SACRED HEART CATHOLIC SCHOOL

Falls City, Nebraska

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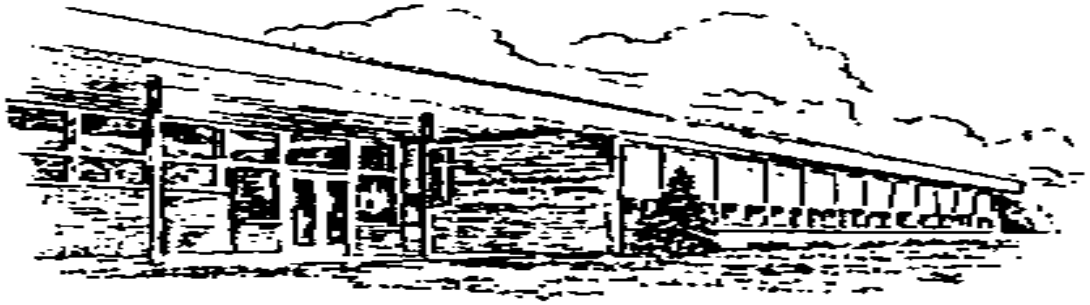
A family educating heart, mind, body and spirit

for this life and the next.



FAMILY & STUDENT HANDBOOK 2026-2027

Guidelines and Policies

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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 and high school, as well as the school offices, libraries and art room. The Roh Activity Center is made up of the gymnasium, locker room, and weight room, school kitchen and lunchroom. Tiehen Gymnasium houses the music room, preschool room and a gymnasium,

The school employs a staff of twenty-four 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 custodian, 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 "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 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 and Southeast Community College Career Academy for students needing or desiring certain specialized courses. Title I assistance is provided for qualifying students and Guided Learning are 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 in 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.

Sixth Grade students may participate on junior high teams when junior high class sizes are small enough to meet

NDE requirements and teams need more participants to practice and compete. This is a yearly administrative decision.

Policies and Regulations

ENROLLMENT AND ADMISSION

STATEMENT OF NON-DISCRIMINATION

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDE office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Depart of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8330; or (800)845-6136 (Spanish).

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 through 79-223. Beginning July 2011, all students in grades K-12 will be required to have two doses 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 may not be permitted to enroll in school.** If there are questions about immunization, please inquire at the school office for answers and clarification. The complete Immunization Policy of the Diocese of Lincoln can be viewed on the school website under the "Admissions" tab.

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 administration 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 according to the policy of the Diocese of Lincoln.

In accordance with this policy, students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school will make reasonable efforts to assist excluded students with completion of schoolwork but are not

required to provide distance learning or other accommodations which are beyond the resources or capabilities of the school.

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 $10,000.00 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 2026-27 school year shall be $3,400.00 per child for 9th-12th grades. For grades K-8th tuition is $3,000.00 per student. Tuition includes the $440 technology fee for all K-12 students that is mandated by the Diocese.

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 **$200.00** per student is to be paid on or before August 12, 2026. 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. Credit card can also be used to pay tuition.

GOOD SHEPHERD SCHOLARSHIP PROGRAM

The Diocese of Lincoln formally announced the formation of The Good Shepherd Scholarship Fund Jan. 29, 2019, to support low-income students and families in need of financial assistance to attend diocesan Catholic schools.

The scholarship will benefit students who attend Catholic schools in the Lincoln Diocese by offering up to $2,100 per high school student and $1,800.00 per K-8 student in tuition assistance. The Good Shepherd Scholarship will provide up to 75% of tuition, up to a maximum amount each year. The scholarship is available for families that are within 225% of the Federal Poverty Level. A technology fee scholarship is also available for all families.

Online applications are found at: https//goodshepherdscholarship.com beginning January 30 and ending April 30 for the upcoming school year.

GUARDIAN ANGEL 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 using the Good Shepherd Scholarship website (https://goodshepherdscholarship.com). No assistance is given unless the online application is filled out and submitted. Applications will be accepted starting January 30 of the previous year.

Contributions to the Guardian Angel Scholarship Program are welcome from alumni, grandparents, parish members and benefactors. Checks should be made out to the "Sacred Heart Guardian Angel 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 Mr. Doug Goltz/CAO 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 volunteer parent and grandparent, Homeroom Parent, the Booster Club, other fund-raising activities, concessions, gate, 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. 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.]

Chronic absenteeism is defined as a student missing 10% of the school year – approximately 18 school days (Nebraska Department of Education, 2025) – for ANY reason other than school related activities.

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 *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 (or copy of email/summary of text signed by staff) explaining the reason for the absence must be attached to the *Student Excused Absence Form*. The bottom of this form is to be signed by an administrator. The completed *Student Excused Absence Form* is to be turned in to the office the day before the absence unless cleared with the administration. If the *Student Excused Absence Form* has not been completed or has been completed but not turned in prior to the absence, the student will earn detention(s) as determined by the administration.

- 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 granted by the principal or superintendent.

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.

Parents have the responsibility to call the school office before 8:15 a.m. if a student is going to be absent that school day. If parents do not call by 8:15 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.

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. Church or community-sponsored activities (such as individual retreats, 4-H, Scouts of America) approved by the principal, for whom a Student Excused Absence Form has been completed and proper signatures have been acquired.

Unexcused Absences:

a. Any absence from school that does not meet the above criteria such as oversleeping, hair appointments, missing a bus, shopping, babysitting, leaving for non-school sponsored sporting competitions, etc.
b. Any absence in which a parent or guardian fails to verify an absence by 8:15 a.m.
c. Leaving school to gather materials (forgotten iPad, clothing for practice, snacks for QT party, etc.).

Excessive Absenteeism:

a. Excessive absenteeism is defined as more than six (6) absences from a course/period in any one semester **for any reason** (even excused absences) 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. Priority for make-up time is with the teacher whose class student has missed. For grades K-6, all make-up work will be determined in each case by the teacher with consultation with the principal.
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, school counselor, and superintendent. 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.
f. Any unexcused absence will result in a one-hour detention in addition to any make-up time owed with the teacher(s).

Tardy Policy:

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 must first check in with the office. Junior High & Senior High students who are tardy to school will receive one warning each semester and then will receive one detention for each tardy thereafter. Teachers will handle discipline for students who are tardy to all classes after first period.

ATTENDANCE ON DAY OF EXTRA-CURRICULAR 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. *This includes practices.* 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 and the coach.

Students who miss the entire day of school due to illness are not permitted to attend any after-school event as a spectator. For example, if a student is not in attendance on a Friday, the student will not be permitted to attend a game that night.

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 lunchroom.

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. Students who attend classes at the Southeast Community College Learning Center must go directly there and back using 21st Street to Harlan Street. Abuse of this travel privilege can result in the loss of permission to attend classes at Falls City High School or the SCC Learning Center.

Students are to park their vehicles (1) in the south parking lot (not in the faculty parking – which is the area closest to the building in the southwest lot - or overhanging into bus lanes), (2) in the angled parking south of the field, (3) in the main church parking lot on the east side (Tiehen or gym side) or (4) 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 motor-driven cycles, which include motor scooters and electric motorcycles classified as a motorcycle or minibike without proper licensing and registration. E-bikes with fully-operative pedals are allowed.

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 this Handbook.

COLLEGE VISITS

For students interested in post-secondary education, college visitations will be allowed. Seniors will be allowed three visits, juniors will be allowed two visits, and sophomores will be allowed one visit. At least three school days before the visiting date, the student should bring a note to the school 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. A student may wish to use a college visit day for a job shadowing opportunity instead.

In order to ensure 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. 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 CAO's Office. If your email is not on the mailing list, please contact the school and request to be added to the daily service. The Sacred Heart website also has important information that can be accessed at www.fcsacredheart.org

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 to be read during QT or third hour on Mass days. 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 classroom 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 $3.30 per meal. Kindergarten-6th grade students is $3.80 per meal. The cost for 7th-12th grade students is $4.00 per meal. Guests $4.60 per meal. Applications for **free or reduced priced lunches** are mailed 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. If a parent/grandparent wishes to drop off lunch for his/her student ONLY, the parent/grandparent should come to drop the meal in the main office where the student will pick it up at lunchtime. Soda should not be included. Pizza parties, or other group meals, are allowed only with the permission of the administration and only for special occasions.

MILK BREAKS

Milk breaks are offered to students in kindergarten-second grade; milk is .60 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.

WATER BOTTLE POLICY

Staying hydrated is important for learning and overall well-being. Students are encouraged to bring a water bottle to school and keep it with them throughout the day. To help maintain a safe and healthy learning environment, please follow these guidelines:

- Water bottles may contain water only.
- Clear water bottles are preferred; however, insulated bottles are permitted.
- Teachers and staff may check the contents of a water bottle at any time.
- Students who refuse a bottle check will lose the privilege of carrying a water bottle during the school day.
- Teachers may limit or restrict water bottle use in classrooms when safety concerns or the protection of equipment make it necessary.

Please note: Outside beverages such as coffee, soda, energy drinks, sports drinks, and other non-water beverages are not permitted during the school day.

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** is available for viewing on the school website under the "About Us" tab.

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, and cash.

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 30, the family must meet with the office to establish a longer payment plan.

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, audiotape, 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.htmI, 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, anywhere on campus, with the exception of customary treats in the grade school and for classroom/Quality Time parties as approved. See "*Lunch*" in this handbook for information about food being brought in during lunch times.

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 sent home with students 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. 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.

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.

SENIOR ACADEMIC RECOGNITION MODEL

Beginning with the class of 2024, Sacred Heart School moved to the Laude Recognition Model to honor academic excellence of the graduating class following this criteria: 1) Suma Cum Laude with Highest Honor: Students who hold a cumulative GPA of 3.9-4.0 2) Magna Cum Laude with Great Honor: Students who hold a cumulative GPA of 3.7-3.89.

Suma Cum Laude will be recognized at the academic awards night, identified with two asterisks in the graduation program, and will wear a gold cord at graduation. Magna Cum Laude will be recognized at the academic awards night and identified with one asterisk in the graduation program.

All students with a 4.0 will have the opportunity to deliver a farewell address at graduation. Upon the event that there are more than two who wish to speak, names will randomly be drawn from all 4.0 students to decide which students will speak at graduation and which will speak at the academic awards night. All will be allowed to speak at one or the other. A time limit will be set for speeches depending on the number of students speaking each year. In the event that there are no 4.0 students in a graduating class, the opportunity to give the farewell address will go to the two next highest GPA percentages.

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.

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. 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 agree to textbook loan policies.

EDUCATIONAL TECHNOLOGY

Computers, iPads and other electronic devices 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. Sacred Heart students will complete "Out-of-School Guest Forms" for dances. 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.

The Policy for Formal Dress adopted by the Sacred Heart School Council on September 19, 2011, applies to any dress worn to any Sacred Heart Dance.

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 required to have their attire approved prior to the next formal 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 (including pocketknives), explosive or other potentially dangerous items.

FIDGET GUIDELINES

1. First and foremost, a fidget is a TOOL and NOT a TOY. It should be used to help you focus or calm down, NOT to entertain.
2. Only fidgets that fit in the palm of the hand are allowed.
3. When using a fidget, the student should still have his or her eyes on the teacher or speaker in the class.
4. At no time should the fidget touch others, be thrown, or make a noise.
5. Students should only have one fidget out at a time. In most instances in should be kept in the palm or in the lap.
6. It should never be a distraction or interfere with the learning of others.
7. Each teachers has the right to confiscate fidgets that are a disruption to learning or to not allow them in the classroom at all.
8. Teachers may establish additional guidelines for their own classrooms.

ILLEGAL SUBSTANCES

No student may have in his possession on any school property (buses and vans) 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 CAO. Permission to leave the school grounds may be granted by 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.

VIDEO SURVEILLANCE

To help maintain a safe and secure learning environment, Sacred Heart School uses video surveillance to monitor selected areas of the school campus. Video recordings are the property of the school and are used for safety, security, and investigative purposes.

Video footage will not be released or copied for parents, students, or other individuals upon request. School administration may review and share footage with appropriate stakeholders only when deemed necessary and only on a limited, need-to-know basis. The school also reserves the right to provide footage to law enforcement or other authorities when required by law or when necessary to protect the safety and security of the school community.

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.

ASBESTOS

Materials that contain or are assumed to contain asbestos are present in the school. It is the policy of the administrators of Sacred Heart School to inspect and maintain the materials in a safe manner, and that the presence of materials does not pose a threat to the health or safety to students, teachers, staff members, visitors or occasional workers. Asbestos files are open for inspection during regular school/parish business hours, and that copies of the file are also kept at the Diocesan Education Office.

SCHOOL PROPERTY

Students are responsible for all school property checked out to them. This includes desks, electronics, 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. Detentions will be issued for violations.

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. Parents are welcome to email their 9th -12th grade students with non-emergency messages. 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 & OTHER PERSONAL DEVICES

Seventh grade through senior students will turn in their phones to designated spots in lock boxes before the school day begins. At the end of the day, each student will pick up his/her phone from a designated spot in the hallway.

- The school will contact parents/guardians if a phone is not turned in at the beginning of the day unless the parent/guardian contacts the administration ahead of time.
- Students are encouraged to shut off phones before putting in the lock box. If not off, they must be silenced.
- Smartwatches will be turned in at the same time as phones.
- Failure to silence your phone, requiring a staff member to come and get you to do so later in the day, will result in a detention.

CONSEQUENCES

Parents of any student who chooses not to follow the policy (ex. turning in a fake phone, not turning in a phone claiming to leave it in a vehicle or at home and then caught using the phone, wearing a smartwatch, etc.) will be contacted to arrange retrieval of phone. The student will earn the following disciplinary action:

First violation: A $25 fine will be required to be paid. Student will serve a detention.
Second violation: A $50 fine will be required to be paid. Student will serve two detentions.
Third violation: A $100 fine will be required to be paid. Student will serve one day of in-school suspension.
Additional violations: Parents, student, and administration will meet to determine the best course of action to assist the student in adherence to this policy.

Elementary Students

Elementary students are highly discouraged from bringing cellphones to school. If brought to school, they must be turned off and are not permitted to be on the person at any time during school hours, i.e. 7:52 a.m. to 3:10 p.m. Cell phones may be kept in book bags, purses, or lockers.

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

It is the responsibility of the faculty sponsor to gain approval from the principal and/or CAO 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 or sponsor 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. Please respect the work-life balance of our teachers and coaches by contacting them using school phone numbers and email during working hours and by setting up meetings with them vs. showing up unannounced.

We expect all parents to treat our staff with the Catholic values of dignity and respect. **Failing to do so may result in your child's exclusion from attending Sacred Heart.**

PRAYER, HOLY MASS AND CONFESSION

All students in grades k-12 will have an opportunity to participate in the **Holy Mass** at least once a week. Students in preschool 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. Students may sit with relatives with explicit permission from the supervising or classroom teacher. 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 7:45 - 8:15 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 in 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 PUNIISHMENT

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, School 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 Wednesday. 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 Wednesday 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 Wednesday, the student shall become ineligible and 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, Musical, Homecoming Dance, Homecoming Royalty, Christmas Formal, Prom, Dance Team, 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. Using Artificial Intelligence (AI) unless explicitly given permission from a teacher 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 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. A student removed from any three classes in one semester will earn one day of in-school suspension.

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.

The Administration will follow the Disciplinary Procedures as outlined in the Diocese of Lincoln School Handbook updated August 2025.

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 *"Married Students"* 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 up held 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, Dance Team, Musical, Homecoming Dance, Homecoming Royalty, Christmas Formal, Prom, 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 <u>not authorized</u>

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 <u>safely</u> 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, TOBACCO/NICOTINE, AND ALCOHOL POLICY[1]

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

[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.

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, school 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 or 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 therapist/medical professional'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.

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/Nicotine use

If a student is cited for use of tobacco (smoking, chewing, e-cigarettes, vaping) 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. Law enforcement will be contacted. The length of the suspension will be at the discretion of the Administration.

Extra-curricular Eligibility: If a student is cited for use of tobacco (smoking, chewing, e-cigarettes, vaping, etc.), he/she shall be declared ineligible for fourteen (14) calendar days following the determination the offense has been committed. This includes all Sacred Heart extra-curricular activities.

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.

- 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.

SPECIAL POLICIES FOR EXTRA-CURRICULAR ACTIVITIES:

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

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.

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

GUIDELINES FOR REGULAR-SCHOOL-DAY ATTIRE	
GENERAL INFORMATION	Uniforms may be purchased from any store as long as attire follows guidelines of this policy. JCPenney, Old Navy, Children's Place, French Toast and Target all carry a selection of items that meet the specifics of the Sacred Heart Uniform and Dress Code. Locally, Thea's Gift and Thrift carries a good selection of gently-used items. There is also a Facebook group called "Falls City Sacred Heart Used Uniform Sale/Exchange" with numerous items from individual sellers. Items purchased from Dennis Uniform, which is no longer selling uniform clothing, may still be worn.
SHORTS **SLACKS** **JEANS** **BELTS**	• Navy blue or khaki shorts or slacks may be worn. • The hemline of shorts must hit fingertip length or longer. • Elastic waistbands are allowed for navy or khaki pants or shorts. • Black jeans with pockets may be worn. No faded, stone-washed, tattered/torn, jeweled or cargo jeans/pants are allowed. Jeans that have faded due to extended wear should be replaced. • For grades 5-12, belts must be worn if slacks, jeans, shorts have belt loops.
SKIRTS **SKORTS** **JUMPERS**	• Navy blue, khaki, or "Green Plaid" (specifically French Toast brand purchased from Amazon or French Toast online) may be worn. This "Green Plaid" is the same as the previous Belair plaid from Dennis Uniform. • The hemline must hit fingertip length or longer. • Shorts must be worn under skirts and jumpers.
SHIRTS **SWEATERS** **SWEATSHIRTS**	• Navy blue, green, red, or white long or short-sleeved collared shirts are allowed. • Shirts must be tucked in. • Collared uniform shirts must be worn under sweatshirts. • Any brand logos must be of a single, neutral color no larger than two inches. • Long-sleeved shirts may be worn under short-sleeved shirts. They must be plain white, black, or gray. • Navy blue, red, or green crewneck pullovers purchased from Dennis may still be worn. • Navy blue or red cardigans (Dennis or French Toast brand) may be worn. • W7 offers Sacred Heart families the option to order Sacred Heart approved sweatshirts in place of the Dennis Uniform logo options. Scan this QR code or visit https://w7designco.com/collections/sacred-heart-irish-sweatshirts • Other Sacred Heart sweatshirts are allowed, including hoodies. These must be solid green, gray, white, or black, (or any combination of these colors) and should include a Sacred Heart emblem. Tie-dyed, camo, stonewashed, State Tournament sweatshirts NOT SOLD by Sacred Heart, etc., should be worn on spirit days only. This includes those sold by Sacred Heart that are colors other than green, gray, white or black. Sacred Heart IRISH Catholic School SCHOOL APPROVED SWEATSHIRTS
FOOTWEAR	• Socks must be worn with the exception of with sandals on dress-up days. • Solid-colored tights or leggings may be worn under skirts and jumpers. (No prints.) • Closed-toed/Closed heeled shoes must be worn on regular days. • Crocs, slippers, flipflops, and shoes with wheels are not allowed.
APPEARANCE	STUDENT APPEARANCE SHOULD NOT BE A DISTRACTION TO LEARNING. STUDENTS ARE TO BE NEAT AND CLEAN IN APPEARANCE. • Hair should be a natural color. • Mohawks/faux mohawks are not allowed. • Students should be clean shaven. • Boys' hair should not fall below the eyebrows or past the top of the collar. • Visible tattoos are not permitted. • No earrings for boys. • No excessive make-up.

GUIDELINES FOR SPECIAL-ATTIRE DAYS	
MODESTY	Attire should always follow the common standards of modesty and good taste. A student's midriff or cleavage should not be visible when dressing up on special days. Shirts should be tucked in or be long enough that students' midriffs and backs are not visible when standing, sitting, etc. Tight fitting skirts or pants are not appropriate for school wear at any time. Students who wear inappropriate clothing will be required to change. Parents are asked to please make sure that students are dressed properly before leaving for school/school events.
DRESS-UP DAYS FOR EXTRA-CURRICULAR EVENTS	Junior high and high school 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 clothing (non-uniform) that meets the expectations of the game-day/activity dress code outlined by the coach/moderator, or students may wear the regular school uniform on these days if they so choose.
DRESS-UP DAYS FOR SPECIAL OCCASIONS (Holy Days, First Friday Mass, etc)	• Students need to remember that this is a dress-up day vs. dress-down. Any student who dresses down will be asked to change into regular uniform attire. • K-12 Students may dress up on certain designated days. Regular uniform is also allowed on these days. • No sleeveless dresses/shirts are allowed. • Blue jeans are not allowed; blue jean skirts are allowed. • Students may wear leggings under a dress or an appropriate-length skirt. • Rompers that fall below the knees are allowed. No shorts rompers are allowed.
SPIRIT DAYS	K-12 students may wear blue jeans on certain announced days designated by the principal. These are announced in the school bulletin and/or social media. Blue jeans must be in good condition with no rips or holes. On Spirit Days, students are required to wear the specified shirt (specific color, Irish Spirit Shirt, holiday) depending on the day or may wear a uniform shirt. Blue jean shorts are not allowed.
FORMAL DANCES **•Adopted September 19, 2011, by Sacred Heart School Council**	<u>Gentlemen:</u> • 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 <u>Ladies:</u> • 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.

Revised July 2025

Diocese of Lincoln Catholic Schools
Office365 Student Email Policy
Effective – August 2025

As part of the Education Office and Tech Fee, all students in a Diocese of Lincoln Catholic School are provided with an Office365 account. That account allows the students to access programs like Word, PowerPoint, and other Microsoft Office products. Additionally, the account gives the student access to the computers in school and other software products used in our schools (e.g. Canvas, PowerSchool, TypingClub, etc.).

A necessary part of an Office365 account is an email account. All students with an Office365 account have an email account associated with it. In order to make those email accounts more secure, a new policy went into effect starting in August 2025. Based on the grade level of the students, the email accounts will have varying degrees of restrictions on them as follows:

- K - 4th grade - No emails will be able to be sent from or received in the student email account.
- 5th - 8th grade -Email accounts can only send email to or receive email from other Diocese of Lincoln Catholic School email accounts (both students and faculty).
- 9th - 12th grade - Email accounts will be unrestricted and can send to or receive from any other email address, even those outside of the Diocese of Lincoln Catholic Schools.

- Note - Unrestricted accounts still receive the standard spam/malware filtering that all Diocesan accounts receive.

Computer, iPads, 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.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.

5. Students are not allowed to alter computer settings (such as altering the control panel, adding games, adding internet plug-ins, etc.).

6. 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.

7. 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.

8. 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.

9. 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.

10. 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 personal 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 Media Accounts and Blogs

1. Accessing social networking websites (e.g. Snapchat, Facebook, X, Instagram, 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 social media accounts such as Facebook and Instagram, and who identify themselves as a student who attends 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 us 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."

2026-2027

Falls City Sacred Heart

iPad Information, Procedures, and Acceptable Use Policy

Falls City Sacred Heart will issue an Apple iPad to each seventh through twelfth grade student for use during the school year. The student will be issued an iPad with Mobile Device Management (MDM) software installed. Sacred Heart students and parents/guardians are required to review this document, as well as the accompanying agreement, to protect hardware and software with this technology.

Technology resources at Sacred Heart School are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the student handbook. It is understood that students of Sacred Heart School will use all school-issued/provided technology in a responsible, ethical, and legal manner at all times.

Sacred Heart School retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. Sacred Heart School retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software.

DISTRIBUTION

- Devices will be distributed to students during the school day after parents and students have attended a required iPad orientation session.
- Parents and student must sign and return the iPad Acceptable Use Policy before the iPad will be issued to their child.

CHECK-IN

- iPads and chargers will be returned during the final week of school.
- Students who transfer, withdraw, or are suspended or expelled from Sacred Heart School during the school year must surrender the iPad upon termination of enrollment. Failure to return the iPad at the end of the school year or termination of enrollment will be grounds for criminal prosecution recoup replacement costs.

COSTS TO STUDENTS/PARENTS/GUARDIANS

- ***Any*** claim (due to your negligence or an accident) processed by the Diocesan insurance or AppleCare will require at minimum a $50 deductible charge per claim assessed to the family. Some iPads no longer carry this warranty.
- Costs for replacement of iPad cases, power cords, and power adapter cubes for reasons other than normal wear and tear will be charged to the student.

ACCOUNT ACCESS AND CONTENT FILTERING

- Prior to receiving an iPad, each student will receive an Apple account issued by the Diocese of Lincoln to be used on the school-issued iPad.
- iPads will be filtered by software for appropriate use on and off site. Filtering solutions are not 100% foolproof. Please see an administrator if any inappropriate sites are seen or accessed.

TAKING CARE OF THE IPAD

- Students are responsible for the general care of the iPad they have been issued by the school.
- iPads that are broken or fail to work properly must be reported immediately to the tech liaison for an evaluation of the equipment.
- iPads must never be left in an unlocked vehicle or in a vehicle during times of extreme warm/cool temperatures.
- When not in use during the school day, iPads should be stored in the student's book bag. Students should be mindful of placement within the book bag to insure protection of the iPad.
- iPads should always be inside the protective case provided by the school. Students are welcome to personalize the school-issued case.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- If the device is stolen, contact the administration. A police report will be required.
- If you experience technical issues, please see the tech liaison. Using any other vendor for hardware issues violates the terms of the warranty.

USING THE IPAD AT SCHOOL

- iPads are intended for use at school each day. Students must bring their iPad to all classes unless specifically instructed not to do so by their teachers.
- Students should only have iPads out and using when specifically directed to do so by the teacher.
- iPads must be fully-charged at the beginning of each school day. It is the student's responsibility to make sure this is taken care of each evening. Failure to have a charged iPad when required for use will be dealt with in the same way in which failure to bring materials to class is handled by each teacher.
- Students should never bring chargers to school. Teachers WILL NOT allow charging in the classroom.
- Students who fail to bring the iPad to school or maintain a fully-charged battery will be subject to detention.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. All documents should be saved in Microsoft OneDrive.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used for instructional purposes.
- At no time, unless specifically allowed by the teacher, should students use the airdrop feature. Failure to follow this expectation will result in a detention.

PASSWORDS/IDENTIFICATION

- Each student will use his or her iPad passcode provided by the school. Students are prohibited from sharing this code with anyone except their parents.
- Student iPads will be labeled with identification by the school.

CONTENT

- Photo/video storage on the iPad will be for academic projects only.
- All apps and content must be used only for academic purposes.
- The apps installed by the school on the iPad must remain on the iPad.
- Non-educational games or apps as well as social networking apps are not allowed on the iPads.
- Streaming of TV shows, movies, etc. via web sites is not allowed.
- Students may be asked to provide their iPad for inspection at any time.
- The Diocese of Lincoln provides Office 365 email and online software. There should be no expectation of any right to privacy.

HOME INTERNET ACCESS

- Students are allowed to join wireless networks away from school.

STRICTLY PROHIBITED ACTIVITIES

- Using the iPad to access and use Zoom or other online "meeting" forums without the explicit permission from a staff member will result in loss of iPad privileges and further disciplinary action.
- Artificial Intelligence (AI) usage such as ChatGPT without permission to create or modify academic work or to create videos/pictures of students or staff will result in loss of iPad privileges and further disciplinary action according to the cheating policy in the Family and Student Handbook.
- Using email to "chat" with other students inside or outside of the school will result in loss of iPad privileges and further disciplinary action.
- Taking pictures using the iPad, unless specifically instructed to do so by the teacher, will result in a detention.
- Illegal possession or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. The use of mobile devices, or any technology, to view inappropriate sexual content may result in suspension or expulsion. The distribution of such material will result in suspension or expulsion. When applicable, law enforcement agencies will be involved.
    - Students and parents who have concerns about content being shared between students via mobile devices should contact the administration.
    - In the case of images/pictures, please DO NOT capture using screenshots, as this may constitute possession and distribution of child pornography.
    - In order to protect those who report inappropriate/unacceptable content, the administration will protect anonymity (expect for those who need to know). Should law enforcement become involved, the administrator will defer to their procedures.
- Social Networking apps, messaging services (including iMessage) and chat rooms
    - Reminder: It is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. Also, only 13 and older may legally download home or mobile application of Office 365.
- Using the airdrop function to send content unrelated to educational purposes will result in detention.
- Use of sites selling term papers, book reports and other forms of student work
- Using non-educational games: Only education games, which in no way contradict our mission as a Catholic school, may be used with permission of a teacher.
- Spamming – sending mass or inappropriate emails
- Attempting to or gaining access to other student's accounts, files, and/or data
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false identities to attempt communication
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Bypassing, or attempting to bypass, the Sacred Heart School web filter or MDM through a web proxy or any other means
- Using another student's iPad

STUDENT DISCIPLINE

If a student violates any part of the above policy, he/she will be subject to disciplinary consequences to be determined by the school administration, including the potential to be dismissed from the program and/or expelled from school. When appropriate, law enforcement agencies will be involved.

PARENT/GUARDIAN POLICY

I will talk to my child(ren) regularly about virtues and the standards that they should follow regarding the use of the iPad and the Internet. I understand that parent involvement is the first and most effective means of ensuring the appropriate us of devices.

I will set a designated time and location for when and where the iPad must be stored and charged each evening so that it does not interfere with my child's sleep.

I understand that it is impossible for Sacred Heart School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay the at least the $50.00 deductible if I must make a claim on the Diocesan provided insurance and the full replacement cost if lost, stolen, etc.

I have read and understand the information contained in this document, have discussed it with my child, and agree to abide by the rules set forth in this document.

I agree to the stipulations set forth in the iPad agreements provided to me by Sacred Heart School.

Student Name (Please Print): _____ Grade _____
Student Signature: _____ Date_____

Student Name (Please Print): _____ Grade _____
Student Signature: _____ Date_____

Student Name (Please Print): _____ Grade _____
Student Signature: _____ Date_____

Parent/Guardian Name (Please Print): _____
Parent/Guardian Signature: _____ Date_____
Parent/Guardian Email: _____
Parent/Guardian Phone: _____

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