **good standing** (no outstanding tuition at the end of June) can make monthly payments by check to the school office.
- 3) Tuition can be paid in full. If you are choosing to pay in full, payment must be made by August 30 of the current school year.
- 4) Parents who are in **good standing** can also choose to make payments at the beginning of each semester. These payments are due August 30 of the current school year and January 3 of the current school year.
- 5) If you cannot financially meet your tuition obligation you **MUST COMPLETE** a Financial Assistance Application and submit it to the superintendent prior to June 15 before the next school year. Financial Assistance will be given on the basis of need.

C. ADMINISTRATIVE REQUIREMENTS FOR ENROLLMENT

- 1) Students must enroll 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 if participating in this method of payment.
 - ii) Application for Financial Aid

(Due no later than June 15th)

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) **Parent & Student Consent to Participate** (Only for those students in grades 6-12)

e) **Computer Acceptable Use Policy** (Must be completed by all students in grades 4-12).

f) **Data Entry Form** (Must be completed for all students).

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 and 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 1st 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 (\$15.00) for emergency purposes (forgotten lunches).

APPENDIX C: CHEATING AND PLAGIARISM

1) 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.

2) 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.

3) 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

- 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.

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 Fr. Mark Cyza, Chief Administrative Officer, 402-873-3047 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) Treats cannot be distributed in the lunchroom until all students have been served lunch and permission **must** be obtained from the foodservice manager.

f) Students may bring their individual lunch which shall comply with paragraph E 3b above. "Outside" foods shall not be shared or distributed among other students in the lunchroom.

g) 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**

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**

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) NON-DISCRIMINATION STATEMENT

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.

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.

7) LUNCH ROOM ETIQUETTE

- a) All students are required to check-in with the hot lunch personnel when entering the lunchroom, whether eating lunch or not.
- b) Students are to be in single file with no cutting in the lunch line. (Cutting can be considered a form of bullying)
- c) Students are not to eat or drink in the lunch line or ask other students to trade foods until seated.
- d) Appropriate behavior is expected as students walk to and from lunch.
 - i. No horseplay, loud noises, or other inappropriate behavior.
 - ii. Courtesy and attentiveness towards traffic and neighbors is expected.
- e) Good manners are expected while eating.
- f) Students are to use soft, conversational voice out of respect for others eating.
- g) The table area should be left clean and neat.
- h) Students are expected to join in the Prayer after Meals.
- i) Students are to leave the lunchroom in a calm and orderly manner when dismissed by a teacher.
- j) Any inappropriate behavior may result in the removal of the privilege of eating with classmates:
 - i. For first offense, one week
 - ii. For second offense, one month
 - iii. For third offence, rest of the semester

APPENDIX B: 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.

F. SCHOOL SAFETY

1) 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.

| Parent-meeting may requested | 4 | Parent-initiated meeting may be Requested | 5 | Parent meeting and Behv. Contract Required | 6 |
|------------------------------|-----------|---|-----------|--|-----------|
| | Noon Det. | | Noon Det. | | Noon Det. |
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After six detentions or an action of serious misconduct, a student is required to be on a behavioral contract. The consequences for further misbehavior will be according to this contract.

2) 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.

3) TORNADO DRILL

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.

4) 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).

5) LOCKDOWN PROCEDURES

Lockdown will be initiated by an all call over the intercom. The Principal or a representative will make one of two announcements.

Lockdown Yellow- No Intruder in the building

- ___ outside doors locked
- ___ no one can enter or exit the building
- ___ staff & students may freely move in the building

Lockdown Red- Possible Intruder in the building

- ___ office will call 911 immediately
- ___ outside doors locked
- ___ security doors activated
- ___ all classroom doors locked
- ___ students & staff must stay in locked rooms
- ___ turn off lights and close drapes or blinds
- ___ move all students away from doors and windows
- ___ everyone must stay quiet

Students not in class will be escorted to a safe area (library). Students will not be able to use their cell phones.

“ALL CLEAR GREEN” will be announced over the intercom by the building principal or representative. No one is to leave the classroom until the all clear is given.

APPENDIX A: DISCIPLINE MATRIX

G. HEALTH AND WELLNESS

1) MEDICINE

- a) Any prescription medication your child may need to take at school must be sent in the original prescription bottle and accompanied by a note signed by the parent. The note must state what is to be given, amount to be given, times to be given, and the reason the medication is to be given.
- b) All medications, including aspirin, must be turned into the office with written parental directions as to their administration and only dispensed by someone authorized to do so.

2) INFLUENZA GUIDELINES

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

Parents and students will be provided a copy of the Return to Learn Protocol. State Statute: Return to Learn 71-9104
 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.

II. ACADEMICS / CURRICULUM

A. STUDENT ASSISTANCE 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 does not wish for their student to receive services offered by the school, must notify Lourdes Central Catholic in writing by September 1 of the current school year.

B. CURRICULUM OUTLINE / GRADUATION REQUIREMENTS

- 1) The superintendent will determine what requirements a student must meet before being awarded a diploma from Lourdes Central Catholic High School.
- 2) The current academic requirements for high school include earning 280 semester hours of credit:
 - a) 40 credit hours in English
 - b) 40 credit hours in social studies
 - c) 40 credit hours in mathematics
 - d) 30 credit hours in science

Student Discipline Matrix

Level I - Infractions - Not included on matrix until four are received.

- Tardies
- Dress Code
- Public Display of Affection
- Lying
- Food/Gum/Pop
- Littering
- In halls without pass/misuse of hall pass
- Not following instructions
- Talking without permission/during announcements/prayer/Mass
- Inappropriate behavior (Teachers should record what the behavior was.)

| | | 1 | 2 | 3 |
|--|------------------------------|-----------|-----------|-----------|
| | | Noon Det. | Noon Det. | Noon Det. |
| Level II - Misconduct Areas | Other Consequences | | | |
| Filled infraction card (see above infractions) | Get new card | | | |
| No infraction card or lost infraction card | Get new card if lost | | | |
| Truancy | Loss of credit for class(es) | | | |
| Leaving School Grounds without Permission | | | | |
| Inappropriate Language or Gestures | | | | |
| Disruptive or Disrespectful Behavior | | | | |
| Sexual or Racial Slurs | | | | |
| Causing or attempting to cause physical injury to another person (Parent referral) | | | | |
| Inappropriate use of the Internet | Loss of Internet Privilege | | | |
| More than 15 minutes late for Mass | | | | |
| ** Cheating/Plagiarism (Includes parent referral) | Zero on Work/Failed Class | | | |
| Other | | | | |

| Level III - Serious Misconduct Areas | Other Consequences | |
|--|---------------------------|--|
| Six Detentions | | A student-parent-admin. meeting will be set up when a student is with an action of serious misconduct. At this meeting, behavioral contract will be established to correct the undesired behavior and assure the well-being of the student and the Further disciplinary will be discussed, and include suspension, asked to leave Lourdes expulsion. |
| Threats | | |
| Abusive in Tone or Gesture | | |
| Seriously Disruptive Behavior | | |
| Insubordinate Behavior | | |
| Vandalism & Graffiti | Service & Restitution | |
| Theft | Restitution | |
| Possession and/or use of Tobacco at school | | |
| Drugs and/or Alcohol | See additional policy | |
| Physical assault | | |
| Harassment | | |
| Use of violence, force, coercion, intimidation or similar misconduct that constitutes a substantial interference with the school Purpose | | |
| Engaging in any activity forbidden by state law which constitutes a danger to other students or interferes with the school's purpose | | |
| Possession of a weapon at school | | |
| | | Automatic Expulsion Automatic Expulsion |

** Incident does not start over at Semester

Decisions of discipline are at the discretion of the administration team. All serious matters of discipline will be examined on a case by case basis.

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.

- e) 10 credit hours in fine arts
- f) 40 credit hours in theology
- g) 5 credit hours in speech
- h) 80 credit hours in electives

- 3) Requirements may be adjusted for transfer students to better incorporate them into our system. (E.g.: Theology credits for a student from a public school or different diocese.)
- 4) Students should be advised that most four-year colleges require four years of math and two years of world language.
- 5) Only the students who have successfully completed the above requirements may participate in the commencement exercises.

6) COOP PROGRAM

- a) A Coop program for academics is available to students at Lourdes.
- b) Students may choose to fulfill their elective courses with public school classes not offered at Lourdes, if it fits into their schedule without interfering with required courses at Lourdes.
- c) The academic coop is available only to students in grades 11-12.
- d) Students who reside outside the public school district will be required to pay a prorated tuition charge for an elective class.
- e) All students interested in participating in the coop program should notify the Guidance Counselor prior to Aug. 15th for the first semester and Dec. 15th for the second semester.
- f) Internet courses offered by local universities are also offered – please see the guidance counselor for more details.

7) COMMUNITY SERVICE HOURS

- a) Each student in grades 9-12 will be required to complete 90 hours of community service as part of the requirements for graduation. The number of hours required can be school, church or community related, but should not be done for a family member (e.g. mowing the lawn for your grandmother). The following is the number of hours required for each year of high school: 9th Grade: 15 hours; 10th Grade: 20 hours; 11th Grade: 25 hours; and 12th Grade: 30 hours.
- b) OTHER REQUIREMENTS FOR COMMUNITY SERVICE HOURS
 - i) No student will be allowed to participate in summer camps, practices or any activities until service hours from the previous year are completed.
 - ii) Hours can not be carried over from year to year. The end of each school year ends the accumulation of hours for that year and the next year hours can begin.
 - iii) All students will need to complete the community service form provided by the school. The student's parent or guardian and community service coordinator must sign this form. The student's class sponsor will supervise all sheets and monitoring of this program. Failure to fill out the form completely will cause the student to lose credit in this area.

C. GRADING

1) Report cards are issued at the end of each quarter. All grades are recorded in office files and semester grades are posted on official school transcripts. The following scale will be used for semester grading and transcripts.

| Percentage | Letter Grade | Grade Points |
|------------|--------------|--------------|
| 100 – 99 | A+ | 4.00 |
| 98 – 95 | A | 4.00 |
| 94 – 93 | A- | 4.00 |
| 92 – 91 | B+ | 3.50 |
| 90 – 87 | B | 3.00 |
| 86 – 85 | B- | 3.00 |
| 84 – 83 | C+ | 2.50 |
| 82 – 79 | C | 2.00 |
| 78 – 77 | C- | 2.00 |
| 76 – 75 | D+ | 1.50 |
| 74 – 72 | D | 1.00 |
| 71 – 70 | D- | 1.00 |
| Below 70 | F | 0.00 |

D. HONOR ROLL

is assembled each quarter and semester.

1) Honor Roll: Will be based on the grade point average between 4.00 and 3.75

2) Honorable Mention: Will be based on the grade point average between 3.74 and 3.50

E. MIDTERM REPORTS

1) Parents will be able to track student progress via the *Powerschool* website. Parents will be sent a reminder during the fifth week of each quarter to check the website to see all graded activities that have been completed during the quarter along with a mid-quarter grade for each.

F. HOMEWORK

1) Students are expected to complete all homework neatly and on time. Homework provides practice, reinforces classroom learning, and provides opportunities for independent study, research and creative thinking. If homework is not completed on time, except as set forth in Section II (G), the student will earn a zero and the coursework will be considered incomplete. Upon completion of the assignment, the incomplete will be removed, and the teacher will have the discretion to upwardly adjust the grade.

slits also must be no higher than one inch above the top of the knee cap. For handkerchief dresses, the highest point of the hemline must also be no higher no more than one inch above the top of the knee cap.

iii) All dresses will have sleeves or straps (spaghetti straps are acceptable); no strapless dresses and no visible cleavage (no plunging necklines) are allowed.

iv) The entire dress back must reach no lower than one inch below the shoulder blades.

v) All dresses must not be made of a sheer fabric where undergarments can be seen.

vi) No miniskirts/short dresses with leggings will be allowed.

vii) Two piece dresses will be allowed provided that the midriff is not exposed at anytime, even when the arms are raised.

viii) All proper undergarments are to be worn.

ix.) Lourdes students must have their dresses pre-approved 10 school days before the dance by the administration or designated representative. Guests do not have to have dresses pre-approved but are still expected to follow the same dress code for formal dances.

j) For Homecoming or other informal dances:

i) Formal dance dress attire is allowed, though not necessarily encouraged.

ii) All skirts must be knee length or longer.

iii) Girls: Sleeveless shirts may be worn, but camisoles

(camis)(spaghetti straps) are not acceptable unless a shirt is worn over it. Tank tops may also be worn provided a shirt is over the top.

iv) No sheer fabric shirts may be worn that exposes undergarments.

v) No strapless or backless shirts allowed.

vi) All shorts must be knee length and loose fitting.

vii) Jeans are allowed though not encouraged, provided that they are loose fitting but not baggy.

viii) No shirt may be worn that exposes the midriff area.

ix) No ripped clothing, unless this clothing is over the top of other clothing.

CONCLUDING REMARKS

The above stated policies are meant to be guide lines, 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

classmates when it comes to planning events and activities as well as help in any kind of set up necessary to execute said events and activities.

3) SPORTS

a) Middle School and High School competition is promoted as an extension of the school's physical education program. The intention is to teach and develop skills, mental discipline, good sportsmanship, and the sacrifices necessary for successful living. All students are encouraged to participate, regardless of their skill level or experience.

4) COOP PROGRAM

a) A Coop program for extracurricular activities is available to students at Lourdes. In extracurricular activities, students in grades 7-12 may choose to compete in an activity at the public school that is not offered at Lourdes.

5) DANCES

a) Dances are school-sponsored events and standard rules of conduct will apply at these functions. The Principal must approve each dance.

b) The preparation and clean up for prom is a responsibility of the junior class. All class members are expected to participate, unless a student is involved with another school-sponsored activity. The After-Prom Party is sponsored by the junior class parents.

c) In the interest of encouraging safety and modesty, the following guidelines will be in effect for all dances. All students, even those from another school, will be expected to abide by these policies and act appropriately or they may be asked to leave the dance by the sponsors.

d) Middle School students are not allowed to attend high school dances.

e) Guests from outside the school must be registered in the office prior to the dance.

f) Students should arrive at the dance (and the after-prom gatherings) at the designated time, or they will not be allowed to enter.

g) If a student chooses to leave the dance (or after-prom party) early, s/he will not be allowed to return and the parents will be notified.

h) Dancing must be modest and appropriate. Sexually suggestive movements are unacceptable. Dance partners facing the same direction may not be touching at all.

i) Dress code for formal dances or Prom:

i) Appropriate dress for boys is a tuxedo, suit and tie, or shirt, tie and trousers.

ii) All dresses will have a hemline no more than one inch above the top of the knee cap while the girl is standing upright or longer. Dress

G. INCOMPLETES/MAKE-UP WORK

1) If a student knows in advance that s/he will be absent—for example, doctor appointments or school activities—s/he must hand in the work that is due in advance unless excused from that requirement by each classroom teacher. The student must also ask for the next day's assignment so that s/he can be prepared.

2) If a student is sick or has an unplanned absence, students are responsible for making arrangements with their teachers for the work missed upon the day of return. Assignments will not be collected at school; however, parents can e-mail instructors for daily lessons.

3) The teacher will determine the amount of time allowed for make-up work, but as a general rule, students will be given not less than two days to complete newly assigned work for each day missed. Anything that was assigned before the absence will be due the day after the student returns. (Tests will be given a second day.)

4) Students are held responsible for ascertaining and completing make-up work on time with no reminders from the teachers. Anything not made up within the allowable time frame will earn a zero and the coursework will be considered incomplete. Upon completion of the assignment, the incomplete will be removed, and the teacher will have the discretion to upwardly adjust the grade. At the end of each quarter the teacher may at their discretion remove the incomplete. If a student and parent / guardian believe that extenuating circumstances warrant consideration, they may submit a written explanation to the principal who—in consultation with the teacher(s)—may waive the grade penalty and / or extend the time allowed to make up the work.

H. ACADEMIC/ ELIGIBILITY POLICY

1) To be eligible for extracurricular activities a student must be enrolled in at least 20 credit hours in the semester of participation.

2) A student must have received credit for 20 hours for the immediate preceding semester.

3) A student's eligibility for extracurricular activities will be determined on a weekly basis, from Monday to Monday. Course grades will be reported Monday at noon.

4) Students who are on the ineligible list will also be ineligible for other school sponsored activities not connected with a team or organization. (Practice may be allowed at the discretion of the administration.)

5) Grades WILL NOT be reported during the first week of each new quarter.

6) Grades WILL be reported during the second week of each new quarter, and all students with a D, an F, and/or an Incomplete will be placed on the **Concerned List**. Students and parents will be notified via email.

7) Beginning the third week of each quarter, the following rules will apply. Students and parents of students who are placed on the **Concerned List** and the **Ineligible List** will be notified.

- a. Students who are earning two or more Fs during one reporting period are placed on the **Ineligible List** and will remain ineligible for one week.
 - b. Students who are earning two Incompletes are placed on the **Ineligible List**. These students have the opportunity to complete missing work and be removed from the list during the week.
 - c. Students who are earning one F and one Incomplete are placed on the **Ineligible List**. Again, students have the opportunity to submit missing work to remove the Incomplete. In this case, the student will be removed from the **Ineligible List** and placed on the **Concerned List**.
- 8) Reporting Periods- If a student is failing two classes at the end of a quarter, the student will be ineligible for the 1st week of the following reporting period/ quarter.
- 9) If a student is ineligible at the end of the first semester, he/she will remain ineligible for one week of competition following the moratorium.
- 10) A removal of an F during the week will **NOT** reinstate a students' eligibility for that week.
- 11) The **Eligibility Policy** includes all COOP activities with Nebraska City High School.
- 12) Due to mitigating circumstances, the administration reserves the right to make decisions regarding this policy on a case-by-case basis.

I. FAILED COURSES OR LOSS OF CREDIT

- 1) If a student in grades 9-11 fails a core course or loses credit during any semester, it will be his or her responsibility to re-take this class in summer school. It will be the student's and parent's responsibility to call a school, arrange for the class(es), and pay any fees required by that school. This class needs to be completed by the time school starts in the fall. Students will be required to bring in a record of completion for the class. Failure to makeup the class could cause a student to not be eligible to graduate on time.
- 2) If a student fails a class or loses credit during his or her senior year, he or she will not be allowed to participate in the graduation ceremony. In order to receive a signed diploma, the student will have to re-take the class in summer school or make private arrangements with the teacher. Lourdes teachers are not required to offer this service. It is solely based on the discretion of each individual teacher.
- 3) Summer school is offered at the following locations: Nebraska City Public High School, Plattsmouth Public High School, Bellevue West, or any other accredited high school. Arrangements can be made between Lourdes Central Catholic teachers and a student if that teacher is in agreement. Lourdes teachers will receive payment for this service at a price agreed upon by the student's parent and the teacher.

student from school transportation should be made by parents before departure from school for the activity. The student is required to return on school transportation with the following two exceptions:

- i) Unless the sponsor objects, a student may be released directly to his or her parent.
 - ii) Unless the sponsor objects, a student may be released to another adult with notification and written authorization given to the sponsor by the student's parent or guardian which should be done before departure from school for the activity. No student may be released to ride home with another student.
- d) Students are to be in single file with no cutting in the lunch line. (Cutting can be considered a form of bullying.)
- e) Appropriate behavior is expected as students walk to and from lunch.

J. EXTRACURRICULAR ACTIVITIES

1) GENERAL GUIDELINES

- a) It is the expectation of teachers, administrators, and coaches that students who participate in athletics and other extracurricular activities at Lourdes be responsible and accountable for meeting all of their regular school responsibilities. This includes attending school on time on days of and following athletic events or extracurricular activities.
- b) If a student fails to report to school or arrives in the middle of first period or later on the day of or following an athletic or extracurricular activity, the student will be notified that if this happens a second time, s/he will be ineligible to compete or participate that day's event (if it involves a tardy or absence the day of the event) or in the next scheduled event (if it involves a tardy or absence the day after the event). This ineligibility applies even when the student produces a permission slip from his or her parent. Each subsequent absence or late arrival will result in the same ineligibility sanction with no further warnings.
- c) The only exception to enforcement of this policy is when a student is injured or becomes sick during a competition, and the student's parent provides a written request for the student to be excused as a result of this injury or illness.
- d) Students are expected to check with all teachers for class work that will be missed due to an athletic event or extracurricular activity. The teacher may require that make up work be completed before leaving for the event or may allow students to complete the work before or during the next day's class.

2) STUDENT COUNCIL

- a) There will be 15 members of Student Council:
 - i) 1 Student Council Sponsor
 - ii) 1 Student Body President
 - iii) 13 Class Representatives, from which will be chosen a secretary and a treasurer
- b) Each Student Council member is responsible for showing up to all meetings and Student Council sponsored activities. Each Student Council member is also responsible for giving ideas of their own and their

6) HALLWAYS

- a) With the number of students passing between classes during the day, it is important to be respectful and courteous to others. In addition, we expect the following behavior in the hallways:
 - i) No shouting or talking loudly in the hallways.
 - ii) Students are not to be in any other person's locker.
 - iii) Students are to show respect to all peers, teachers, administrators, and guests when passing through the hallways.
 - iv) Students are to get their classroom materials and go to their next class without pushing or shoving.
 - v) If you meet an adult or visitor in the hallway, please say "hello" or "good morning/afternoon" to them.
 - vi) In order to facilitate learning in each classroom and to ensure proper supervision, students are to be in the classrooms and not in the hallways of the school during class periods without a teacher's hall pass.
 - * This pass should indicate the time the student left the classroom, where he/she is going and the reason he/she left the classroom.
 - * Students who are in violation of this rule will be given an infraction.

7) WEIGHT ROOM

- a) The weight room is to be used only when supervised by a staff member. Any student who uses the weight room while unsupervised is subject to being banned from its use.

8) BUS TRANSPORTATION

- a) Lourdes School sponsors student transportation in order to provide a safe means of getting students to their destination and back. This is a student privilege which, if abused, may be suspended or revoked at any time.
- b) 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.
 - i) The driver is in charge of the bus and sponsors are expected to assist him or her.
 - ii) Complete silence at railroad crossings is required.
 - iii) No standing or switching seats is allowed after the bus is underway.
 - iv) Electronic devices may be used only with headphones. Volume must be turned low so as not to distract the driver.
 - v) Sharp or excessively loud noises are prohibited.
 - vi) Students are not to open the emergency door unless directed to do so by the driver.
 - vii) The bus is to be left as clean as it was when boarded.
 - viii) Each group is to clean out the bus after its use.
- c) When the school sponsors transportation to an activity, any student involved is required to use that transportation unless excused by both the sponsor and an administrator for a good reason. A request to excuse a

J. ACADEMIC INTEGRITY (CHEATING AND PLAGIARISM)

- 1) Overt dishonesty in the way of cheating or plagiarism is against the mission of our school and cannot be tolerated.
- 2) See appendix C for more information on cheating and plagiarism.
- 3) Consequences of Cheating and/or Plagiarism:
 - a) The teacher will investigate the matter with the student(s) involved. The teacher will then communicate the outcome of the investigation to the principal. If it is determined that cheating and/or plagiarism has occurred, the following consequences will apply equally to all parties involved. No distinction will be made between those who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty and those students who access or receive the material and/or aid.
 - b) First Offense of the School Year
 - i) The teacher will file a report with the principal; a copy of the report will be placed in the student's file.
 - ii) Parents/guardians will be notified and it will be documented in the student's file.
 - iii) The student receives a zero for the work and serves a noon detention.
 - iv) If the student is a member of the National Honor Society the advisor will be notified and the student placed on probation.
 - c) Second Offense of the School Year
 - i) The teacher will file a report with the principal; a copy of the report will be placed in the student's file.
 - ii) Parents/guardians will be notified and it will be documented in the student's file.
 - iii) The student receives a zero for the work, is referred to an Intervention Team, and automatically placed on Social Probation for one week.
 - iv) If the student is a member of National Honor Society they will be removed from membership, the student *may not* reapply.
 - d) Third Offense of the School Year
 - i) The teacher will file a report with the principal; a copy of the report will be placed in the student's file.
 - ii) Parents/guardians will be notified and it will be documented in the student's file.
 - iii) The student receives a zero for the work, is referred to the Intervention Team, placed on social probation for a length of time to be determined by the team, and fails the class for the semester in which the third offense has occurred.

K. ATTENDANCE

- 1) The school day begins at 8:00 a.m. and ends at 3:30 p.m. A daily class schedule is available in the office.
 - a) Before school, students are not to be in the building before 7:30 A.M. unless for a practice, a school function, or by special arrangement. Students are to remain off the gym floor and stage but may sit on the

bleachers. Middle School students are not allowed in the gym or locker rooms before school. The library will be open for study purposes when the librarian arrives. An environment conducive to study will be maintained in the morning.

b) 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. Students are not to be in the building unsupervised. If a student needs to remain at school, he or she is to report to the library to study until 4:00 P.M. when the library closes. If necessary, students may go to the gym after the library closes if there is a staff member present.

2) At Lourdes, we believe that regular attendance at school is an extremely important ingredient for each student in achieving his/her full potential.

3) Students are expected to attend school on all days the school is open for instruction. The school recognizes that a student may miss school due to illness or at the request of a parent or guardian for non-school purposes. However, families should be aware that TEN ABSENCES from a course in any one semester for non-school reasons (even with parental permission) will result in loss of credit for that semester course. Parents are encouraged to schedule appointments so the student does not miss the same class period each time.

4) Parents and students 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. Upon the tenth absence, a notification of loss of credit will be sent to the parent and student.

5) Credit may be recovered, especially in the event of extenuating circumstances:

- a) In order for credit to be restored, the student and a parent or guardian must make a request in writing to the administration and individual teachers, listing the special circumstances for their absences.
- b) Extra time at school may be required for credit to be restored, especially if a student is behind in a particular class, or if the absences were not for extenuating circumstances, as judged by the administration.

6) After twenty absences, pursuant to Nebraska law, the school will notify the county attorney of the student's truancy.

7) When a student is unable to attend school, parents are asked to notify the school before 7:45 a.m. If there is no communication with the office by 8:30 a.m., truancy will be presumed, and the police or sheriff may be called to confirm the reason for the student's absence.

8) After an extended absence (3 days), a student must bring a written excuse from a doctor's office with the reason for the absence, length of the absence and permission to return to school.

9) The following procedures should be followed for planned absences:

2) SEARCHES

- a) Our facilities are the property of the school. Therefore, teachers and administrators reserve the right to search lockers and other areas of the school at any time, for a sufficient reason.
- b) Personal belongings may also be searched for a sufficient reason. If possible, a search should be conducted with another adult witness.
- c) Any items found which are inconsistent with the Catholic goals of the school may be removed.

3) SCHOOL TELEPHONES

- a) The school telephones are for school business only and are to be used only in case of emergency, and then only with permission. Prior arrangements must be made with the office before placing a long distance phone call.

4) LOCKERS

- a) A locker is assigned to each student at the beginning of the school year. Students are not allowed to change lockers without approval from the principal. They are expected to keep their lockers clean and not abuse them in any way.
- b) Each student will be offered a combination lock for his or her locker at the beginning of the year. While students may decline this lock, STUDENTS ARE ENCOURAGED TO USE LOCKS. Combinations are to be kept private and not given to any other student.
- c) The school cannot be responsible for valuables left in lockers or on the school grounds. Cash or valuables should be left at home or checked in at the office for safekeeping.
- d) Inappropriate pictures hung inside or outside the lockers will be removed.

5) GYM/LOCKER ROOMS

- a) In an effort to preserve the surface of the gym floor and for the welfare and safety of all who use the school gymnasium, the following rules apply:
 - i) No street shoes are allowed while playing on the gym floor.
 - ii) Students are not to sit along the edge of the stage during games.
 - iii) Students are to sit in the bleachers and not block the exits during games and activities.
 - iv) Students are to stay off the gym floor and stage before school unless for a class or a supervised activity. No "open gym" is allowed before school.
 - v) Special indoor-use shoes are required for all gym activities.
 - vi) Middle-school students are not permitted in the gym or the locker room prior to 7:50 a.m.
 - vii) Liquids in bottles only are allowed in the gymnasium.
- b) Use of cell phone cameras and other forms of photography is strictly prohibited in the gym's locker room.
- c) Restrooms are not to be used as changing rooms. Use the girls' and boy's locker rooms.

- iii) The possession of a cell phone or the use of a personal electronic device during the school day without permission will result in the following consequences:
 - * In all cases, the electronic device will be taken by the teacher or administrator with a note stating the student's name, date, class/time and turned in to the office.
 - * For the first violation: An infraction or detention will be given and the phone will be confiscated for the rest of the day.
 - * For the second violation: An infraction or detention will be given and the phone will be confiscated to be given to an administrator.
 - * When a cell phone or electronic device is confiscated or brought to an administrator, the student will call the parents to come to school to retrieve the electronic device.
- iv) Students are encouraged to keep their personal electronic devices in a **locked** locker or at home. Cell phones and other devices must be turned off while in a student's locker.

7) 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: Instagram, Facebook, Twitter, Snapchat, email, 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.

8) AUTOMOBILES

- a) Automobile access to the school is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Failure to do so can result in the revoking of this privilege. In the case of a reckless endangerment others, a student can be suspended or expelled from school.
- b) All vehicles driven to school must be registered with the front office.
- c) Student parking is located in the far south and west stalls of the parking lot.
- f) For both parking lots: There must be open space to drive through the parking lots at all times.

I. FACILITY USAGE

1) VANDALISM/GRAFFITI

- a) Vandalism and graffiti is an offense against the whole school community performed in a cowardly behavior.
- b) Each act of graffiti is subject to one week to one month of daily (M-F) school service performed after school hours and restitution of damaged property.

- a) A note from the parent is sent to the office stating when the student will be absent.
- b) Student receives a make-up slip to be completed by all of his/her teachers.
- c) Students are to have all homework completed on the first day of their return to school.
- d) These absences are counted in the ten-absence policy.

10) Students who are absent without parental approval will be considered truant. This will result in receiving zeros for any classes missed and serving a detention. Furthermore, any student who participates in a "skip day," with or without parent approval, will likewise be considered truant and subject to any other additional consequences that the administration deem appropriate, including in-school or out-of-school suspension.

11) TARDIES

- a) Normally, if a student is tardy for class without excuse, he or she will receive an infraction.
- b) Any student over 15 minutes late to a class without a legitimate excuse will be considered absent for that class.

L. 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 6-12) are expected to attend Mass each Friday 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 genuflect before entering the pew as a sign of reverence and homage to the Presence of God present in the tabernacle.
 - d) Students are expected to fully participate by lifting their voices in song, kneeling, standing, praying, and responding when appropriate.
 - f) Catholic students who are spiritually prepared are encouraged to receive Holy Communion. Others are invited to come forward to receive a blessing from the priest.
 - i) "Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law" (USCCB Guidelines).
 - g) Students are to leave the church quietly and in an orderly manner.

3) Students who are participating in any extracurricular activity, whether they are eligible or not, are required to attend Mass with the group or team whenever a Mass is scheduled. Other students always have the option to attend the same weekday Masses. Mass for the middle school and senior high students will be offered every Friday (with grades 3-5). There will be a K-12 all school Mass every First Friday of the month during the school year.

M. COLLEGE VISITATION

1) Seniors will be allowed two college visitation days and juniors will be allowed one day. These days will not be recorded as an absence. Visits should be arranged with the college representative in advance. Visitation days must be requested and approved by the Guidance Counselor at least 3 days in advance. Exceptions to this rule must be made by the school principal after consultation with the school counselor and parents.

N. FIELD TRIPS

1) Field trips will be handled as an extra-curricular activity in relation to a student's eligibility.

O. PARENT-TEACHER RELATIONSHIP / CONFERENCES

1) Parent-teacher conference time is very valuable to the overall educational program. Conferences are scheduled halfway through the first quarter and third quarter of the school year. Parents are encouraged to attend, regardless of the progress of the student.

2) It is not necessary to wait for the regular conference time if a parent has a special concern. Conferences are encouraged and can be arranged at any time during the school year.

3) Parents may call the office at any time to talk with the principal or to set up an appointment to visit. However, if they have a concern about a teacher, they are encouraged to talk with that teacher first to resolve any concerns.

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

3) FOOD AND DRINK POLICY

- a) As a norm, no food, gum chewing, candy or drinks are allowed during academic day at school.
- b) No food may be kept in lockers, except a lunch brought from home to be consumed that day.
- c) Students are currently allowed to finish eating breakfast foods in the school hallways before the school day. This privilege is contingent upon orderliness and care, particularly to avoid dropping any bits of food or spilling drinks and to make sure to dispose of all packaging in hallway waste containers rather than trash cans in the classrooms.
- d) As a privilege that can be revoked at any time, teachers may allow bottled water in the classroom if the water is in a clear plastic container with a lid and the empty containers are properly disposed of in the trash.
- e) On special occasions, when the principal and teachers have given permission, students may consume food and drink in the classroom.

4) LEAVING SCHOOL GROUNDS

- a) Students are not to leave the school grounds during school hours for any reason without the knowledge and consent of their parents and the administration. (This permission is usually through a permission slip or "hold harmless" form.) Students are not to go to their car during the school day without permission.
- b) Students who have permission to leave the school grounds are required to notify the secretary when they depart from the building and when they return.

5) SCHOOL TECHNOLOGY USE POLICY

- a) Each year, all students read and accept, along with parents/guardians, the guidelines and contract mandated by the school for the appropriate use of technological resources. Failure to follow these guidelines will result in consequences, which can include the revoking of the privilege to use the Internet, school disciplinary action, and even legal action, if warranted.
- b) Please see appendix B for the full school technology usage policy.

6) PERSONAL ELECTRONIC DEVICES

- a) Personal electronic devices include (but are not necessarily limited to) cell phones, mp3 players, PDAs, Gameboys/electronic games, personal computers, cameras, etc.
- b) Personal electronic devices may be used before and after school hours without permission.
 - i) No photography may be taken of other persons without their permission.
 - ii) No cameras of any kind are allowed near or in the locker rooms.
- c) During the course of the school day (periods 1-8), cell phones will NOT be allowed. They are to be off and out of sight.
 - i) A cell phone may be used in the office to make a personal call if a need arises (e.g. an emergency) during the school day.
 - ii) Other electronic devices may be permitted by the teacher of a class whose students need a camera for class or mp3 player for an audio book, etc.

j) Jeans, khaki fabric pants, and other dress pants are acceptable for both boys and girls.

k) Girls may wear capri pants (defined as pants that are from mid-calf length to just above the ankle length) in blue denim or khaki in color or Dennis Uniform skorts, both of which must be loose fitting. Due to current fashions, girls in grades 6-12 are not allowed to wear dresses. Skirts may be worn if they are of at least knee length and with a uniform polo shirt.

l) Tight fitting pants, sweat pants, wind pants, leggings and stirrup pants are not allowed.

m) Belts are encouraged but not required. Socks are to be worn at all times except with sandals.

n) No jackets (including cheerleading jackets) or coats may be worn in classrooms. No hats are to be worn in any of the school buildings during regular school hours.

o) Spirit Days: Generally, cheerleaders will request approval for Spirit Days from the principal. When Spirit Days are approved, students may wear Lourdes T-shirts and sweatshirts. Nebraska City COOP sport participants may wear t-shirts or sweatshirts of their respective sports during their respective season.

p) Gym dress code: During gym class, students are to wear sweatpants or shorts that extend to the top of knee cap or lower (no short shorts). Students are not allowed to wear sleeveless or cut-out shirts.

q) Parents are expected to ensure students are in proper attire when they arrive on the school grounds. If a student is not in dress code, the administration reserves the right to do one of the following: 1) Ask the student to call home for proper clothing or to set up an appointment for a haircut. If a student is given written notification to get a haircut they will have 3 days (including Saturday and Sunday) to comply. If after 3 days they have not complied, the student will receive a detention for each day that compliance is not met. Parents will be notified via email. 2) Request the student to shave or to change into an extra uniform shirt that will be provided by the school. 3) Send the student home to change, shave, or receive a haircut.

r) The administration is the final judge of the appropriateness of dress.

s) The dress code is in effect for the entire school day, including for Mass. Coats and other cold weather clothing may be worn to and from the lunch room and other outside school areas. At other times of the day, the school dress code will be in effect at all interior areas of the school.

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 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. THE PROGRESSIVE DISCIPLINE PLAN

(See Appendix A for the “Discipline Matrix” for further details.)

1) LEVEL I – Infractions

- a) Infractions are for minor behavioral problems such as tardiness, dress code violations, gum chewing, “horseplay”, or not complying with other classroom or school rules.
- b) An infraction card will be issued to each student at the beginning of the semester. Students must keep this card in their possession throughout the school day.
- c) Four infractions will accumulate to equal a before, noon, or after school detention. The determination of when the detention will take place is at the discretion of administration. If a student receives a 3rd noon detention it will become an after school detention. After school detentions will be from 3:40pm to 4:15pm each day. This does include Friday. Each detention received after the 3rd one will continue to be after school.

2) LEVEL II – Detentions

- a) Misconduct Behaviors such as cheating, insubordinate behavior, being abusive in tone or gesture, threats, filling or losing an infraction card, etc. will result in a noon detention. A possible student-parent-administration meeting may be called to develop a Behavioral Contract, depending on the circumstances of the incident.
- b) During a noon detention, students will eat lunch and be required to complete an essay reflecting upon their misbehavior. No homework, leisurely reading, or talking to others will be allowed. No pop or candy is allowed during noon detention time.

3) LEVEL III – Serious misconduct

- a) Serious Misconduct are those behaviors that are found to be most contrary to the values and goals of our school and can result in loss of Lourdes social privileges, in-school suspension, out of school suspension, or expulsion. Included in serious misconduct is a student reaching six detentions. See the discipline matrix for examples of serious misconduct.
- b) A student who participates in serious misconduct or reaches six detentions will be asked to participate in a student-parent-administration meeting to develop of a behavioral contract.
 - i) This behavioral contract will be based upon the individual’s behavior and what is necessary for the student to successfully participate in the academic, social, and spiritual programs offered by Lourdes.
 - ii) Also considered in the development of the contract is the well-being of the other students, the teachers, and the school as a whole.
 - iii) This behavioral contract may include a plan of action for the improvement of behavior for success at Lourdes and may include some form of mentoring and/or counseling.

c) All students should be neatly groomed. For boys, hair should not hang over the collar or extend below the top of his eyebrows. In addition, they are expected to be clean-shaven and are not allowed to wear earrings.

d) All clothing should be neat, clean and modest in appearance. Clothes which are torn, frayed or extremely threadbare are not acceptable.

e) All students are required to wear a short or long sleeved uniform polo shirt. It is preferred that shirts are purchased from the Dennis Uniform Company.

- i) The shirts must be the following colors: royal blue, light blue, navy blue, red, white, gray, and black.
- ii) Polo shirts must completely tucked (not rolled) during the school day for the sake of both neatness and modesty.
- iii) Any shirt worn under a polo shirt must be one of the eight approved colors with no writing or design.

f) All students may wear a solid colored sweater or a solid colored crewneck sweatshirt of the same colors as the polo shirts. (A uniform polo must be worn underneath a sweater or sweatshirt.)

i) A solid colored crewneck sweatshirt of the same polo colors may also have the Lourdes logo on the front.

g) A Lourdes crewneck sweatshirt or hoodie may be worn if they fall within the following parameters:

- i) There must be a Lourdes logo (any style) on the front.
- ii) Only royal blue or black Lourdes hoodies can be worn.
- iii) No other writing on the rest of the hoodie is allowed. However, a student’s name (no nicknames) would be allowed underneath the hood for the sake of identification. Lettering should be no larger than one inch in size and of an alternate color as the sweatshirt. (I.e., black hoodie – royal blue lettering; blue hoodie – black lettering.)
- iv) As with other sweaters or sweatshirts, a polo is to be worn under a Lourdes hoodie or sweatshirt.
- v) Other Lourdes sweatshirts and hoodies (including playoff hoodies) may be worn on spirit days. Sweatshirts, hoodies and coats of any style may be worn to and from outside classrooms and the lunchroom.

h) ¼ zip pullovers may be worn with or without a Lourdes logo as long as it is in the same color as the uniform polo colors.

i) Blue denim jean shorts or khaki color shorts (light to medium yellow-brown or tan or beige) that are of at least knee length will be allowed for wear along with the Dennis Company uniform short. Shorts may be worn with the exception of the months of December, January, and February. No cut-off shorts are allowed.

- ii) The cost of the evaluation and subsequent program is the responsibility of the student.

THIRD AND SUBSEQUENT INCIDENTS:

- a) Once it comes to the attention of the administration, the parents and the student will be contacted and a conference arranged.
 - b) During the conference, the parents will be required to have the student take part in a diagnostic drug/alcohol evaluation for dependency issues, followed by an alcohol and drug education program or an outpatient substance abuse program as determined by the evaluation.
 - i) The evaluation must take place within thirty days after reporting the incident.
 - ii) The cost of the evaluation and subsequent program is the responsibility of the student.
 - iii) Students who fail to cooperate and complete the designated program are subject to suspension or expulsion.
 - c) A student may attend an activity/event only if his/her parent or guardian is also in attendance.
 - d) The student will be ineligible to participate in extracurricular activities for a year from the date of the meeting (or comparable punishment if the suspension falls during a time when no activities/events for the student occur). This suspension does not include athletic practices or meetings of organizations.
 - e) The student will be required to perform 40 hours of service to the school in addition to the service hours that are required for graduation.
- 5) A student may be in the immediate presence of alcohol if his or her parent or guardian is also present.
- 6) Any student in a situation where illegal drugs or alcohol are present and his or her parent is not, must leave the area immediately and report the incident to their coach, the activities director, or another administrator to avoid any possible consequences for being in the presence of alcohol.
- 7) The tenure of the policy extends from the date of the student's enrollment at Lourdes Central Catholic until enrollment ceases due to graduation or transfer.
- 8) Students are not to carry or use tobacco products of any kind while at school or school activities. See the Appendix B: "Discipline Matrix" for more details.

H. PARTICULAR POLICIES AND EXPECTATIONS

1) MESSAGE BOARD

- a) The names of students with messages will be placed on the board outside of the office. It is the responsibility of the students to check the message board throughout the day. The message board will be cleared at the end of the day and all messages will be discarded.

2) DRESS CODE

- a) We are "temples of the Holy Spirit, God dwelling within." (1Cor 6:19) Our appearance should reflect this conviction. Any type of dress, grooming or visible bodily markings, whether temporary or permanent, which are distracting or inappropriate will not be permitted.

- b) Visible body piercing jewelry is not allowed with the exception of earrings for girls. Sixth graders are not allowed to wear makeup.

- iv) This contract also may contain further conditions to be followed for remaining at Lourdes, which, if not followed, may result in suspension, a request to leave Lourdes, or expulsion.

- c) No student may have in his or her possession during school time any kind of weapon such as guns, knives, or explosives. Students who are determined to have knowingly and intentionally possessed, used or transmitted a firearm on school grounds (including the parking lot) or in a school vehicle will be expelled for no less than one year (as in the Lincoln Diocesan School Policy Handbook, VII.24).

d) Included under serious misconduct is HARASSMENT OR BULLYING:

- i) Every human being has been created in the image and likeness of God. Therefore, they are endowed with a dignity and deserve respect from everyone. Every student has a right to feel welcome and accepted in order to receive a quality education at Lourdes.
- ii) Harassment means persistently annoying someone with suggestive, obscene, or lewd comments; inappropriate touching; or, bodily gestures.
- iii) Bullying is the repeated intimidation of others by real or perceived infliction of physical, verbal, written, electronically transmitted, or emotional abuse.
- iv) Harassment and bullying are directly opposed to the commandment of Jesus "to love one another as I have loved you," and will not be tolerated.
- v) Any student who harasses or bullies another student will be subject to a detention, suspension, or expulsion. Depending on the gravity of the offense, the student may be held legally liable for his or her actions.

D. SOCIAL PROBATION

- 1) Social probation is a consequence in the discipline policy whereby a student is prohibited, either as a participant or spectator, from attending any school sponsored activity or event. (The student will be allowed to practice, at the discretion of the coach/activities director.)
- 2) Social probation is usually a consequence of serious misconduct.

E. SUSPENSIONS

- 1) If an in-school suspension is necessary, the student will be placed in an isolated area. The student will not be allowed to attend any classes but will be given assignments to be completed that day, which the student will return to each teacher at the end of the day.
 - a) Students who do not seem to have any work will be assigned work by the principal, which will be completed during the school day.
 - b) Lunch from the cafeteria will be served to the student in the suspension area.
- 2) If an out-of-school suspension is necessary, the student will be asked to remain at home for the day.

- 3) The student will be allowed to receive credit for work completed while on suspension, but will not be given any extra time to complete assignments.
- 4) Students lose extra-curricular privileges on days of in-school or out-of-school suspension.
- 5) Parents will be notified in writing of the suspension.

F. STUDENT PREGNANCY

1) Lourdes Central Catholic School shall teach and encourage students to follow the ideals of Christian chastity. Students shall be taught and reminded that God's gift of sexuality finds its full meaning in the union of husband and wife in the Sacrament of Marriage and that Christians are to abstain from sexual intercourse outside of marriage. Yet we do acknowledge human passion and weakness. In the interest of safeguarding the life and health of the pre-born, and for the well being of the father and mother, the following policy shall govern student pregnancy:

- a) Both the mother and the father of the child will be allowed to continue their education in school. (Diocesan policies concerning marriage and married students will be followed as according to Section V.16 [p.16] of the Diocesan School Policy Handbook)
- b) The health and well-being of the mother and the child will be considered when a decision on participation in activities is made.
- c) Both the mother and father of the child, along with parents, will be provided with counseling and information from Catholic Social Services.
- d) Both the mother and father will be encouraged to receive the sacraments as soon as possible.
- e) Each pregnancy is different. The school needs to be sensitive to each situation. The school has the obligation to support the young parents and at the same time guarantee that the moral teachings of the Catholic Church are upheld and supported.
- f) The school reserves the right to modify its pregnancy policy in accord with the setting, cooperation, disposition, and attitude of personalities involved in each case.

G. 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 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 following policy for athletics and activities will be in effect:

FIRST INCIDENT:

- a) The student will be ineligible to participate in extracurricular activities for a four week period from the date of notification. This suspension does not include athletic practices or meetings of organizations. If the four week suspension falls during a time when no activities/events for the student occur, the student will not be allowed to participate for four weeks commencing the first scheduled activity, event, or performance.
- b) The student will be required to perform 10 hours of service to the school in addition to the service hours that are required for graduation.
- c) A student may attend an activity/event only if his/her parent or guardian is also in attendance.
- d) Self-reporting, which is defined as the student reporting their own violation before being approached by a school official or coach, will reduce ineligibility to two weeks.

SECOND INCIDENT:

- a) The student will be ineligible to participate in extracurricular activities for a four month period from the date of notification (or comparable punishment if the suspension falls during a time when no activities/events for the student occur). This suspension does not include athletic practices or meetings of organizations.
- b) The student will be required to perform 20 hours of service to the school in addition to the service hours that are required for graduation.
- c) A student may attend an activity/event only if his/her parent or guardian is also in attendance.
- d) Ineligibility will be reduce to two months if the student self-reports and takes part in a diagnostic drug/alcohol evaluation for dependency issues, followed by an alcohol and drug education program or an outpatient substance abuse program as determined by the evaluation.
 - i) The evaluation must take place within thirty days after reporting the incident.