

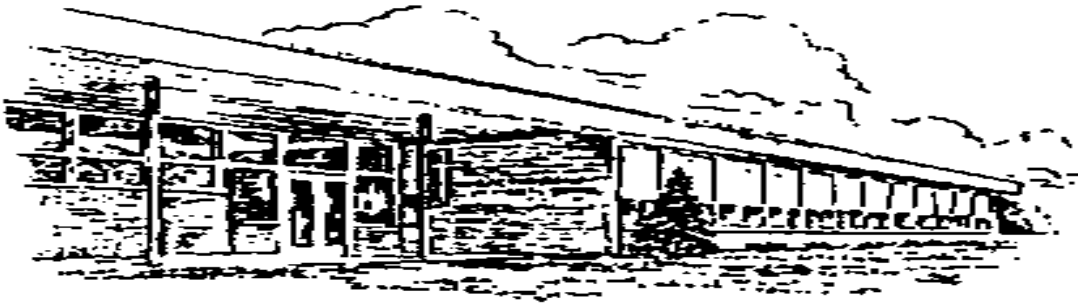
SACRED HEART SCHOOL

Falls City, Nebraska

SACRED HEART CATHOLIC SCHOOL

A family educating heart, mind, body and spirit

for this life and the next.



**STUDENT HANDBOOK
2018-2019**

Guidelines and Policies

TABLE OF CONTENTS

Subject	Page	Subject	Page
Academic Probation	11	Immunization	2
Academics/Curriculum	1	Incomplete Grades	7
After-School Responsibility	9	Injuries	9
Age Requirements	2	Internet Usage & Access	20
Attendance on Day of Activity	5	Leaving School Grounds	8
Attendance Policy - School Events	4	Limited Privacy	8
Attendance and Absenteeism	4	Lunch Services	6
Automobiles	5	Married Students	3
Bullying	12	Medicines	9
Catholic Social Services	13	Milk Break	6
Cell Phones, PDA & MP3 Devices	9	Mission Statement	iii
Cheating	11	National Honor Society	8
Civil Rights-Nondiscrimination Policy	7	Non-Discrimination	2
Classroom & Class Time	6	Opening/Closing Class Procedures	6
Closed Campus	7	Parent Agreement	23
College Visits	5	Parent-Teacher Conferences	7
Communication: Parent-teacher	5 & 10	Personal Websites, Social Networks	21
COMPUTER/INTERNET POLICY	19-21	Phone Calls/Cell Phones and Messages	9
Computer Usage & Access Agreement	23	Physical Examinations	2
Computers	8	Physical Restraint	13-14
Contagious Diseases/HIV Infections	2	POLICIES AND REGULATIONS	2
Corporal Punishment	11	Prayer, Mass and Confessions	10
Dances (School Sponsored)	8	Religion & Spirituality	1
Dating Violence	12	Scheduling Events	10
Description of School	1	SCHOOL DAY (THE)	6
Detentions	12	School Property	9
DISCIPLINE	11	SCIP Program	13
Discipline & Extra-Curricular Activities	13	Sexual Harassment Policy	12
Display of Affection	10	Shamrock Fund	3
DRUG & ALCOHOL POLICY	15	Stealing and Vandalism	11
Drug & Alcohol Policy for Activities	16	Student Domicile	3
Eligibility Requirements	13	Student Pregnancy	12
ENROLLMENT & ADMISSION	2	Suspension & Expulsion	12
Extra-Curricular Activities	1 & 16	Textbooks	8
Failure	7	Tobacco Use	16
First Day Payment	3	Transfer Students	2
Governance	1	TRANSPORTATION - Activities	22
Grade Equivalents	7	Tuition and Fees	3
Grading	7	Uniforms - General Reminders	18
Guardian Angel Tuition Assistance	3	UNIFORMS - Grades K-12	17
Gum, Drinks and Candy	9	Volunteerism	4
Head Lice & HIV/Infectious Diseases	2	Weapons	8
Homework	6	Weighted Grading	7
Honor Roll	8	Wellness Policy	6
Identification	2	What To Do If	10
Illegal Substances	8		

The School's Mission

*A family educating heart, mind, body, and spirit
for this life and the next.*

GOVERNING VALUES FOR SACRED HEART SCHOOL

To create a Christian Community within the school by recognizing and respecting the God-given dignity of each individual.

To provide instruction in the Catholic Faith, Morals and Tradition, as well as opportunities in prayer, self-sacrifice and celebration of the Sacraments.

To prepare the student to become a productive member of our changing society, to share in the democracy of our country and to be a responsible citizen and leader.

To encourage the love of fellow man by providing students with opportunities for serving others in school, church and community.

To develop a sense of personal responsibility for one's own behavior based on Catholic moral teaching.

To provide a curriculum which encourages students to reach their full potential through high expectations and quality education.

To provide opportunities for students to develop, demonstrate and share talents through participation in co-curricular activities and community affairs.

To instill in students love of learning which will continue throughout their adult lives.

To lead students to hear and respond to God's call to holiness in their respective vocations.

To encourage family involvement in the educational process.

Description of the School

GOVERNANCE

Sacred Heart Catholic School was started in 1891 to assist parents in the education and formation of their children. Today the school carries out the same mission.

Sacred Heart School is a PreK-12 Catholic School that is one of twenty-six parochial schools in the Diocese of Lincoln. It is supported by the five Catholic parishes in Richardson County, Nebraska: Falls City, Sts. Peter and Paul; Rulo, Immaculate Conception; Arago, St. Mary's; Shubert, St. Anne's; and Dawson, St. Mary's.

The campus, located at 18th and Fulton, Falls City, NE, includes various buildings adjacent to Sts. Peter and Paul Church in Falls City. The main school building contains classrooms for the elementary, middle school and high school, the Roh Activity Center with gymnasium, locker room, and weight room, school kitchen and lunchroom as well as the school offices, libraries and art room. Tiehen Gymnasium houses the music room, preschool room and a gymnasium,

The school employs a staff of twenty-three certified teachers and administrators which includes four Catholic priests. A part-time Title I teacher and a speech therapist are assigned to Sacred Heart by Falls City Public Schools. Other psychological and health services are obtained through Catholic Social Services of the Diocese of Lincoln, Blue Valley, and Educational Service Unit #4 from Auburn, NE. All teachers and administrators hold Nebraska State Department of Education Certification, with BA/BS, MA, Ed Degrees. A support staff of janitor, aides, secretaries, cooks and volunteers complement the teaching staff. A corps of volunteer parents and friends of Sacred Heart assist in each day's activities.

RELIGION/SPIRITUALITY

It is the religious dimension of the school that distinguishes Sacred Heart from public education. To fulfill its unique mission as a Catholic school, Sacred Heart seeks (1) to help students daily grow more conscious of God's truth and love revealed in Jesus Christ; (2) to teach students "*to pray and adore God the Father in spirit and truth*" (Jn 4:23), especially through pastoral prayer, Adoration of Jesus in the Blessed Sacrament and liturgical worship; (3) to train students to "*conduct their personal lives in true righteousness and holiness, according to their new nature in Christ*" (Eph. 4:22-24); (4) to call students to give effective witness "*to the hope that is in them, and to promote the Christian transformation of the world*" (1 Pt. 3:15). [See page 10, Prayer, Mass & Confession]

ACADEMICS/CURRICULUM

Sacred Heart's goal is to provide an educational foundation to prepare all students for successful living with academic emphasis on preparing students for college and post-secondary education. Emphasis is placed on a core curriculum of Religion, Language Arts & Communication

Skills, Mathematics, Science, Social Sciences and Fine Arts. Instruction is provided in Art, Computer Science, Foreign Language, Modern Living, Journalism, Language Arts, Mathematics, Music, Physical Education, Religion and Philosophy, Science, Social Studies and Public Speaking. Sacred Heart shares a cooperative relationship with Falls City Public Schools for students needing or desiring certain specialized courses. Title I assistance is provided for qualifying students and a Guided Learning is available to assist students needing personalized help. A special education program is available in cooperation with Falls City Public School

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important aspect of Catholic education. Extra-curricular activities broaden a student's experience and understanding of life. It can help students interiorize concepts, attitudes and values such as team work, cooperation, courage, self-discipline, communication, humility, respect for opponents, sportsmanship in success and failure. Extra-curricular activities reward discipline and hard work, reveal character and grace; teach students about the unity and the rhythms of body and soul, spirit and mind, individual and group; highlight power and beauty; enable students to develop their God-given talents; help students become whole persons; and bring into sharper focus the fleeting nature of winning and losing.

Sacred Heart School is a member of the Nebraska School Activities Association, the Nebraska Pioneer Conference and the MUDECAS Association. Students participate in the following NSAA sponsored activities: **Football, Volleyball, Drama, Instrumental and Vocal Music, Journalism, Yearbook, Speech, Basketball and Track.** Sacred Heart students participate in clinics and contests such as **Choral and Instrumental Clinics, Math Days, County Government Days and Quiz Bowl.** Students are encouraged to become members of the various clubs of the school. Among the organizations are the **National Honor Society, Student Council, and the Helping Hands Service Club.**

Students who participate in extra-curricular activities are required to maintain a minimum level of academic performance. (See Eligibility Requirements on page 13 of this Handbook. Also see [Sacred Heart Activities Handbook](#).) Students who participate in any interscholastic activity sponsored by Sacred Heart School are representatives not only of Sacred Heart, but of the community of Falls City. Therefore, those who participate in extra-curricular activities shall conduct themselves in a manner that reflects favorably upon our school and community.

Policies and Regulations

ENROLLMENT AND ADMISSION

STATEMENT OF NON DISCRIMINATION

In the operation of Sacred Heart School, there will be no discrimination because of race, color or national origin. Disability and gender issues are treated in accordance with applicable federal and state laws.

AGE

According to the Nebraska Department of Education beginning with the 2012-13 school year, a child who has reached the age of five years or will reach the age of five years by July 31 of the current year is eligible to enter kindergarten at the opening of the school term. A pupil who is six years of age or will be six years of age by July 31 of the current year and has not attended kindergarten shall be enrolled in the proper grade as determined by school officials.

A child who is four years of age and whose birthday is later than July 31, whose parents/guardians wish the child to enter kindergarten, must perform satisfactorily on an entrance assessment that meets the requirements of the Nebraska Department of Education and is approved by the School Council. A pupil who is age 6 by January 1 of the current school year is required to attend Kindergarten unless they are involved in an alternative program that will enable them to enroll in first grade the following year.

PHYSICAL EXAMINATION

Upon entrance to the school in kindergarten, a **physical examination** and **eye exam** are required. Parents must also present physical examination reports as their children begin the seventh grade. All students coming in from out of state must have a physical examination. (Neb Rev Stat #79-214; 79 - 248-252 Appendix P)

IDENTIFICATION

A **certified copy** of the student's **birth certificate** must be presented within 30 days of registration. If a birth certificate cannot be obtained, another reliable proof of the student's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, must be presented to the school. The birth certificate or corresponding documents must be "flagged" if they appear irregular. (Neb Rev Stat #43-2005/43-2007). If a student is a baptized Catholic, a copy of the **Baptismal Certificate** must be on file.

TRANSFER STUDENTS

Students transferring into Sacred Heart School must present a request for transfer of academic and health records from the former school or must present the records themselves.

IMMUNIZATION

Students are required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis

and tetanus prior to enrollment. Parents/guardians are to provide written proof that their children have received these immunizations. Signed statements are required for legal non-compliance, as prescribed in Neb Rev Stat #79-217 Appendix O). Beginning July, 2011, all students in grades K-12 will be required to have 2 does of varicella (chicken pox) vaccine or written documentation (by parent/guardian or health-care professional) of the disease. **Any child who has not met the requirements for immunization under state law must not be permitted to enroll in school.** If there are questions about immunization, please inquire at the school office for answers and clarification.

CONTAGIOUS/COMMUNICABLE DISEASES

Any student who is liable to transmit a contagious disease through day-to-day contact (e.g., measles, chicken pox, tuberculosis, pink eye, strep throat.) shall not be permitted to attend school, or participate in school sponsored activities as long as the possibility of contagion exists. To determine the diseased condition or the potential of transmitting the disease, the principal may require a student to be examined by a physician and, if the diagnosis is positive, shall exclude the person from school as long as the danger of disease transmittal exists. Students with possible pink eye or strep throat must be examined by a physician and on prescription eye drops/antibiotics for a minimum of 24 hours before returning to school.

HEAD LICE

Falls City Sacred Heart students with head lice will no longer be sent home, a policy change in line with a 2010 American Academy of Pediatrics recommendation.

"Head lice are not a health hazard or a sign of poor hygiene and, in contrast to body lice, are not responsible for the spread of any disease," the AAP wrote in June 2010. "No healthy child should be excluded from or miss school because of head lice, and no-nit policies for return to school should be abandoned."

Head lice don't hop or fly and rarely are transmitted in a school setting, according to the American Academy of Pediatrics.

Head lice primarily are transmitted through head-to-head contact more likely to occur at sleepovers, camps or large family gatherings. And by the time children begin to show signs of head lice, they have likely had the infestation for about a month, according to the American Academy of Pediatrics.

The new policy says parents of a student found to have lice will be notified and educated about treatment, but the student will stay in school. School staff will check students with head lice, and re-check them again in seven days once no live lice are found.

Students won't be excluded if they have a second case of lice, but could be excluded after the third incident.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND OTHER INFECTIOUS DISEASES

The school shall follow the policy for admission and enrollment, continuing enrollment/attendance, protection during enrollment/attendance, confidentiality and routine procedures for sanitation and hygiene when handling body fluids as outlined in the *Policy and Procedures for dealing with Human Immunodeficiency Virus and other Infections Diseases vis-à-vis employment and enrollment in the school as adopted on November 30, 1992 by the Diocese of Lincoln* and in Attachment A of the same document. Full policy is available upon request in the school office.

We follow the policy of the Southeast Department of Health relating to student illness and temperatures. Students sent to the office will have their temperature taken; a child with a 100 degree temperature or above will be asked to put on a mask and will be held in a room away from other students and teachers until a parent is able to pick them up. **Students will not be allowed to return to school until they are fever-free for 24 hours without treatment of Tylenol or Ibuprofen.** Upon returning to school, the student's temperature will be taken and retaken again in 4 hours to assure there is no fever.

STUDENT DOMICILE

A student who is not living with his/her parent(s) or an approved guardian will not be admitted or allowed to continue as a full-time student at Sacred Heart. Because Sacred Heart School assumes responsibility for a student while he/she is in school, Sacred Heart relies on a close relationship and open, effective communication between home and school, between parents and teachers. If a student is not living with his/her parent(s) or approved guardian, the necessary cooperation, communication and mutual responsibility no longer exist.

MARRIED STUDENTS

Students who marry according to the laws of the Catholic Church and the Diocese of Lincoln may make special arrangements to complete the course work necessary for their graduation from Sacred Heart. While attending class, married students will continue to observe all academic and disciplinary regulations. A married student cannot be allowed to have any adverse effect upon the rest of the student body. Since marriage breaks the ties a child has with his or her parents or approved guardians and bounds them to their spouse, the usual and necessary cooperation, communication and control exercised by parents no longer exist. Therefore, a married student will only be allowed to attend the classes necessary for graduation. He/she will not be allowed to participate in extra-curricular activities and/or other social activities at the school.

TUITION AND FEES

Per student cost at Sacred Heart is over \$7,000.00 per student per year. Parish assessments and tuition cover less than 50% of per-student-cost at Sacred Heart.

Tuition at Sacred Heart for the 2018-2019 school year shall be \$1350.00 for each child of a family. A K-8

\$200.00 book fee, diocesan administrative fee, and activity fee shall be added to the tuition. A 9th-12th \$250.00 book fee, diocesan administrative fee, and activity fee shall be added to the tuition

In addition to tuition, Catholic families are expected to tithe and practice good stewardship in their parishes by giving sacrificially to their respective parishes at Sunday worship. Non-Catholic families are encouraged to give an additional gift over and above tuition/fees.

All bills from the previous school year must be paid in full before a student will be allowed to return to Sacred Heart School for the following year. If special circumstances make this impossible, the parents/guardians of the students shall arrange for a meeting with the school superintendent and/or their pastor to make alternative arrangements for payment of past due money.

FIRST DAY PAYMENT

An initial payment of at least **\$100.00** per student is to be paid on or before September 7, 2018. Each family shall sign a tuition/fee agreement outlining the family's plan for making tuition payments on the remainder of the bill. Regular automatic EFT withdrawals may be arranged and are encouraged

GUARDIAN ANGEL TUITION ASSISTANCE SCHOLARSHIP PROGRAM

The Sacred Heart Guardian Angel Tuition Assistance Scholarship Program exists to help families who need and request financial help in the payment of their tuition. Parents must formally apply for assistance. No assistance is given unless an application form is filled out and submitted. Application forms are available upon request from the secretary in the school office and **are due in the office by September 15.**

Assistance will be granted on the basis of (1) Family financial need (2) Conduct and deportment of student(s) (3) Volunteerism record of family (4) Active participation in parish life (5) Academic standing of student in school. Contributions to the Guardian Angel Tuition Assistance Scholarship Program are welcome from alumni, grandparents, parish members and patrons. Checks should be made out to the "Sacred Heart Guardian Angel Tuition Assistance Scholarship Program." Donations are tax-deductible.

SHAMROCK FUND

In 2010 a generous outside benefactor offered a challenge to Sacred Heart benefactors and families. He gave one year for the raising of funds to support the payment of teachers at Sacred Heart in order to make up the shortfall that tuition was not providing. \$1,358,858.00 was pledged by Sacred Heart benefactors and families to be paid over five years. As money would come in he would match it dollar for dollar up to the full amount. The outside benefactor gave until February 2016 for the pledges to be paid and final commitments were paid by Feb. 1 of 2016.

Over \$2.7 million was raised and for over five years money has been withdrawn from this account to take care of the average monthly shortfall at the school to the tune of approximately \$32,000.00/month.

As of this time the outside benefactor has other charitable commitments and has invited schools to get creative in their own development plans. We would love to have some generous benefactors rise up to offer similar challenges to our families whether through matching gifts or in any other way.

Please contact Fr. Dunavan or the school office and speak with Renee Kopf who works for advancement if you are willing to offer such generosity and assistance to our families and children.

VOLUNTEERISM

All families (Catholic and Non-Catholic) are asked to be generous in volunteering their time/services throughout the year for school projects. Opportunities for volunteering may be the Rescue Reading Program, Volunteer Parent/Grandparent, the Booster Club, the Home-School Association and other fund-raising activities and help with summer repair and clean up.

ATTENDANCE/ABSENTEEISM

ATTENDANCE:

Students are expected to be in school every day the school is in session, for the entire day, unless they are excused by the school. Students shall attend classes regularly and be on time in order to gain maximum benefits from the instructional program and develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences.

The principal is in charge of attendance; however, the school secretary functions in the routine matters of ordinary daily attendance.

[According to the State of Nebraska School Law 79-201, "every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age shall cause such child to attend regularly the public, private, denominational or parochial day schools which have met the requirements for legal operation except when excused by school authorities, unless such child had been graduated from high school." A child who is enrolled in a school must meet the attendance requirements of the school. A written record of absences must be kept. If the number of absences is excessive, retention should be considered should his/her school work have fallen behind.]

I. When a student knows in advance he/she will be absent:

- When a student plans to be absent from class(es) for **SCHOOL SPONSORED ACTIVITIES** (e.g., track meet, honor band), he/she will be listed on the roster of participating students that will be submitted by the coach/moderator and will not be required to fill out his/her own a *Student Excused Absence Form*. The student will be held responsible for

material assigned or covered in the class(es) he/she misses.

- For **NON-SCHOOL SPONSORED ACTIVITIES** (e.g., a doctor's appointment, a funeral of a family member), a note from the parent explaining the reason for the absence and the signature of the principal indicating school permission must be attached to the *Student Excused Absence Form*. The completed *Student Excused Absence Form* is to be turned in to the office at least 24 hours before the planned absence. The student will not be able to leave school if the *Student Excused Absence Form* has not been completed.

- For **absences of more than one day**, parents are asked to contact the principal in person. If the principal does not grant permission for the absence, the student is considered truant. Students who are truant will receive one detention for every class period missed.

If a student is on academic probation in a class, permission will not be granted to miss the class in which the student is on probation. Exceptions will be granted only in special cases, e.g., death in a family. Requests for this exceptional permission must be made to the principal in person by the student's parent/guardian.

II. When a student must be absent without advance notice:

Parents shall report all absences by calling the school office between 7:45 a.m. and 8:15 a.m. on the day of the absence or tardiness. When known in advance, notice should be given at least on the day before the absence. It is required that the parent/guardian give the school the reason for a student's absence.

1. Parents have the responsibility to call the school office before 8:30 a.m. if a student is going to be absent that school day. If parents do not call by 8:30 a.m., the school will call the parents inquiring about the missing student. This is a very important rule. The school asks all parents to make an extra effort to abide by it.

2. Excused absences:

- a. Personal illness
- b. Death in the Family
- c. Emergency situations
- d. Emergency doctor and dentist appointments should be the rare exceptions. Most doctor and dentist appointments can be scheduled outside school time.

- e. Parent and School sponsored activities, approved by the principal, for whom a Student Excused Absence Form has been completed and proper signatures have been acquired.

3. Excessive Absenteeism:

- a. Excessive absenteeism is defined as more than six (6) absences from a course/period in any one semester for any reason other than school-sponsored activities and approved college visit days. Parents will be notified after a student has 4 absences. [Students participating in sanctioned school activities under the supervision of a school staff member or on approved college visit days will be considered present for the class period or school day. The student will however be responsible for any class work missed (See Section "e" below for more on Make Up Work).]

- b. In grades 7-12, seven (7) or more absences from a

course/period in one semester will result in the student making up 1/2 hour of class time for every period absent from the course. From the time of the infraction until all time is made up, the student must serve at least 1/2 hour and no more than 1 hour before and/or after school on each and every consecutive school day, unless the student has explicit permission from the principal to miss a day. If a student fails to make up time, he/she will receive a detention for each day missed. In grades K-6, seven (7) or more absences in one semester will result in the student making up no less than 1/2 hour of class time for each day absent. The student may be required to stay more than 1/2 hour per absence if the teacher and the principal deem necessary. For grades K-6, all make-up work will be determined in each case by the teacher with consultation with the principal and guidance counselor.

c. In grades 7-12, ten (10) absences from a course/period in any one semester can result in loss of credit for the course and possible expulsion from school. Parents will be notified after a student's fourth absence. In Grades K-6, promotion to the next grade level will be determined in each case by the teacher in consultation with the principal and guidance counselor. Excessive absenteeism could be an important factor in this decision.

d. In the event that extenuating circumstances (e.g., prolonged illnesses, hospitalization, treatment, or similar reasons) need to be considered, the parent(s) should make an appointment with the principal/superintendent, and the parent(s) should bring a medical excuse from a physician stating the student was absent for medical reasons.

e. For all absences the student must satisfactorily complete make-up work for missed classes. The student risks a zero for failure to complete assigned work in the allotted time by his/her teacher. For planned absences the teacher can require that student make-up work be completed and submitted before the student's planned absence.

A bell will ring at the beginning of each class period. Students are to be in the classroom before the bell sounds at the beginning of each class period. If tardy at the beginning of the school day (first period of the day), a student shall not be admitted into the classroom until he/she obtains a tardy slip from the school secretary. Junior High & Senior High students who are tardy to school or class **one (1) time** will receive one detention for the tardy.

ATTENDANCE ON DAY OF ACTIVITY

A student must be in attendance at school by 9:00 a.m. on the day of a scheduled event in which the student is to participate. Exceptions may be made in the cases of previously scheduled doctor or dental appointments or other unforeseen circumstances, e.g., funeral. All exceptions must be cleared with the Activities Director or the Principal.

AUTOMOBILES

Students who drive their own vehicles to school shall leave the vehicles parked upon arrival at school. Students are never to be inside their vehicles during school hours for any reason without the permission from the office. This includes

the lunch hour while students are moving from the school to the lunch room. If a student is enrolled at classes at Falls City High School, he/she may use his/her vehicle to travel to 14th and Fulton but he/she must travel directly from Sacred Heart School to FCHS on Fulton Street only and back to Sacred Heart on Fulton Street. Abuse of this travel privilege can result in the loss of permission to attend classes at Falls City High School.

Students are to park their vehicles (1) in the south parking lot (not in the faculty parking area) or (2) in the main church parking lot on the east side (Tiehen or gym side) or (3) off campus legally on the street. Students driving vehicles on school grounds must avoid any speeding or reckless driving that endangers others. A student who abuses the privilege of parking in a school parking lot or who drives endangering the safety of others will not be allowed to park his or her car on school property. Other disciplinary action may be taken.

Students are not permitted to drive their own vehicles to school activities or to travel in a vehicle being driven by another student without special permission and documentation of permission in the school office. See the Transportation Policy in Appendix D of this Handbook. page 22.

COLLEGE VISITS

For students interested in post-secondary education, two college visitation days per school year will be allowed. College visit permission is granted for two full days or any part of two days. At least three school days before the visiting date, the student should bring a note to the guidance counselor requesting the visit. This note must be signed by the student and parents. On the day preceding the visit, the student must have a completed *Excused Absence Form*, signed by all of the teachers of the classes missed.

In order to insure that the college visit be as helpful as possible to the student, it is recommended that the senior visit with the counselor about the college prior to the visit, and that contact with officials at the college should be arranged in advance of the visit. **It is required that the student have taken the ACT or SAT prior to the visit, depending on which is required by the college.** Permission for a college visit will not be granted for days of school retreats and the last two weeks of the semester. Any additional visits to colleges or institutions should be done on weekends, during Spring break, or any other day that school is not in session. Any college or institution visit taken in which proper procedure is not followed will be treated as truancy and detention will be issued for each school period missed. Exceptions to this visitation rule must be made by the principal after consultation with the counselor and parents.

COMMUNICATION BETWEEN HOME & SCHOOL

Alert-Now is a communication system that links all of our families together for emergency or timely telephone messages from Sacred Heart School. The Alert-Now system is used to announce NO School on snow days and other important notices and reminders.

The **Daily Bulletin** is available every school day to each family via E-mail from the Principal's Office. If your

computer is not on the mailing list, please contact the school and request to be added to the daily service.

THE SCHOOL DAY

OPENING/CLOSING OF THE DAY

Each school day begins with an Opening Prayer, Pledge of Allegiance, attendance and lunch count. A daily bulletin is made available to the teachers. The school day ends with a prayer. End of the day announcements are made, and letters or other materials to be sent home are distributed. **Teachers are encouraged to start each class period with a short prayer or meditation.**

CLASSROOM & CLASS TIME

Students are to be in the class room before the bell rings for each class. Students are not permitted to leave the classroom during class time, except for necessary study or research in another supervised classroom, and only with written permission of the teacher. Exceptions to this rule may be made for rare emergencies and always with written permission from the supervising teacher.

HOMEWORK

Regular homework is an important part of school life. As students grow older, more homework is expected. Students are expected to come to class prepared for the day's activities. This shall include a school-issued school planner for recording all of the day's homework assignments. Students who fail, without sufficient reason, to have homework completed can be required to remain after school until the work is completed.

LUNCH

Sacred Heart School participates in the USDA Federal Hot-Lunch Program. All students are invited and encouraged to eat lunch through the program. The cost for PreK is \$2.30 per meal. Kindergarten-6th grade students is \$3.00 per meal. The cost for 7th-12th grade students is \$3.10 per meal; adults, \$3.65/meal. Applications for **free or reduced priced lunches** are handed out at registration and can be obtained through the school office anytime during the school year. Occasionally we have students who like to invite a guest i.e., grandma, grandpa, mom, dad, aunt, uncle, etc. to eat lunch with them in our school cafeteria; our school policy requires that a parent call or send a note informing and giving permission for the student to have a lunch guest. The meal cost for an out of school guest is \$3.65.

MILK BREAKS

Milk breaks are offered to students in Kindergarten-third grade; milk is .35 cents a day. If a child wants to participate in milk breaks, the **milk money needs to be sent in advance to the classroom teacher** in an envelope marked with the child's name and amount on the outside of the envelope. If no payment is received for milk break within five days of owing, milk break will be terminated until more milk money is sent for your child.

WELLNESS POLICY

Sacred Heart School participates in the National School Lunch Program therefore we are required to develop a local school wellness policy that promotes the health of students and addresses the problem of childhood obesity. A copy of the current **Wellness Policy** will be sent home with students the first week of school, any new families will receive a copy when enrolling their child and it will also be available for viewing on the school website.

SACRED HEART SCHOOL'S POLICY FOR UNPAID STUDENT MEAL CHARGES EFFECTIVE 7/1/2018

The Sacred Heart School Lunchroom participates in the USDA's school meal programs and is required to have a written policy that addresses unpaid student meal charges in place by July 1, 2018 and made available to all families at the start of each school year.

1. Sacred Heart School encourages all families to apply for free or reduced price meals. All families will receive the federal lunch application for free or reduced priced meals before the start of each school year. Families may apply for lunch benefits anytime during the school year if there are changes in the household income or household size. All lunch applications are confidential.
2. **All families are to pre-pay by the month for student meals**, any absentees or sack lunches will be credited forward to the student's next month's meals. All lunch payments are to be paid in a timely matter; payments may be sent to school with student or paid in the school office by check, cash or electronic fund transfers.
3. All students will receive a lunch account balance letter the last week of each month, if the amount has a \$- in front of the amount this indicates a negative lunch balance; please ask your student for this lunch letter.
4. The USDA does **not** require schools to provide a meal to a paid student or a reduced student with a negative account balance. If a student brings home a negative amount letter owed for school lunches, your family will have five school days to pay the negative balance in full or the student will be required to bring a sack lunch until the negative balance is paid in full or the student may bring money for that day's meal and must pay in the office before the student's lunch time. If after the five school days and no lunch payment has been made and your student does not bring a sack lunch or money for the day's meal, the parent will receive a phone call from the school office and an "alternate" meal of a peanut butter sandwich, fruit, and milk will be served to your student.
5. The End-of-the-Year Report Card will be held until all lunch money owed for the school year is paid in full; if for some unforeseen reason the lunch money owed cannot be paid in full by June 30th, the family must meet with the office to establish a longer payment plan.

Sacred Heart School

Father Thomas Dunavan, CAO

CIVIL RIGHTS – Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- a. Mail: U.S. Department of Agriculture. Office of the Assistant Secretary of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- b. Fax: (202) 690-7442; or
- c. Email: program_intake@usda.gov

This institution is an equal opportunity provider.

CLOSED CAMPUS

The school has a policy of "**closed campus**". This means students are not allowed to leave the campus during the lunch periods or any other time. Nor are they allowed to occupy a car during the school day. All food is to be eaten in the school lunch room, whether it is a school hot lunch or a sack lunch from home. There is to be no food or drink brought into the school building, (with the exception of customary treats in the grade school).

GRADING

Grades provide a measure of academic progress. Reports of grades will be made to students and parents or guardians by quarters. Progress reports will be mailed to parents and guardians midway through each quarter. Each

quarter represents approximately nine weeks of class work. Two quarter grades are averaged along with semester examinations to produce the semester grade. It is this semester grade which determines passing or failure of a course. Uniformity of grading shall be conscientiously maintained throughout the school. This means that similar quality of work shall receive a similar grade from all teachers. Grades should be based upon scholastic achievement, effort, work habits, and motivation.

INCOMPLETE GRADES

A student is to receive a grade of "Incomplete" when he/she is unable to complete the course work for the most serious reasons, such as serious illness, death in the family, etc. If a student receives an "I" (Incomplete), arrangements must be made to finish the required course work as soon as possible.

GRADE EQUIVALENTS

A+	4.0	99-100
A		95-98
A-		93-94
B+	3.5	91-92
B	3.0	87-90
B-		85-87
C+	2.5	83-84
C	2.0	79-82
C-		77-78
D+	1.5	75-76
D	1.0	72-74
D-		70-71
F	0.0	Below 70
I		Incomplete

FAILURE

If a student fails a required course at Sacred Heart School, the student and the student's family are responsible for making up the failed course. Generally, this cannot be done at Sacred Heart because of the scheduling demands of a small high school and the student must make arrangements for some other means of making up the missed credits, e.g., correspondence, Falls City High School, summer school, UNL Online High School, etc.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled prior to the end of the first and third quarters. Parents/guardians should make every effort to attend. Experience shows that parents who participate in Parent-Teacher Conferences have children who are more successful in their studies and are happier at school.

HONOR ROLL

Honor Roll will be published at the end of each quarter according to standards established by the principal of the school in consultation with the faculty.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is an honor bestowed upon a student. Selection for membership is by a special faculty council and is based on outstanding

scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates become members when inducted at a special ceremony. Only sophomores, juniors and seniors are eligible for nomination to NHS. Candidates must have a cumulative scholastic average of at least 90% to be eligible for the National Honor Society.

WEIGHTED GRADING

In an attempt to encourage students to take the more rigorous college prep courses, **Pre-Calculus, Calculus, Chemistry, Chemistry II and Physics** will be “weighted” in determining Honor Roll and eligibility for National Honor Society. In determining honor roll and eligibility for National Honor society, **five (5) points** will be added to the percentage grade in these three classes. This “weighted” grade will not affect the individual student’s permanent GPA (grade point average) or class rank.

TEXTBOOKS

Textbooks are the property of Sacred Heart School. The student is responsible for those books assigned to him or her. Fines will be imposed for excessive wear or damage to the books, as well as those textbooks not properly covered by the student. Sacred Heart participates in the State of Nebraska Text Book Loan program which provides sufficient savings for our school. Parents will be asked to annually fill out request forms for textbooks to be loaned.

COMPUTERS

Computers are a valuable tool to help learning if used wisely. Usage shall be governed by the Computer/Internet policy in Appendix C.

SCHOOL DANCES *

For all school-sponsored dances, out of school dates must be at least high school freshmen and may not be older than 20 years old. Dates must be of the opposite sex. Students and guests are expected to dress and act (dance) within the boundaries of Christian modesty. It is the custom that parents serve as chaperones for the dances.

Inappropriate dancing is prohibited at all Sacred Heart dances. Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks or genital areas, 3) feet that are raised off the floor and hands that are touching the floor, 4) “hiking-up” of skirts or dresses, 5) leaning against the wall while dancing, and 6) dancing that appears to be “simulating sex” or “grinding”.

Any student not meeting the standards/expectations will receive one warning. On the second infraction, his/her parents will be contacted about arranging for transportation home and the student will have to leave the dance.

Policy for dress at **formal dances**. This policy also applies if a dress is worn to any Sacred Heart dance.

Adopted September 19, 2011 by Sacred Heart School Council

Gentlemen:

- Button-down shirt with collar or a sweater

- No excessively tight clothing may be worn
- Dress slacks and shoes are required (no jeans or shorts)
- Tuxedos are customary for prom, but are not required

Ladies:

- No excessively tight clothing may be worn
- No visible cleavage. (No plunging neck lines)
- Dress hemlines and/or slits must be at least 2 inches below the fingertips when standing tall with hand and arm fully extended and shoulders lowered
- The entire dress back must reach no lower than 1 inch below the shoulder blades
- Dresses must not be made of a sheer fabric where undergarments can be seen
- No mini-skirts/short dresses with leggings will be allowed
- Two-piece dresses will be allowed provided that the midriff is not exposed at any time, even when the arms are raised
- All proper undergarments are to be worn
- Students may wear leggings under a dress or an appropriate length skirt. If the leggings are worn as slacks, their tops must be a tunic length. Tops that are finger-tip length are considered tunic length.

The dress code is to encourage our students to be modest, which is important for living the virtue of chastity and for protecting the human dignity of our students. We welcome guests from other schools, but it is the responsibility of the Sacred Heart student who invites the guest to make sure that his or her date adheres to this policy. Students not complying with the dress code will be asked to leave or make the proper modifications to their attire before being admitted to the dance. If on the next dance occasion a student once again fails to adhere to the dress code policy, he or she will not be allowed to attend the dance.

WEAPONS

No student may have in his possession on school property or in proximity of the school at any time, any kind of weapon, explosive or other potentially dangerous items.

ILLEGAL SUBSTANCES

No student may have in his possession on any school property (buses) and automobiles used to come and go to school or activities) at any time illegal controlled substances, such as, illegal drugs, alcoholic beverages and/or tobacco/nicotine products.

LEAVING SCHOOL GROUNDS

Students are never allowed to leave the school grounds without the permission of the principal or his delegate. Passes to leave the school grounds are available in the school office.

LIMITED PRIVACY

Teachers and administrators have the right to search vehicles, desks, lockers, bags (backpacks, book bags, athletic bags) and/or personal belongings at any time for a sufficient reason. Such a search should ordinarily be conducted with another adult witness present. Any items found which are inconsistent with the policy and goals of a Catholic school may be removed and held by the school. Parents shall be notified if any such items are found and confiscated.

Lockers: School lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the content security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without student consent, and without a search warrant. Student's lockers are not to be locked. The school has the right to remove any lock by any means if necessary.

Book bags, Backpacks, Purses, Pockets, Personal Effects, and Vehicles: When school officials have reason to believe a student or group of students possess drugs, weapons, stolen property or other contraband, school officials will conduct searches of all parties necessary to resolve the suspicion.

Law Enforcement Authorities: Law enforcement authorities may be called to assist in any search if the school authorities believe state or federal laws have been violated and the assistance of a law enforcement officer is deemed necessary and/or advisable. If in the course of a search, school officials discover evidence of illegal possession and/or activities, the school officials will notify law enforcement officers and turn over contraband discovered during the search process.

Strip Searches: School officials will not conduct strip searches.

Other Searches: School officials reserve the right to conduct such searches as deemed necessary and prudent, including the use of drug-sniffing dogs, to provide a safe and orderly environment in and around the school. School officials should seek to maintain the least intrusive search methods necessary to resolve the suspicion and/or danger.

INJURIES

If a serious injury occurs to a student while at school, or when competing in any school sponsored event, the school will administer first aid and attempt to contact the parents or guardians of the student. If the school administration deems the injury serious, the administration, acting as guardian, reserves the right to transport the student to the nearest medical facility

AFTER SCHOOL RESPONSIBILITY

Elementary teachers will be assigned bus and playground duty for 15 minutes before school begins and for 20 minutes after school dismisses. Other than this time, the teachers will not be responsible to watch children. **Parents should not use the school as "free babysitting".** After School Daycare is available – contact Sue Ebel sue-ebel@cdolinc.net for more

information.

MEDICINES

Medications at Sacred Heart School will be provided according to the Medication Aide law. These provisions include:

1) All over-the-counter medications (OTC) may be provided to the student by the medication aide provided they are sent to school **in their original container** with written instructions from the parent identifying the name of the child, the medication, dosage, time for medication and expected results. **Parents of Pre-K through 6th grade are asked to bring any prescription medications to the office themselves.**

2) Medications from your doctor for 10 days or less (no refills) may be given in the same manner as above. The label on the medication bottle will act as the doctor's order. Be sure to add parent's written permission also. Ask your pharmacist for a second labeled bottle so you may store medications safely at school and at home

3) Prescription medication to be given more than ten days, as needed, or in an emergency must have a written note from your doctor as well as a parent permission statement. If your doctor changes dosage, etc. ask the doctor to provide you with a written statement as to the change.

4) Medication orders must be renewed each school year.

5) Please note that the formal "*Request for Medication to Be Administered during School Attendance*" form is available in the school office. If your child will need medicine administered the first day of school, please fill out the form and bring it to the school office **before** the opening day of school.

SCHOOL PROPERTY

Students are responsible for all school property checked out to them. This includes desks, lockers, and text and library books. Students will be assessed a fine for lost or damaged property in their charge.

GUM, POP, FOOD AND CANDY

Students are not allowed to chew gum, eat candy or any other food or other foreign matter **during school hours** anywhere on campus, including the gym without teacher permission. Students who violate this policy will be given a detention.

PHONE CALLS & MESSAGES

The phone in the school office should be used by students but only in cases of emergencies and **with permission** of the principal, school secretary or a teacher. Important messages for students should be left in the school office or phoned in to the school office. These messages should be of a serious nature. Flowers, balloons and all other greetings are to be left in the school office for delivery to the student **at the end of the school day.**

CELL PHONES & PERSONAL MUSIC PLAYERS

High School Students

1. Cell phones may be used by 9th-12th grade students only during their lunch times. [Students may seek permission to use their cell phone during the school day if an emergency arises.] If a student's cell phone is confiscated by a staff member it will be turned over to the building principal.
2. First violation: A parent will have to come and retrieve the electronic device. A \$20 fine will be required to be paid.
3. Second violation and multiple offences: the electronic device will be kept for a week, after which, a parent/guardian may come to retrieve the electronic device and pay a \$20 fine.
4. Students who bring a cell phone to school are consenting to have the cell phone searched by administration, law enforcement, and or any other authority the school deems necessary.
5. Students are responsible for their own electronic devices even if they have loaned it to someone.
6. Electronic devices allowed at teachers discretion.

Elementary and Junior High Students

1. Cell phones must be turned off and are not permitted to be on the person at any time during school hours, i.e. 8:00 a.m. to 3:23 p.m. This includes in the gym, walking to classes in the gym, walking to lunch or during lunch.
2. Cell phones may be kept in book bags, purses, lockers or cars. [Students may seek permission to use their cell phone in the office during the school day if an emergency arises.]
3. Students who bring a cell phone to school are consenting to have the cell phone searched by administration, law enforcement, and or any other authority the school deems necessary.
4. Students are responsible for their own electronic devices even if they have loaned it to someone.
5. If a student's cell phone is confiscated by a staff member it will be turned over to the building principal First violation: A parent will have to come and retrieve the electronic device.
6. Second violation and multiple offences: the electronic device will be kept for a week and pay a \$20 fine.
7. Electronic devices allowed at teachers discretion.

DISPLAY OF AFFECTION

School is not an appropriate place for the display of intimate signs of affection. Custom, modesty and good judgment do not permit such display in public. Students who do not follow this policy will be subject to disciplinary action.

SCHEDULING EVENTS

As soon as a date is set and approval is given for a school sponsored event, the office should be notified. Students making arrangements for dances, etc. must fill-out an *Event*

Permission Form (available from the office). Once a club and/or students, along with their faculty sponsor, have completed the form and returned it to the office, the date for the event will be reserved. It is the responsibility of the faculty sponsor to notify the Principal no less than one week in advance of the event. In the case of school sponsored events such as class trips, notice will be sent from the office to parents or guardians requesting their permission for student participation. This will be done within a reasonable time before the event so proper arrangements may be made.

COMMUNICATION – Parent & Teacher

Open and honest communication is the beginning and end of solutions to problems, confusion and conflict. The most effective starting point is to go to the person with whom there is a problem. If you have a concern, question or misunderstanding with your child's teacher, start the communication by contacting the teacher him/herself. If you have a problem with a coach or moderator, start with the coach or moderator. If the problem persists, then contact the principal, the activities director, the superintendent or one of the pastors. Sacred Heart wants all of our families to experience the blessing of the "Sacred Heart Family." Good communication is the glue of this Family.

PRAYER, HOLY MASS AND CONFESSION

All students in Grades 2-12 will have an opportunity to participate in the **Holy Mass** at least once a week. Students in Preschool to first grade will have weekly prayer services geared to their age level. All students will attend the All-School Masses normally celebrated the First Friday of each month as well as on special occasions throughout the year. Parents and the public are always welcome to join us at our Eucharistic celebrations. Once a month, the **Sacrament of Penance** is made available to all students from Grade 3-12. Visiting priests join the priests assigned to Sacred Heart to hear confessions, allowing students to go to confession to a priest other than those on staff.

Eucharistic Adoration is offered frequently as well as other para-liturgical celebrations, such as the Way of the Cross and, May Crowning, are scheduled throughout the year.

WHAT TO DO IF . . .

- You become ill in class. Ask your teacher for permission to go to the restroom or the school office.
- You become ill between classes or after lunch. Report to the school office or your next period teacher.
- You need to leave the school building before the regular dismissal time of the day. You must get written permission from the Principal or teacher. (See exception for classes at Falls City High School.)
- You find a lost article. Bring it to the office.
- You have lost something. Report your loss to the

office.

- You will be unexpectedly absent today. Have your parents call school between 7:30 - 8:30 a.m. to report your absence and give reason.
- You have been absent. See your teachers to make up your class work. Remember absences are only allowed for illness, funerals, emergencies, and medical appointments when no other time is available.
- You are tardy for school/class. High school and junior high school students shall report to the office for an admit slip. Teachers will not admit you to class without the admit slip.
- In case of inclement weather, listen to radio KTNC AM 1230 or KLZA FM 101.3 for latest information on the weather. Expect a notification from AlertNow.
- You have brought medication to school. All medicine must be left in the office to prevent losing it or having it stolen. You will have full access to it as needed, once it is checked into the office. See section on MEDICATION on page 9 of this handbook.

DISCIPLINE

The goal of all discipline is self-discipline. Self-discipline is learned; it is not an instinct. Without prudent discipline, children will remain constantly immature, uncivil, never learning to govern themselves.

CORPORAL PUNISHMENT

Corporal punishment is forbidden, as is any aggressive action that could reasonably be construed as hostile. Physical contact that could reasonably be construed as improper is to be avoided. Students should never be interviewed or counseled in a locked or windowless conference room.

ACADEMIC PROBATION

Each teacher will have academic standards and expectations set for each student on the basis of past scholastic history, grades, standardized test scores and personal experience. If a student's performance in class consistently falls below expectations and after reasonable attempts to motivate the student to improve, the teacher, after consultation with the principal, shall place the student on academic probation. When a student is placed on academic probation, the principal shall notify in writing the student, the student's parents, Guidance Counselor and, if appropriate the coach/moderator. The notice shall be specific in identifying the nature of the deficiency in the class. The notice from the principal shall be given before the end of school day on Monday or the first day of school for the week (if there are no classes on Monday.) The student will be required to arrange for remedial work with the teacher either

before or after school if it is deemed necessary by the teacher. Seventh through ninth grade students must speak to the probation or ineligible issuing teacher for purposes of remedial work prior to the following Monday, (or first day of school in the week) or receive one detention for failure to make the minimum academic effort necessary for success. If the student's performance has not improved prior to the following Monday (or first day of school in the week), the student shall be suspended from all extra-curricular activities for one week.

Extracurricular Activities shall include but not be limited to: All Sports, All NSAA Sponsored Activities, One-Act, Speech Contests, Journalism Conventions, Quiz Bowl, All-State Music, Honor Music Clinics, Pep Band, District Music, Musical, Homecoming Dance, Homecoming Royalty, Christmas Formal, Prom, Lock-In, School Club's Sponsored Events, School Organization's Sponsored Events, Class Dance, etc. During this period of suspension from extra-curricular activities, the student shall continue to be on academic probation. The student shall be expected to attend practices or rehearsals but not at the expense of remedial work with the teacher if deemed necessary.

The student may be on "probation" for more than one week in the event that the teacher deems it advantageous to the student's continuation of effort and improvement. (See the *SACRED HEART ACTIVITIES HANDBOOK FOR* policies concerning extra-curricular activities.)

CHEATING

Any student who is caught cheating on an examination or homework assignment shall be subjected to the following disciplinary actions: First offense of current school year - the student shall receive a zero (0) for that test or assignment and one detention. Second offense - the student will receive a grade of zero (0); three detentions and a conference will be scheduled with the Principal and parents. Third and subsequent offenses - A student who has been caught cheating for the third time will be suspended from school and extra-curricular activities for one (1) to three (3) days. A conference will be scheduled with the Principal and parents. Specific consequences will be determined by the administration with the possibility of the student being expelled from school.

Students should be reminded that plagiarism is a form of cheating. To openly cut and paste material "lifted" from another author (even off the internet) and to pretend that it is one's own work is a form of plagiarism. Plagiarism is cheating.

STEALING AND VANDALISM

Any student caught stealing or vandalizing property of the school or of another student, faculty or staff member will be subject to the following disciplinary action: The student will be suspended from school until the parents/guardians of student have a conference with the administration. Punishment

will be determined by the administration with the possibility of the student being expelled from school and/or the matter being turned over to the police.

SEXUAL HARASSMENT/BULLYING

The learning environment for the Sacred Heart students shall be free from sexual harassment and bullying. It is a violation of this policy for any student to harass any other student or staff member. Unwelcome verbal or physical sexual advances, requests for sexual favors or other inappropriate verbal or physical conduct will not be tolerated. Activities proscribed [forbidden] by the adoption of this policy include, but are not limited to, verbal harassment or abuse, electronic harassment or abuse (cyberbullying), pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching or any suggestions of sexual involvement which carries with it any implied or explicit threat. Sexual harassment and bullying will not be tolerated on school property or at school sponsored activities. Violation of this policy will result in serious disciplinary action and possible expulsion.

DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is in grades 7-12 uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

DETENTIONS

Detentions will be given to students guilty of misconduct. **Detentions will be a maximum of 30 minutes outside of school time or some other appropriate punishment. Failure to serve the detention will result in the doubling of the detention.** (Thus, for each missed detention, one will be added.) Parents will be notified in cases of serious matter or excessive numbers of detention. If a student receives eight (8) detentions, a conference with his/her parents or guardians and the principal will be required. After (10) detentions a student may serve a day of in-school suspension. Saturday school is also an option. If a student receives fifteen (15) detentions in one year, the student shall be placed on probation with the possibility of suspension and expulsion.

SUSPENSION / EXPULSION

The basis of discipline is first in the classroom. If however, the behavior of the student is disruptive to the point

of impeding the teacher's effectiveness and ability to assist the rest of the class, the student will be removed from the classroom to the principal's office for appropriate punishment. If the disciplinary problem continues, there is a possibility that the student will be dropped from the class or be expelled from school.

Students who exhibit the following kinds of behavior are subject to suspension from school or possible recommendation for expulsion:

- Students, who consume, possess, buy, sell, give away, or are under the influence of illegal drugs or narcotics, including alcohol, and tobacco/nicotine products on school property or in conjunction with a school-related event.
- Students found guilty of altering school records or forging signatures of parents, teachers, doctors, or employers.
- Students found guilty of stealing or damaging the property of the school or individuals within the school's jurisdiction.
- Students who willfully disobey or defy reasonable directions given by school personnel or school regulations, or are found guilty of insubordination.
- Students who violate a teacher's or another student's right to privacy.
- Students who are excessively absent or tardy.
- Students who are found guilty of breaking or violating the criminal code of the State.
- Students who inflict or threaten to inflict harm on another student or member of the school staff.
- Students who flagrantly disobey and show contempt for the Laws, Customs, and Traditions of the Catholic Church.
- Students who are found guilty of sexual harassment.

Suspensions or Expulsions are reported to the Commissioner of Education annually for students in grades 7-12. (SPH VII.15). Expulsions and the reasons for expulsion are to be immediately reported to the Diocesan Superintendent of Schools. Suspensions may occur in school or out of school only with the full knowledge of the parents or guardians and with the consent of the highest school official in the building at the time. Conditions for re-entry into the regular school program must be outlined at the time of the suspension.

STUDENT PREGNANCY

Sacred Heart School shall teach and encourage students to follow the ideals of Christian chastity. Students shall be taught and reminded that God's gift of sexuality finds its full meaning in the union of husband and wife in the Sacrament of Marriage and that Christians are called to live chastely and abstain from sexual intercourse outside of marriage. In the interest of safeguarding the life and health of the pre-born, and for the well-being of the father and mother, the following policy shall govern student pregnancy:

1. Both the mother and the father of the child will be allowed to continue their education in school. (See page 4 in this handbook for policy concerning married students).

2. The health and well-being of the mother and pre-born child will be considered when a decision on participation in activities is made. Participation in sports and extra-curricular activities will depend on a physician's written certificate permitting such activities.
3. Both the mother and father of the child, along with their parents, if deemed necessary, shall obtain counseling.

Each pregnancy is different. The school needs to be sensitive to each situation. The school has the obligation to support the young parents and at the same time guarantee that the moral ideals of the Catholic Church are upheld and supported. The school reserves the right to modify its pregnancy policy in accord with the setting, cooperation, disposition, and attitude of personalities involved in each case.

DISCIPLINE & EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important part of school curriculum. Many of the goals of the school could not be obtained without Extra-Curricular activities. Activities help the student to grow into a balanced individual. They complement the academic life of the school. Extra-curricular Activities shall include but not be limited to: All Sports, All NSAA Sponsored Activities, Cheerleading, One-Act, Speech Contests, Journalism Conventions, Quiz Bowl, All-State Music, Honor Music Clinics, Pep Band, District Music, Musical, Homecoming Dance, Homecoming Royalty, Christmas Formal, Prom, Lock-In, School Club's Sponsored Events, School Organization's Sponsored Events, Class Dance, etc.

The student must realize that as he/she becomes involved in more extra-curricular activities, time is taken away from other responsibilities. In these matters balance is most important. We urge students to select activities that allow them to work to their fullest potential in all areas of their education.

The student who participates in an extra-curricular activity in Sacred Heart School (athletic and non-athletic) shall be expected to follow the "Activity Guidelines" set up by the coach or sponsor of the activity. (See Sacred Heart's *Activities Handbook*.) Matters regarding violation of this activity code shall be handled through a committee consisting of the Principal/ Activities Director, coach/activity sponsor, and the Superintendent. The student shall receive the decision of the committee within twenty-four hours of the hearing. The student may then appeal the decision to the superintendent within twenty-four hours. If no appeal has been submitted, the decision shall stand.

ELIGIBILITY REQUIREMENTS

To participate in Extra-Curricular activities, a student must meet all eligibility requirements set forth by Sacred Heart School, the Diocese of Lincoln, and the Nebraska School Activities Association. New students in Grades 9-12 will have their eligibility reviewed by the Activities Director to make certain that all eligibility requirements have been met.

SACRED HEART S.C.I.P. PROGRAM

S.C.I.P. stands for School-Community-Intervention-Program. It seeks to build better communication between the school, parents, service agencies and students. Its purpose is;

- a) to identify students who are experiencing problems which may or may not be related to alcohol and other drugs
- b) to connect students and their families with appropriate resources for assistance and
- c) to provide students and families with support systems both within and outside the school setting after the problems are addressed.

Students, parents or teachers may request assistance from the SCIP Program to help a student.

POLICY ON PHYSICAL RESTRAINT AND SECLUSION

Statement of values and beliefs

As a ministry of the Catholic Church, the school assists parents in the proper formation of their children. The Diocese recognizes that teaching students the Catholic faith requires not only proper instruction but also faculty and staff that are committed to modeling Christian behavior in every interaction with students. Proper formation requires high expectations for student behavior, dealing with matters of discipline in a just and constructive manner, and providing an entire atmosphere that provides for the physical, spiritual, and emotional safety of both students and employees. All students and school personnel may have a reasonable expectation of a safe environment while at school. Diocesan policies and practices exist with the goal of making a Christ-centered school climate and environment. Such an environment will be welcoming, support student learning and promote the recognition and reinforcement of appropriate student behavior.

Physical restraint (the restriction of another person's freedom of movement) and/or seclusion (placement in an isolated location without freedom to leave) may, on rare occasions, be necessary to protect a student from harming self or others. Human dignity and the law of Nebraska protect students from unreasonable use of physical restraint and seclusion. These will be used with extreme caution and only when all of the following conditions exist:

- The student is demonstrating the intent and the ability to cause injury within a matter of minutes,
- The employee initiating the use of either restraint or seclusion has judged that there is a risk of injury to the student or someone else if not utilized, and
- Less intrusive alternatives have failed or have been considered to be ineffective.

Physical restraint

The initiation of physical restraint must include the following considerations:

- Physical restraint should last only as long as is necessary for the student to regain behavioral

stability and the risk of injury has ended (typically within a matter of minutes)

- The degree of physical restraint should be proportional to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student
- Mechanical restraints (the use of any device or object to limit the student's movement) are not authorized

The initiation of physical restraint should NOT be employed:

- In response to only a verbal threat or verbally aggressive behavior
- To prevent damage to property unless such damage creates a risk of injury to the student or others
- As punishment or to force compliance with employee commands

Seclusion

Seclusion refers specifically to the decision to contain a student alone in a room in order to prevent physical harm to self or others and in which the student is physically prevented from leaving the room. This is different from temporarily assigning a student to an isolated space within a room (such as "time out") or removed from interaction with peers (such as "in school suspension"), both of which are simply a means of behavioral intervention on a continuum of consequences.

The initiation of seclusion must include the following considerations:

- Seclusion should last only as long as is necessary for the student to regain behavioral stability and the student is no longer a threat to self or others
- The student can be safely transported to the seclusion environment in means consistent with the crisis response training
- The seclusion environment meets the following conditions:
 - Reasonable size permitting student to lie or sit down
 - Adequate ventilation including heat and air-conditioning as appropriate
 - Adequate lighting
 - Free of potential equipment or devices that a student could use to harm self or others
 - Provides for continuous visual and auditory monitoring
 - Provides for automatic release of any locking device if fire or other emergency in the school exists
 - Complies with all pertinent fire and safety codes
- Students should be permitted to use the restroom upon request and be escorted to and from the restroom
- Students should be provided water on request

Reporting and debriefing

Documentation of the incident and reporting to both parent/guardians and appropriate school authorities should happen as soon as reasonably possible following the use of physical restraint and/or seclusion, but no later than the end of the school day in which its use occurs. The following steps should take place following the use of restraint and/or seclusion:

1. Once the student has restored emotional and behavioral control, an employee not involved with the incident should interview/examine the student to ascertain if any injury has been sustained
2. The employee who initiated the restraint/seclusion shall meet with a building administrator to describe the incident and consider what might be done to prevent the future need of such action
3. The building administrator will make verbal contact with the student's parent/guardian to explain the incident and update them on the student's current physical and emotional state, preferably with the employee who initiated the restraint/seclusion present for answering questions
4. Any employees involved with the incident shall complete a written report as soon as possible, with a copy kept in the student's file and shared with the diocesan superintendent.
5. The incident report shall contain at least the following information:
 - a. Names of student and employee(s) involved
 - b. Date, time and location of incident
 - c. Approximate duration of restraint/seclusion
 - d. A description of events leading up to the initiation of restraint/seclusion
 - e. A description of interventions used prior to restraint/seclusion, and, if appropriate, what other means were considered and why they were deemed inappropriate for use in this circumstance
 - f. When the parent/guardian was notified
 - g. A description of any injuries and/or property damage, if applicable
 - h. Whether or not local law enforcement was contacted*

**Police should be contacted if the student injured another student or faculty member, if the employee who is initiating physical restraint or seclusion feels their immediate presence is warranted, and/or if the student's actions have caused sufficient damage to school property.*

But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."
- Luke 18:16-17

Appendix A

DRUG AND ALCOHOL POLICY¹

It is the intention of the school to create an alcohol and chemical free environment for the entire student body. The purpose of this policy is to provide a message to the students and to the community that the use, possession, distribution or being under the influence of illegal drugs by students at Sacred Heart School will not be tolerated. This policy is binding upon all students at all times during the school year, i.e., from the first day of fall practice to the last day of school. It is cumulative in that it carries over from one year to the next. The school administration will have discretion with regard to the application of this policy. **"School related"** shall be defined as "during the hours of the school day and/or during school-sponsored activities". This includes transportation to and from events. No **record** of the incident shall appear on the student's permanent school record.

NON-SCHOOL ABUSE If evidence of a student's use of drugs, alcohol, or tobacco in a non-school setting comes to the attention of the Administration or staff of Sacred Heart School, the parents of that student will be notified out of a sense of pastoral concern. If the student is not involved in any Extra-Curricular activity at Sacred Heart School, the school's responsibility stops with notification of the student's parents.

SCHOOL RELATED ABUSE Students who consume, possess, buy, sell, give away, or are under the influence of illegal drugs or narcotics, including alcohol on school property and/or in conjunction with a school-related event shall be handled in the following manner:

Proof of illegal use or abuse shall be defined as any of the following:

1. Observation by faculty or staff member of school.
2. Being observed or cited by a law enforcement officer.
3. Accumulation of information by the school administration indicating sufficient evidence that a violation did occur.

First Incident

Discipline

- The student shall be suspended and removed from the site of the activity. His/her parents/guardians shall be called to come to the school or site of the activity. The school reserves the right to call the police according to the circumstances of each incident.
- The student will be suspended from school until a meeting can be held with the principal, guidance counselor and parents. If the police are involved and/or if charges are to be filed, the meeting must include the superintendent. Because of the wide range of possible offenses, the penalty will vary from incident to incident but shall include the possibility of suspension and expulsion. If the student is involved in extra-curricular activities, the rules governing that activity shall apply. Counseling is to be arranged with the school counselor and a contract shall be drawn up to govern future infractions and/or illegal use of drugs or alcohol. The school reserves the right to mandate appropriate counseling as the circumstances demand.

Counseling & Education

- During the meeting following the incident, the parents will be asked to have the student undergo a diagnostic evaluation and obtain appropriate education about alcohol and drug abuse.
- The appointment for this evaluation is to be made within a week following the meeting with the parents. This evaluation is to be made by a professional counselor, qualified in dealing with chemical and psychological dependencies. A list of agencies dealing with diagnostic evaluation will be made available to the parents.
- Once the appointment has been made, the principal is to be notified. If the administrator has not been notified of the appointment for the evaluation within one week following the meeting between the administrator and parents, the student will be suspended from school as well as from all public performances, contests and all Extra-Curricular activities in which he or she participates. This suspension shall continue until the administration has been notified that the appointment has been made. If the appointment for the evaluation is not kept, suspension from school as well as from the team and or activity will again be given, until such time as the evaluation takes place. If no appointment is made within fifteen (15) days, the suspension may be grounds for expulsion.
- At the conclusion of the professional evaluation, a copy of the counselor's recommendations shall be sent to the school counselor. The recommendations of the professional counselor are to be carried out under the guidance of the school counselor, who will notify the principal when fulfilled.
- Fees for assessment, classes, evaluations and/or treatment are not the liability of the school.

¹ This section is not to be confused with the Drug and Alcohol Policy that governs student participation in Extra-Curricular activities. The purpose of the norms set forth in this section is to render therapeutic rather than punitive intervention. This section does not address student misuse of drugs and alcohol, nor the consequences for participating in extra-curricular activities. [See page 13 of this handbook) The two sections should not be read as contradicting each other.

Second and Subsequent Incidents

- If a second incident occurs at any time during the student's enrollment at Sacred Heart, everything listed above under "Discipline" in "First Incident" shall apply with the addition of the following:
- For a second or subsequent incident, participation in an extensive rehabilitative/counseling program at the expense of the student and parents is mandatory and the student is suspended from school until such time as she/he shows proof that she/he has made an appointment to begin participation in such a program. The student may be readmitted to school once the appointment in the program has been confirmed by the administration. Failure to show proof of participation in a rehabilitative/counseling program within fifteen (15) days can be grounds for expulsion if the administration deems that the reason the student is not participating is unsatisfactory. Fees for the treatment are the responsibility of the student and parents.

Tobacco use

If a student is cited for use of tobacco (smoking, chewing, e-cigarettes, vaping, juuling) on school property or in a school-related activity, the student shall be suspended and removed from the site of the activity. His/her parents/guardians shall be called to come to the school or site of the activity. The length of the suspension will be at the discretion of the Administration.

Note on additional rules for extra-curricular activities: Coaches and moderators of extra-curricular activities may establish their own rules and guidelines which will bind students involved in those activities over and above the policy of the school outlined above. Parents and students will be informed of these rules and guidelines at the beginning of the school year in the official Activities Handbook. It will be the responsibility of any student participating in an activity to know the "training rules" for that activity. Parents/Guardians should make a point to attend the annual meeting with the Activities Director at the beginning of the school year.

SPECIAL POLICIES FOR EXTRA-CURRICULAR ACTIVITIES:

Extra-curricular Activities shall include but not be limited to: All Sports, All NSAA Sponsored Activities, Cheerleading, One-Act, Speech Contests, Journalism Conventions, Quiz Bowl, All-State Music, Honor Music Clinics, Pep Band, District Music, Musical, Homecoming Dance, Homecoming Royalty, Christmas Formal, Prom, Lock-In, School Club's Sponsored Events, School Organization's Sponsored Events, Class Dance, etc.

- Alcohol and Drug Policy

The administration, coaches, activity sponsors, and school council have adopted the following policy for alcohol and drug use:

First Offense: If a student engages in the unlawful possession, selling, dispensing and/or use of illegal drugs and/or alcohol, he/she shall forfeit all privileges of participation at Sacred Heart for thirty (30) calendar days following the determination the offense has been committed. This includes all Sacred Heart extra-curricular activities.

Second Offense: If a student engages in the unlawful possession, selling, dispensing and/or use of illegal drugs and/or alcohol, he/she shall forfeit all privileges of participation at Sacred Heart for sixty (60) calendar days following the determination the offense has been committed. This includes all Sacred Heart extra-curricular activities.

Third Offense: If a student engages in the unlawful possession, selling, dispensing and/or use of illegal drugs and/or alcohol, he/she shall forfeit all privileges of participation at Sacred Heart for the remainder of the student's junior high years or the remainder of the student's high school years following the determination of the offense that has been committed. This includes all Sacred Heart extra-curricular activities.

The 30-day, 60-day, or remainder of the student's junior high years or remainder of the student's high school years punishments begin when the Administration has made a determination there has been an offense committed.

- Tobacco/Nicotine Use

If a student is cited for use of tobacco (smoking, chewing, vaping, juuling, etc.), he/she shall be declared ineligible for the next scheduled extra-curricular activity/event following citation for the offense.

Proof of illegal use or abuse shall be defined as any of the following:

1. Observation by faculty or staff member of school.
2. Being observed or cited by a law enforcement officer.
3. Accumulation of information by the school administration indicating sufficient evidence that a violation did occur.

Sacred Heart School School Uniform/Dress Code Grades K-12

Girls Jumper – Belair Plaid (style #8812) may be purchased from Dennis Uniform. Length is no shorter than 3 inches above the top of the knee

Girls Skirt – Belair Plaid. May be purchased from Dennis Uniform.

Girls Skort – Navy Blue, khaki or Belair plaid. May be purchased through Dennis Uniform or JC Penney.

Boys and Girls Shirts – green, navy, red or white. Short or long sleeved, polo or turtlenecks (with collars) may be purchased from Dennis Uniform or JC Penney.

White Shirts – Short or long sleeved polo or turtlenecks (with collars) may be purchased from any store.

Slacks – Navy blue or khaki slacks. May be purchased through Dennis Uniform or JC Penney.

Black Jeans need to be 5 pocket no faded, stone washed or ornamental design. May be purchased from any store. No tattered jeans or slacks.

Shorts – Navy blue or khaki walking short. May be purchased through Dennis Uniform or JC Penney. Length is no shorter than 3 inches above the top of the knee. No capris are allowed.

Belts are to be worn if the slacks or jeans have belt loops.

Sweaters – Green, red or navy crewneck pullovers (style #6530) or v-neck cardigans (style #6300) May be purchased from Dennis Uniform.

Sweatshirts – Green crewneck pullover with Sacred Heart emblem may be purchased from Dennis Uniform or other Sacred Heart sweatshirts. No hoodies.

Fleece Jackets – Black or forest green microfleece front zipper jacket. May be purchased from Dennis Uniform.

Socks – socks or stockings must be worn. Colored tights are allowed. Leggings may be worn under jumpers.

Shoes – All shoes must be clean and well kept. Flip flops are not allowed. Slippers are not allowed.

Spirit T-shirts/sweatshirts – Will be worn on designated days only.

Coats in classrooms – no coats will be permitted in the classroom.

Blue jean day – Will be worn on designated days only.

Dennis Uniform: www.dennisuniform.com 402-496-9911 [School Code PC3](#)

JCPenney uniform: <http://www.jcpenney.com/g/school-uniforms/N-1az9fo4Dgl19qg>

Yesterday's Closet also has a rack of used uniform clothing for sale in their basement location at 1606 Stone Street, Falls City.

Annually a summer Dennis Uniform showing takes place in Falls City.

Student Appearance should not be a distraction to learning. Students are to be neat and clean in appearance.

Uniform Reminders for Grades K-12

School policy on dress code/uniform for JR/SR High Athletic and Extra-Curricular days:

JR/SR High athletes, club members, activity members may be required to dress up on game or activity days. Coaches/moderators may require specific shirts, slacks, etc. Students may wear regular (non-uniform) clothing according to the coaches'/moderators' game-day/activity day dress code. Students may wear the regular school uniform on these days if they so choose.

Belts are to be worn on these days.

Girls may wear open-toed shoes when dressing up. Sandals are not allowed except for girls on Dress-up Days and should be in good condition. Flip-flops are not allowed.

School policy on dress code/uniform for Dress-up Days: K-12 Students may dress up on certain designated days such as for Holy Days, First-Friday Mass Days, etc. Students may wear regular (non-uniform) clothing on these special dress-up days. Students may choose to wear the regular school uniform on these days if they so choose.

Belts are to be worn on these days.

Girls may wear Capri pants. Blue jean skirts are allowed.

Girls may wear open-toed shoes when dressing up. Sandals are not allowed except for girls on Dress-up Days and should be in good condition. Flip-flops are not allowed.

If a student wears dress up clothes, this is to be a dress up not a dress down in clothing appearance and always in keeping with common standards of modesty and good taste.

Students may wear leggings under a dress or an appropriate length skirt. If the leggings are worn as slacks, their tops must be a tunic length. Tops that are finger-tip length are considered tunic length.

Special note: A student's midriff or cleavage should not be visible when dressing up on these days. Shirts or blouses should be tucked in or be long enough that students' midriffs and backs are not visible when standing, sitting, etc. Shirts and blouses should be buttoned. Tight fitting mini-skirts are not appropriate for school wear at any time. Students that wear inappropriate clothing will be disciplined and may be required to change into other clothing. Parents are asked to please make sure that students are dressed properly before leaving for school.

School policy on Blue Jean Days: K-12 students may wear blue jeans on certain announced days. These days are designated by the principal. These days may include spirit days for state playoff or state tournament games or other designated days. Blue jeans should be in good condition. Blue jeans should not be ripped, torn, etc. On Blue Jean/Spirit Shirt days, students are required to wear a Sacred Heart spirit shirt, T-shirt or sweatshirt. If a Sacred Heart spirit shirt or sweatshirt is not worn, students are required to wear the regular uniform shirt. These days will be announced in the school bulletin and are usually in a note sent home to parents.

- Students are not allowed to wear blue jean shorts.
- Belts are to be worn on these days.



Appendix C

Computer and Internet Acceptable Use Policy

Introduction:

Sacred Heart School actively pursues making advanced technology and increased access to learning opportunities on the computer available to students and staff. Internet access is available at Sacred Heart School to allow students and staff to explore and use information from internet sources and to communicate and share information with others. All use of computers and the internet is to be done according to the mission and the educational objectives of Sacred Heart School - *a family educating heart, mind, body, and spirit for this life and the next.*

General Aims:

To help students become media-literate;

To enable students to understand the strengths, weaknesses, and the potential of emerging media for good and evil;

To teach students how to screen, shape and interpret the various rhetorical messages and virtual representations of reality in the light of the school's mission.

Terms and Conditions

Computer Usage:

The use of computers at Sacred Heart School is a privilege, not a right. What is an appropriate use shall be determined and set down by the school administration whose decision is final. Inappropriate use will result in a limitation or cancellation of any or all privileges. Any member of the administration, faculty or staff may request that a student's computer privileges be curtailed or revoked. The following rules shall govern computer usage at Sacred Heart School:

1. Computer usage at Sacred Heart School is for educational purposes only.
2. All passwords, access codes and other security measures are to be kept strictly private by the student. No student is to share or divulge his/her personal passwords, access codes or other security measures with any other person. Students are responsible for the safety of their password and are liable for actions taken under their username and password. If a student suspects that his/her password(s) has been compromised, he/she is to immediately contact the Technology Coordinator or principal.
3. Students are to respect the privacy rights of others by accessing only their own documents. Unauthorized access of computer logins, directories, passwords, folders and software (hacking) is prohibited. No student is to use another user's name or password.
4. Storage space on the central server is limited. Students are responsible for deleting old files in their own personal folder that are no longer necessary or needed.
5. All material created or stored on any computer at Sacred Heart School is not considered to be private. The administration reserves the right to view, change, delete, move or otherwise modify any file on the network system or any individual computer at any time.
6. Students are not allowed to alter computer settings (such as altering the control panel, adding games, adding internet plug-ins, etc.).
7. Students are not to download to the network server or any individual school computer any music, video, or any other media that is not directly related to an educational project.
8. Students are not to add software programs to any computer without explicit, written permission from the Technology Coordinator. All software programs should only be used in accordance with the license agreement.
9. Students are not allowed to use the computers to save, send or display offensive messages or pictures; use obscene, derogatory, or vulgar language; save, send or display personal information about another person; save, send or display material that is dangerous, threatening, demeaning or otherwise uncharitable toward another person; or save, send or display racial slurs or hate symbols.
10. Copying, transmission or viewing of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Any use for commercial activities by "for-profit" institutions requires special permission of the superintendent. Use for product advertising, political lobbying or any illegal activity is prohibited.

11. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to steal, harm, or destroy hardware, software or data of the school or another user. This includes the uploading of computer viruses, worms or other destructive macros or codes. Students will be held financially responsible for any costs accrued as a result of vandalism to the system.

Internet Usage:

The vast scope of the Internet makes it possible for students to access both educationally beneficial and useless or questionable material. In short, the internet provides access to the good and the bad. Sacred Heart School will attempt to screen and block access to immoral or inappropriate material. In the end, each student must take full responsibility for the material on any and all sites accessed or downloaded from the internet. It is the user's responsibility TO AVOID ALL inappropriate material. The following norms shall govern access to the Internet on Sacred Heart School computers.

1. Internet access is provided for educational purposes alone. Recreational (e.g. games, fantasy sports, etc.), personal or other uses of the internet unnecessarily burden the computer system, detracts from the educational goals of Sacred Heart School, prevents or slows other students from doing necessary work and research, and may expose the computer system to risks or damage.



2. Because of the uncensored and uncontrolled nature of the internet, students will not be allowed to freely access controversial sites. Students doing research on controversial issues should always seek out and receive permission from their teacher and/or other Sacred Heart staff member before using Internet sites.

Students downloading programs are directly responsible for checking for copyright or licensing agreements and to pay for any copyrighted software. Sacred Heart accepts no liability for a student's illegal use of copyrighted or registered materials.

3. Attempts to log on to the internet under a name or password other than one's own will result in automatic cancellation of computer/internet privileges and possible further disciplinary action.
4. Students may NOT use the computers of the school, the internet access or the school's software for E-mail, whether web-based or local.
5. Students shall abide by the generally accepted rules of computer/internet etiquette. These shall include but not be limited to the following
 - A. Do not give or reveal your personal address or phone number or the address and phone number of any other student or member of the school staff to any web page seeking such information.
 - B. Do not use the internet line in a way that would disrupt the use of the network by another user. Prior to engaging in activities that require large amounts of internet bandwidth students are to discuss it with their teacher and/or the Technology Coordinator.
6. Students are not allowed to make any purchases via computer and credit card. The school will not be liable for any purchases made by a student on computer and credit card.

Consequences of misuse:

Sacred Heart students will be held accountable for violating the terms and conditions of the Computer and Internet Acceptable Use Policy. The penalties for misuse may include but not be limited to:

- Immediate suspension of Computer and/or Internet privileges for a specified period of time up to and including the remainder of the semester or school year,
- Single or multiple detentions,
- Community service,
- Parental conference and/or other disciplinary action as deemed appropriate by the Sacred Heart Administration, including notification of police in the event of misuse that entails criminal activity.

Any required research or typewritten assignments required while computer or internet privileges are revoked will be completed at home or the public library. Students will be responsible for payment of fines and/or damages to computer hardware or software.



SPECIAL NOTE ON Personal Web Sites, Social Networks and Blogs

1. Accessing social networking websites (e.g. SnapChat, Facebook, MySpace, Friendster, Bebo, tagged, etc.) are off-limits on school property at any time, before, during or after school.
2. Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites as myspace.com, and who identify themselves as students at Sacred Heart School must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the students, staff and faculty, inappropriate images or vulgar language which could contradict the values of the school as stated in the school's mission statement. Users must not use a photograph, image or likeness of any student, employee or parishioner without express permission of that individual and of the principal. When inappropriate websites and/or blogs created and maintained by Sacred Heart students mention the school's name and/or use school images and/or logo, the school can and must hold the students responsible for its content.
3. Users must never use any school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein. The school may take the following actions:
 - a. Communicate with the student's parents/guardians about any inappropriate material on a student's webpage/blog;
 - b. Call the students in for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off of the website;
 - c. Impose disciplinary consequences which the administration believes are in line with the offenses;
 - d. If the student will not cooperate with the school administration by making his/her webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken.
4. **Student Policy regarding use of Social Networking sites/services**
 - The school name, motto and logo are not to be used on any website (including social networking) without permission by school administration
 - It is illegal for anyone under 13 to be on any social networking site without parental permission
 - It is unsafe for minors to give out personal information on any social networking site
 - It is against Diocesan policy for teachers to associate formally (e.g. "friend," "follow") anyone under 19 years of age who is not a relative
 - Any negative or unjust statements, assertions or gossip concerning the school or any staff on Social networking is subject to discipline
 - Example: "Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school."



School-sponsored Events

Attendance and Transportation Policy

All activities/events sponsored by the Nebraska School Activities Association and/or activities/events sanctioned by Sacred Heart School carry the following attendance and transportation stipulations:

1. In cases of Sacred Heart involvement at an activity, all Sacred Heart participants, team members, or student assistants (hereafter referred to as '*participants*') as designated by the director, sponsor or coach and cleared by the principal will be expected to attend. If the activity requires use of school time, the participants will be dismissed to attend and will not be counted absent, provided they follow the procedures for missing class for a SCHOOL SPONSORED ACTIVITY as outlined on page 5-6 of the *Student Handbook*.

2. In cases of Sacred Heart involvement at the activity, other students (non-participants) may be dismissed to attend an activity provided they have secured permission from the principal's office in accord with the directives on page 3 of the *Student Handbook* and provided they ride with their parent(s), grandparent(s) or a peer-parent of another Sacred Heart student. The transportation arrangement must be explained in written form, be approved and signed by the principal or his delegate in advance of departure for the activity. If the aforementioned criteria are not met, the absence from class (is) will be considered unexcused and truant.

3. Sacred Heart will provide and/or arrange for transportation to all official activities and events. Sacred Heart students involved in an activity as participants are expected to travel to and from the activity with the participating group/team on the school designated transportation.

- Students are not permitted to drive personal cars to 'away' events. In case of necessity, rare exceptions to this rule will be made only with the written permission of (a) parent or guardian (b) principal or activities director **and** (c) the coach/moderator. The same written permission must be obtained by any student who would be a passenger in the student-driven car. The written permissions must be obtained **prior to** departure from Sacred Heart School.
- Students may leave the activity with their parent, grandparent or peer-parent of another Sacred Heart student but only with a written note from their parent(s) handed to the coach, sponsor or director PRIOR TO departure from Sacred Heart School. However, coaches/moderators may require team members to ride home from activities as well as to activities.
- At an 'away' event, permission will be given to a parent/guardian, and only to a parent or guardian, to transport his/her child home if (a) the parent/guardian speaks to the coach/moderator in person and (b) the parent/guardian signs a written permission in the presence of the coach/moderator, who will receive the written permission and file it in the principal's office at school.

Transportation Policy Added and Adopted: Sacred Heart School Council 11/15/98

Parent Agreement 2018-2019

We, the parent(s) and student(s) signed below, have received and have reviewed the *Student Handbook of Sacred Heart School* for 2018-2019. We understand and appreciate the need for such guidelines in the very important business of providing an effective Catholic school education for our family. We commit ourselves to upholding, adhering and supporting these standards as members of the Sacred Heart family.

We understand this agreement is a requirement for attendance at Sacred Heart School and we may discuss the terms of this agreement with the Principal if necessary before signing this agreement.

This form will be kept on file in the school's office. It must be recognized that it is impossible to create rules and regulations which would govern all of the situations and activities in a school year. The Administration along with the School Council reserves the right to change and amend any part of this Handbook as would be necessary for the welfare of Sacred Heart School and the students entrusted to our care. **THANK YOU.**

Student/Parent/School Agreement & Computer/Internet Usage & Access

Having read the rules outlined in the student handbook, I hereby agree to those stipulations listed and will accept the punishment for any violations. I have read the rules and regulations for usage of the internet and computers at Sacred Heart School and agree to those stipulations listed and will accept the punishment for any violation of computer and/or internet misuse.

Children's Names/Grades: _____

Parent/Guardian's Signature: _____

Students' Signatures: _____

Date: _____

Falls City Sacred Heart Student Publicity Agreement

Occasionally your son/daughter's name and/or picture might be published on the Sacred Heart website or live streaming site, the Lincoln Diocese Website, in the Southern Nebraska Register, in the Falls City Journal, Lincoln Journal Star, and/or in the other promotional flyers/newsletters.

By entering into this informed consent and release and granting the permission as stated herein, I also am releasing the Falls City Sacred Heart School and the Diocese and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter's participation in any media events, including, without limitation, television broadcasts, promotional materials or website projects.

I give Sacred Heart permission to publish my child's name and/or picture. This would include things such as a photo in the FC Journal, SH Website, SH Facebook, SH Yearbook, SH newsletters and flyers, SH livestreaming of concerts or games, Diocesan Website, Southern Nebraska Register, Omaha WH and Lincoln Journal Star, etc.

OR

Please do NOT publish my child's name or picture for any such use. (Checking this means any photo your child is in such as a photo for the FC Journal cannot be used.)

Children's Names/Grades: _____

Parent/Guardian's Signature: _____

Date: _____