



2017 -2018 FAMILY AND STUDENT HANDBOOK

2017 - 2018 Faculty and Staff

NAME:

POSITION:

Administrative Team

Fr. Dave Korth	Pastor
Mike Jensen	Principal
Paulette Theisen	Assistant Principal
Kathy Fisher	Secretary
Lisa Jackson	Marketing and Recruitment Director
Alicia McTaggart	Administrative Assistant

School Operations

Dave Forbes	Custodian
Carly Cerna	Custodian
Ed Butler	IT Support
Loretta Wells	Athletic Director/Mentor Coordinator

Student Support Services

Joe Koziar	Library Coordinator
Dan Irvin	Instrumental Music

Instructional Faculty

Elementary Faculty

Jessica Nowak	Kindergarten
Janine Plumb	Grade One
Nick Rallis	Grade Two
Emily Harrington	Grade Three
Cheryl Morgan	Grade Four
Kristin Brommer	Grade Five
Dorothy Lanning	Academic Specialist

Middle School Faculty

Sue McCaslin	6th Grade Homeroom (Middle School Math and Science)
Mary Margaret Leonard	7th Grade Homeroom (Middle School Literature and Language Arts)
Jeff Witte	8th Grade Homeroom (Middle School Social Studies and Religion)
Dawn Paulson	Academic Specialist

Instructional Specialist

Chelsi Dotson	Physical Education
Joe Koziar	Technology and Media Specialist
Ashley Folberth	Student Services Coordinator

Instructional Assistants

Nancy Goos	Instructional Assistants
Betty Watson	Instructional Assistants

Omaha Public Schools Staff

Margaret Somers	Title 1
Sheila Tapscott	Title 1
Jill Moeller	Speech and Language

SACRED HEART SCHOOL

VISION

The vision of Sacred Heart School is to create a community of Christ-centered, self-motivated learners willing to initiate service toward others.

MISSION

The mission of Sacred Heart School (SHS) is to provide a learning environment of faith, knowledge, and service by promoting Christian values, individualized academic opportunities, and community engagement.

INSTITUTIONAL GOALS

Sacred Heart School (SHS), through the cooperative witness of faculty, staff, and parents, provides a challenging academic curriculum, which fosters intellectual growth, strives to lead students to develop their God-given talents to grow in Christian love of God and all creatures and challenges these students to live the teachings of Jesus as revealed through the Roman Catholic Church. By providing a quality Catholic education which addresses the needs of the whole child, students are guided in their search to find their full human potential.

The institutional goals of Sacred Heart School are:

- To provide an academic program with comprehensive guidelines and basis for determining achievement.
- To provide a learning environment which is thoroughly integrated and reflective of the people we serve.
- To foster respect for self and others.
- To present a safe, affordable educational opportunity for the members of our community.

INSTRUCTIONAL GOALS

Sacred Heart School (SHS) strives to graduate students who live by Christian values, demonstrate strong academic skills, and are prepared to take their place in society as productive citizens. We do all this in an effort to teach as Jesus did. Graduates will:

- Express a belief in God and in the values expressed in the Gospels.
- Demonstrate competency in core disciplines and appreciation of fine arts.
- Access and use information effectively.
- Apply technology effectively and morally.
- Practice self-discipline skills as defined by Life Skills: Building Blocks for Success, as well as the school-wide discipline system.
- Display global awareness and an understanding of the diversity of cultures.
- Identify specific, personal goals for future education and careers.

At the completion of eighth grade, Sacred Heart School students will:

- Demonstrate religious knowledge, virtues, and practices rooted in Catholic/Christian philosophy.

- Possess and exhibit knowledge of academic disciplines.
- Demonstrate effective oral and written communication skills.
- Model the skills promoting life-long learning, self-discipline, problem solving strategies, critical thinking, and independent thinking.
- Demonstrate respect for self, for others, and for the environment.
- Recognize and practice the value of stewardship within the church, local community and in global settings.

EDUCATIONAL PHILOSOPHY

Many kinds of development - social, psychological, emotional, linguistic and cognitive areas are critical to future academic learning. The experiences provided by school strongly affect such development.

As professional educators, we have been trained to provide our students with the best education possible. The staff at Sacred Heart School is dedicated to fulfill this responsibility. It is our intent to create a school environment that promotes educational success and encourages a “bonding” to the school through positive interaction and cooperation among community, parents and school.

By coordinating interpersonal factors of development with instruction and curriculum, our school will address the needs of our students. Activities that improve self-esteem, develop the capacity to think and learn independently, stimulate interest in learning, develop social skills and actively involve parents in their child’s learning, will all contribute to student achievement. This approach will be successful through intra- and inter-grade level cooperation, thus providing consistent direction and focus on an aligned inter-disciplinary curriculum.

Philosophy Statement

The philosophy of Catholic Education takes into consideration the total personality of the student in the imparting of knowledge. The school is responsible for contributing to the total development of each student. Sacred Heart School exists as part of the Archdiocese of Omaha in the Roman Catholic Church. It strives to help students of all faiths grow in love of God and all creation. The school helps the students discern their full potential. In order to obtain this we will:

- Encourage love and devotion to God through prayer and Catholic traditions while honoring all faith traditions.
- Promote the Christian view of all persons as children of God.
- Promote a commitment of service to the community.
- Assert the necessity of proper use and care of all God’s creatures.
- Promote honesty to oneself and others.
- Foster spiritual, intellectual, emotional and physical development.
 - Spiritual
 - Provide an atmosphere wherein the child can grow in his relationship with Christ and with others.
 - Provide a religious program that will instruct the students in Catholic teachings and traditions.
 - Intellectual
 - Develop a program within each grade level that will meet the academic, creative, and personal needs of each individual.
 - Create an atmosphere of learning wherein the child can develop and achieve his/her potential.

- Emotional
 - Extend our Catholic charity to include all persons by treating them with courtesy and kindness, and above all, to respect each child as a person.
- Physical
 - Provide a program emphasizing basic skills, fair play, and critical thinking for the physical and social development of each child.
 - Promote self-discipline.
 - Develop life skills that will prepare students for employment that is fulfilling and sustaining.

GUIDING PRINCIPLES

In recognizing that students of the same chronological age group have different developmental rates, abilities, interests and desires, the following guiding principles will be the basis of determining the organization, methods, and materials of this school.

1. Each teacher and administrator is obligated to continually search for and utilize improved teaching methods and practices within the profession of education.
2. The attitudes and practices of individual staff members are to be in accordance with the school's overall goals with the understanding that school goals are determined based upon the philosophy that schools are for children.
3. Lessons and activities must be based on adopted curriculum objectives.
4. Each child should progress through the basic subjects toward mastery at an acceptable pace. Some children will move slowly through the learning levels and others will move rapidly. Learning activities, therefore, must be provided so each child is successfully challenged to move steadily toward mastery.
5. It is the obligation of the school to diagnose each student in basic skills, properly place him, and then continually monitor his progress and placement.
6. Schools are for children; the adults are there to provide a warm, safe, positive, thriving environment for them. This environment, created to nurture both academic growth and human understanding, must reflect structure, clarity and deliberate planning.
7. Professional ethics, especially as they relate to relationships between teacher, student, community and fellow educators, should be observed and practiced at all times by the staff members.

RULES OF THE WORKPLACE

Since SHS is strongly supported, financially and philosophically, by business people, a strong business ethic is part of the school culture. Business courtesies, business dress, business dialect and business rules apply. The following are our rules of the workplace:

- Be on Time.
- Be Kind.
- Be Fair and Honest.

- Take Good Care of Things.
- Allow Others to Work.
- Complete Your Work.
- Keep Yourself Neat and Clean.

SACRED HEART CREED

Embodied in our Creed are the fundamental beliefs and goals we live by. Students recite the Creed every morning at the opening assembly and it is a guiding force for our day:

I believe that I have been created by God out of love and with a purpose that only I can serve. My goal in life is to develop my God-given talents and respond to God's love by serving others.

I respect the dignity of each and every person since we are all children of God.

I seek to become a graduate of Sacred Heart School who lives by Christian values, excels in academics, and has the motivation and ability to become a responsible, self-sufficient citizen.

As a student I am now developing the skills and attitudes and habits that will serve me for a lifetime.

I promise that each day shall be gained, not lost; used, not thrown away.

I will accept the consequences if I choose the easy road of immediate reward. I have the right to fail, but I do not have the right to take my teacher and other people with me.

I am responsible for my choices. I will make no excuses.

God made me captain of only one life, my own.

This is my time and my place. I accept the challenge. It is my choice.

CHARACTERISTICS OF EFFECTIVE SCHOOLS

INSTRUCTIONAL MANAGEMENT FACTORS

1. ACADEMIC LEARNING TIME

Time spent by a student engaged on a task that can be performed with high success and that is directly relevant to an academic outcome is called Academic Learning Time (ALT). The basic components of ALT are allocated time, student engagement, and high success. Findings related to these components state:

- The amount of time allocated to instruction in a particular curriculum content area is positively associated with learning in that content area.
- The proportion of allocated time that students are engaged is positively associated with learning.
- The proportion of time that learning tasks are performed with high success is positively associated with student learning.

2. CLASS SIZE

The major benefits from reduced class size are obtained as size is reduced below 20 pupils. Reduction in class size is associated with higher quality schooling and more positive attitudes. These class-size effects are most notable for children 12 years and under.

3. CURRICULUM ALIGNMENT

The extent of the “match” of alignment of instructional objectives, activities, and evaluation is correlated with achievement gains in the basic skills.

4. CURRICULUM CONTENT AND ORGANIZATION

At the elementary level the curriculum must focus on the skills students are expected to achieve and those skills must be coordinated across grade levels and encompass the entire curriculum.

5. EVALUATION/FEEDBACK

The frequency and timeliness of feedback given to students is associated with success in learning achievement.

6. TASK CHARACTERISTICS

Students learn more when the learning tasks are clearly presented. If the tasks are too complex and require extensive organization time, student achievement decreases.

SCHOOL CLIMATE FACTORS

1. EXPECTATIONS

The staff at SHS has high expectations for student achievement and celebrates our accomplishments.

2. DISCIPLINE

Teachers are ultimately responsible for maintaining the behavior of their individual class of students. It is a school effort to maintain high expectations. This includes behavior in the hallways, playgrounds, lunchrooms, and at assemblies. We are all responsible for promoting feelings of pride and responsibility in the school community.

3. SAFETY

Our school will maintain an atmosphere that is safe and does not distract from the learning enterprise.

4. COOPERATION/CONSENSUS

Teachers at SHS cooperate with each other on tasks and also work with the school leaders who coordinate many of the planning and development activities.

5. INSTRUCTIONAL LEADERSHIP

Research indicates that the instructional leader in an effective school has strong views about what constitutes good instruction for the school and is active in planning and coordinating the academic work

of the school. He or she sets high academic standards, stays informed of policies and teacher's problems, makes frequent classroom visits, creates incentives for learning, and maintains student discipline.

6. STAFF DEVELOPMENT

Staff development will be based on the expressed needs of the teachers and directly related to the goals of the school. The efforts require long-term support and reinforcement. An effort to individualize as frequently as possible will be made.

7. PARENT PARTICIPATION

Some studies indicate that increased parent participation has a positive effect on student achievement. It is noted, however, that the nature of parent's involvement appears to be related to ethnicity, income level, and effectiveness of the school. Though the evidence is mixed, it is reasonable to assume that parents need to be informed of school goals and student responsibilities, especially with regard to homework.

THE STRUCTURE OF SACRED HEART

Sacred Heart operates under the corporate umbrella of Sacred Heart Church of Omaha, a non-profit religious and educational institution. CUES, the Christian Urban Education Service, is a volunteer board comprised of business and civic leaders who support inner city education. Since 1974, this non-denominational group has provided financial support for Sacred Heart Elementary School through fundraising efforts in the Omaha community.

The primary responsibility of the Christian Urban Education Services (CUES) is to establish broad policy for the school (governing body). The CUES Board is a self-perpetuating board. The CUES board is an advisory board to the Pastor of Sacred Heart School.

CUES Board Members serve three-year terms on the non-sectarian board and attend quarterly meetings. The first CUES Chairman was John Kenefick, then the Chairman of Union Pacific Railroad.

ABSENCE / TARDINESS

If a student is absent, the parent/guardian must report the absence to the school office by 8:30a.m. on the first day of the absence. *A child is tardy after 7:55 a.m.*

Attendance is the first step in assuring positive academic achievement. It is assumed that every attempt will be made to have students in school each day and on time each day.

Excessive absences will impair a child's opportunity to acquire skills and knowledge while excessive tardies violate the first rule of the workplace, "Be on time."

Financial aid could be lost as a result of a poor attendance record. *Habitual tardies must be reported to state officials.*

ACADEMIC COMPETITIONS

Students may participate in a number of academic competitions. These may include but are not limited to the annual spelling bee and other inter-school activities and competitions. A student must maintain a "C" average in order to be eligible to participate in these activities and any extracurricular activities sponsored by Sacred Heart School.

ADMINISTRATION

The school's administration is the principal. The principal oversees all operations of the school. The individual works directly with the executive director of the CUES board and the CUES board in setting school policy. The hiring of staff and acceptance of students is completed by the principal. Long-range plans, curriculum, and budgetary changes are established by the principal with assistance from other staff.

ADMISSIONS GUIDELINES (KINDERGARTEN THROUGH EIGHTH GRADE)

Statement of Non-Discrimination:

Sacred Heart School does not discriminate against students on the basis of race, color, national origin, ethnic background, sexual orientation, or gender, with respect to all aspects of the educational program generally made available to students at the school.

This includes administration of the school's educational policies and admission policies, its teaching methods, scholarships and loan programs, athletic and other school sponsored programs.

General Requirements:

-The following must be provided prior to admission to Sacred Heart School:

- Original Birth Certificate with the raised seal
- Baptismal Certificate (for Catholics)
- Completed application packet

-Students must be 5 years old on or before October 15 to be admitted into the kindergarten program.

Students must be 6 years old on or before October 15 to be admitted into the 1st grade program.

-Up-to-Date Health Record: A physical examination is required prior to the start of the school year for all kindergarten students, seventh grade students, and students transferring from an out of state school. All incoming students must provide their last dental exam date.

-Up-to-Date Immunization Record: All students must meet the Nebraska state immunization requirements. These required immunizations must be on file in the school office before the beginning of the school year.

-Students transferring from another school must submit a copy of their records from the previous school prior to acceptance into Sacred Heart

Priority Factors for Acceptance of Students:

-After the general admission requirements set forth are met, priority for admission will be given in the following order:

- Students currently enrolled in Sacred Heart School
- Siblings of students at Sacred Heart School
- Level of parent involvement in the school
- Students from the parish not currently enrolled in the school
- Students from the neighborhood; Cuming Street to Ames Street, Missouri
River to Forty-Second Street

The principal, based on the factors set forth above, will determine a waiting list for admissions. Sacred Heart School reserves the right to exclude any student who demonstrates that he or she is unwilling or unable to handle the school's academic, religious, and discipline expectations or requirements. ***No student shall be admitted unconditionally to Sacred Heart School unless he/she has a reasonable, well-founded hope of successfully completing the school's program.*** The decision on whether to exclude a student will be made by the executive director and the principal.

Registration:

Registration will be held in the spring of each year. Advance notice will be published to families. Families must complete the registration forms and pay any applicable registration fees by the deadline date. If a child *not* previously enrolled is not accepted for enrollment into the school because a class is full, the child's name will be placed on a waiting list in accordance with the priority factors set forth above. The waiting list is in effect for one year and will be reviewed periodically. A family will be notified if a space becomes available in the class for which their child is listed. If the family refuses the opening, the name is automatically withdrawn from the list. The family may reregister at the next spring registration.

Financial Support:

No child will ever be denied a quality religious education because of genuine lack of financial ability. If parents choose to enroll their children in the school, their financial support is essential. It is the responsibility of the parent/guardian to contact the school if unforeseen circumstances make payment of tuition a severe hardship. Hours of service to the school may be substituted by special arrangements.

Application / Acceptance Procedure:

Application dates for all incoming students (K-8) will be publicized in the school newsletter. At the close of the application period, all applications will be prioritized using the above criteria (Priority Factors for Acceptance of Students). Parents will then be notified regarding acceptance of their child into the school program.

Each applicant will be given the following:

- Directions for completion of application
- An application form
- Information regarding tuition and registration fees
- A release of information form to request previous school records
- Permission forms for field trips and for use of pictures and names for public relations
- Application form for the federal lunch program
- Admissions policy
- Procedural guidelines / prerequisites
- Applications for Children's Scholarship Fund and Omaha Archdiocesan Education Fund

Agreement between Parent and School:

Parents are required to sign an agreement with the school at the time of registration. It is important that all parents/guardians understand that they are agreeing to policies and procedures that will be enforced at the school level, to include: tuition, attendance, dress code, business dialect, behavior and discipline, and parental cooperation and support of policies. The agreement states:

“I support the mission of Sacred Heart School, which is to provide a faith-based education that promotes academic excellence, self-discipline and life skills, social responsibility and faith formation. I realize that the religion classes and religious practices reflect the teachings and traditions of the Catholic Church while respecting the diversity of other Christian traditions. I support my child(ren)’s participation in all of these classes and practices. I know that the cost of each child’s education is over \$6,000 and that full tuition is \$4,000. I bear responsibility for payment of any amount of tuition that is not covered through financial aid. If I apply for financial aid, I will make available a copy of my income tax return to help determine my level of need. I realize that there is a minimum contribution of \$550 if I have one child enrolled and \$650 if I have two or more children enrolled. A materials fee of \$50 per child must also be paid at the time of registration. To help the school obtain all the funding available, I also agree to apply to all tuition assistance programs and school lunch programs for which I qualify.

I know that many individuals and businesses and private foundations contribute financial assistance so that our students also learn self-discipline and employability skills. I will support their efforts by:

- Having my child or children attend school regularly and on time;
- Making sure that my child or children follow the uniform and grooming regulations;
- Insisting that business dialect be spoken in school;
- Meeting with teachers at regularly scheduled Parent Teacher Conferences and at private conferences as scheduled by school personnel;
- Attending parent meetings; and
- Cooperating with school personnel in a mutually respectful manner.

Rules of the workplace and guidelines for success are taught and all students are expected to follow them. I accept the consequences determined by school personnel for failure to follow these rules and guidelines. I also accept that repeated violations or one serious violation as defined by school policy could result in suspension and/or expulsion. I support the non-violence policies of the school. I will not tolerate, under any circumstances, the handling of problems in a physically or verbally abusive manner. Hitting and name-calling are always wrong whether initiated or used in retaliation and I will support the consequences for such behavior as determined by school personnel. In return, I can expect school personnel to provide a safe, faith-filled environment for students. Lessons will be professionally planned and taught and progress will be regularly communicated. Teachers will model Christian behavior as well as self-discipline skills.”

ALCOHOLIC BEVERAGES

State laws and school policy strictly prohibit students’ possession or use of alcoholic beverages on school property or at any school-sponsored function. Students who violate this policy may be suspended, referred to legal authorities and/or required to participate in counseling programs at the expense of the parents/guardians. Repeated violation of this rule may result in expulsion.

APPROVED AND ACCREDITED

Sacred Heart School is approved and accredited through the Nebraska Department of Education.

ASBESTOS

Sacred Heart School, originally built in 1904, had limited amounts of asbestos. Since then all the asbestos is encapsulated. In accordance with Environmental Protection Agency regulations, a management plan submitted to the State Department of Health is available in the school's administrative office for you to review.

ASSEMBLIES

All-school assemblies are held daily at 7:55 a.m. During this time the following occur, but are not limited to: bible reading, prayer, Sacred Heart Creed, Pledge of Allegiance, character education, and any announcements. Other assemblies are scheduled throughout the school year for the school or groups of students as cultural enrichment programs.

ASSIGNMENT MONITORING (Grades 6-8)

Assignments may be monitored by families using the online software called Sycamore. Guardians may obtain an access password from the school's Technology Coordinator.

ASTHMA PROTOCOL

Sacred Heart School adheres to the State Mandated Implementation of Rule 59, "Emergency Response to Life – Threatening Asthma or Systemic Allergic Reactions Protocol." The protocol involves the use of an IM EpiPen and nebulized albuterol. The protocol is to be administered by trained responders to ANY student showing life threatening asthma attacks or other allergic reactions. Responders will be available during the course of regular school hours. If you do not want your child to be treated for these life-threatening emergencies you need to send the school office written notification prior to the beginning of the school year.

ATHLETICS

Athletics are an integral part of a child's education. However, the primary goal at Sacred Heart School is academics. In order to be eligible to participate in extra-curricular activities, students must maintain a satisfactory academic standing (C average) as well as satisfactory conduct.

BACK on TRACK

Any student receiving a 70% or below in any academic subject can stay for a Back on Track session. Back on Track takes place on Tuesdays and Thursday from 3:15 – 3:45 or at a time convenient for your child's teacher.

BAND

Instrumental instruction begins in grade five. The school band is operated under the direction of Music in Catholic Schools. It is funded by a separate parent-tuition which can be paid monthly, quarterly, by semester or yearly. Classes for band take place during the school day. Students in band are expected to keep up with their studies. A band meeting is held early in the fall.

BEFORE AND AFTER SCHOOL SUPERVISION

Students should not arrive before 7:30 a.m. and are expected to leave the school grounds at dismissal time 3:00 p.m. Playground supervision is not provided before and after school. The children are expected to keep off of the grass before and after school. Students enter through the main center doors and exit through the front side doors.

BIRTHDAY CELEBRATIONS

Students who wish to bring birthday treats should make arrangements with the teacher in advance. No gum is to be given as a treat. The government lunch program prohibits the distribution of treats at or

near (half-hour before or after) lunchtime. These should be given sometime during the last half-hour of school.

To promote a Christian-like environment, the school will be proactive in addressing sensitive issues that sometimes arise around birthday parties. *Invitations to birthday parties may not be passed out at school. Celebrations will be limited to treats during the last half-hour of school. Therefore, limousine pick-ups, and any activities beyond treats will not be allowed.*

BIRTH CERTIFICATE

The state of Nebraska requires that a copy of each child's birth certificate be on file with the child's permanent record. At the time of acceptance we request that you bring in the original birth certificate. A copy will be made and the original returned to you.

BOARD OF EDUCATION

The Christian Urban Education Services (CUES) Board and its respective committees function much like the board of education of other schools. It meets quarterly.

CALENDAR

The calendar is published annually, listing student days of attendance, teacher in-service days, parent/teacher conferences, holidays and activities. Dates and events may be subject to change as necessary. Timely notice will be provided whenever possible.

CANDY, GUM, SUNFLOWER SEEDS

Students attending Sacred Heart School are not allowed to chew candy, gum, or sunflower seeds in the school building or anywhere on the school grounds without permission from the principal or teacher.

CARE OF SACRED HEART PROPERTY

Books should be covered and transported between home and school in a book bag. Fines or replacement of books will be required of students who deface or destroy school books.

Students are expected to assist in the good order and maintenance of school/church property. Those who deface desks, walls or any other property within the school/church buildings or deface grounds of either building will be subject to disciplinary action according to the policy on suspension.

CASUAL (CIVVIES) DAY ATTIRE

At times during the year the children will be notified of a "civvies day". On a dress down day, the students must abide by the Civvies Day Dress Code located at the end of this handbook.

CELEBRATIONS

School-wide celebrations are held at certain times of the year. Generally, there is one scheduled for the end of the school year. Any other celebrations must have prior approval of the principal.

CHILD ABUSE

If Sacred Heart faculty/staff have reasonable cause to believe that a child has been abused, we are required by law to report this to the Department of Social Services (1-800-652-1999) or the Omaha Police Department. If possible, the principal will also be notified. If the abuse is sexual in nature, and the alleged perpetrator is an employee or a volunteer of Sacred Heart, the Chancellor of the Archdiocese of Omaha will also be contacted.

COMMUNICABLE DISEASES

Students with a condition which may be passed on to others in the classroom must be excluded from school until no longer contagious. Including but not limited to:

- Chickenpox – students may return after pox has scabbed.
- Fever – students should remain home until 24 hours after a fever breaks.
- Vomit – students who vomit at school during the school day, must be removed from school for the remainder of that day.
- Antibiotics (for communicable or contagious diseases) – students should be kept home for a minimum of 24 hours after starting on the medication.

Some conditions may require a doctor's attention and note before returning to school.

Examples of this, but not limited to:

- Pink eye; skin rashes – may include impetigo, ringworm, scabies and fifth disease.
- Strep infections (scarlet fever and strep throat) – Note: Students who have taken a strep test must remain home until the results of the test have become known. If the test is positive the student will need to stay home at least 24 hours.

When students are detected as having head lice, they are sent home immediately and isolated from others in school. They may return after treatment.

COMPULSORY ATTENDANCE

Sacred Heart School complies with Nebraska State Law which requires 1032 hours of instruction per year. The progress of each child at school depends to a great extent on the regularity and punctuality of attendance.

COMPUTERS

Computers are school property. The school reserves the right to search any computer. *Refer to the Acceptable Use Policy.*

COURSE CURRICULUM

The curriculum of studies at Sacred Heart School meets the requirements of the State of Nebraska Department of Education and is designed in accordance with Archdiocesan curriculum guidelines. An ongoing process of subject area evaluation and revision keeps textbooks and materials updated.

CUMULATIVE FILES

Individual student folders are located in the office. Testing profiles and other pertinent data are kept in these folders. Cumulative records are permanent files that are accurate, complete, and up-to-date. At the end of each semester student semester grades, attendance, etc. are recorded by the teacher. Sacred Heart School adheres to the *Family Education Rights and Privacy Act* regarding access to student records.

DAILY SCHEDULE

- 7:30 a.m.: Breakfast is served promptly at 7:30 and closes for serving at 7:45.
- 7:45 a.m.: School begins. Students may enter the front doors of the school and go immediately to their classroom.
- 7:55 a.m.: Tardy bell
- 7:55-Morning Prayer and Pledge
- 11:00 a.m.-12:30 p.m.: Lunch and Recess shifts

-3:00 p.m.: Dismissal

DENTAL / DOCTOR APPOINTMENTS

Parents should attempt to arrange doctor and dental appointments outside of school hours. If it is necessary for the child to visit the dentist/doctor during school hours, school administration should be notified, in writing or by phone, in advance. The child will check in at the office before leaving school and will only be released to the parent, guardian, or parent designated person.

DISCIPLINE

Students

Students at Sacred Heart School play an integral role to promotion and maintenance of disciplined school environment. Sacred Heart students are expected to:

- Learn how to manage and control their own behavior
- Be kind, courteous and respectful to all members of the Sacred Heart community
- Follow the teacher's classroom rules and the rules outlined in this handbook
- Listen to their teachers and follow through on consequences set forth by their teachers
- Show care for the school environment
- Use problem-solving strategies when conflicts arise with others

Parents

Parents are encouraged to participate in all aspects of the education of their children, including discipline. Without the cooperation, interest, and support of parents, the school cannot effectively help a student reach his or her fullest potential. The role of parents in discipline at Sacred Heart School is threefold:

- Support and uphold the rules and consequences set forth in the Sacred Heart School Family Handbook;
- Model appropriate Christian behavior when interacting with all Sacred Heart School students, parents, and staff; and
- Utilize appropriate channels of communication when offering suggestions, advice or when in disagreement with Sacred Heart teachers or staff.

Parents may periodically be asked to support the teacher in helping their child to learn a particular skill such as remembering homework, taking responsibility for his or her own behavior, or learning to handle anger in a mature way. If parents are asked to help teach a skill of this type, the school staff will provide specific information on different ways to accomplish this goal.

Teachers

Teachers' role in discipline is multi-faceted. Their role encompasses, but is not limited to the following:

- Model appropriate Christian behavior when interacting with students, parents, and other staff members
- Teach the students the rules and underlying spirit of our school climate according to the development readiness of the children, and motivate students to reach these goals
- Supervise the children in their own classrooms using encouragement strategies and positive disciplinary methods and interventions in accordance with the Sacred Heart School discipline policy
- Intervene when necessary with any misbehavior, beginning with the mildest intervention
- Refer students with severe misbehavior to the principal

- Participate in discipline staffing when appropriate
- Foster positive empowerment towards the students allowing for optimal learning to take place

Principal

Sacred Heart School principal has the responsibility to:

- Ensure that the mission statement and philosophy of Sacred Heart is carried out
- Help staff implement classroom management and school management techniques. In this capacity, the principal will train any new staff in the appropriate procedures. The principal will also provide staff members with ongoing training, problem solving and positive feedback in regard to any disciplinary issues
- Assist staff with handling severe misbehavior such as physically dangerous situations, illegal acts, flagrant disrespect of adult authority and/or any chronic misbehavior
- Administer in-school or out-of-school suspensions when deemed necessary in accordance with the Sacred Heart School discipline policy in a later section in this handbook
- Review the records of discipline referrals submitted via computer to the office and use this information to make recommendations to staff regarding changes in discipline policy
- Seek out opinions of other staff regarding the satisfaction with current discipline policies and communicate any concerns or dissatisfaction to the staff so that appropriate action can be taken
- Arrange staffing on individual students with chronic office referral or upon a request from staff member
- Educate and communicate with parents and community regarding discipline policies
- Review and update the discipline policies along with Family Handbook

Pastor

Sacred Heart School and the parish pastor work with the principal to ensure the discipline policies and procedures are comprehensive and adhere to the Catholic teachings and gospel values. In areas of formal suspension and/or expulsion, the pastor is the final decision-maker.

DISMISSAL

Sacred Heart School is a closed campus. A closed campus means that once a student has arrived on school grounds, he/she may not leave until dismissal except with permission of the principal. Those who have doctor and dental appointments or who must go home for some reason must have a written note from the parent. If a parent finds it necessary to withdraw a student before dismissal, then the parent or adult identified in advance by the parent must report to the school office before taking the student. All students must be signed-out at the office prior to being allowed to leave. This is a protective safety measure.

It is the parent's/guardian's responsibility to pick up his/her child promptly at dismissal. On full days of school, dismissal takes place at 3:00 p.m. On half-days, students are dismissed at 12:00.

Late student pick-up impacts contracted pay for staff members, in addition to inconveniencing staff members who have other commitments of their own after school.

To enforce a timely dismissal, and to compensate staff members who are unpaid after contract time, the following policy applies:

- Students who are not picked up within 15 minutes following dismissal time (by 3:15 on full days; by 12:15 on half-days) will be taken to the "late pickup room," which will be supervised by a staff member (beyond his/her contracted hours) in the library. Parents/Guardians will be charged \$1.00 per minute for each minute that the child is in the room and will be required to pick up the child from that room. The fee will be given to the supervising staff member who is staying beyond their contracted time.
- A parent/guardian meeting with the principal will be required for students who are repeatedly picked up late (i.e. at least three times).

DISTRACTIONS (See also "ELECTRONIC DEVICES")

Students may not bring the following items to school without the permission of a teacher or principal: bicycle, compact-disc (CD) players, i-pods, cellular phones, radios, tape recorder, toys or any item that is a distraction to a learning environment.

The following procedures will be implemented for devices that are found to be distracting:

- All cell phones, iPods, electronic devices, etc. will be collected by the teacher and stored in a lockable safe/container in the teacher's classroom.

Consequences for violation of the policy:

- If a student fails to hand in such a device, he/she will be sent to the office. The parent/guardian will be called. The student will be able to pick up the device from the office at the end of the school day.
- If a student makes a second violation, he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an automatic detention.
- 3rd violation he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an in-school suspension and detention. The student will also lose the privilege to bring any electronic devices to school for the remainder of the current school year.
- 4th Violation – Administrative meeting with parents to discuss the student's future involvement at Sacred Heart School. (This is a very serious violation).

ELECTRONIC DEVICE – LOST, THEFT, AND DAMAGED POLICY

Sacred Heart School is not liable for any electronic device that is stolen, damaged, or lost while on Sacred Heart School/Parish property. Parents understand the risk associated with bringing these devices to school, and will not hold Sacred Heart liable in the event that a device is lost, stolen, or damaged.

DRILLS (FIRE AND TORNADO)

Schools are required by State Law to hold at least one fire drill per month and two tornado drills during the second semester. Fire drills will be held without warning to teachers or students. During a fire drill everyone must evacuate the building and remain one hundred (100) feet from the building until signaled to re-enter. During a tornado drill, students and staff will proceed to the designated areas. Silence and order are to be maintained. *All remain in their designated places until an all-clear signal is given.*

DRUG FREE

Sacred Heart School and Church are both considered drug free environments.

ELECTRONIC DEVICES

-Cell phones, iPods, and other electronic devices must be turned in by the student to the teacher upon entering the classroom each morning. Devices will be returned at the end of the day. If a student needs to leave school early, s/he may collect the device from the front office.

Consequences for violation of the policy:

-If a student fails to hand in such a device, he/she will be sent to the office. The parent/guardian will be called. The student will be able to pick up the device from the office at the end of the school day.

-If a student makes a second violation, he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an automatic detention.

-3rd violation he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an in-school suspension and detention. The student will also lose the privilege to bring any electronic devices to school for the remainder of the current school year.

-4th Violation – Administrative meeting with parents to discuss the student’s future involvement at Sacred Heart School. (This is a very serious violation - suspension and/or expulsion may be considered).

EMERGENCY INFORMATION

Emergency information is kept in the child’s cumulative records folder as well as in the school’s database. The information must be kept current at all times. School should be alert to any known allergies the child may have and other health problems which could influence the child’s performance and learning ability in the classroom. This is done by returning the student health update forms at the beginning of the school year.

In case of illness or injury parents will be contacted by phone. Parents must arrange for the child’s transportation home. If the parent cannot be reached, emergency phone numbers will be called in order to obtain necessary help for the child. Children are not allowed to walk home during school hours if sick or injured.

In the event of an emergency which requires immediate medical attention, the parent will be notified and the child will be transported by ambulance if necessary, to the hospital at parent’s expense.

EMERGENCY SCHOOL CLOSINGS

Sacred Heart School observes the school closing policies of the Omaha Catholic Schools.

The decision to close schools due to inclement weather is normally made before 6:00 a.m. at which time the local radio and television stations are notified. School closing information may be heard on local Omaha network television stations (ABC, NBC, CBS,

Fox) and radio station KFAB. Usually, school will not be dismissed once it is in session.

However, parents may come to the school to pick up children in threatening weather at any time during the day.

EVACUATION PROCEDURES

Directions and diagrams for evacuations due to fire or severe weather are posted in each classroom.

EXPULSION

Expulsion is a permanent exclusion of a student from school and school activities.

Sacred Heart School will use expulsion when the student's conduct is a hindrance to the welfare and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules and regulations of the school. The following procedures will be followed for expulsion:

-The decision to expel a student rests with the principal and/or pastor.

Upon expulsion, the student's parent/guardian must be notified in writing of the measure being taken, the reasons for the expulsion.

The principal will notify the superintendent of Catholic Schools and upon request provide record of the evidence justifying expulsion of the student.

The principal will notify the State Board of Education.

FAMILY LIFE / HUMAN SEXUALITY EDUCATION

Archdiocese of Omaha Policy #6520.10 states: "As children grow older they should receive an education in matters relating to sex that is positive, prudent, and clear with regard to God's design for human sexuality. Such an education should be ordered not only to imparting information, but especially to formation in virtues such as purity, modesty, and chastity. The education of children in matters relating to sexuality is preferably given in a gradual way to an individual child, at home, by the parents, when the parents judge the child to be ready. This education is primarily and principally the duty of parents. Parents educate their children in God's design for human sexuality by their word and example. As there is no adequate substitute for the example and teaching of parents, it is particularly important that parents fulfill their responsibilities for the sexuality education of their children. Many parents need assistance in teaching their children about sexuality. They do not know what to say to their children, at what age, and how. It is part of the church's mission to assist parents in this important task."

Guidelines:

- The program must be holistic, positive in approach and based on the fundamental truth that all human life is created in God's image and has inestimable value
- The program must be designed to assist each person in the Catholic Christian community to develop an informed conscience in order to be morally responsible
- The program must identify genital activity as being reserved for marriage and constituting a great blessing and gift thereof.
- Teachers must be committed to their own growth and development in human sexuality; accurately informed with necessary knowledge to discuss sexual issues; convey authentic church teaching regarding sexual morality; possess such qualities of right judgment; and must be trusted by parents

To ensure the development and acceptance of a program of sexuality instruction that meets the needs of the learners as well as the concerns of parents and professional educators, parental involvement must be included in the planning and execution of the program as well as the evaluation process after the program is complete. All parents have the opportunity to preview the selected materials.

FIELD TRIPS

Field trips should be a learning experience with preparations and follow-up as to the effectiveness of the educational experience. The purpose is to enhance the curriculum and specific units being taught and to expose the students to cultural opportunities, community service, and resources in the community. Plans for field trips will be coordinated with the principal.

Parents sign a general permission slip for field trips at the time of registration each year. Parents will be notified as to the details of the field trip at least one week prior to the trip. Bus transportation is the mode of travel. Parents who do not wish their child to participate in a field trip have the right to refuse permission.

Note: Field trips are a privilege, not a right. The office will assign a faculty member to preside with students not attending a field trip for any reason.

Note: Students are to be in uniform for field trips unless the activity warrants otherwise.

FIRE DRILLS

For fire emergencies, there are four primary exits: the three sets of doors in front (north) of the school and the back door (south) of school leading to the playground. All teacher and students will use the following classroom exit route. Once students are outside, they should line up silently in single file. The teacher should then take attendance and report any missing students to the principal or designee.

NORTHWEST DOORS 2nd floor, west classrooms

1st floor, west classrooms

Basement classrooms

NORTH DOORS Gymnasium / Cafeteria

Offices

NORTHEAST DOORS 2nd floor, east classrooms

1st floor, east classrooms

SOUTH DOOR 1st floor, west classrooms

Faculty room

GRADING

Progress Reports are distributed every 4-5 weeks. Report Cards are distributed each Tri-mester). Students who have a 70% grade average or lower in any one course may be referred to the after-school Back-on-Track Program, which will provide the student with tutoring.

GUM FREE

Sacred Heart School and Church are both considered gum free environments.

HAIR / MAKE-UP / JEWELRY

See the Uniform and Dress Code guidelines at the end of the handbook.

HARASSMENT / STUDENT OFFENSIVE CONDUCT

Archdiocesan Policy 5032 states: "Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited."

Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion. Examples of offensive conduct which, when repeated constitute harassment include, but are not limited to the following:

- Explicit and offensive sexual references or gestures
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, disability
- Language of any kind, including graffiti, epithets, vulgar or profane jokes,

which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability

If you feel that you or your child are the victim of harassment/offensive conduct, you must immediately notify the Principal of the harassment/offensive conduct, and the matter will be promptly investigated by the Principal. If the Principal is thought to be involved in the harassment/offensive conduct, you should, instead, promptly notify the Pastor, who will then conduct an investigation. If harassment/offensive conduct is determined to have occurred, prompt and remedial action will be taken against the offending person or persons. Sacred Heart School will not permit any retaliation against any person who complains of harassment/offensive conduct, or who participates as a witness or in supplying information regarding a harassment/offensive conduct complaint.

HEALTH POLICIES

Records are kept in the office regarding immunization dates, physical exams, and student health updates for health data. Height, weight, and vision screenings are done for all grades except seventh (7th) grade. Audio screening is done for grades kindergarten (K) through third (3rd) and sixth (6th) grade. Postural screening (scoliosis) is done for grades sixth (6th) and eighth (8th). Volunteers (Creighton University medical students) are trained for the general screenings and re-screen any student who has abnormal results.

Parents are notified only after re-screening by the nurse.

Note: Students require a doctor's note if they are to stay in during recess time. Research indicates that it is beneficial for children to receive fresh outside air as well as physical activity whenever possible throughout the school day.

HEALTH / SCHOOL NURSE

The Creighton University School of Nursing will provide needed health services. They will review immunization dates, physical exams, dental dates, and other health data.

They will also direct all health screenings.

HOMEWORK

Homework is a normal part of learning and is given at the teacher's discretion. It is appropriate for teachers to consider weekends and holidays when giving homework, but long range assignments, make-up work and practice are an acceptable part of school and home study. Time occupation with extracurricular activities including sports and clubs does not excuse students from homework assignments.

The recommended daily amount of homework is equivalent to ten (10) minutes per grade level. Example: Second grade $2 \times 10 = 20$ minutes of homework. If no homework is assigned it is suggested that students review material appropriate for their grade level.

It is very important that the student come to school prepared with their completed homework in hand. We would like to eliminate the dropping off of forgotten work by parent(s)/guardian(s)/relative(s).

HONOR ROLL

The ACE of HEARTS Honor Roll Program has been established to recognize student achievement in the areas of academics, citizenship, and effort. See the program description at the end of this handbook.

HOT LUNCH

Sacred Heart School is a satellite of the District 66 food service. The school serves a nutritious hot lunch. The breakfast/lunch program is subsidized by the government and is strictly conducted according to government guidelines.

Federal guidelines require that students be served all five (5) meal components, in the minimum portion or more (but not less). Milk must be taken unless we have a doctor's note (it does not need to be drunk). A listing of students who do have a doctor's note stating they cannot drink milk is posted on the serving cart. These students may have juice as an alternative. Students may have lunch brought in by a parent / guardian that is "fast food". In such instances the student may eat lunch with classmates.

No pops are allowed in the cafeteria. Lunchables are accepted with no pop. Visitors and parents are encouraged to eat lunch with their child(ren). However, please call in prior to arrival so we can be sure and order a lunch for you. Payments for meals are due at the first of the month. Opportunity for reduced price meals is provided for those who qualify. Information is part of the registration packet. Active participation in the hot lunch program is vital to its success.

Students are to line up by grade level and approach the serving carts four (4) at a time. There is to be no shoving, crowding, or cutting in line. At the end of the lunch period trash is to be removed from all tables and items on the floor picked up.

Students in various grade levels may be assigned various duties in the cafeteria during the lunch period. There will be two lunch periods to accommodate all the students.

In the operation of school nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been a victim of discrimination write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

HOURS

Office hours are from 7:30 a.m. until 3:30 p.m. on school days or by appointment. School hours are from 7:45 a.m. until 3:00 p.m. (dismissal). Students arriving after 7:55 a.m. are marked as tardy. Teachers are present at school between the hours of 7:30 a.m. and 3:30 p.m. and by appointment.

ILLEGAL DRUGS

State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look-alike pills of any type, or possession of drug-related paraphernalia, anywhere on school property or at any school sponsored activity. If students choose to violate this policy, they will be suspended/expelled based on the circumstances, referred to the appropriate legal authorities, required to participate in a counseling program at the expense of the parent/guardian to continue enrollment at Sacred Heart School.

ILLEGAL POSSESSION OF FIREARMS OR DANGEROUS WEAPONS

State laws and school policy strictly prohibits the possession of any weapon judged to be harmful or dangerous to the person or self or others on school property. Sacred Heart has a zero tolerance for any weapon capable of inflicting harm on others. Any student who violates this rule will be immediately suspended from school and referred to the appropriate authorities.

-Upon being suspended, the school administration will determine if expulsion is a reasonable consequence. Any evidence of gun's (including bb, pellet, or fake guns) or threatening knives will be an automatic expulsion from Sacred Heart School

INTERNET

Sacred Heart provides computer equipment, Internet access and e-mail services for educational purposes only. Internet access is a privilege, not a right; misuse will result in, at a minimum, suspension of this privilege. In order for students to use the computers and have Internet access, students and their parents or guardians must first read and understand the following:

Acceptable Use Policies:

The computer network at Sacred Heart School has been set up in order to allow Internet access for educational purposes, with specific objectives monitored by the teacher. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, questions via email, and other means.

Students will adhere to the ten "Principles of Computer Use":

1. I will use the computer and Internet in a manner that does not harm others.
2. I will refrain from interfering with other people's computer work.
3. I will avoid snooping around in other people's files.
4. I will only use the computer and Internet for legal activities.
5. I will avoid using the network in such a way that would disrupt its use by other users.
6. I will not load, or attempt to load, software on a computer.
7. I will only use a computer when I have proper permission.
8. I will use a computer in ways that show consideration and respect. I realize "respect" does not include:
 - a. using the equipment in a manner that makes it unusable;
 - b. changing the parameters of the computer, including background and screen saver;
 - c. bypassing security measures, including Internet filtering;
 - d. creating, propagating and/or using computer viruses;
 - e. making unauthorized copies of software.
9. I will give credit for electronic sources just as I would for any research source.
10. I will be courteous and use appropriate language at all times.

It is the student's responsibility to immediately close out of files or sites that do not meet the lesson objectives. Any other student or supervising adult observing, share in this responsibility.

Network users must respect resource limits and must remain within an allotted disk space. Users are responsible for deleting files that may take up excessive amounts of storage space.

Computer disks brought from home may be used only with teacher permission and the disk has been scanned for viruses.

Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time by contacting Sacred Heart School.

Material created and/or stored on the system is not guaranteed to be private.

Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that materials created on the network might be viewed by a third party.

Network users must keep their passwords private. Accounts and/or passwords may not be shared.

Network users are expected to adhere to the safety guidelines listed below:

- Never give out your last name, address, or phone number.
- Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

Unacceptable Internet Uses:

The network may not be used to download, copy, or store any software, music, shareware, or freeware without prior permission from the classroom teacher or Principal.

The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without the prior permission from the classroom teacher or Principal. Sacred Heart will not be responsible for any costs, expenses, or purchases made using the school's Internet connection.

Use of the network for advertising of political lobbying is prohibited.

The network may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

Network users may not attempt to access other files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.

Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

Network users may not engage in "spamming" (sending an email to more than ten people at the same time) or participate in chain letters.

LITURGY OF THE MASS

The Mass is a focus of our public worship of God. Students are taught about the Mass and given opportunities for participating at Masses appropriate to their grade level.

Students in grades kindergarten through eighth grade will attend 8:00 a.m. Mass twice during the month. There may be some instances for attending additional services.

MEDICATION DURING SCHOOL HOURS

The school will not purchase, prescribe or provide medication to any student. If a child must take medication during the school day, a written, signed and dated school medication form must be completed by the child's physician and by the parent.

The medication must be brought to school by the parent in the original container which has been labeled by the pharmacist. Over-the-counter drugs must be in their original container with contents and dosage

recommendations clearly visible. The medication will be kept in a safe area in the school office and administered by a designated school personnel member. Unused medication must be picked up by the parent or it will be destroyed. Students are not allowed to carry *any* medication while in school (with the exception of inhalers if a doctor recommends this in writing). The school will not assume the responsibility of medications a student carries and takes on his/her own.

MOVIES

There are times, during the school year, where a teacher may wish, to enhance the learning experience for their class, utilize various forms of media-films, movies, videos, etc. At times the classroom teacher may also wish to show a movie for entertainment purposes. Any movies that have MPA ratings will be either G or PG. Information concerning this film will go home prior to the teacher showing the movie.

MULTICULTURAL EDUCATION

Archdiocese of Omaha policy #6200: "It is the policy of Sacred Heart School to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day

United States of America by observing the following objectives":

- To select materials and methods that will eliminate bias and stereotype in our schools
- To conduct in-service programs for our staff that will assist them to understand multi-cultural approach and to reflect it in their teaching and administrative duties
- To encourage all students to grow in self-esteem and to understand and develop their academic and human potential
- To guard against the grouping of students that reflect racial, ethnic, or cultural bias

PARENTAL CONCERNS AND PROCEDURES

A parent who has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note requesting a conference or by calling the school office to ask a teacher to return the call to the parent.
2. If the concern cannot be resolved with the teacher, the parent should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties. A summary of this conference will be documented and signed by all parties.
3. If the resolution and reconciliation have not been achieved after discussion with the teacher and principal, and the parent still feels the issue has not been addressed, the pastor may be asked to assist in the resolution and reconciliation of the problem.

Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians.

PARENTAL INVOLVEMENT

Families are welcome to volunteer at Sacred Heart School. Any member of the family over the age of 21 may volunteer. All volunteers must complete safe environment training via the Archdiocese. Examples of how to volunteer at Sacred Heart School include:

- Volunteer in throughout the building.

- Assist the classroom teacher with tasks at home (i.e. sealing envelopes, cutting out bulletin board letters)
- Accompany your child on a field trip

All individuals who work with children or accompany them on trips will need to receive Safe Environment Training, per Archdiocesan Policy. A schedule of trainings will be provided in the Take Home Thursdays.

PARENT VISITORS

Parents are welcome to visit the classroom if the visit is prearranged with the teacher. Due to student privacy concerns, visits are limited to 15 minutes.

PARTIES (also see “Treats and Birthday Celebrations”)

Parties are held at certain times of the year. Generally, there is one scheduled for the end of the school year. Any other parties must have prior approval of the principal.

PHOTOGRAPHS

A commercial photographer as a service takes school pictures each year in the fall for parents. Students may purchase these photographs, but are under no obligation to do so.

Class composites are available as well as several choices of packages. Students are to wear dress clothes on that day (no jeans or t-shirts).

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

The school adheres to the Nebraska State Law regarding immunization and physical examinations. Nebraska State Law requires that all students be immunized for diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. The school must have a record of the dates of these immunizations prior to the first day of school. The school has the right to exclude the child from school until the information is submitted. State

Law requires a physical examination of kindergarten (K) and seventh (7th) graders and for all transfer students from out of state within 60 days.

Summary of the Changes to the School Immunization Rules and Regulations Implementation, Date: July 1, 2001

Student Age Group:

2-5 year olds enrolled in a school-based program not licensed as a childcare provider

Old:

No requirements

New:

4 doses of DTaP, DTP, or DT vaccine

3 doses of polio vaccine

2 doses of MMR given on or after 12 months

3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age

3 doses of Hepatitis B vaccine

Students entering school for the first time kindergarten (K) or first (1st) grade

Old:

3 doses of DTaP, DTP, or DT vaccine

3 doses of Polio vaccine

2 doses of MMR vaccine

New:

3 doses of DTaP, DTP, or DT vaccine, one given on or after the fourth (4th) birthday
3 doses of Polio vaccine
2 doses of MMR vaccine, given on or after 12 months of age and separated by at least 1 month

3 doses of Hepatitis B vaccine
Students entering seventh (7th) grade

Old:

3 doses of DTaP, DTP, DT, or Td vaccine
3 doses of polio vaccine
2 doses of MMR vaccine

New:

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the fourth (4th) birthday
3 doses of polio vaccine
2 doses of MMR vaccine, given on or after 12 months of age and separated by at least 1 month

3 doses of Hepatitis B vaccine

All transfer students from outside the state of Nebraska, regardless of grade

Old:

3 doses of DTaP, DTP, DT, or Td vaccine
3 doses of polio vaccine
2 doses of MMR vaccine

New:

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the fourth (4th) birthday

3 doses of polio vaccine

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2 doses of MMR vaccine, given on or after 12 months of age and separated by at least 1 month

3 doses of Hepatitis B vaccine

1 dose of varicella (chicken pox) given on or after 12 months of age or prior to 13 years of age. If over 13 years of age two doses of varicella, separated by at least one month.

Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

All other students

Old:

3 doses of DTaP, DTP, DT, or Td vaccine
3 doses of polio vaccine
2 doses of MMR vaccine

New:

No changes from current requirements

PLAYGROUND

Students must remain in view of the teacher or person supervising at all times. No one may leave the schoolyard without permission. Appropriate Christian behavior is expected at all times. Students are made aware of the rules concerning behavior and equipment use. Playground supervisors have complete

authority to redirect inappropriate student behavior. Students who take playground equipment out to recess are responsible for bringing it back into the school.

RECESS

Regular recesses are scheduled for students in the various classes. Parents should make sure students are appropriately dressed for the weather. In times of bad weather, the supervising teachers will determine when and if recess should be shortened or moved indoors. With a wind chill below zero degrees the students will have indoor activities.

Inappropriate behavior or failure to accomplish assigned tasks may determine a student's participation at recess.

Students must remain in view of the teacher or person supervising at all times. No one may leave the schoolyard without permission. Appropriate Christian behavior is expected at all times. Students are made aware of the rules concerning behavior and equipment use. Recess supervisors have complete authority to redirect inappropriate student behavior. Students who take playground equipment out to recess are responsible for bringing it back into the school.

Note: Students require a doctor's note if they are to stay in during recess time or have limited participation in physical education. A note for the child to resume activities must also be provided.

Note: Students require a doctor's note if they are to stay inside during recess time or have limited participation in physical education. Those individuals are to be sent to the library, not the gymnasium, with classroom work to complete. When the child is well enough to resume participation in recess and/or physical education, a note is required from the doctor.

PRAYER

Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons such as Advent and Lent.

PROPERTY SEARCH

The school reserves the right to search student's property including, but not limited to, books, desks, bags, and/or lockers, while on school property at any time without consent.

REGISTRATION AND SCHOOL TUITION

The fundraising group, CUES, of Sacred Heart School approves tuition. Registration fees are non-refundable. Tuition can be paid through the following payment methods:

- Single Payment - Upfront payment for all applicable tuition and fees. If this option is selected and payment is not made by the due date, the balance owed will be paid to the school using the Monthly Payment Plan (as described below).
- Monthly Payment Plan - Ten (10) equal monthly installments to be made August through May. Book fees and first month's tuition are due prior to the first day of school.

RELIGIOUS INSTRUCTION

Each student receives daily instruction in religion. The instruction follows Archdiocesan of Omaha curriculum guidelines. Content includes: doctrine, scripture, tradition, and church history. Topics are taught using methods appropriate to the various age levels.

Integrated with instruction is attitude formation. It is important that children have pleasant, joyful, religious experiences and positive attitudes about faith and practicing faith.

REPORT CARDS

Report cards are usually given in October, January, March, and May. Parent/Teacher conferences are usually held immediately following the first and third grading periods.

RETENTION

A teacher may recommend retention of a student after conferring with the principal, student advisor, and parents/guardians. Reasons for retention include, but are not limited to:

- Excessive absences
- Failing grades
- Immaturity / inability to interact with peers
- Emotional instability

If a teacher believes that a student has not progressed sufficiently to succeed in the next grade, a conference will be held between parents/guardians, teacher, student advisory, and administration. After discussing the problem and alternatives, the parents/guardians have the final decision to retain or transfer to the next grade. When a student is transferred to the next grade over the advice of the professional staff, parents will be asked to sign a statement that they realize this decision is against the advice of the professionals. The child's movement to the next grade will be recorded as a "transfer" not a "promotion." If transferring to another school is an option, then the child would be transferred to the next grade level.

Students who perform poorly in academic areas may be required to attend summer school before they are promoted to the next grade. Eighth (8th) graders who fail two or more academic areas for the year may participate in graduation, but will not be awarded a signed diploma until they have successfully completed a summer school course in the failed areas.

The final decision to retain a student is made between the principal and the parents/guardian. If the decision is made to retain a student, the parents are required to document this decision with a signed and dated statement to be placed in the student's cumulative file.

RIGHTS OF NON-CUSTODIAL PARENTS

Non-custodial parents may submit written requests for their children's records, unless a court order prohibits them from doing so. School personnel may assume the noncustodial parent has a right to the student's records unless a court order to the contrary has been provided. Court orders must be presented to the principal by either or both parents. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with the request. The school will not release a child to the noncustodial parent unless asked to do so in writing by the custodial parent. If custody had not been decided, the student may leave with either parent unless a court order to the contrary has been provided. The office will need to know of any current changes in legal custody status.

SACRAMENTS

Since the vast majority of students are not of the Catholic faith, Catholic students will be prepared for reception of Sacraments in their parish religious education program. Students who are not Catholic will participate in all Catholic traditions except reception of Sacraments.

SAFE ARRIVAL AND DEPARTURE FROM SCHOOL

Many problems with safety and behavior can occur when students congregate at school earlier than necessary. *For this reason students may not arrive at school earlier than 7:30 a.m.* No supervision is provided prior to 7:30 a.m.

If your child is not coming to school because of illness or an appointment, please call the school office (455-5858) so we can account for all of the children. It is equally important that students go home immediately after dismissal. Otherwise neither the home nor the school staff knows where the child is. It is good for parents to note the time children usually arrive home and check with the school when they are late.

Encourage your child to walk home with others. There is safety in numbers. If you pick up your child, please pull up to the curb and instruct the child to cross the street with the safety patrol if you are on the opposite side of the street. Students who are not picked up by 3:00 pm will gather inside the school in the entryway waiting for their ride.

SAFETY CRISIS PLAN

Sacred Heart School has a School Safety and Crisis Plan in place. The staff and faculty have been trained and will utilize our Safety/Crisis Plan if and when needed. Periodic drills concerning lock-downs and evacuations will take place during the school year.

All guests that enter Sacred Heart School must check in at the office.

SAFETY ENVIRONMENT TRAINING

Any adult who wishes to assist at Sacred Heart School or be present when the students are present will be to go through Safe Environment Training prior to assisting or visiting in the classrooms.

SAFETY PATROL

Students in grades 5 and 6 will have the opportunity to be members of the Safety Patrol and will take their turns on the weeks assigned. The corners patrolled are on 22nd and Binney and only at dismissal time. All students must obey the Safety Patrol and will be reported to the Office if they fail to adhere to the simple rules of safety. All assigned safety patrol students must find their own sub if they are unable to report for duty.

All students and families must use the crosswalk and follow traffic laws.

SERVICE

Service to others is one way children learn the responsibilities of belonging to a caring community. Each classroom participates in service projects during the year, either as a class or in conjunction with all-school projects. Children in all grades are given the opportunity to perform one of the ministries as their class prepares their Mass.

SMOKING

State laws and school policy prohibit students carrying and/or using tobacco products on school property or at school sponsored activities. Students who violate this policy are subject to suspension. Repeated violations of this rule may result in expulsion.

SNOW BALLS

Students attending Sacred Heart School are not allowed to throw snowballs before, after or during school. Students who choose to break this rule will receive disciplinary action from the teacher and/or principal.

SPIRITUAL DIMENSION

To teach as Jesus did, the Catholic bishops envisioned the threefold educational ministry of: Message, Community, and Service.

Message – “For I have not spoken on my own: No, God who sent me has commanded me what to say and how to speak. Since I know that God’s commandment means eternal life, whatever I say is spoken just as I was instructed.” It is this message, this doctrine, which we are called to proclaim authentically and fully.

Community – “I give you a new commandment: Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you are my disciples: your love for one another.” Formed by this experience we (teachers and students) are better able to build community in our families, neighborhoods, nation and world.

Service – “You addressed me as teacher and God and fittingly enough, for that is what I am. But if I washed your feet --- I who am teacher and God --- then you must wash each other’s feet... What I just did was to give you an example: as I have done, so you must also do.” In this spirit we are called to serve our students, one another, and to reach out to the community at large.

SPORTS

Sacred Heart students may participate in athletic activity at the discretion of the principal and the coach. Every attempt will be made to have the athletes play during organization sponsored activities; however, the amount of play time will be at the discretion of the coaches.

According to the league rules, if a student is absent from school on the day of the game, the student will not be allowed to play unless excused for reasons of funerals, weddings, pre-arranged medical appointments, or specifically excluded by the people in charge.

Excessive absences and tardiness from practices and games may result in withholding the athlete from game competition. Students who are picked up from practice more than 15 minutes late, on more than 2 occasions, will be removed from the team.

If a student fails one or more classes at progress report and/or Tri-mester report card time he/she will be unable to participate until the grade is raised. Re-admission to active participation will require participation in the Student Athletics and Activities Probationary Process. A goal setting form will need to be completed by a deadline, and the student will need to show improvement in both effort and achievement between reporting periods.

If it is the consensus of the teacher, Athletics Coordinator, and principal of the school that the conduct of a student is not acceptable, the coach will be notified and the student will be suspended from athletic participation for an amount of time determined by the principal, teacher, Athletic Coordinator, and/or coach according to the severity of the infraction.

If any student chooses, at any time during the sports season, to participate in violent activities, use or have possession of drugs, alcohol, tobacco, dangerous objects or any other substance, which can inflict harm, the student will be dismissed from the team for the duration of the sport.

Parents/Guardians will be required to read, sign, and abide by the new policy regarding concussions during the course of athletic participation.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) is an interdisciplinary support team whose primary purpose is to assist the general education teacher with academic and/or behavioral needs through the development of classroom interventions. The statutes of the Nebraska Department of Education Rule 51-Regulations and Standards for Special Education Programs relating to SAT teams are as follows:

006.01C

Student Assistance Team (SAT) or Comparable Problem Solving Team

006.01C1

For a school age student, a general education student assistance team or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation.

006.01C2

The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education.

006.01C3

If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of Subsection 006.01C and a listing of the members of the SAT or comparable problem solving team.

AO Policy #5150:

Recognizing that individual differences exist among students, reasonable adjustments and accommodations are to be made to help students develop skills affecting academic growth. When developmental delays and behavioral impairments exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents will initiate a referral to the appropriate agency or resource. After diagnosis by qualified persons, suggestions for helping the student will be implemented by support personnel in the school. If this assistance does not result in significant progress within a specified time, the school administrator will assist parents in locating a more helpful educational situation for the student. Note: Diagnostic testing services are available to students through the public school system. Referrals are arranged through the principal. A certified resource teacher will work with those students that are identified as needing additional assistance in academic courses. Teacher recommendation, class output and testing results will be used to determine a student's level of need.

The Sacred Heart SAT team which includes the school principal, student advisor, and other general education teachers will problem solve, offer suggestions and strategies, and review and evaluate interventions the general education teacher has implemented in the regular classroom. If the SAT team determines that the general education interventions are not successful, a referral to the appropriate public school district multidisciplinary team will be made. The SH SAT team strives to offer the best possible instruction programs for all students.

STUDENT RECORDS

In compliance with the Federal Family Rights and Privacy Act, Sacred Heart School recognizes the right of the parent/guardian to be given access to their child's educational records and prevents the school from allowing information to be released to others without parental consent.

A file is kept for each student attending Sacred Heart School, which includes grades earned, results of standardized testing, and teacher evaluations. Forms recommended by the Archdiocesan School Office are used. The records will be forwarded to another school when the student graduates or transfers, after written permission is received from the parent/guardian and all outstanding bills are satisfied. Files may be viewed by parents/guardians/teachers but may not leave the office.

SUSPENSION

Suspension is a temporary exclusion of a student from school and school activities.

School personnel strive to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in some situations, it may become necessary to discipline a student by suspension. The decision to suspend a student rests with the principal. The following procedures will be followed for suspension:

- The student will be removed from the situation and taken to the student advisor and/or principal.
- The student advisor and/or principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.

In-school suspension will be served during school hours on the Sacred Heart Campus. Students will work independently and practice the behaviors and skills that need improvement. In-school suspension may take place within other Sacred Heart Campus buildings such as, the Heart Ministry Center, Church, Rector, or Cues Office. Students may be asked to help with other related task while serving an in-school suspension. This may include helping at the Heart Ministry Center, helping the school custodian/kitchen staff, and or assisting the Sacred Heart staff through-out the day with hands on projects.

If out of school suspension is necessary, the parents will be called immediately to come and get the student. The principal and/or student advisor will meet with the parents and discuss the conditions under which the student may return to school. During the suspension, the student will be required to complete all of the work he or she will miss while gone. Parents are expected to monitor student's work at home.

TAKE HOME THURSDAY

This is a weekly newsletter used to communicate school information and activities with parents and students. It is sent home with every student every Thursday. The school office will coordinate the publication of the Take Home Thursday. Any requested fliers, handouts or information must be pre-approved by the principal and delivered to the school office by 2:45 p.m. on the Monday prior to publication.

TELEPHONE

The School telephone is a business telephone. Students may use the phone in emergency situations. Permission to use the phone may be denied depending on the reasons given for the call.

Teachers are not to be called from their classrooms for telephone calls except in case of emergency. Teachers' phone numbers are not given out. If it is necessary to speak with a teacher, individuals may leave their name and phone number and the office will see that the teacher gets the message.

TESTING PROGRAM

The Archdiocese of Omaha uses Terra Nova for norm referenced tests. These are given to students in grades three (3), four (4), five (5), six (6), and seven (7). Students in grade eight (8) will take the Terra Nova test this year as well. Criterion referenced tests of achievement are given to all students in grades

kindergarten through eight, through weekly assessments, unit tests, chapter tests, and Archdiocesan assessments.

TEXTBOOKS

Textbooks are approved by the Archdiocesan Office. These books are property of the school and are loaned to students for a fee. All books are to be covered and handled with care. We do ask that contact paper not be used to cover any book. A fine is assessed for loss or unreasonable damage.

TITLE IX

Sacred Heart School adheres to the tenets of Title IX: “no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TORNADO DRILLS

For severe weather emergencies all teachers and students will proceed immediately to the basement, following the Tornado plan. The teacher will then take attendance and report any missing students to the principal or designee.

TRAFFIC DROP-OFF AND PICK-UP

Students are dropped off in front of the school and may be picked up in front or on 22nd Street. Please, do not encourage children to cross the street anywhere except on the patrolled corners.

TREATS and BIRTHDAY CELEBRATIONS

Students who wish to bring birthday treats should make arrangements with the teacher in advance. No gum is to be given as a treat. The government lunch program prohibits the distribution of treats at or near (half-hour before or after) lunchtime. These should be given sometime during the last half-hour of school.

To promote a Christian-like environment, the school will be proactive in addressing sensitive issues that sometimes arise around birthday parties. ***Invitations to birthday parties may only be passed out at school if either all students in the class are invited, or all the boys/girls in the class are invited. Invitations must be coordinated with the classroom teacher. Celebrations will be limited to treats during the last half-hour of school. All celebrations must be preplanned and coordinated with the classroom teacher. Therefore, limousine pick-ups, and any activities beyond treats will not be allowed.***

TUITION AND FEES

The CUES Board and the Executive Director approve tuition. Tuition is \$2,200 for each child, but financial aid is available to families to make attendance affordable. Parents are required to apply for OAEF grants (Omaha Archdiocesan Education Foundation) and scholarships from the Children’s Scholarship Fund. Once those awards are made, CUES may offer assistance to reduce the tuition balance for a family. A book/materials fee of \$50 per child is to be paid at the time of registration, usually August. (Please see tuition agreement form).

UNIFORM AND DRESS CODE

School uniforms give students a sense of identity, that they are collectively part of something bigger than just themselves as individuals. The uniform gives the student a greater sense of purpose in being at school; in a word, dressed for success. Parents are encouraged to enforce this code so the time teachers must take from instructional time for enforcement can be eliminated. The school principal will determine final interpretation of the appropriateness of dress. The Dress Code may be found at the end of this handbook.

USE OF STUDENT PICTURES/ACHIEVEMENTS

On occasion, Sacred Heart School or CUES will utilize students' pictures or reference their achievements in promoting the school through use of a website, the Parish bulletin or other communication. Unless you specifically notify the Principal in writing that your child's picture or credentials are not to be used, Sacred Heart School or CUES will assume that they have permission to utilize such pictures or information.

VACATIONS

Families are encouraged to schedule vacations during times when school is not in session. This helps promote the value of education to the students. During the school year there are many designated holiday/vacation times; Thanksgiving, Christmas, Easter, and summer.

Note: Students will be expected to make-up any schoolwork missed while gone.

Requests for homework prior to any vacation will be given at the discretion of the student's teachers.

VIDEOS

There are times during the school year, when a teacher may wish, to enhance the learning experience for his/her class by using various forms of media-films, movies, videos, etc.

Any videos that have MPA ratings will be either G or PG. Information concerning this video will go home prior to the teacher showing the video.

VISITORS

Visitors are always welcome. The administration must know when people are in the building. Visitors, including parents, should report to the school office before going anywhere in school. Classroom visits must be pre-arranged and limited to 15 minutes.

VOLUNTEERS

As mandated from the Archdiocese of Omaha, all volunteers and visitors will need to participate in the Safe Environment Training session and undergo a background check, prior to their assistance in the school. After one has completed the session the following applies: Volunteers provide support for the teachers by working in the classroom or at home. All volunteers are asked to sign in before working in the building.

WEATHER AND SCHOOL CLOSING

If the Omaha Catholic Schools close due to bad weather, Sacred Heart School will close also. Listen to the radio or television for the announcement of the closing of Omaha Catholic Schools, which includes Sacred Heart.

In the event that weather conditions make travel to school hazardous and unsafe, but Sacred Heart does not close, it is recommended that parents use their discretion in bringing their children to school. If weather conditions become bad during the school day, parents are asked to listen to radio and television stations for an announcement that schools are closing early.

WITHDRAWALS AND TRANSFERS

When a student transfers from Sacred Heart School, the parent/guardian should notify the principal so a transfer form may be issued and educational records forwarded to the respective school.

2017 – 2018 SACRED HEART SCHOOL UNIFORM AND DRESS CODE



The governing Board of Directors has established a uniform and dress code policy. It is the responsibility of the school professionals to enforce the policy. **Parents/guardians are expected to understand and reinforce the guidelines of the established dress code** and encourage proper grooming habits for their children.

The dress code at Sacred Heart School serves several purposes:

1. to promote a sense of community and pride within our school and individual students;
2. to provide a means for a child to associate dress with behavior and to dress for success;
3. to create an environment of uniformity and safety for all students; and
4. to reduce clothing expenditures.

To promote these established principles, Sacred Heart School students are expected to follow the guidelines identified below. **The school principal will determine final interpretation of the appropriateness of dress.** The following is meant as a set of general guidelines.

- All clothing should be clean, in good repair, and modest. On school Mass days and other days with special activities, students will be asked to be especially attentive to their appearance.
- No outerwear (i.e. scarves, coats, hats, boots, sweatpants) is permitted inside the school building during the school day.
- Student clothing and other personal belongings must be marked with the individual's first and last name. Any materials found will be placed in Lost and Found.

Boys Uniform:

-Trousers

Grades 4th – 8th students with belt loops **require a belt.** (Belts are strongly recommended for students in Grades K – 3rd. Pants cannot hang down off the waist. Dark navy blue slacks (no denim or corduroy)

-Shirt and Sweater- all must be a **solid color**, with no additional trim colors. Shirts must be clean and tucked in at all times.

Shirts must be long enough to tuck in at all times.

No hoodies are allowed on any clothing (unless it's a Sacred Heart approved uniform hoodie).

White, plain polo with a collar and no logo

White button down with collar, long or short sleeved

White turtle neck

Light blue OR navy blue, plain polo with a collar and no logo

Light blue OR navy blue button down with collar, long or short sleeved

Navy blue, or white button down cardigan/sweater or crew neck **sweater**

Sacred Heart School logo sweatshirts

*A solid, plain white crew neck shirt may be worn under the uniform shirt, but ***must not exceed the length of the uniform shirt***

-Shorts

Navy blue walking short length

May be worn April 15th through Oct. 1st (unless informed otherwise)

-Socks

Socks must be worn.

Socks must be solid blue, black or white plain socks with shorts.

-Shoes

Tennis shoes, dress shoes

Shoes must have closed heel and closed toe.

No sandals, no black soles that leave marks

No hee-lies may be worn to school.

Tennis shoes must be brought to school on P.E. days.

Boots may be worn to school but must be removed and replaced with appropriate shoes upon arrival.

Girls Uniform:

-Trousers

Grades 4th – 8th students with belt loops ***require a belt***. (Belts are strongly recommended for students in Grades K – 3rd. Pants cannot hang down off the waist Dark navy blue slacks or capris (no denim or corduroy)

-Shirt and Sweater- all must be a ***solid color***, with no additional trim colors, lace, or designs

Shirts must be clean and tucked in at all times.

Shirts must be long enough to tuck in at all times.

No hoodies are allowed on any clothing (unless it's a Sacred Heart approved uniform hoodie).

White, plain polo with a collar and no logo

White button down with collar, long or short sleeved

White turtle neck during the winter months

Light blue OR navy blue, plain polo with a collar and no logo

Light blue OR navy blue button down with collar, long or short sleeved

Navy blue *or* white vest or button down cardigan/sweater or crew neck ***sweater***

Sacred Heart School logo sweatshirts

*A solid, plain white crew neck shirt may be worn under the uniform shirt, but ***must not exceed the length of the uniform shirt***.

-Shorts

Navy blue walking short length (***just above the knee***)

May be worn April 15th through Oct. 1st (unless informed otherwise)

-Socks

Socks must be worn.

Socks must be solid blue, black or white plain socks with skirts, skorts, shorts, or capris.

Knee-highs must be navy blue, white, or black and be ***worn below the knee***.

Tights must be navy blue, white, or black.

Leggings are *not* acceptable.

-Shoes

Tennis shoes, dress shoes

Shoes must have closed heel and closed toe.

No sandals, no black soles that leave marks

No hee-ies may be worn to school.

Tennis shoes must be brought to school on P.E. days.

Boots may be worn to school but must be removed and replaced with appropriate shoes upon arrival.

-Jumpers/Skirts

Solid navy only (no plaid, no stripes or trim of another color)

Length must be ***just above the knee.***

-Skorts

Solid navy may be worn all year

Length must be ***just above the knee.***

Hair, Nails, Makeup, Jewelry, Fragrances:

-Hair

Hairstyles must be kept neat and trimmed.

Extreme hair color variations will not be allowed. Color must be a naturally occurring hair color (i.e. no pink, purple, green).

A ***single*** headband may be worn (but not wrapped around the wrist during the day). Scarves may not be used as headbands.

Picks, combs, and brushes must be kept in lockers. Metal Picks will not be allowed.

-Nails

Nail polish may be worn by girls in all grades but no words or inappropriate symbols.

Nails ***must stay trimmed and at a reasonable length if artificial nails are worn.***

-Makeup

No makeup may be worn.

Lip color is not allowed.

-Jewelry

Girls may wear a single pair of stud earrings, one in each ear.

A religious themed necklace (i.e. crucifix) may be worn if the jewelry is no bigger than the size of a quarter.

Boys may not wear earrings.

No dangly earrings are allowed (no earrings that extend beyond the space of the ear lobe).

A single wristwatch may be worn.

Other jewelry accessory items are not permissible (including necklaces, chains, bracelets, etc.)

-Fragrances

Hand lotions may be kept in lockers only.

No perfumes, fragrant sprays, or hair spray should be brought to school.

-Tattoos

Temporary and/or permanent tattoos that are visible are not allowed.

Civvies Day Dress Code:

The Sacred Heart School dress code for Civvies Day requires that all students wear shoes with soles, shirts or blouses extending beyond the belt level, appropriately buttoned shirts, skirts and dresses at finger tip length, pants and shorts that are hemmed and without fraying. Jeans should not have rips, holes, tears, or frayed hems. Leggings may be worn by girls with a top, skirt, or dress that is at least finger tip length.

Sweatpants and jogging (athletic warm-up) suits will be allowed if the following criteria is met:

- cannot be tight or form fitting
- cannot hang loosely around the waist (i.e. sagging, no visible boxers or shorts underneath)
- no writing on the rear of pants below the waist line
- anything determined inappropriate by administration will be asked to change into a school uniform provided by the parent or school.
- no drop crotch pants

All sleeveless shirts must have straps at least three inches wide and cover the shoulder. Sacred Heart School prohibits wearing see-through tops, bare midriff, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage, the wearing of head gear, except for authorized activities, clothes with slogans or advertising controversial or obscene in nature that disrupts the educational setting, and clothing with spikes or studs. ***Clothing with pictures of weapons, scenes of violence, skulls and cross-bones, inappropriate words/logos will not be allowed. Clothing with words written below the rear waistline will not be allowed.*** Coats, mittens, hats and scarves must be removed upon entering the classroom.

The school administration will have the right to designate which types of dress, fashion, fads, or appearance disrupt or distract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exception for special occasions and/or conditions.

PRIDE DAY

Sacred Heart parents will be able to purchase school apparel from the school store. On pride days, students can wear a SHS shirt or sweatshirt with jeans. Pride days will be announced throughout the year.

2017 – 2018 SCHOOL-WIDE DISCIPLINE SYSTEM



SYSTEM COMPONENTS

Sacred Heart School will implement the Love and Logic program across K-8 grade levels. Love and Logic is a program designed to help students become accountable and solve problems. Teachers will implement this system within their own classrooms and adapt rewards and consequences to align with Love and Logic.

Heart Shop (Classroom Based)

-Students will have the opportunity to earn rewards for good behavior. Classroom teachers will set-up their own classroom rewards system.

Behavioral Write-Ups

-A Behavioral Write-Up will be issued by teachers in the event that a behavior is unable to be redirected, breaks a nonnegotiable behavior, is repetitive, or shows disrespect. Students must return a behavioral write-up the following school day, signed by parents. Unreturned write-ups will result in a detention/additional consequences.

***The Sacred Heart School administration reserves the right to make changes to parts of the system, or change the entire system at any time throughout the year. This can include reinstating school-wide point systems/demerits cards.

Office Referral Notice

-Students who are issued an office referral notice, will report directly to main office. Typically, this behavior is serious enough to result in a call home by the teacher and/or principal. The principal may automatically assign additional consequences to students when deemed necessary.

-Students who are issued an office referral may be subject, but are not limited, to the following administrative consequences:

- Earning a behavior write-up
- Automatic detention
- Loss of a school privilege (i.e. – Field trips, assemblies, special school events, Freaky Friday, etc.)
- In-school / Out of school suspension
- Expulsions

Detention --- Grades 4-8

-A student can be issued a detention by a teacher as a consequence. Students who earn a detention, will be placed on 1st notice. 1st notice means that the student can serve his/her detention during the next session. If the most recent detention time does not work well for parents, students will be placed on 2nd notice and given the opportunity to serve their detention during the next session. Students who do not

serve their detention while on 1st or 2nd notice will be given double detentions that must be served over the next two consecutive detention sessions. Students who fail to comply with this policy will be issued an in-school and/or out-of-school suspension by the principal.

Mandatory SAT Meeting, Grades 4-8

- A SAT (Student Assistance Team) meeting can be scheduled at any time. However, a SAT meeting will automatically be held in the event that a student receives a third write-up in a Tri-Mester. Parents will be required to attend these behavioral SAT meetings.

Mandatory SAT Meeting, Grades K-3

- A SAT (Student Assistance Team) meeting can be scheduled at any time. However, a SAT meeting will automatically be held in the event that a student is receiving multiple office referrals.

BEHAVIOR EXPECTATIONS

Non-negotiable Behaviors/Automatic Office Referral and Possible Suspension

- Disrespect to teachers/adults
- Habitual misbehavior (not corrected after warnings, strikes, and office referrals)
- Physical fighting (shove, kick, push, punching, trip, slap)
- Sexual/verbal harassment and inappropriate touching
- Spitting at others
- Swearing
- Explosive behavior
- Stealing
- Bullying

Overall Behavior Expectations

- Honesty
- Effort
- Accountability
- Respect
- Trust

SUSPENSION

Suspension is a temporary exclusion of a student from school and school activities. School personnel strive to resolve discipline problems in a Christian manner with parent and student involvement and cooperation. However, in some situations, it may become necessary to discipline a student by suspension. The decision to suspend a student rests with the principal. The following procedures will be followed for suspension:

- The student will be removed from the situation and taken to the student advisor and/or principal.
- The student advisor and/or principal will investigate by discussing the circumstances and situation with person(s) making the complaint of misbehavior and the student accused of misbehavior.

In-school suspension will be served during school hours on the Sacred Heart Campus. Students will work independently and practice the behaviors and skills that need improvement. In-school suspension may take place within other Sacred Heart Campus buildings such as, the Heart Ministry Center, Church,

Rectory, or Cues Office. Students may be asked to help with other related task while serving an in-school suspension. This may include helping at the Heart Ministry Center, helping the school custodian/kitchen staff, and or assisting the Sacred Heart staff through-out the day with hands on projects.

If out of school suspension is necessary, the parents will be called immediately to come and get the student. The principal and/or student advisor will meet with the parents and discuss the conditions under which the student may return to school. During the suspension, the student will be required to complete all of the work he or she will miss while gone. Parents are expected to monitor student's work at home.

OTHER EXPECTATIONS

The following procedures will be implemented for devices that are found to be distracting:

- All cell phones, iPods, electronic devices, etc. will be collected by the teacher and stored in a lockable safe/container in the teacher's classroom.

Consequences for violation of the policy:

- If a student fails to hand in such a device, he/she will be sent to the office. The parent/guardian will be called. The student will be able to pick up the device from the office at the end of the school day.

- If a student makes a second violation, he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an automatic detention.

- 3rd violation he/she will be sent to the office. The parent/guardian will be called and the device can be picked up by an **adult** at dismissal. The student will be issued an in-school suspension and detention. The student will also lose the privilege to bring any electronic devices to school for the remainder of the current school year.

- 4th Violation – Administrative meeting with parents to discuss the student's future involvement at Sacred Heart School. (This is a very serious violation - suspension and/or expulsion may be considered).

ELECTRONIC DEVICE – LOST, THEFT, AND DAMAGED POLICY

Sacred Heart School is not liable for any electronic device that is stolen, damaged, or lost while on Sacred Heart School/Parish property. Parents understand the risk associated with bringing these devices to school, and will not hold Sacred Heart liable in the event that a device is lost, stolen, or damaged.

Dress Code

- Please see the copy of the 2017-18 SHS Dress Code.

- The Sacred Heart School Dress Code was designed to be one of the most simple and cost-effective dress codes in the Catholic School system. Because Sacred Heart focuses on employability and preparing students for the future work place, it is expected that each child comply with the dress code. It falls under our Life Skills teaching on "Rules of the Workplace."



ACE of Hearts
Honor Roll Program for Academics, Citizenship and Effort

The ACE (Academics, Citizenship and Effort) Program is designed to recognize the God-given potential of Sacred Heart students. Each child will be challenged on the ideals of academics, citizenship and effort. In meeting this criteria, an individual will be recognized amongst his/her peers as an ACE Honor Roll student.

ACE of Hearts

- Students in grades 3 – 8 are eligible for our ACE of Hearts Award. These students have received an 85% or higher in every subject area **and** have maintained a “2” or higher in each behavior attribute this grading period.

Academics

- Students in grades 3-8 may qualify for the Academic portion of the ACE Program, as letter grades are used to evaluate achievement in these grade levels.
- A student must maintain an 85% or higher in all of the classes he/she is enrolled.

Citizenship and Effort

- ***NEW THIS YEAR*** Students in grades 3-8 may qualify for the Citizenship and Effort portion of the ACE Program.
- A student must receive all 1’s and 2’s for Citizenship and Effort. Quarter grades are based on a daily evaluation in these areas.
 - 1= Excellent
 - 2= Good
 - 3= Fair
 - 4= Needs Improvement
 - 5= Unacceptable
- Attributes of Citizenship and Effort
Attributes are based on the key concepts and behaviors that are included in the Sacred Heart School Creed:
 - “I respect the dignity of each and every person since we are all children of God.”
 - The student demonstrates respectful/kind behavior towards teachers and classmates at all times.
 - “I will accept the consequences if I choose the easy road of immediate reward.”
 - The student accepts constructive criticism/redirection and maintains a positive attitude.
 - “As a student, I am developing skills and attitudes and habits that will serve me for a lifetime. I promise that each day shall be gained, not lost, used, not thrown away.”
 - The student maintains an active presence in the classroom. He/she contributes positively to an active and productive classroom environment.

- “I am responsible for my choices; I will make no excuses. God made me captain of only one life, my own.”
 - The student is fair and honest. He/she completes assignments on time while upholding his/her ability level. He/she cares for his/her learning environment, shows motivation in the workplace, and goes above and beyond the expectations of Sacred Heart School, his/her teacher and parents.