



SACRED
HEART
SCHOOL

2019 -2020 FAMILY AND STUDENT HANDBOOK

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MISSION AND PHILOSOPHY

The mission of Sacred Heart Catholic School is to educate children of diverse backgrounds to be academically prepared, compassionate toward others, and rooted in the Catholic Christian community.

Sacred Heart School is a part of the educational ministry of the Cues School System. CUES is a network of three schools: Holy Name, All Saints, and Sacred Heart. These schools work in collaboration to provide affordable, quality, Catholic Education for the young people of these parishes, as well as children of all faiths who wish to attend. The schools are governed by a Board of Governors consisting of professional educators. The CUES School System is administered by the President, Chief Academic Officers, and the principals.

Sacred Heart is a culturally diverse Catholic School where students and faculty share values and ideals in a Christian community rooted in the values of excellence and compassion. The school fosters respect for self and others, personal responsibility, and service. The school offers opportunities for the growth and development of each student in all basic areas of life - spiritual, intellectual, emotional, physical, and social.

VISION

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

INSTITUTIONAL GOALS

The goals of Sacred Heart Catholic Elementary School are to:

1. Provide excellent Catholic education that addresses the needs of the whole child
2. Provide academic programs with comprehensive frameworks to determine progress
3. Provide a learning environment which integrates and reflects the population we serve
4. Foster respect for God, self, others, and the environment
5. Provide an affordable education for the members of the Sacred Heart community

ACHIEVEMENT GOALS

At the completion of 8th grade, Sacred Heart students will:

1. Demonstrate religious knowledge, virtues, and practices rooted in Catholic tradition
2. Possess and exhibit knowledge of academic disciplines
3. Demonstrate effective oral and written communication skills
4. Model self-discipline skills, problem solving strategies, and independent thinking
5. Demonstrate respect for God, self, others, and the environment
6. Recognize and practice the value of stewardship within the Catholic Church, local community, and global settings

CULTURAL STATEMENT

The CUES School System at All Saints, Holy Name, and Sacred Heart, is rooted in Catholic Faith and Values. We share God's Love, Kindness, and Excellence.

Guiding Principles/Questions to be used in all levels of our systems (staff-staff, staff-student, staff-parent, student-student, parent-student, community-school, and school-community):

How did you demonstrate God's love today?

How did you demonstrate Kindness today?

In what ways have you demonstrated excellence today?

ACCREDITATION STATUS

Sacred Heart School is an accredited school.

ATTENDANCE

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 8:05 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.

Financial aid could be lost as a result of a poor attendance record. ***Habitual tardies must be reported to state officials. State Law requires schools to report truancy once the numbers of school days missed reaches 20 school days. Minutes missed due to a student being tardy are added to together and count towards days missed.***

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.

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 respect staff members who are unpaid after contract time, the following policy applies:

- A parent/guardian meeting with the principal will be required for students who are repeatedly picked up late (i.e. at least three times).
- Students may be required to work with an afterschool program in order to stay enrolled.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school ground during school hours for any reason without the knowledge and consent of their teacher and parent/guardian. Permission to leave the school grounds will only be granted upon written or verbal permission from the student's parent or guardian.

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.

ADMISSIONS GUIDELINES (PRE-KINDERGARTEN THROUGH EIGHTH GRADE)

ADMISSIONS

Sacred Heart School is a Catholic school supported by the people of Sacred Heart parish, community, alumni, multiple donors, and the CUES Fund.

Sacred Heart School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally available through the educational programs.

Sacred Heart School admits students, Preschool through Eighth grade, according to the following prioritized guidelines:

1. All students previously enrolled in Preschool/Prekindergarten and K-8 during the past school year who is in good standing and their siblings.
2. Catholics who are registered members of Sacred Heart Parish.
3. Siblings of students at Sacred Heart School
4. Students of other faiths.

New Students enrolling for the first time, including Kindergarten, must present:

1. Original birth certificate with a raised seal
2. Baptismal Certificate (Catholics)
3. Health/Vaccination record which includes a history of vaccinations
4. Date of last dental exam
5. Kindergarten Physical and 7th Grade Physical
6. Records of any students transferring in from another school or out of state
7. Payment of registration fees
8. Completion of Children's Scholarship Fund Application

*It is a state law that an official certificate of birth with a raised seal be presented to the school and a copy put in the child's file within 30 days from the time of admission. Nebraska State Education guidelines dictate that Kindergartners must be 5 years old, and first graders must be 6 years old before July 31. Sacred Heart adheres to these guidelines.

New students and their parents requesting admission are required to follow the Sacred Heart School admissions process.

1. Make an appointment to receive a tour of the school.
2. Fill out all the admission and registration packet
3. Arrange a meeting with the principal to discuss reason for wanting to be at Sacred Heart, to discuss the child's academic and behavior status at the last school, and to discuss the financial arrangements.
4. Complete the transfer of records form. The principal has to review the information in the child's transcript before the child is accepted to attend Sacred Heart School.
5. **Parent/guardian is highly encouraged to utilize the auto-withdrawal process for tuition payments.**

For returning students, registration forms are sent home in early spring to plan call lists for the coming year. Forms are to be completed and returned by stated deadlines.

REGISTRATION AND SCHOOL TUITION

The CUES school system approves tuition each year. 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.
- Parents may consult with the school to work tuition off at \$15 per hour.
- Tuition must be reconciled with the school before students will be admitted for the following year.

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 may be held. During this time the following occur, but are not limited to: bible reading, prayer, 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.

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.

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. A public performance of the band will take a minimum of twice per year.

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.***

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 or back pack. 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.

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 or neglected, we are required by law to report this to Child Protective 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.

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.

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.

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 trimester student 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 7:50.
- 8:00 a.m.- School begins. Students may enter the front doors of the school and go immediately to their classroom. Morning Prayer and pledge will take place in the gym.
- 8:05 a.m. - Tardy bell
- 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 a 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 procedures 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:

1. Support and uphold the rules and consequences set forth in the Sacred Heart School Family Handbook;
2. Model appropriate Christian behavior when interacting with all Sacred Heart School students, parents, and staff; and

3. 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.
- 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
- Arrange staffing on individual students with chronic office referral or upon request from staff member
- Educate and communicate with parents and community regarding discipline policies
- Review and update the discipline policies and procedures

Chief Academic Officer & President

Sacred Heart School, the Chief Academic Officer, and President of the CUES school system 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 Chief Academic Officer and President are the final decision-maker.

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.

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 Chief Academic Officer and President, 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.

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.

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, iPod, 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. 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.

Should school days have to be interrupted/closed for any other reason, the school administration and staff will communicate this information to parents/guardians either by email or phone messaging.

EVACUATION PROCEDURES

Directions and diagrams for evacuations due to fire or sheltering in 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 Chief Academic Officer and President.

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.

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 will sign a permission slip for each individual field trip. Parents will be notified as to the details of the field trip at least one week prior to the trip. Bus transportation is the usual mode of transportation. 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.

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 designated classroom exit route. Exit routes are posted in classrooms. 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.

GRADING, REPORT CARDS AND PROGRESS REPORTS

The school's curriculum guides identify the knowledge and skills which students are expected to master and teachers provide instructional experiences to assist students in such mastery. Teacher's assess each student's level of performance on annual norm-referenced tests and encourage each student to achieve to the maximum of his or her potential. Teachers also know that diligence and self-discipline are essential to academic success and the full realization of each student's potential. Parents who expect diligence and self-discipline of their students, who require development of good study habits, well-done assignments, and supplementary reading, greatly enable the academic achievement of their child.

There are a variety of assessments that we give over the course of the academic year to monitor students progress. These include STARS, and Fountas and Pinnell. See below for summaries regarding these assessments.

STARS ASSESSMENTS: STARS Assessments are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take). These assessments are administered three times a year in the area of Reading/Math and Early Literacy for Preschool-First Graders as needed.

Fountas and Pinnell: We use an assessment called the Fountas & Pinnell Benchmark Assessment System. This one-on-one assessment involves the teacher listening to a student read followed by a discussion about the text. This test provides information on the reader's accuracy, fluency, and comprehension. This allows teachers to determine both a student's independent and instructional reading level. Fountas & Pinnell levels (also known as guided reading levels) are rated on an A to Z gradient. Each grade level has a range of levels that you would expect a reader to proceed through during the year, with A as the starting kindergarten level and Z being a middle school level.

Sycamore: Students and parents in grades K-8 will be given access to our school grading database. In September a login code and password will be assigned. This will allow parents and students to monitor academic progress on a daily basis.

Progress reports will be sent home. **Report cards** are sent home at the end of each trimester of the school year. Parents are asked to sign the report card and return it to school within one week after it is sent home.

Parent/Teacher conferences are held during the first trimester and again at the end of the third trimester.. Parent-Teacher conferences, however, may be held at any time during the school year at the request of the parents and/or teachers. Call the school office (402-455-5858) to make arrangements for such a conference.

Students' cumulative records, containing grades, absence and tardy reports and standardized test results are kept in the school office. The school grants the right of access to custodial and non-custodial parents in the same way unless a legally binding document has been received regarding the non-custodial parent which dictates otherwise.

Transcripts needed at the time a student transfers from school or graduates are sent by the school office when requested.

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.

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.

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.

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.

Homework provides practice and drill which reinforces classroom learning and can provide opportunities for the independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Homework is the opportunity for extra practices and homework grades will not be used to determine the overall grade, but can be used as part of a participation grade.

HONOR ROLL

The ACE of HEARTS Honor Roll Program has been established to recognize student achievement in the areas of academics, citizenship, and effort. Students which receive standard base grading are not eligible for Honor.

CAFETERIA/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", but it must not be in bags or containers with the restaurant's name visible. In such instances the student may eat lunch with classmates.

No pops are allowed in the cafeteria. 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 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 3:45 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 8:05 a.m. are marked as tardy. Teachers are present at school between the hours of 7:45 a.m. and 3:45 p.m. and by appointment.

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 8:10 a.m. Mass twice during the month. There may be some instances for attending additional services.

MEDICATION ADMINISTRATION AND HEALTH SERVICES

Medication Administration Policy

The following guidelines are the recommended policy and procedures for distribution of medication to students during the school day taken from the Visiting Nurses Association, the State Department of Education, and the State Health Department.

Any student requiring medication during school hours shall comply with the school's medication policy and procedures outlined below.

A **written physician's order** and **parental permission** must be provided by the parent/guardian for a student to legally receive medication at school.

The principal retains the discretion to reject requests for administration of medicine and/or medical treatment. Physicians should be consulted regarding the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.

When a student must take medication during school hours the following guidelines will be applied:

1. The parent/guardian shall provide a written, signed, and dated permission statement requesting medication be administered during school hours. This form is available in the school office.
2. A current, signed physician's order must be provided by the parent/guardian. In the case of a short term prescription medication (i.e. an antibiotic) a currently dated prescription bottle detailing instructions may serve as the physician's order.
3. Medication must be brought to school in its **original container**. Prescribed medication must be labeled with the student's name, date prescribed, name of medication, dosage and time medication is to be taken, and physician's name.
4. It is the parent/guardian's responsibility to see that the medication arrives at school safely. **All prescription and nonprescription medication which a child needs to take during the day should be brought to the school office and dispensed by office personnel.**
5. Medications are given by a member of the school personnel selected by the principal and instructed in the appropriate methods of administering medications.
6. Over the counter medication (i.e. aspirin, non-aspirin pain relievers, cold tablets, cough drops, antacid tablets, etc.) cannot be administered without written permission from a parent/guardian. It must arrive at school in the **original container** accompanied by written instructions regarding dosage, date, and time the medication should be taken.
7. All medication is stored in a locked cabinet. Sacred Heart School reserves the right to limit the amount of medication stored at school.
8. The school nurse assists in teaching proper medication administration techniques, benefits and side effects of medication. The school nurse is notified when students are receiving medication at school.
9. A written record is kept of all medication administered during the school day.

10. All medications not picked up will be properly disposed of at the end of the school year or when the student is no longer enrolled in school.

Emergency Response Protocol:

Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

Sacred Heart School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

Health Services:

Sacred Heart School contracts with Creighton University School of Nursing and the Visiting Nurses Association for health care services. Health services provided by Sacred Heart beyond those mandated by State Law are subject to time and budget constraints.

Nebraska law requires that all school children be immunized against the diseases of rubella, measles, diphtheria, whooping cough, tetanus, mumps, polio (DPT) and chicken pox. Students must be immunized before entering any public, private or parochial schools, and a record of immunization must be on the permanent health records of the student's cumulative school record. Current health records must be maintained by the school office; the school nurse or school health chairperson may periodically request updated information to revise your child's health record.

All students entering **Kindergarten, Grade 7**, or entering from **out of state** must, by Nebraska law, have a physical examination. This includes a dental exam. Forms are available at the school office.

Mandatory screening for vision, hearing, weight, and height is completed each year in cooperation with the Creighton University School of Nursing. Recommendation for further examination or follow up is made to parents/guardians of children who show a need. Special screening procedures, such as scoliosis screening, are set up according to the needs of the children. Parents will be notified in advance when these procedures are to be held.

The following communicable diseases require exclusion from school, but do not require a written note from a physician:

1. Chicken pox (student shouldn't return to school until at least 6 days after eruption).
2. German measles (student shouldn't return to school until at least 5 days after the rash appears).

3. Mumps (student shouldn't return to school until at least 9 days after the swelling appears and until all the swelling is gone).

All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.

If your child has a sore throat, earache, discharge from the nose, skin rash, skin eruptions, eye infection or elevated temperature of 100 degrees or more, he or she should be kept home.

If a child becomes ill or complains of discomfort during the school day, the school will call the parent/guardian at home or work. PLEASE KEEP YOUR EMERGENCY PHONE NUMBER UP-TO-DATE SO THERE IS NO DELAY IN PROVIDING THE PROPER CARE FOR A CHILD.

To be excused from Physical Education class, a written request from the parents or guardian is necessary.

In cases of frequent or prolonged absences from physical education, the school requires a current, written recommendation from a physician.

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.

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. Sacred Heart School strictly follows the Archdiocesan policy for immunizations.

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.

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.

MOVIES

There are times, during the school year, when a teacher may wish, to enhance the learning experience for their class, to 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 multicultural 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 chief academic officer and/or president 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. If serious dissatisfaction results in continued agitation for parents or guardians, the principal will assess the impact of such agitation and after discussion of the matter with the parents, may exercise the schools prerogative to withdrawal permission for enrollment of the student.

PARENTAL INVOLVEMENT

Families are welcome to volunteer at Sacred Heart School. Any member of the family over the age of 19 may volunteer. All volunteers must complete safe environment training via the Archdiocese. Examples of how to volunteer at Sacred Heart School include:

- Volunteer throughout the building with facilities.

- Assist the classroom teacher with tasks at home (i.e. sealing envelopes, cutting out bulletin board letters)
- Accompany your child on a field trip
- Volunteer with the PAC Committee for student activities
- Parental volunteer hours in the classroom are limited during instructional time and must be approved by the principal.

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 what is considered their “Sunday Best”).

RECESS/PLAYGROUND

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.

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 given at the end of each Trimester. Parent/Teacher conferences are usually held during the 1st and 3rd trimester.

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.

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 4 and 5 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.

SAFE ROUTES TO SCHOOL POLICY

Support for Safe Routes to School:

The CUES Schools supports Safe Routes to School programs and activities because active transportation can:

- Increase physical activity levels for students
- Improve student health
- Decrease automobile congestion and related danger of injury to students,
- Reduce air pollution and related greenhouse gas emissions
- Reduce costs related to busing, and
- Improve attendance rates and student achievement.

We support efforts to increase participation in Safe Routes to School Programs and Activities in those schools with fewest resources, and among low income students, students with health challenges; and those with physical, mental, and social emotional disabilities.

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.

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 quarter report card time he/she will be unable to participate in games until the grade is raised. Re-admission to active participation will require that the grade be raised to a passing percentage.

If it is the consensus of the 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 and 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.

SAT PROCESS

What is a Student Assistance Team (SAT)?

The SAT is a school team, which includes the parent and, when appropriate, the student, in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students school lives successful. Students are most successful when there is a strong spirit of cooperation between the home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of the students, and support teachers and parents. The SAT includes the most important people in the student's life, parents or caregivers, teachers, counselors, specialists, school administrators or designees, and any other school or community members who can provide support.

How does the SAT Process Work?

Students are typically referred by the classroom teacher, but any member of the school staff and/or parent may request support from the SAT for a student whose learning, behavior or emotional needs are not being met under existing circumstances. The classroom teacher(s) would have already notified the parent regarding these issues. **Prior to the first SAT meeting, teachers would have implemented some classroom modifications that enhance learning for students.** A modification may be as simple as a change in seating location, a daily assignment sheet, or an increase in the use of visual teaching aids. Sometimes a simple change can make a big difference for a student. Any modification that has been tried or is currently in place will be discussed with a parent at the SAT meeting. Using this information, the team can suggest further steps to help the student.

What happens at a SAT Meeting?

1. The student (when appropriate) and parents meet with a group of teachers, wellness staff, and/or administrators.
2. A facilitator leads the group through a process, which results in a written plan of action. The team discusses the student's strengths, concerns, gathers pertinent history and information and discusses present interventions and outcomes. The team brainstorms interventions and chooses actions to complete a plan of action for student success.
3. At the end of the meeting, a follow-up date will be scheduled to review progress. You will be invited to meet again with members of the SAT to evaluate changes and growth in your 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 \$2,800 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 registration fee of \$50 per family is to be paid at the time of registration, usually summer. (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 and guest must 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.



2019 – 2020 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 Pre-K – 3rd. Pants cannot hang down off the waist. Dark navy blue slacks (no denim or corduroy)

Shirt and Sweaters

- Must be a **solid color**, with no additional trim colors.
- Shirts must be clean and tucked 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 shoe- shoes must have closed heel and closed toe.
- No sandals, no black soles that leave marks
- No heelies 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 Pre-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 heeies 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.

Purse/Fanny Packs

- Students are not permitted to carry purse/fanny packs unless they have permission from the principal for medical reasons.

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.



Sacred Heart School
2205 Binney Street
Omaha, NE 68110
Phone (402) 455-5858
Fax (402) 451-7480

SACRED HEART SCHOOL ELECTRONIC/CELL PHONE DEVICE POLICY

DATE: 08/15/2019

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. The device must stay in the "off" position until the student leaves the Sacred Heart School Campus. Students may use their personal devices to call their parent(s) at the end of an after school activity/athletic event. Students are required to have a Coach/Staff member's permission to use their phone at this time.

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 parent(s) 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.

Parent/Guardian (Please Print)

Date

Parent/Guardian's Signature

This form must be signed and returned no later than Friday, August 23, 2019.



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ACKNOWLEDGEMENT OF RECEIPT OF 2018-2019 FAMILY HANDBOOK

Date: 08/15/2019

This handbook has been developed to provide each family with a well-defined school operation procedures guideline. It is intended to provide a reference and guide to allow each family full knowledge and participation in the education program existing at Sacred Heart School. This handbook is intended for informational purposes only. It is not intended to change or create any rights in favor of you or the Archdiocese. The Archdiocesan regulations, policies, and procedures, are continually evolving. Therefore, this handbook does not contain all of the information you will need or be required to know during the course of enrollment. Changes in terms of additions and deletions will be made as needed and communicated to families via separate notices (i.e. Take Home Thursdays). Your signature below indicates that you have received and read your handbook and are aware that it is your responsibility to adhere to the contents herein.

Parent/Guardian (Please Print)

Date

Parent/Guardian's Signature

This form must be signed and returned no later than Friday, August 23, 2019.