



## Secondary & Transition Handbook

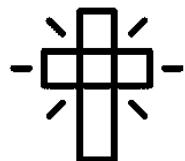
(Updated Fall 2025)

### Our Mission

Founded on the Christian principle of the dignity of the human person, Madonna's mission is to serve students and adults with intellectual and developmental disabilities and provide them with a foundation to achieve their full potential at school, work, home and in the community.

### Our Vision

Our vision is for all people with intellectual and developmental disabilities to maximize their God-given potential and thrive as fully included members of the communities in which they learn, work & live.



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

## Faculty and Staff

President	Jon Burt
Director of Secondary & Activities	Sarah Struckman
Director of Transition & Lead Instructor	Darian Stout
Secondary Lead Instructor	Crystal Dinovo
Teaching Assistant - School	Jody Hubschman
Teaching Assistant - Transition	Barbara Thompson
Chaplain	Fr. John Pietramale
Catechist	Janet Sobczyk
Administrative Assistant	Grecia Flohrs

## Specialists and Therapists

Artist in Residence	Kathleen Ward
Music	Kevin Sullivan <small>Omaha Conservatory of Music</small>
Occupational Therapists	Denise Nabors <small>Munroe-Meyer</small> Michelle Westengard <small>Munroe-Meyer</small>
Physical Education Instructor	Diane Vaiskunas
Physical Therapist	Liz Konopasek <small>Munroe-Meyer</small>
Psychologist/ABA	Emily Loethen <small>Munroe-Meyer</small>
Recreational Therapist	Nicole Giron <small>Munroe-Meyer</small>
Registered Nurse	Julian Rech <small>Visiting Nurses Association</small>
Speech Language Pathologist	Cyndi Kayl <small>Munroe-Meyer</small>

## Special Olympics and Unified Activities

SONE & Unified Activities	Sarah Struckman & Diane Vaiskunas
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## School Contact Information

7197 Pine St. • Omaha, NE • 68106 • 402-556-1883

## School Hours

School hours are 8:10 am to 3:15 pm. School instruction begins at 8:10 am. Students may arrive no earlier than 7:45 am each day. Dismissal is 3:15 pm and students must be picked up no later than 3:30 pm. Wednesday is a late start for staff meetings – students may not arrive before 8:00 am.

## Madonna Secondary & Transition Daily Schedule

7:45-8:10 Check-in and Arrival

8:00-8:45 Period 1\*

8:45-9:25 Period 2

9:30-10:10 Period 3

10:15-10:55 Period 4

11:00-11:40 Period 5

11:45-12:10 Lunch and Break

12:15-12:55 Period 6

1:00-1:40 Period 7

1:45-2:25 Period 8

2:30-3:10 Period 9

3:10-3:15 Check-out and Dismissal

\*Students are provided with 5-minute passing/transition time between Periods.

# Our Community

## Faith/Religion

Madonna School was founded in 1960 by Sister Mary Evangeline Randolph, a Sister of Mercy, as a ministry to educate children with intellectual and developmental disabilities in a Catholic, faith-based environment. Throughout its history, Madonna's enrollment has been diverse, serving individuals and families from every faith tradition and walk of life.

Madonna's students participate in religion classes and mass each week and have regular opportunities to volunteer and engage in service to those in need throughout the community. School masses are planned and executed with student participation and involvement. Individual sacrament preparation is available through our catechist upon request.

The goals of these activities are to learn about faith traditions around the world, core Christian principles, and the rich history and tradition of the Catholic Church. While all students participate in these activities, it is not Madonna's goal to proselytize students who are not Catholic.

## Community-Based Learning & Functional Skills Development

Madonna's students utilize community-based learning and functional learning opportunities on a consistent basis to enhance and complement their academic development. These community outings and field trips may include, but are not limited to, bowling outings, grocery store for comparative shopping, volunteer sites, restaurants, parks, and exercise facilities.

Students will be transported in Madonna approved vehicles by a trained employee. Parents will sign a general waiver for these regular outings when registering their student and will be notified in weekly emails/newsletters of planned outings for the upcoming week.

Madonna considers these opportunities as core to the program of learning. Students who are not interested, able, or provided permission to attend regular community outings may find other programs in the area are a better fit.

## **Extra-Curricular Activities**

A variety of extracurricular activities are available to Madonna students through school-based, Traditional Special Olympics, and Unified programs, including:

Basketball	Bowling	Cornhole
E-Sports	Flag Football	Music
Swimming	Track	Volleyball

## **Registration and Enrollment**

Madonna School enrollment is open year-round to potential students. Program Directors will visit with each family and review each student's MDT, IEP, Cumulative File, and other relevant information to determine if Madonna can meet the student's needs. Upon enrollment, parents/guardians will meet with the school President to determine a negotiated tuition and fees. Public School Districts contracting with Madonna will contract at Madonna's established NDE SPED Service Provider rate.

## **Non-Discrimination**

Madonna does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

## **Negotiated Tuition**

Madonna believes tuition costs should never create a barrier for a qualified student to attend Madonna, though all families attending Catholic School are required to personally invest in their child's education. As such, Madonna does not post a set tuition rate and executes a Negotiated Tuition process. Through objective data and open dialogue, each Madonna family works one to one with the Madonna President to determine an annual student tuition rate that is fair, just, and equitable.

# Academics

## IEP/ISP/ITP Goals

Student goals and objectives are developed annually at ISP/ITP meetings with parents, students, and core team members. Goals and objectives are specific, measurable, attainable, relevant, and time-based. Data and progress on these goals is reported quarterly.

## Instructional Program

Subject	Periods Per Week (45-minute periods)
Language Arts	5
Math	5
Science/Health	5
Social Studies (Community-based)	5
Art	2
Computer/Media	3
Music	2
P.E.	5
Religion	3

## Assessment/Grading

A variety of best-practice assessment methods are used according to student need and ability. Programs of study are graded as follows:

1 – Beginning

2 – Progressing

3 – Proficient

4 – Advanced

## Progress Reports

Progress reports are developed quarterly and shared with parents on student ISP/ITP goals and objectives.

## **Parent Communication**

Madonna School makes every effort to communicate proactively using different modalities for families (e.g., email, communication logs, bi-weekly progress notes). For any classroom concerns, the classroom teacher should be your point of contact. For any concerns not resolved in dialogue with your child's classroom teacher, please contact the Program Director via email or phone call during regular school hours.

## **Non-Custodial and Custodial Parent Policy**

Unless such rights are restricted by a legally binding instrument or court order, the custodial and non-custodial parent is entitled to exercise all parental rights regarding student records; may obtain information from their child's records on a regular basis; may receive general notices; may attend regularly scheduled teacher conferences or have separate conferences scheduled.

A child may not be released during the school day to anyone except the custodial parent unless permission is provided by the custodial parent. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

## **Parent-Teacher Conferences**

Madonna offers Parent-Teacher Conferences each semester as an opportunity to discuss student progress and problem-solve for any concerns. Conferences include the classroom teacher, specialists, and therapists who function as an instructional team helping students progress toward their established ISP/IEP goals.

## **Transition Plan**

According to the Individuals with Disabilities Education Act (IDEA), transition is “a coordinated set of activities for a student, designed with an outcome-oriented process, that promotes movement from school to post-school activities such as: Career/Employment, Postsecondary Education/Training, Community Participation and/or Adult Living Skills.” Transition planning begins at age 14 and occurs at an IEP or ISP meeting.

Transition planning increases the chances of success in adult life. The process works by bringing together schools, students, families, and community agencies in a combined effort to appropriately plan a successful path to adult life.

## **Academic Integrity**

The love of learning coupled with the development of a personal code of ethics built on honesty and integrity are some of the most important educational objectives of a Catholic Education. Every member of the school community must ensure that academic integrity is always maintained to the highest standards.

At Madonna, students are expected to complete their own work to the best of their abilities, with peer and adult support prescribed in their IEP/ISP and as determined by their teachers to aid their academic learning and development.

## **Technology Policy**

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at Madonna. Madonna's objective is to provide students and employees with a wide range of information technology to support developmentally appropriate learning and instruction. All Madonna employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources.

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of Madonna'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 Madonna's technology or network resources, whether this access occurs on or off campus (live or virtual).

Students are expected to use technology in a responsible manner consistent with Madonna's educational and religious objectives. Students will receive instruction and direction on digital best practices, citizenship, and safety annually. Students should report any misuse of technology and network resources, including, but not limited to, the following:

- Accessing, posting, publishing, or storing violent, explicit, profane, or inappropriate content

- Harassment, intimidation, threatening or bullying others, whether inside or outside of the campus and academic day
- Using intellectual property without permission
- Knowingly bypassing Madonna's content filter or network security
- Knowingly spreading computer viruses or malware
- Taking a photo or making a video or audio recording of any student or faculty member without his/her knowledge and consent
- Playing games, chatting on-line, or watching videos during the school day unless associated with a class and permission from a teacher is explicitly given.

Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not share passwords with any other person (Madonna faculty and parents should be the only exceptions) and do not ask other students to share their passwords. If a student believes his or her password has been compromised, report this concern to a faculty member or parent.

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. Electronic communications (emails) between faculty and students must be made via Madonna's internal email system. Faculty-student communications on personal devices are inappropriate.

Although social networking and texting normally occur outside of the classroom, it may have a negative impact on the Madonna 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 program, Madonna reserves the right to take any disciplinary action it deems necessary to protect students and faculty. Madonna 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.

Madonna 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 Madonna. All content created, sent, accessed, or downloaded using any part of Madonna's technology or network resources is subject to the rules stated in this policy. Madonna reserves the right to monitor

the network and examine or remove electronic files and/or materials whenever it is deemed necessary. Students should never assume that emails, files, or other content created or stored on Madonna's network will be maintained as private or confidential. Should Madonna determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) used on campus or during the academic day.

Violations of this Technology Acceptable Use Policy may result 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 Madonna's administration.

*Access to Inappropriate Materials on the Internet/Disclaimer:*

*Madonna currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and Madonna cannot entirely control what students may or may not locate on the internet. While Madonna allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. Madonna is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.*

### **Print Collections & Multi-Media Subscriptions**

Madonna has a print collection and online subscriptions which supports student learning, including reference, non-fiction and fiction titles. Students can also access several online subscription databases and video streaming from any computer or mobile device while on campus, or with use of a password when off campus.

Print items are available for checkout and renewal. Madonna does not assess fines for late materials; however, if an item is lost or damaged, a replacement cost will be assessed.

## **Professional Services**

Madonna is firmly committed to the growth and development of its students. Acknowledging that adolescence is a period of substantial growth, our staff is open to the needs of our students and their families. It is the Madonna tradition for staff to sensitively maintain a personal interest in students.

To provide our students with the best comprehensive services, we maintain positive working relationships with human services and mental health professionals.

These services are available to the students by self-referral or referral of the parents, the teaching staff, counselor, or the administration. We sensitively consider the confidentiality of the emerging young adult and his/her parents. It may be necessary to consult with a professional for several meetings before an appraisal can be completed. If, upon appraisal, additional/ongoing professional support would benefit the student, Madonna may need to shift the cost of such services to the family via their health insurance provider.

In some extraordinary situations, professional evaluation and treatment may be determined necessary for continued attendance at Madonna.

## **Attendance**

### **Attendance is Essential**

Catholic schools will observe Nebraska law applicable to private schools regarding school attendance and records of school attendance.

Madonna believes students need to attend their program daily to maximize their learning opportunities. We strongly request that students and their parents make every effort possible to minimize the number of days they are absent. If a student is habitually absent or tardy, we will first work with the family to improve attendance before taking additional measures, including disciplinary action.

To report an absence, please call the front office before 8:30 am at 402-556-1883. A written request from the custodial parent or legal guardian is required for a student to leave school before the time of dismissal. The request must clearly state the reason(s) for leaving early.

## Illness Policy

Madonna School will follow common health guidelines if a student becomes ill while attending the program. These guidelines will be communicated regularly to parents and guardians, and they serve as sound general guidelines for when to keep your student home from school due to illness:

If your student appears to be ill in the morning before school, please have him/her remain at home. In general, students will be sent home from school if they have a temperature of 100.4 degrees or more, if they are experiencing vomiting or diarrhea, or if they have symptoms of a suspected communicable illness or condition. If your student is sent home from school, please keep in mind that he/she should not return to school until he/she has maintained a normal temperature for 24 hours without being given medication for fever reduction (such as Tylenol, Motrin, etc.). The student should have experienced no vomiting or diarrhea for 24 hours before returning to school. If parents, guardians, or emergency contacts are called to pick up a student due to illness at school, it is expected that your student will be picked up as requested within one (1) hour of notification.

## Emergency School Closings

When a severe storm occurs during the night or in the early morning hours, school closings or late starts will be announced as "Omaha Catholic Schools". Madonna's name is not mentioned separately on television or the radio.

When early dismissal is considered because of inclement weather, the safety of the students is our first concern. Members of the administration confer and communicate with other area schools. If we decide to dismiss early, an announcement is made via Parent Reach. Parent Reach will send a call, text, and email to parents with all pertinent information. We always make sure each student is picked up by an authorized adult before closing the campus early due to inclement weather.

# Student Health

## Health Information

- Madonna respects that parents are responsible for the health care of their children. Madonna staff will cooperate with all reasonable medical requirements, but parents must understand that Madonna is an educational institution and not a health care provider.
- Madonna contracts with the VNA to provide a certified School Nurse and Health services, as well as provide all staff with ongoing training on standard and required health protocols, such as blood borne pathogens.
- Madonna has a plan for emergency care of sudden illness or injuries in the school, including the Asthma Policy and Procedure for the Catholic Schools of the Archdiocese of Omaha located in the appendix.
- Madonna will promptly record in writing and report any known student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.
- Each student must have an individual, permanent school health record on file in order to attend class.
- Administrators are responsible for enforcing school laws that pertain to the student's health, e.g., laws that state all students must be immunized and that certain students must have a health examination or a signed exemption form. All information must be sent to Madonna by the established deadline, or the student will not be allowed to attend classes. Families seeking qualified exemptions, please refer to the Immunization Policy for Catholic Schools of the Archdiocese of Omaha located in the appendix.
- Students with communicable conditions are excluded from program activities until treatment is assured and the possibility of contagion is past.
- Health-screening is provided for students; this includes testing hearing and vision.
- Health counseling referral and follow-up is provided to ensure that the student receives the appropriate treatment and/or care.
- The health program is reviewed annually by the VNA. Accurate statistical data is maintained and retrievable regarding nursing and health services provided.

- Administrators provide and promote working and learning conditions conducive to the mental and physical health of all personnel and students. Health and risk personnel observe and evaluate the environment for safety, accident prevention, and a healthy physical and emotional environment.
- Madonna personnel and health care providers in the school are knowledgeable of a student's physical, emotional, social, and intellectual characteristics and needs.

## Medication

- Prescription medication may only be administered by specific staff members with the physician's written request and a signed/dated permission form filled out by the student's legal parent/guardian.
- Medication must be in the original prescription bottle (your pharmacist may give you a second, labeled bottle in which to send only the amount of medication needed during school hours.)
- All medication to be given during academic hours must be labelled with the student's full name.
- It is the responsibility of the parent/guardian to make sure there is enough medication in the office.
- Any student with emergency medications must have a health action plan from a physician on file in the health office.

## Counseling/Guidance

Madonna students are provided with Social Skills development across the core curriculum and as a part of their ISP's, as well as the Circle of Grace curriculum, a mandatory program for K-12 students in the Archdiocese of Omaha. This program focuses on safe relationships and boundaries, moral responsibilities, internet safety, and safety plans.

In addition, the school Chaplain and area clergy regularly visit Madonna students and are available to them and their families to provide support and guidance when students and families are navigating personal issues or crisis situations.

## Student Safety Policy

When a student discloses unsafe thoughts or feelings, or if a faculty or staff member believes that a student is at risk of committing suicide or inflicting harm on themselves or others, a trained faculty member will:

- Immediately inform the Administration
- Complete a risk assessment
- Assess the level of risk and respond accordingly
- Increase supervision and ensure the student is safe
- Document all steps taken via an online incident form
- Establish or update the safety plan for the student

Prior to contacting the parent(s)/legal guardian(s), the Administration will determine if alerting the parent(s)/legal guardian(s) would further the risk of harm. If the Administration believes that contacting the parent(s)/legal guardian(s) would further the risk of harm to the student, the school may delay such contact as necessary. If the decision to delay contacting the parent(s)/legal guardian(s) is made, the reasons for the delay shall be documented by the Administration.

Assuming there is no need to delay notification to the parent(s) or legal guardian(s), the Administrator will promptly notify them as set forth below.

If the parent(s)/legal guardian(s) of the student are to be notified, the Administrator will follow these steps:

- Notify the parent(s)/legal guardian(s) of the risk
- Explain why the student is believed to be at risk for harm to self or others
- Provide parent(s)/legal guardian(s) with public resources available to them such as 988 number, Boystown Hotline, Project Child Safe, etc.
- Release the student to the parent(s)/legal guardian(s)

If the student's risk level is high and/or they have a specific plan and access to items to execute the plan:

- The student's parent(s)/legal guardian(s) will be directed by Administration to immediately take the student to the hospital
- If the family refuses or if the Administration believes they will not follow the directive, 911 will be called to ensure the student's safety

- If the parent(s)/legal guardian(s) cannot be reached, the Administration will call 911 and take all steps necessary to seek an emergency mental health commitment for the student.
- A safety plan must be put in place before the student may return to school

If the decision is made not to immediately notify the parent(s)/legal guardians of the risk due to further risk of harm to the student, the Administrator will call 911, take all steps necessary to seek an emergency mental health commitment for the student, and report the matter to CPS.

## Student Conduct

### Positive Behavioral Interventions and Support (PBIS)

Madonna School utilizes positive and proactive behavior strategies and rules (PBIS). If a student escalates into a crisis, becoming a danger to himself or others, MANDT strategies are used (verbal de-escalation, calming strategies, breaks).

MANDT defined physical restraints, or seclusion may be appropriate when de-escalation strategies have not resulted in the student restoring emotional and behavioral regulation. For more information, please refer to the Restraint and Seclusion Policy for the Catholic Schools of the Archdiocese of Omaha located in the appendix.

When serious misbehavior occurs, it is always the desire of Madonna to assist the student and the parents in any way possible to alleviate the difficulty. However, in serious situations, it may become necessary to discipline a student by suspension and/or expulsion.

### Dress Code Requirements

**Secondary Dress Code Requirements:** Madonna requires students to follow a simple dress code to each day:

- Shirts can be long sleeve or short sleeve polo. Students may also bring a sweater (cardigan or ¼ zip) or sweatshirt to wear over their shirt. Please, no hooded shirts or sweatshirts.
- Uniform pants can be any colored dress pants (navy, black, grey, or khaki).

If a student has a sensory or compliance issue related to uniforms, please inform their teacher and the staff will work with the student and family to help the child comply.

#### **Transition Dress Code Requirements:**

- Students are no longer required to wear collared shirts; however, shirts may not have any potentially offensive or distracting print or images on them.
- Students may wear shorts, but on assigned workdays, it is required for them to wear uniform (any color) pants.
- Students may wear sweatshirts as long as they do not have any potentially offensive or distracting print or images.
- No hats are allowed to be worn on campus.
- Closed toe shoes are best for Transition activities (including work sites and exercise). If your student would like to wear sandals, please have them bring tennis shoes in case they need to change for an activity or work.
- Please ensure that your student wears clothes appropriate for the weather, as Transition students frequently go into the community
- **Volunteer sites require that students wear pants instead of shorts** (jeans are ok but school uniform pants (any color) would be best) **and closed toe shoes**. Students will have a Bergan Mercy shirt to change into (this stays at Madonna).

If a student has a sensory or compliance issue related to uniforms, please inform their teacher and they will work with the student and family to help the child comply.

#### **Disciplinary Policies and Procedures**

Madonna is a calm, safe, and peaceful environment for students with diverse abilities. Verbally and/or physically aggressive, destructive, or violent behavior by students toward property, another student, staff member or community member while on campus, during a program-related activity off campus, or through telephonic or electronic communications outside of the academic day, will not be tolerated and will result in disciplinary action, which could include in-program suspension or out-of-program suspension or expulsion. This includes but is not

limited to bullying or harassment on the basis of a person's gender, sexual orientation, race, color, religion, ethnicity, national origin, or disability.

Madonna students may not bring to the program or have in their possession any item that may be classified as a weapon (examples: guns, knives, matches, lighters, etc.) Possession of such items on campus/in program will not be tolerated and will result in disciplinary action, which could include suspension or expulsion.

In the event of bullying, intimidation, harassment, assaultive behavior, or possession of a weapon by a student, staff will respond according to a student's behavioral/safety plan and their crisis training. Authorities may be called as circumstances warrant. The parents, guardians, or caregivers of each student impacted will be notified as soon as possible.

Madonna does not tolerate retaliation against any student who reports, in good faith, offensive conduct, bullying, or harassment, or provides, in good faith, information in connection with any complaint. Madonna will assist persons falsely accused of offensive conduct, bullying, or harassment in making the false complaint known to appropriate parties. The administration will take disciplinary action if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying, or harassment.

### **Use of Tabacco, Alcohol, and Illegal Drugs**

Madonna is concerned about the spiritual, academic, and personal growth of every student. The use of tobacco, alcohol, and illegal drugs can seriously interfere with this growth.

Engaging in the unlawful possession, selling, dispensing or use of tobacco, alcohol, or illegal drugs is a violation of Nebraska state law and consequently of Madonna rules. A violation of any aspect of the state law or Madonna rules and regulations regarding the use of tobacco, alcohol, or a controlled substance will result in a conference with the parents or guardians and could be grounds for professional services supports and/or disciplinary action.

# Emergency/Special Procedures

## Safe Environments

Pursuant to state law and Archdiocesan policy, Madonna personnel must report to Child Protective Services at 800.652.1999 and/or the Omaha Police Department if any form of child grooming, abuse, harassment, neglect, or exploitation is detected or suspected.

Any individual who has complaints of such misconduct by a Madonna employee (including contracted professionals and volunteers) should report such conduct to the school Administrator. If the Administrator is thought to be involved in the misconduct, the individual should inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of such misconduct will be promptly investigated and thoroughly, and a written report will be made concerning the results of the investigation.

All Madonna staff members and volunteers are required to adhere to the Safe Environment standards of the Archdiocese of Omaha, which includes completion of Safe Environment training, background check, and maintaining ongoing Safe Environment certification. Safe Environment certification includes explicit training on professional boundaries/anti-grooming practices and policies.

Madonna recognizes that parents/guardians are the first and primary educators of their children, especially concerning highly sensitive issues. All schools in the Archdiocese of Omaha provide the Circle of Grace curriculum to educate and empower children and young people to actively participate in a safe environment for themselves and others. Madonna adapts and modifies this curriculum to meet the needs of students with diverse abilities and provides instruction that is developmentally appropriate.

## Standard Response Protocol

Madonna's staff and students are trained in the Standard Response Protocol to respond quickly and uniformly to crisis situations. The SRP actions include:

**Hold** – For situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the

halls until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

Students and teachers are to remain in their room or area, even if there is a scheduled class change, until the all-clear is announced. Students and staff in common areas, like the atrium or chapel, may be asked to remain in those areas, or to move to adjoining areas like a classroom. Students and staff outside of the building should remain outside unless the administration directs otherwise.

**Secure-Lockout** - Secure (Lockout) is called when there is a threat or hazard outside of the building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure (Lockout) uses the security of the physical facility to act as protection.

The Secure (Lockout) Protocol demands bringing students into a secure building, locking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as gym classes, would return to the building and if possible, continue class inside the building. There may be occasions where students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

**Lockdown** - Lockdown is called when there is a immediate threat or hazard nearby or inside the building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom and organization-wide security actions to protect students and staff from threat.

The Lockdown Protocol demands locking individual classroom doors, offices, and other securable areas, moving room occupants out of line of sight of corridor windows and having room occupants maintain silence. There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building. Faculty, staff, and student training reinforces the practice of not opening the classroom door once in Lockdown. Rather, no indication of occupancy should be revealed until the first responders open the door.

**Evacuate** - Evacuate is called when there is a need to move students from one location to another.

The classroom teacher or administrator is usually responsible for initiating an evacuation. The directives or actions may vary for fire, bomb threat, or other emergencies. In a police-led evacuation, students may be instructed to form a single file line and hold hands front and back, or students and staff may be asked to put their hands on their heads while evacuating. Other directions may be invoked during an evacuation; students and staff should be prepared to follow specific instructions given by staff or first responders.

**Shelter** - Shelter is called when specific protective actions are needed based on a threat or hazard. Training includes response to threats such as tornado/severe weather and hazmat. For tornado/severe weather, Madonna's gym is a fully reinforced storm shelter where all individuals on campus will take shelter when circumstances warrant.

### **Cooperation with Law Enforcement and Other Governmental Agents**

Please see the appendix for information on how the Catholic Schools of the Archdiocese of Omaha cooperate with law enforcement and other government agents requesting access to students.

#### *General Disclaimer:*

*The information contained in this handbook provides a general description of rules and regulations. The school reserves the right to add to, modify, or abolish any of the handbook provisions without notice. 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 Madonna's right to institute any course of action that, in Madonna's sole discretion, it believes is necessary and consistent with its Mission as a private Catholic School.*

# Appendix

## **Immunization Policy for Catholic Schools of the Archdiocese of Omaha**

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

### **General Rule**

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chicken pox [MMRV or Varicella]

In addition, one TDaP (tetanus, diphtheria, acellular pertussis) is required for entry into 7<sup>th</sup> grade.

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

### **Exemptions**

Nebraska does allow for two types of exemptions: Medical and Religious.

**The Medical Exemption** requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

**The Religious Exemption** requires “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the “tenets and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio, and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church’s teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

**All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.**

### **Chicken Pox**

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

# **AFFIDAVIT**

## **Refusal of Immunization of Student for Religious Reasons**

**This Affidavit is being submitted on behalf of:**

\_\_\_\_ / \_\_\_\_ /  
Name of Student Birthdate of Student (mm/dd/yyyy) Religious Denomination of Student

**If the student is of the age of majority:**

I, \_\_\_\_\_, of lawful age and being first duly sworn, depose and  
(Name of Affiant/Student)  
state as follows:

*Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personally and sincerely followed religious beliefs.*

**If the student is a minor:**

I, \_\_\_\_\_, as legally authorized representative of:  
(Name of Affiant)

\_\_\_\_\_, of lawful age and being first duly sworn, depose and state  
as follows:

(Name of Student)

*Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personally and sincerely followed religious beliefs.*

\_\_\_\_\_  
(Signature of Affiant)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_  
20, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF NEBRASKA )  
 ) SS.  
County of: \_\_\_\_\_ )

My Commission expires: \_\_\_\_\_

# REFUSAL OF IMMUNIZATION

## For Medical Reasons

As the physician, physician assistant or advanced practice registered nurse of:

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ /  
Birth Date (mm/dd/yyyy) \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

**I have elected to not immunize this student against the following disease(s):**  
*Each disease for which a vaccine has not been administered must be checked.*  
*Parent/guardian must submit dates of immunization for all other diseases.*

Diphtheria	.....	<input type="checkbox"/>
Tetanus	.....	<input type="checkbox"/>
Pertussis	.....	<input type="checkbox"/>
Polio	.....	<input type="checkbox"/>
Measles (Rubeola)	.....	<input type="checkbox"/>
Mumps	.....	<input type="checkbox"/>
Rubella (German Measles)	.....	<input type="checkbox"/>
Hepatitis B	.....	<input type="checkbox"/>
Varicella	.....	<input type="checkbox"/>
Pneumococcal Conjugate	.....	<input type="checkbox"/>
HIB (Haemophilus Influenza Type b)	.....	<input type="checkbox"/>

**In my opinion, this immunization would be injurious to the health and well-being of:**

The student	.....	<input type="checkbox"/>
A member of the student's household or family	.....	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of health care professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of health care professional

# DOCUMENTATION OF VARICELLA (CHICKEN POX) DISEASE

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

Name of child/student \_\_\_\_\_ / Birth Date (mm/dd/yyyy) \_\_\_\_\_

I \_\_\_\_\_ verify that the above listed child/student had  
*Parent/Guardian/Medical Provider*

the varicella disease in \_\_\_\_\_ (year).

Signature of parent/guardian/medical provider \_\_\_\_\_ Date \_\_\_\_\_

## **Asthma Policy and Protocol**

Catholic schools will implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

### Emergency Protocol:

1. **CALL 911.**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (EpiPen and albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

### Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any child over 50 pounds. The container for each dose and the container holding all doses shall be marked “FOR EMERGENCY USE ONLY” in bold print.
- Follow with nebulized albuterol, .05 percent, 0.5 cc plus 2.5 cc of saline administered by oral mask or mouthpiece, while awaiting EMS. If the student is not better, this dosage may be repeated two (2) more times. The container for individual dosages and the container holding non-individual dosages shall be marked “FOR EMERGENCY USE ONLY” in bold print.
- Administer CPR, if indicated.

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

- Written medical documentation of the allergic condition or asthma.
- Instructions.
- Medications as directed by a physician.

Information must be updated prior to the start of each school year.

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

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time-out procedures which 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 (or Teacher Facilitator) 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 (or Teacher Facilitator) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

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

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal/Teacher Facilitator of the school and state the nature of the inquiry or investigation.
2. Student Interviews. In cases where Law Enforcement Personnel wish to interview a student, the Principal/Teacher Facilitator of the school (or Principal/Teacher Facilitator's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal/Teacher Facilitator (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification.
  - a. Parental Notification. In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal/Teacher Facilitator shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.
  - b. Superintendent of Catholic Schools Notification. In all cases where a student is interviewed or apprehended, the Principal/Teacher facilitator shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.
4. Documentation. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal/Teacher Facilitator shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

## **COPPA Student Privacy Notice**

Our school may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator.

By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes