

# JESUIT ACADEMY

Advancing the **Hearts** and **Minds** of Young Men

2311 North 22<sup>nd</sup> Street  
Omaha, NE 68110  
(402) 346-4464

## Parent/Student Handbook

***“Finding God in all Things”***

2024-25

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# Purpose and Nature of Handbook

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Jesuit Academy and any student or parent/guardian of any student.

The information contained in this Handbook provides a general description of rules and regulations. Jesuit Academy reserves the right to add to, modify, or abolish any of its rules and regulations at any time without notice.

Non-enforcement of any of the rules and regulations does not serve as a waiver of their future enforcement.

## *Key Communication Contacts*

*School-402-346-4464*

*Fax-402-341-1817*

*Website* [www.jesuitacademy.org](http://www.jesuitacademy.org)

***Deacon Masek, President* [mmasek@jesuitacademy.org](mailto:mmasek@jesuitacademy.org)**  
***Mr. Murray, Principal* [jmurray@jesuitacademy.org](mailto:jmurray@jesuitacademy.org)**

# Jesuit Academy

***“With kindness and compassion, we prepare the hearts and minds of young men to thrive through a Catholic/Jesuit education.”***

## ***President’s Message***

Dear Parents/Guardians of Jesuit Students,

Since our school was founded in 1996, Jesuit Academy has been committed to working with parents and families to help form young men of faith, service, and academic excellence. We are grateful to have you as part of this ongoing mission.

Jesuit Academy’s purpose as a school is to meet the unique needs of each young man, to ease and celebrate the transition from childhood to adolescence, and to bridge the span from the self-contained elementary school to the departmentalized high school. Because of our small class size, we can offer each young man a personalized educational experience, with an emphasis on collaborative teaching and hands-on learning.

We also value self- and social-awareness. We guide our students to become first-rate scholars with strong habits of mind and work *and to be men of faith*, with the maturity to assume responsibility for their words and actions; who extend a kind hand when someone is in need; who reflect on and learn from mistakes; who make it a point to understand, include and respect others who might easily be left out; and who have the courage to stand up for what is right, even and especially when this is not the easiest or most popular thing to do. In other words, we take seriously the mission to be MEN FOR OTHERS!

Whether in the science lab, the art room, out on a field, or the classroom, every adult at Jesuit—dedicated teachers, tutors, staff, coaches, volunteers—is here to help every young man reach his academic and God-given potential. We also appreciate ongoing conversation with parents and caregivers, students’ primary role models. My door is always open and I invite you to drop by to share questions, concerns or your latest creative idea.

God bless you and your families,

Mr. Mike Masek  
President

## **Welcome To Jesuit Academy**

### ***Principal's Message***

Dear Families, Friends, and Faculty of Jesuit Academy,

Serving as the Principal of Jesuit Academy continues to be an honor that is taken with great responsibility and respect for advancing the hearts and minds of our young men. We are prepared to do this by keeping a focus on the five pillars of our graduate at graduation.

Daily, I look forward to working with students, families, faculty, and community. My desire to be a part of Jesuit Academy stems from our mission to provide young males a quality educational opportunity and encourage them to claim ownership of their lives and develop themselves into responsible leaders. This mission along with the Graduate at Graduation profile, our educational blueprint, states that each young man that enters Jesuit Academy leaves as a young man that is open to growth, intellectually competent, loving, religious and committed to doing justice. Graduates of Jesuit Academy are prepared for higher education and equipped to succeed in life.

I am personally most excited for you to meet and partner with the amazing teaching team here at Jesuit this school year. Each staff member brings an enthusiasm and love for education. Our learning environment has all been upgraded to 21st Century classrooms. To fully develop each student's God-given talents, the faculty and staff of Jesuit Academy are constantly redefining best practices via professional development, team meetings, and consumption of literature. We will need the support of parents and guardians. When we work together, communicate, and trust that our priority is the growth of our students, each student will have a better chance to reach his maximum potential.

On behalf of Jesuit Academy faculty and staff we look forward to working with you and your son.

Sincerely,

Joe Murray  
Principal

## ***Calendar*** **2023-2024 School Year**

Jesuit Academy's school calendar includes an extended day and extended school year, including a required summer session.

The school year calendar is provided to each family at the beginning of the school year and is included in the school registration packets. The calendar is also available on the Jesuit Academy website ([www.jesuitacademy.org](http://www.jesuitacademy.org)) and is updated with important information throughout the year.

## **Faculty and Staff**

Jesuit Academy's faculty and staff consist of school administrators, teachers, and staff who are committed to your son's academic success, personal wellness, and spiritual growth. The full list and bios of the current teachers and staff is listed on our website at ([www.jesuitacademy.org](http://www.jesuitacademy.org)).

# **SCHEDULE**

## **Daily Schedule**

7:30 – 7:50 Breakfast

7:55 -- 8:00 AM Announcements (Prayer, Announcements, etc.)

8:00 – 3:15 Educational Instruction (Lunch 11:00 AM – 12:40 PM)

3:30 – 4:30 Extended Academic Program (Study Hall/Extracurriculars)

4:30 Dismissal (Fridays and Last Student Contact Day 3:30)

## **Emergency Early Dismissal**

Weather conditions may force school to dismiss early. In case of early dismissal, the teachers at Jesuit Academy will dismiss students according to parental recommendations on each student's emergency dismissal information form.

**IT IS EXTREMELY IMPORTANT TO YOUR CHILD'S SAFETY THAT YOU FILL OUT THE EMERGENCY DISMISSAL INFORMATION FORM AND RETURN ALL INFORMATION TO THE SCHOOL IMMEDIATELY.**

## **Snow and Severe Weather Schedule/Cancellations**

To avoid confusion, our school follows the decision of the Omaha Public Schools with regard to the closing of schools because of inclement weather.

When severe weather (heavy ice or snow conditions) hampers school operation, an announcement will be made on local radio and television stations by 6:30 AM.

**IT IS NOT NECESSARY TO CALL THE SCHOOL TO FIND OUT IF SCHOOL WILL BE CLOSED.**

If an unexpected storm develops during the school day, parents are free to pick up their children as they see fit prior to any public announcement.



## **STATEMENT OF SCHOOL PHILOSOPHY**

Jesuit Academy was the seventh middle school in the United States founded by the Society of Jesus. Today, there are a total of sixteen Jesuit middle schools and another forty based upon the Jesuit model.

Jesuit Academy is a product of the ongoing Jesuit commitment to providing excellence in education and formation of young men. The school offers an academically challenging and highly structured environment and emphasizes serving economically disadvantaged young men.

Jesuit Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at Jesuit Academy. Jesuit Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions, policies, scholarships and loan programs, and other school-administered programs. The school admits students who demonstrate the ability to handle a rigorous and demanding academic program designed to prepare them for success in high school and college. The school promotes the complete intellectual, spiritual, athletic and social development of its students.

Jesuit Academy students are expected to act as mature and responsible individuals who contribute to their community and demonstrate Christian charity and concern in all their actions.

### **Goals**

1. To help students understand and fully utilize their God-given potential emotionally, intellectually, physically, socially, and spiritually.
2. To help students fully realize scholastic excellence according to each individual's unique academic gifts.
3. To create a Christ-centered environment of discipline and grace so that students may grow in the loving admonition of our Lord.
4. To provide teachers who are Christ-like models who will enable students to witness living examples of Christian Discipleship.

## **Family Cooperation and Enrollment**

A student's success at Jesuit Academy requires commitment and cooperation among the Student, the Parents or Guardian, Teachers and Administration. If the Principal, in his/her discretion, makes a determination that the Parents or Guardian are not being cooperative with Jesuit Academy staff and/or administration, Jesuit Academy reserves the right to disenroll the student from Jesuit Academy.

## **Graduate at Graduation (Grad at Grad)**

NOTE: The staff of Jesuit Academy strives to help each student have a good understanding and practice of Grad at Grad by the time of graduation.

### I. OPEN TO GROWTH

1. The student accepts some responsibility for his own growth, as opposed to a passive, drifting, blaming attitude toward growth.
2. He is beginning to reach out in his development, seeking opportunities to stretch his mind.
3. He is learning how to accept self, both his talents and his limitations.
4. He is beginning to confront responsibilities to himself and others in order to manage his impulsive drives.
5. He is open to diversity in people different from himself.
6. He is developing conflict management skills.

### II. INTELLECTUALLY COMPETENT

1. The student has achieved a level of competence in academic skills and subjects required to get him into high school courses, which will prepare him for college.
2. He is developing time management skills.
3. He takes pride in academic accomplishments.
4. He is showing initiative in exploring ideas and issues.
5. He is growing in appreciation of his own and others heritage.

### III. RELIGIOUS

1. The student is respectful of differing religious practices and beliefs.
2. He has an appreciation of the key Old Testament stories.
3. He is acquainted with the Gospels.
4. He is acquainted with Jesus Christ and His redeeming mission.
5. He has had some personal experience of God in prayer, while on retreat or some other experience.
6. He is beginning to form a Christian conscience and evaluate moral choices.
7. He understands the importance of worshipping God with a Church community.
8. He is beginning to understand the relationship between faith in Jesus and helping others.

#### IV. LOVING

1. The student is beginning to move beyond self-interest and self-centeredness.
2. He knows that God's love for him is unconditional.
3. He is learning that his and others contributions to the school community enhance the unity of all.
4. He is learning that sexuality is a gift from God—to be handled with respect.

#### V. COMMITTED TO DOING JUSTICE

1. The student has begun to acquire some skills and motivation necessary to live as a person for others.
2. He is developing a sense of compassion through relationship, experience, and service for the disadvantaged.
3. He is learning that all people have rights and should be treated as he would like others to treat him—with respect and dignity.

#### CONCLUSION

In presenting the Grad at Grad, it should be recognized that the influence of the school community on a student's growth is limited. Other influences, frequently out of the control of the school, such as family, friends, the youth culture, and the general social environment in which a student lives, will hinder or foster his growth. Yet, insofar as Jesuit Academy can intentionally bring its resources to bear on fostering the student's growth in the direction of Grad at Grad, it should and will do so.

# ACADEMICS

## Grading Scale

Academics

A = (90-100), Mastery; B = (80-89) Highly Proficient; C = (70-79) Proficient; D = (60-69) Minimally Proficient; F = (59 or below) Not Proficient

Conduct and Effort

V = Very Good; A = Acceptable; P = Poor; U = Unacceptable

## Homework

Teachers may assign specialized projects or individual activities to engage the interest of a student or to supplement his schoolwork. If a student does not complete his homework, the assignment will be listed with a "0" on Sycamore and receive a 10% reduction upon submission. Students have 3 days to turn in late assignments. After the 3 days, assignments can no longer be turned in for a grade. Multiple missing assignments can result in removal from positive time.

Each student shall use his daily Jesuit homework journal to document required homework assignments and communications from the school. The parent shall use this journal or Sycamore (Jesuit Academy's parent/student portal) as a means to monitor his/her child's homework. **Parents or guardians should ask to see their student's homework each night.**

Parents or guardians of 4<sup>th</sup> and 5<sup>th</sup> graders are required to sign their son's homework journal. If a student is sick, he will have a day for each day he was sick to make it up. Homework for a family vacation or suspension must be arranged and made up upon returning to school.

**To maximize success, Jesuit Academy recommends a minimum of 30 minutes of additional in-home study each evening. Time requirements may increase for more challenging work and/or projects.**

## **Honor Roll and Citizenship Honor Roll**

An important aspect of a Jesuit Education is to be intellectually competent. Jesuit recognizes students for their academic achievement four times a year. A systematic process is utilized to determine Honor Roll status. Each course is of value. At Jesuit, there are two levels of Academic Honor Roll status. The highest level or First Honors is granted to those students who achieve a 3.50 or greater. Those students achieving 3.0-3.49 receive Second Honors.

Equally important at Jesuit is character development. Internal discipline, self-respect, as well as respect for others and property, is the basis for internal growth and school unity. Each quarter we recognize students meeting those qualities by identifying our Citizenship Honor Roll. Students achieve this status when they accumulate no more than fifteen (15) demerits during a quarter. Any suspension (in-home, or I.S.S.) eliminates a student from the Citizenship Honor Roll.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held twice per year in the 1<sup>st</sup> and 3<sup>rd</sup> quarters. The dates for the conferences are communicated at the beginning of the school year.

During conferences, teachers will distribute report cards and reflect upon the students' work for the quarter. Students may be present at conferences if parents wish for them to attend. **ONE PARENT/GUARDIAN REPRESENTATIVE MUST ATTEND THE CONFERENCES.**

At any time during the school year, parents, teachers, or the Principal may request a meeting to discuss the student.

## **Progress Reports and Report Cards**

Although progress reports are sent home quarterly, **parents are strongly encouraged to view student progress on a weekly basis by using Sycamore.** If you have any questions regarding Sycamore, please contact the school office.

Report cards are also sent home quarterly each school year indicating academic achievement. Parent/teacher conferences are formally scheduled at two of these reporting times. Parents should feel free to call their child's teacher for additional conferences any time they wish.

## **Standardized Testing**

In addition to the routine classroom tests, our students also take a reading and math assessment named STARS Reading and Math Assessment. **Stars** Reading and Math scores represent how students performed on the test compared with the performance of a nationally representative sample of students, called the norms group. These scores present a snapshot of achievement at a specific point in time. The tests are computer-adaptive tests. This type of assessment tests a student's skills in real-time, constantly adjusting the difficulty depending on a child's earlier responses. Results are retained in each student's permanent record. Parents will receive a copy. We test all grades using STARS Reading and Math Assessment three times a year.

In addition to the STARS test, each student at Jesuit Academy is required to take the "Woodcock Johnson" tests in Math and Reading. The Woodcock Johnson Tests of Achievement, 4th Edition, is a one-on-one assessment measuring math and reading achievement. This test is administered twice each year (Fall and Spring). For more information on the test, please visit the following link (<https://www.testingmom.com/tests/woodcock-johnson/>).

## **DISCIPLINE AND GUIDANCE**

The Jesuit Academy discipline process is rooted in Gospel values and the principles of Grad at Grad. The purpose of the Jesuit Academy discipline process is to provide immediate, consistent and logical consequences that will facilitate personal growth and development of social skills.

Students who experience consistent, logical, and realistic consequences learn that they have positive control over their lives. We want each student to be aware of what behaviors result in each young man developing into his best self.

The Jesuit Academy discipline process uses elements of the “Positive Behavior Intervention System” as its model. Students will work towards earning positive time as a reward for meeting expectations. Students will also be provided with Social Emotional Learning lessons to encourage positive choices. These lessons will be taught proactively and reiterated in the event a student does not earn Positive Time. This is tracked by a demerit system, and multiple re-teaching opportunities inside and outside of the classroom setting. When necessary, a student may receive out of school suspension (OSS), in-school suspension (ISS) and possible expulsion. If necessary, a student contract will be designed providing the student a period of time to show that he has corrected the behavior of concern, at the discretion of the Principal (see below).

### **Student Contracts**

**Below is a list of criteria that may result in a student being placed on contract.**

- A student has reached 35 demerits in a single quarter
- A student has received 2 or more office referrals
- A student’s G.P.A. has fallen below a 2.0
- A student has chronic tardies and/or absences
- Despite multiple interventions, student has failed to show progress based on J.A.G. meeting criteria

### **Code of Honor**

It is the expectation that all students are completely truthful and forthright in every aspect of their lives at Jesuit Academy. This honesty is a crucial part of the good character that we expect from Jesuit Academy students. This is especially true in matters of academics and discipline. Failure to be completely truthful and forthright may lead to adverse consequences, up to and including expulsion.

### **J.A.G. Meetings**

All minor and some major offenses are handled on the spot anywhere on campus by the faculty or staff member using behavior intervention strategies and demerits. Smaller interventions may also take place in response to “Student Success Team Meetings.” We are prioritizing student responsibility for their academics and behavior. If improvement is not shown, a J.A.G. meeting will be held with teachers, parents, guardians, the Dean of Student Success, and the Principal. The group will discuss better ways to assist the student in meeting the expectations of the school.

## **Demerits**

Jesuit Academy uses a demerit system of discipline. If students exceed the set number of demerits for the desired period will result in a student missing out on "Positive Time" (see below). Demerits can be issued for the following reasons.

- Dress code violation - shirt
- Dress code violation - shoes
- Dress code violation - pants
- Dress code violation - belt
- Dress code violation - other
- Not Participating
- Talking at inappropriate times (or talk out)
- Creating a Mess
- Slamming books
- Misuse of school property
- Not following directions
- Arguing with others
- Unprepared for class
- Disrespect to Staff
- Disrespect to Peer
- Inappropriate language
- Inappropriate gestures
- Throwing objects
- Lying
- Pushing, Hitting, Tripping, Kicking
- Stealing
- Put-downs/bullying

Accumulation of demerits will determine the following course of action:

- Parent phone call will be made for every five demerits accumulated. If demerits are issued between multiple teachers, communicate on who will make the call based on total assigned, relationship with the parent, or with the student.
  - 15 demerits = Conference call or parent meeting.
  - 25 demerits = J.A.G. meeting with a parent.
  - 35 demerits = mandatory contract for the following quarter.
- \*Demerits reset at the start of each quarter.

## **Positive Time**

Periodically, Jesuit Academy will celebrate positive choices during "Positive Time." This time is set aside for students who stay under the demerit limit set by staff and faculty. Students who do not earn positive time will take part in S.E.L. lessons, reflect, and set goals to earn their way to future celebrations.

## **In School Suspension (ISS)**

In order to gain greater internal control and provide more guidance for students whose behavior seriously disrupts the atmosphere of the school, Jesuit Academy



may assign students to In-School Suspension (ISS). These students are temporarily removed from the normal routines of the school community. The main idea of ISS is to teach students to accept the consequences for their actions, give them time to evaluate their behaviors, and help them become actively involved in finding and enacting positive alternatives to their behavior that is not acceptable at Jesuit Academy.

The Principal assigns students to ISS for any number of reasons. The length of time is determined by the severity and/or frequency of the disruptive action and how well the student progresses in ISS.

ISS is served at school. During this time, students are given credit for being in school, and they are given the opportunity to keep up or catch up with class assignments. The student's academic program can be reviewed and adapted, if necessary, and support services initiated. Students, however, do miss valuable classroom learning experiences. Furthermore, the student is ineligible to attend or participate in any co-curricular activity as a member, or as a spectator, during the period of his suspension. Upon completion of ISS, the student returns to the school community with a restorative plan of action, realistic goals, and a support system behind him.

### **Out of School Suspension (OSS)**

In the event of an extreme rule violation, students may be assigned to OSS. Students are assigned OSS to send a clear message to the individual and to the school community about the gravity of the discipline issue at hand. The main idea of OSS is to make the student aware of the need to reorder his life to conform to the mission and core values of Jesuit Academy.

The Principal assigns students to OSS generally for a period of one to five days. During this time of suspension, the student may not attend school or any school related activity. The Principal must approve any exceptions to this policy.

### **Expulsion**

Children should be well behaved in school and comply with all school policies and regulations. They should respect and obey all persons and be ready to accept the consequences of their own actions.

The Principal will determine if it is necessary to exclude a student from Jesuit Academy classes. The decision to exclude will be made after the Principal has investigated the facts, and provided an opportunity for the student to present his version. The two possible exclusions are suspension (whether ISS or OSS) or expulsion. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as: recommendations for counseling of students, parent conferences, rearrangement of schedules, require that a student remain in school before/after regular school hours to do additional work, or require that a student receive counseling or restrictions of extracurricular activity.

It is the Principal's responsibility to determine the type of exclusion and/or action recommended. Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. In case of expulsion, an appeal may be made by contacting the Principal within 24 hours of the expulsion. Any appeal will be considered and decided by the Principal.

Make up work is expected to be completed when the student returns from suspension. Credit will be awarded for acceptable make up work.

## **The Student Code of Conduct**

The following violations will result in disciplinary actions that could include suspension or expulsion.

1. **Violations Against Persons**
  - a. Assault-Staff and any person other than a student
  - b. Assault-Student (involving injury)
  - c. Assault-Student (no injury)
  - d. Fighting
  - e. Verbal abuse to staff
  - f. Weapon (possession OR use)
  - g. Any student who knowingly, unknowingly, intentionally, or unintentionally possesses a firearm at school, at a school function, or event off school grounds will be expelled.
  
2. **Violations Against Property**
  - a. Theft
  - b. Willful damage to school property

- c. Willful damage to staff property
  - d. Willful damage to student or other private property
  - e. Extortion
  - f. False alarm, bomb threat, or arson
3. **Violations Against Public Decency and Good Morals**
- a. Vulgarity/Profanity
  - b. Language of any kind, which is disparaging or demeaning
  - c. Bullying
  - d. Sexual harassment
4. **Violations Against School Administration**
- a. Truancy
  - b. Unauthorized visit to other campuses
  - c. Repeated violations
  - d. Lack of cooperation from parents or guardians
  - e. Other offenses

## **Bullying**

Jesuit Academy considers any form of intimidation a very serious offense. Jesuit Academy will continue to be proactive regarding bullying. Bullying is a form of harassment. It includes any written, verbal, or electronic expression, physical act, or gesture or pattern thereof that is intended to cause distress to one or more students in the school. Bullying can take place on school grounds, at a school sponsored event, through a phone call, email, or any form of social media, in a school vehicle or one leased, borrowed, or contracted with to fulfill a school purpose.

First offense: short term OSS, parent conference prior to reentry.

Second offense: Students will be dismissed from school.

Any student who feels that he is a victim of bullying should immediately report his concerns to his teacher, Dean of Student Success, or the Principal. The Principal will promptly investigate the complaint and, if warranted, impose discipline on all students involved.

## **Citizenship Guidelines**

Jesuit Academy strives to display its faith in Christ by word and example. We strive to provide every child with an effective learning environment which will enhance academic growth, promote friendliness, care and respect for one another, service to others, and especially service and witness to Christ.

### **AS A RESULT, STUDENTS SHOULD:**

1. Feel responsible by completing work on time.
2. Learn and study within an orderly classroom.
3. Be respected and give respect to fellow students and teachers.
4. Give and receive forgiveness from fellow students and teachers.

Christian discipline always has the goal of the child uppermost in mind. Whatever is done should be done in the spirit of love for the Lord Jesus Christ and the love of the child. The home and the school must work together, for both to support the Christian training of the other.

# **POLICIES**

## **Attendance**

No student can be expected to successfully do his classroom work if his attendance is irregular. A student should be in school every day that he is physically able. The school hours are 7:50 (Assembly) until 4:30 dismissal.

Jesuit Academy commits to preparing a minimum of 1,032 hours of instruction, per Rule 10 requirements.

## **Absences**

If a student is going to be absent from school, parents or guardians are expected to call the office explaining the reason and length of time the student is expected to be out.

Parents or guardians should send a written note, explaining the cause of the absence of their child.

A request for a planned absence must be received in writing two (2) days prior to the absence giving the reason for the absence.

Students who are absent for more than 3 days of camp will be expected to re-apply for the following school year.

## **Excessive Absenteeism and Truancy**

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

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

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

1. A notification to the student's parent/guardian of the excessive absenteeism problems and the need for a meeting.
2. A meeting or meetings between the Administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the principal. The goal of such a meeting or meetings will be to develop a collaborative plan to reduce the student's absenteeism. The plan shall consider the following:
  - a. Illness related to the physical or behavioral health of the student.
  - b. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
  - c. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by Jesuit Academy to help remedy any condition diagnosed.
  - d. Referral to appropriate agencies for economic services.
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

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

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

### Tardiness

**Oversleeping, missing a ride, carpool problems, traffic problems, school or non-school activities the night before, or any other questionable reason are unsatisfactory excuses for being TARDY.** If a student arrives at school after 7:50 A.M., he will be considered tardy. It is understandable that there will be reasons sometimes beyond the student or parent's control for the student being tardy.

### Tardy to School – Unexcused

The student should report to the office. The student will be marked TARDY and will receive a detention. If a student is tardy more than 4 times per quarter, a mandated Parent/Student conference with the Principal will be scheduled.

**\* Excessive Tardies and/or Absences can result in a student being placed on contract, and could potentially lead to dismissal from Jesuit Academy\***

### Dismissal and After School Care

Jesuit Academy has partnered with the Boys and Girls Club of Omaha and North Star to provide students with after school care. These programs are free of charge to all Jesuit Academy families. Dismissal at Jesuit Academy is 4:30 Monday-Thursday and 3:30 on Friday or the last day of school during that week. It is the parent's responsibility to arrive on time for dismissal. If a student is not picked up on more than one occasion, a meeting with the Principal will occur. If offenses continue, students will be automatically placed on shuttle to Boys and Girls Club of Omaha for pick up.

### Extended Academic Program

An integral part of a Jesuit Academy student's success is engaging in Extended Academic Programming (E.A.P.). Monday through Thursday, from 3:30-4:40, our students will work with their teachers on questions about homework, receive additional instruction over content, or engage in enrichment activities. The expectation is that all students are in school until the end of the school day. Leaving prior to dismissal will result in a partial absence from school, if unexcused. Partial absences can add up to full day absences over time. Absent days will be handled based on the policy set forth above.

## Early Sign-Out

If a parent wishes to sign a student out from school, it is MANDATORY to come into the office and physically sign him out. Students cannot be called via cell phone, waved through the window, or told an advance time to leave without a parent/guardian entering the building and going to the school office.

## **Care of School Property**

Students are reminded to use school facilities with care. Students should:

1. Conduct themselves properly while in the restroom.
2. Be helpful and proud of Jesuit Academy: pick up papers in hallways, bathrooms, classroom, and in front of school.
3. Handle books, desks, Chromebooks, etc. with care.
4. Refrain from bringing gum, candy, or any other treats to school.
5. After eating, deposit utensils and scraps to the designated area and gladly take a turn at cleaning tables and the floor.

## **Cheating**

Jesuit Academy is committed to academic excellence and formation of young men. Character development and integrity are at the core of a Jesuit Education. Thus, cheating is considered a serious matter. When a student cheats, this shows a lack of academic integrity. Without the express permission of the teacher, cheating includes: looking at another student's work; sharing answers; copying another student's work; book or internet plagiarism (to steal/take the published thoughts or words of another); using external assistance for an examination, quiz, or test; alteration of materials, or any other act designed to gain an unfair academic advantage. Academic dishonesty of any kind will be taken seriously. In addition, a student found cheating will receive a value of zero on the assignment, test, or quiz. Parents will be notified in all instances. Repeated offenses will be grounds for expulsion.



## **Child Abuse and Neglect**

Every Jesuit Academy employee is a mandatory reporter under Nebraska Statute § 28-711 when he or she has reasonable cause to believe that a child is a victim of abuse or neglect. Mandatory reporters will first direct their concerns to law enforcement or CPS at 1-800-652-1999. Once the report is made, the proper authorities will investigate and act accordingly.

## **Communication**

Communication is the most effective way to successfully address the needs of children, parents, and teachers. It is also the most effective way to deal with concerns that are a part of any school year. When a parent/guardian has a concern, the parent/guardian should contact the teacher involved. If this does not bring a satisfactory solution, the parent/guardian may direct the concern to the Principal.

The school phone number is 402-346-4464. If no one is able to answer your incoming call, you can dial these extensions: Mr. Murray, Principal, ext. 11, and Deacon Masek, President, ext. 15.

**\*Addressing concerns to the public via social media or any other platform could lead to a student being dismissed from Jesuit Academy.**

## **Dress Code**

**(Parents are encouraged to label student shirts, coats, sweatshirts, etc.)**

Uniforms are expected to be clean, neat, and pressed. The official uniform for Jesuit Academy is:

Winter dress code (October 18 – March 20)

- Khaki dress slacks
- Black or brown dress shoes
- Black or brown dress socks
- Black or brown dress belt (appropriate size)
- Green polo shirt (two or three buttons) (no logos except the JA crest)
- The official Jesuit sweatshirt (grey or hunter green)

- T-shirts worn under the polo shirt or sweatshirt must be ***all*** white.
- A green polo must be worn under the approved grey or hunter green sweatshirt.

Fall/Spring optional dress code

- Khaki dress shorts
- White socks (must show, no ankle socks)
- White socks may have one small logo (Nike swoosh, champion logo, etc.)
- Tennis shoes, boat shoes, or dress shoes
- Black or brown dress belt (appropriate size)
- Green polo shirt (two or three buttons) (no logos except the JA crest)
- The official Jesuit sweatshirt (grey or hunter green)
- T-shirts worn under the polo shirt or sweatshirt must be ***all*** white.
- A green polo must be worn under the approved grey or hunter green sweatshirt.

Student appearance at Jesuit is very important. Appearance sets the tone for academic focus and provides for a safe environment. Earrings are not permitted at school or school related events. Keys or club identification cards should be kept in the student's pocket or individual locker. No hats or headgear will be permitted on school grounds or at school related functions.

Periodically, school-wide, dress-down or spirit days may lead to changes in dress code requirements. These days will be announced in advance via "Take-Home-Tuesday."

## **Haircuts**

Students' hair must be neat and clean. Students will not be allowed to attend school with exotic haircuts in which numbers, designs, lines, stripes, logos, letters, etc. are outlined in the hair. Any student coming to school or school functions with any inappropriate or unacceptable haircut will be sent to the principal who will contact the student's parent/s to discuss possible solutions.

## **Drug Prevention**

As mandated by Federal Law, possession, use or distribution of illicit drugs or

alcohol on school premises or at any school activity will result in disciplinary action, up to and including expulsion and referral for prosecution.

## **Eligibility for Sports and Activities**

Students must certify to be eligible for all sports and activities. A student must maintain a GPA of 2.5 or greater without a failing grade in any subject. In addition, students who earn more than 3 demerits in a school week will be withheld from the sporting event for that week. The Athletic Director will conduct weekly grade checks to determine eligibility. Students can forfeit or gain their eligibility each week. As a general practice, grade checks will be conducted every week, but is at the discretion of the Athletic Director and the Principal.

**Note:** The Principal, Athletic Director, or coaches reserve the right to hold a player out of practice and/or a game(s) for behavioral reasons. A suspension from school (ISS or OSS) will result in a student missing their game for that week.

A parent or guardian who desires his/her son to play any sport at Jesuit Academy shall sign the Requirements for Participation in Athletics Form before the student is allowed to practice. The student also must sign this form.

## **Field Trips**

We believe all children should have the opportunity to move beyond the classroom and into the community for educational experiences. At registration, you will fill out a permission slip, which will allow your son to attend all field trips throughout the 2022-2023 school year. Students who do not conduct themselves properly may be denied the opportunity to attend field trips. Field Trips and any other organized school activities are considered a key part of Jesuit Academy's educational experience and all provisions of the school's behavioral and discipline system apply.

## **Fire and Tornado Drills**

Jesuit Academy has a planned procedure to ensure the safety of each student in the event of a fire or tornado. Drills are held periodically during the year to ensure speed and efficiency in getting the children to their assigned places of safety.

The school provides for emergency drills per the law of the State of Nebraska. All procedures are approved annually by the Fire Marshall or designated law official.

Students shall follow these procedures in all drills. Failure to do so will result in disciplinary action.

## **Technology Acceptable Use Policy**

### Purpose

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

### Technology and Network Resources

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

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

## Student Responsibilities and Acceptable Use

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

1. All technology must be used to further the educational and religious mission of Jesuit Academy and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use their real identities when using Jesuit Academy's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. Jesuit Academy faculty and parents should be the only exceptions. If a student believes his password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. Students should always use his Jesuit Academy email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students must be made via Jesuit Academy's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.

11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up their work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking their Jesuit Academy email accounts and teachers' course pages to stay updated on information shared electronically by the school or their teachers.
14. All student files stored on the network may be deleted at the end of each school year.
15. Students are not allowed to contact persons outside of the internal network via Jesuit Academy owned devices. This includes email, messaging apps/websites, message boards, chat rooms, etc.

### Unacceptable Uses of Technology and Network Resources

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

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten, or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Jesuit Academy's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.

- To express profanity or any other inappropriate content online, including Jesuit Academy's website, email program, social media or other Internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on Jesuit Academy computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates Jesuit Academy's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

#### Social Networking (Facebook, Twitter, Texting, Tik Tok, Instagram, Blogs etc.)

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

#### Guidelines for social networking:

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

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

### No Expectation of Privacy

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

### Disciplinary Action

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

### Access to Inappropriate Materials on the Internet/Disclaimer

Jesuit Academy currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and Jesuit Academy cannot entirely control what students may or may not locate on the internet. While Jesuit Academy allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. Jesuit Academy is not responsible for the content of the information or materials students may retrieve from the internet. Students who



inadvertently access inappropriate materials must report the incident to the supervising faculty member or the Principal immediately.

## **Medication Policy**

Jesuit Academy cannot administer any medication without written permission from the parent/guardian. A physician's order will be necessary if the duration of the medication extends beyond one week. No unauthorized medication (aspirin/Tylenol, etc.) shall be administered by the nurse or school personnel.

When the child must take medication during the school hours, the following procedures must be strictly adhered to:

- A. The Principal shall have in writing the order from the physician. The permission must stipulate when the medication is to be taken and the amount.
- B. It is advised that the medication be brought to the school by an adult.
- C. Medication should be brought in the original container. The label on the container shall include the student's name, date, and directions.
- D. The medication shall be stored in a locked container in the Principal's office, nurse's room, or in the classroom at the discretion of the Principal.
- E. It is the student's responsibility to come to the office or designated room at the time necessary to take the medication.
- F. The administration of the medication shall be recorded.

## **Policy On Self-Administration of Prescription Asthma or Anaphylaxis Medication at School During School-Related Activities**

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

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

6. Once the medical management plan is in place, the student shall be allowed to self-administer his asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his prescription asthma or anaphylaxis medication other than as prescribed, he will be subject to discipline and his parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

### **Policy on Self-Administration of Diabetic Condition at School During School-Related Activities**

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

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year.

This plan must:

- (a) identify the health care services the student may receive at school relating to such condition.
- (b) evaluate the student's understanding of and ability to self-manage his diabetic condition.
- (c) permit regular monitoring of the student's self-management of his diabetic condition by an appropriately credentialed health care professional.

- (d) be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
- 3. The medical management plan must be kept on file at the school.
- 4. The student's parent or guardian must sign a Release and Indemnification form before the student is allowed to self-administer his diabetic condition.
- 5. Once the medical management plan is in place, the student shall be allowed to self-manage his diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
- 6. If Jesuit Academy determines that the student has endangered himself or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. Jesuit Academy shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

### **Parent Custody Procedures**

When parents are going through a divorce or are divorced, they shall cooperate with Jesuit Academy in supplying all necessary information concerning each parent's rights and responsibilities concerning their son. In the absence of any written court orders to the contrary, non-custodial parents will have full access to their son's educational records and will be invited to attend all activities customarily attended by parents or guardians.

Upon request, parents will supply a copy of the custody section of the divorce decree or other order when necessary to determine the legal custody arrangement of a student and any limitations upon a non-custodial parent's access to his/her son or records.

## **Registration Policy**

Nebraska statutes require each school and district to keep a continuous census of pupils between the ages of 5 and 21. You are asked to fill-out carefully and completely the information requested.

You are also asked to provide the following information: (1) a release so that Jesuit Academy can obtain any records from the previous school; (2) your child's birth certificate (the school will make a copy of it); and (3) emergency dismissal information.

## **Transfer Policy**

Jesuit Academy strives to maintain full enrollment throughout each school year. There is also a tendency for the "waitlist" to include multiple families. In the event that a family chooses to transfer or disenroll from Jesuit Academy they must notify the school immediately and place a "request for records" at their new school. Once Jesuit Academy has received this request for records, families will be officially disenrolled after 10 school days. NOTE: This does not change based on potential enrollment or application status at the succeeding school.

## **Restraint and Seclusion Policy**

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

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

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat

could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used if necessary and should be discontinued when the student is no longer a threat to himself or others. Time out procedures that do not constitute seclusion are permitted in school.

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

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

## **Safe Environment Training**

All staff and volunteers who have contact with children in the Catholic schools in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools. This policy applies to all employees of Jesuit Academy. This policy also applies to coaches, tutors, and volunteers.

Information regarding the Archdiocese's Safe Environment Policies and Training can be found at <https://archomaha.org/safe-environment/>.

## **Security**

All doors of the building shall be locked once the school day begins until dismissal. Individuals within the building may exit any door at any time via a "crash bar" on each door. Individuals outside the building requesting entry into the building must use the doorbell on the west doors and may be required to present identification.

## **Security Cameras**

For the security of students and staff, Jesuit Academy may install security cameras in various locations throughout the building. Those locations may include hallways, common areas, as well as classrooms.

## **Smoke Free Facility**

Jesuit Academy, as well as its supporting activities and functions, are smoke-free locations/activities.

## **Student Records Policy**

Each student has an official file in the school office which contains the following:

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

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

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

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

p. Baptismal Certificate.

If a student leaves Jesuit Academy for any reason, a records release form will be required before any of this information can be forwarded to the student's new school.

## **Telephones**

### Office

The school telephone is provided for school business. Students are discouraged from using the phone. Please make transportation arrangements, etc. before your child leaves home in the morning. If the student must call home, he may do so only during the lunch period and with the permission of a leadership team member. Parents/guardians are asked to refrain from calling during school hours unless it is an emergency. Please know that we are always happy to take calls with changes in schedules, etc. We will get that information to the student in a timely manner.

### Cell

Jesuit Academy discourages parents from sending their son to school with a cell phone. If a family feels it is necessary, the cell phone must be turned off as they enter the school and left in a school bag/backpack in the student locker. The cell phone should not be used on school grounds. Cell phones can be used again after dismissal. The school provides a phone for necessary communications. If the cell phone is visible to a staff member it will be confiscated and secured by the principal. If a student's phone is taken multiple times a parent/guardian must retrieve the phone from the principal at the end of the school day.

If a student uses his phone during the school day to contact his parent or guardian, there may be consequences to follow. This includes loss of privileges, or disciplinary action. This includes field trips, playground, or any school function. If a student



needs to contact a parent during the school day, it must be from the school phone after approval from administration.

## **Tuition**

Tuition will be collected no later than the 15<sup>th</sup> of each month. After falling behind one month, families will be notified of the lapse in payment. Falling behind more than two months without communication can result in dismissal from Jesuit Academy.

No student will ever be denied an education at Jesuit because of a family's inability to pay tuition. However, inability to pay must be communicated immediately with administration to discuss possible solutions.

Tuition checks should be made out to Jesuit Academy. The first payment is due at registration or on the first day of school. Tuition includes all books and general materials. Families will provide additional materials as noted on the school/class supply list.

## **Children's Scholarship Fund**

Parents are required to fill out and complete the **Children's Scholarship Fund** Application each year for your student attendance at Jesuit Academy. Even if you feel you will not qualify, you are still required to complete this application. Jesuit Academy offers affordable tuition to all of our students and families as result of our participation with CSF.

## **Weapons**

Students are forbidden from unknowingly or voluntarily possessing, handling, transmitting, or using any instrument in school, on any school grounds (including camp facility), or at school events that are ordinarily or generally considered a weapon.

Any object that could be used to injure another person will be considered a weapon. The following are examples of instruments, ordinarily or generally considered weapons: knives of all types; guns of all types; lead pipes; chains; chuck-

sticks; throwing stars; darts; metal knuckles; blackjacks; unauthorized tools; fireworks; explosives; pepper spray/mase; or other chemicals. The Principal will make the final determination regarding what constitutes a weapon.

Daily objects that are used as a weapon in some cases will fall into the same category as those mentioned above.

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

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

## **Wellness**

Jesuit Academy recognizes wellness in the total development of the student. We believe that each student's physical health is a critical part of basic skill growth and future well-being. Thus, we are committed to maintaining a school environment that promotes good nutrition and physical activity appropriate for each student. Working in concert with the parent, school nurse, the food services director and all school staff, Jesuit Academy will educate our students about healthy living habits and put them into practice.

## **Support Services**

### **Counseling Services**

Jesuit Academy provides counseling care for students. Parents or guardians should contact the Principal to arrange this service for their children. Counseling services are provided for an array of issues occurring within the individual, at home and/or school.

### **Food Service Programs – Breakfast and Hot Lunch**

Jesuit Academy has a working relationship with an outside food vendor that provides nutritional lunches daily for all our students. They also provide breakfast,

which will be served between 7:30 AM and 7:45 AM. Students should not bring into the school snacks such as chips, cookies, and candy to be eaten during breakfast.

A monthly lunch calendar is provided. If your son does not like what is being served, he is allowed to bring a sack lunch. No pop or fast food is allowed. Jesuit Academy does not allow food in the classroom or locker. **Each student should clearly label his own sack lunch.**

Free or reduced lunches are provided for those students whose parents/guardians qualify. Application forms are available at registration and through the Principal's office. If financial status changes during the year, please contact the office. Breakfast and/or lunch payments should be paid at least monthly and added to the tuition payment. Weekly and/or daily payments are acceptable.

This federally subsidized hot lunch program requires a doctor's written statement explaining allergies, or other special diet requirements.

The cost for the meals is provided to parents/guardians each year based on reimbursement rates from the state and costs to Jesuit Academy.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination 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, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **Health**

The goal of the school health program at Jesuit Academy is the promotion of physical and emotional health. The services are intended to support, not substitute for, the health care provided by parents/guardians.

Health records are maintained, including information relating to physical and dental care, immunization status, and the results of screenings completed in school. Screenings currently provided include height, weight, vision, hearing, and

scoliosis. Please notify us of any changes in health or of children's physical limitations.

**Nebraska law requires students to have a physical examination upon entrance into** the beginner grade, at **seventh grade, and when transferring from an out-of-state school**. New students must have records sent from their previous school. The Visiting Nurse Association provides some help for our school in the areas of testing and referrals for health care.

For the protection of your child and others, please keep your child home when there are signs of a rash, sore throat and/or swollen glands, severe colds with nasal discharge, watery eyes, sneezing or a persistent cough, upset stomach with nausea vomiting, diarrhea, or cramping. A child who has been ill during the night or who has a temperature of 99.6 degrees or greater should remain home until symptom free for twenty-four hours.

Please follow all the current guidelines of the CDC and Douglas County if your child is experiencing any symptoms consistent with COVID-19.

Immunization law states that students will not be admitted to school unless all immunizations are current; or a medical waiver has been completed and signed by a licensed physician for children with a tolerance or allergy to ingredients of the immunizations; or a waiver is signed by the parents and notarized expressing a religious or personal belief with which the immunizations conflict.

### **ARCHDIOCESE OF OMAHA GENDER POLICY FOR SCHOOLS**

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in [their] creation in the image and likeness of God.”

1) Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.”

2) Thus, male and female are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.”

3) Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ.

The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1) In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex.

2) All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.

3) Admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.

4) If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

## **ACKNOWLEDGMENT**

I have had the opportunity to read the 2023-24 Parent/Student Handbook for Jesuit Academy. I agree that my son and I will abide by the rules and regulations set forth in the Handbook.

\_\_\_\_\_  
Parent or Guardian (Print)

\_\_\_\_\_  
Parent or Guardian (Signature)

\_\_\_\_\_  
Date

I have had the opportunity to read the 2023-24 Parent/Student Handbook for Jesuit Academy. I agree that I will abide by the rules and regulations set forth in the Handbook.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Name (Signature)

\_\_\_\_\_  
Date

***Please return this signed acknowledgement to the School office no later than Friday, August 25, 2023.***