2026 – 2027 Family Handbook

CUES SCHOOL SYSTEM

SACRED HEART SCHOOL

2205 Binney Street ● Omaha, NE 68110 ● 402-455-5858 ● www.shsomaha.org

HANDBOOK PURPOSE

The CUES School System Family Handbook (the "Handbook") is provided for informational purposes only, and does not in any manner constitute a contractual agreement between the CUES School System ("CUES") and any school family members. The information contained herein provides a general description of policies, procedures, and guidelines. The CUES School System reserves the right to add, modify or eliminate any part of the handbook at any time, with or without notice. Non-enforcement of any of these policies shall not constitute as a waiver of the future enforcement. Contents of this handbook were constructed in compliance with the Archdiocese of Omaha School Policies.

The CUES schools are governed by a Board of Governors consisting of professional educators and one member of the CUES Fund. The CUES School System is administered by the President, Chief Academic Officer, and the building Principals.

CUES SCHOOL SYSTEM MISSION STATEMENT

The CUES School System is a bold initiative to provide centralized leadership and governance to three schools in the Omaha Archdiocese that serve low-income students and families. Our three schools are All Saints, Holy Name, and Sacred Heart. We combine innovative instructional methods with comprehensive student and family support in a Catholic faith-based environment to create and sustain excellent and measurable outcomes that not only impact the students we serve, but the entire community.

CUES CULTURE 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 at all levels of our system (staff-staff, staff-student, staff parent/guardian, student-student, parent/guardian-student, community-school, school community):

How did you demonstrate God's love today?

How did you demonstrate Kindness today?

In what ways have you demonstrated Excellence today?

NONDISCRIMINATION AS TO STUDENTS

CUES School System admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students through CUES. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and activities and other school-administered programs.

GOALS

CUES will provide a challenging academic curriculum, which fosters intellectual growth, strives to lead students to develop their God-given talents to grow in Christian love of God and all creatures, and challenges our students to live the teachings of Jesus as revealed through the Roman Catholic Church. By providing a quality Catholic education which addresses the needs of the whole child, students are guided in their search to find their full human potential.

Further the CUES Schools will:

- Provide an academic program with comprehensive guidelines and basis for determining achievement and educational success.
- Create a learning environment which is thoroughly integrated and reflective of the people we serve. Our schools will encourage a “bonding” to the school through positive interaction and cooperation among community, parents and school staff.
- Foster respect for self and others.
- Present a safe, affordable, culturally diverse educational opportunity for the members of the communities that we serve.

Students will:

- Live the teachings of Jesus as revealed through the Gospels, Catholic traditions and prayer. · Demonstrate competency in core disciplines and appreciation of the fine arts. · Access and use information effectively.
- Apply technology effectively and morally.
- Demonstrate effective oral and written communication skills.
- Treat each person with courtesy, kindness, and above all, to respect each child as a person. · Practice self-discipline skills that help to build a positive school environment.
- Model skills promoting problem solving strategies, critical thinking, and independent thinking.
- Display a global awareness and an understanding of the diversity of cultures. · Demonstrate respect for self, for others, and for the environment.
- Practice good stewardship within the church, local community and in global settings.
- Identify specific, personal goals for future education and careers.

Since the CUES schools are strongly supported, financially and philosophically, by business people, a strong business ethic is part of the school culture. The following business practices are expectations of the school environment:

· Be on Time.

· Be Kind.

· Be Fair and Honest.

· Take Good Care of Things.

· Allow Others to Work.

· Complete Your Work.

· Keep Yourself Neat and Clean.

THE CUES SCHOOL SYSTEM, COMPRISED OF ALL SAINTS, HOLY NAME, AND SACRED HEART CATHOLIC SCHOOLS, IS ACCREDITED BY THE NEBRASKA DEPARTMENT OF EDUCATION.

ADMISSION

Each school of the CUES School System admits students according to the following guidelines:

1. All students previously enrolled in Preschool-Gr. 8 during the past school year who are in good standing and their siblings;

2. Catholics who are registered members of one of the three parishes;

3. Catholics of other parishes;

4. Students of other faiths.

Based on these guidelines, the principal will determine a waiting list for admission of other students. Generally after February 1 of the current school year, families will be asked to "re enroll" their children for the next school year. Families must be up-to-date on their tuition payments or have made other arrangements with the principal, in order to re-enroll. Families are asked to complete application documents for financial aid during this process through the Children Scholarship Fund. There are other financial aid programs that are based on needs of families that are also available. If parents choose to enroll their children in school, a parent or guardian's financial support is essential. Tuition payments can be handled by several processes: auto withdrawal, checks, cash, money order, or credit card are all options available to families. Tuition must be paid in full by the last day of school.

The school reserves the right not to enroll a student if he or she is unwilling or unable to handle the school's academic, religious, and self-discipline expectations or requirements.

According to State of Nebraska guidelines, Kindergarten students must be 5 years old on or before July 31st of the year starting Kindergarten. The only way to admit a child who is not 5 years of age by the deadline is to have the student tested for readiness by the Omaha Public Schools. OPS will only test a student that turns 5 years old before October 15th. Parents must contact OPS during the summer to set up this testing.

Families are asked to pay a $50 registration fee ($100 for new families) before enrolling. Registration fees must be paid in full to officially be enrolled at Sacred Heart School.

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

1. Original Birth Certificate with a raised seal.

2. Baptismal Certificate if Catholic

3. Health/Vaccination record which includes a history of vaccinations

4. Date of last dental exam

5. Kindergarten Physical Exam and Physical Exam if going into 7th Grade or any student transferring from out of state into any other grade level.

6. Records of any students transferring from another school or from out-of-state, including records of any educational plans (IEP, ESP, 504 Accommodation)

7. Payment of Registration Fee

8. Completion of Children's Scholarship Fund Application

A copy of the original birth certificate will be made for the student's file and the original returned to the parent/guardian.

DAILY PROCEDURES

SCHOOL HOURS: Sacred Heart School will dismiss at 3:15 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, the school dismisses at 1:30 p.m. School hours are 8:00 am – 3:15 pm. School begins promptly at 8:00. Being punctual in arrival at school allows the students to begin their day on a positive note and supports a successful day of learning. School supervision is in place from 7:45 am until 3:15 pm on regular school days. Playground supervision is not provided before and/or after school.

Traffic patterns for arrival and dismissal from school will be provided by each school to their school families. Entrances and Exits to be used will be designated for students, parents, and visitors. It is for the safety of your children that you are asked to follow these directions.

Building doors will remain locked throughout the school day.

ATTENDANCE

The CUES School System complies with the Nebraska state law which requires a minimum of 1032 hours of instruction a year for every accredited elementary school. The progress of each child relies heavily on the regularity and punctuality of attendance.

ABSENCE

Parents/Guardians are asked to call the school office between 7:30 am and 8:00 am. If their child will be absent from school that day. A student will receive an admit slip in order to enter class upon their return to school.

A child who arrives at school after 8:05 a.m. is tardy. Habitual tardies must be reported to state officials. Any student who arrives late OR leaves early and returns to school the same day, must have an admit slip from the office before returning to their classroom.

Students who arrive at school after 10:00 a.m. or leave before 1:15 p.m. are considered ½ day absent. State law requires schools to report truancy once the number of school days missed reaches 20 school days. Minutes missed due to a student being tardy are added together and count towards the number of days missed.

Early dismissals from school will be recorded in the same manner as late arrivals in the morning. Chronic absences or tardiness can lead to suspension or expulsion from the school along with an absence report being sent to Child Protection Services.

FAMILY VACATIONS

Families are encouraged to plan vacations during times that students are not scheduled to be in school. If families plan a vacation during scheduled school days, there is no expectation that teachers will provide homework in advance nor that all classroom activities scheduled will be available to the student who is absent. Make-up work will be required and due dates for any or all make-up work will be determined by the teacher.

EXCESSIVE ABSENCES AND TRUANCY

Excessive absenteeism/truancy occurs when a student misses so many days of school that his or her educational growth suffers. If any student has accumulated a total of seven (7) absences in a trimester, excused or unexcused, the school shall take the following steps:

- A meeting or meetings between the administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the administrator.
- A collaborative plan to reduce the student's absenteeism will be developed. The plan shall consider if there is illness related to the physical or behavior health of the student.
- Educational counseling and evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems will be implemented.
- A referral will be made to appropriate agencies for services.
- Family or individual counseling may be required.
- Assisting the family in working with other community services will be encouraged.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism/truancy. It shall be with the discretion of the administrator to determine, depending on the circumstances, whether a student may make up work due to excessive absenteeism.

If a student's absences reach twenty (20) days during the year for reasons other than illness, the administrator must notify the county attorney of the county in which the student resides, along with documentation of all steps listed previously. The student's parent/guardian will be informed of this notification as well as the Catholic Schools Office.

CALENDAR

Each family receives a school calendar which lists the days school is in session. Other dates noted on the calendar are teacher in-service days, parent/teacher conferences, and holidays. If the calendar needs to be changed, timely notification of any changes will be sent out by the principal.

LEAVING SCHOOL GROUNDS

A written request or advance phone call from the custodial parent or legal guardian is required for a student to leave school before dismissal. The request must clearly state the reason for leaving. The parent/guardian must come to the school office to check out their child. Students will only be released to those individuals listed on the parent/guardian information form. The adult picking up the student may need to show appropriate identification.

Students are not allowed to leave the school grounds 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.

Parents/Guardians should attempt to arrange appointments outside of school hours or on days when school is not scheduled. If it is necessary to leave school for an appointment, the above procedures shall be followed.

SCHOOL CLOSING/CANCELLATION

School closings/cancellations are made by the Archdiocesan Superintendent, (unless the reason is strictly local), over public media. The CUES Schools will follow the decision made by the Catholic School Office. Should a school day need 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.

STUDENT EMERGENCY INFORMATION

Each parent/guardian is asked to provide emergency contact information should the need arrive to reach the parent/guardian during the school day. Parents/Guardians are asked to keep their information accurate and current at all times. This is especially important in regards to phone numbers and email information for parent/guardian and other emergency contact persons. Being able to reach the necessary persons helps to decrease stress and worry for a child.

In case of student illness or injury at school, parents/guardians will be contacted by phone. Parents must arrange for the child's transportation home if necessary. Children are not allowed to walk home 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 the parent's expense.

An Annual Health Update form is also requested by the school and our health professionals who assist at the school. The school must be alert to any known allergies a child may have, as well as any other health problems which could influence the child's performance and learning ability in the classroom.

PHONE USE

Students are only allowed to use the school's office telephone for emergencies after receiving permission from the school office. Emergencies do not include the use of the phone to ask parents to bring forgotten homework, or to make plans with other students for after school.

Teacher phone numbers are not given out. The office will take a name and number and have the teacher return the call.

Students are expected to turn their cell phone into the office at the beginning of the school day. Students may not use cell phones during the school day.

ASBESTOS AWARENESS

The asbestos management plans for each CUES Schools are reviewed and inspected for any changes and to make repairs in accordance with State and Federal (EPA) laws as necessary.

CAFETERIA/LUNCH PROGRAM

Sacred Heart is a CEP school. The CUES School System contracts with Westside/District 66 Schools to provide school breakfast and lunch programs supported by the Department of Agriculture. This program provides our students with a well-balanced breakfast and lunch each day. A menu for lunch will be sent home in a timely manner. Prices for the program and procedures for payment for meals will be communicated to the parents from each school. Application forms for free/reduced lunch are sent home at the beginning of the year to all families.

NON DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

The lunch program is not mandatory and students may bring a sack lunch to school. Milk can be purchased at the school. Families must prepay for breakfast and/or lunch by cash, check or money orders only. Students are not allowed to “charge a meal”.

The CUES Schools will do its best to eliminate or minimize the risk of exposure to items containing nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any allergies that their child has. This should be noted in the Annual Health Update as well.

WELLNESS POLICY

Sacred Heart School adheres to and tri-annually updates its Wellness Policy. Sacred Heart School Wellness Policy on Nutrition and Physical Activity

Sacred Heart School strives to provide a well-rounded education for every child

Research shows that children and youth who begin each day as healthy individuals are better learners. Sacred Heart School promotes healthy children by supporting a school-wide wellness policy. This policy includes guidelines for nutrition education, physical activity, nutritional guidelines for all foods and beverages available at school and other school-based activities.

SCHOOL WELLNESS ADVISORY COMMITTEE

Sacred Heart School Wellness Advisory will help ensure that the policy directives are met and modified as needed in the future. The Advisory will work with the Parents, the Staff and the CUES Board to provide technical support in the areas of nutrition and physical activity.

The Advisory Committee will be comprised of:

- Physical Education/Health Teacher
- Cafeteria Representative
- Administrative Team Representative
- Parent Representative

This committee will meet three times a year, mid-October, mid- January, and mid- April.

Healthy School Environment:

Sacred Heart recognizes the critical role its staff has in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members on staff of the school and community to encourage and maintain a healthy environment that enhances maximum student well-being.

School meals are monitored by adults both serving the portions and teachers on duty to enhance the best nutritional choices made by the students. Students are encouraged to eat from all nutrition categories, especially fruits and vegetables.

Nutrition Education:

The primary goal of nutrition education is to influence student's eating behaviors. Sacred Heart School will promote nutrition education throughout its curriculum program. These curriculum experiences are incorporated in all class room activities to provide the knowledge and skill necessary to make necessary food choices for a lifetime.

Curriculum will include:

- Basic instruction based on recommended by the USDA/ Dietary Guidelines for Americans.
- Developmentally appropriate activities which reinforce a healthy living style.
- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Emphasizes caloric balance between food intake and energy expenditure (physical activity-exercise).

- Teaches media literacy with an emphasis on food marketing.

Physical Activity

"The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal wellbeing[1]." Sacred Heart School will promote opportunities for physical activity throughout the school day and during afterschool programs. Physical activity, health and fitness education are incorporated in to our educational program.

- Grades K – 5 have at least 20 minutes of daily recess.
- All grade levels receive Physical Education and Health instruction weekly taught by a licensed Nebraska Physical Education teacher.
- Organized sports offered include basketball and soccer.

Nutrition Standards

Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. Staff will promote archdiocesan standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.

Sacred Heart School will meet nutrition standards by:

- Serving lunches that meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Employing school food service staff that is properly qualified according to current professional standards and providing continuing professional development for all nutrition professionals in schools.
- Staff development programs should include appropriate certification and/or training programs for child nutrition directors and cafeteria workers, according to their levels of responsibility.
- Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize.
- Cafeteria supervisory staff (teachers, aides, custodial staff, etc.) shall receive appropriate training in how to maintain safe, orderly, and pleasant eating environments.
- Cafeteria facilities will provide for a physical and aesthetic surrounding that constitutes a healthy, safe, caring culture that maximizes the health of students and staff.
- School personnel should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel.

- Careful consideration should be given when scheduling tutoring, assemblies, organization meetings, classroom instruction, and other activities during meal times.

Nutrition Quality Meals

- The school food service program will approve and provide all food and beverages sold to all students in the lunch line.
- School lunches will be appealing and attractive to children.
- Lunches served will meet USDA guidelines.
- Whether or not to allow food and beverages to be consumed in the classroom during the school day will be an administrative decision. If allowed, the Wellness Policy guidelines should be followed.
- Drinking fountains will be available for students to get water at meals and throughout the day.
- In order to meet their nutritional needs and enhance their ability to learn, students will be offered a balanced breakfast through the school food program.

Meal Times/Scheduling

- School administrators will make every attempt to provide at least 20 minutes for lunch from the time the student is seated, as outlined by the National Association of State Boards of Education.
- Class schedules should accommodate meal periods at appropriate times, e.g., ideally lunch should be scheduled between 11 a.m. and 1 p.m.
- Careful consideration of the school lunch environment should be taken into account when scheduling recess.
- Students and staff will be encouraged to wash or sanitize their hands before and after eating.

Other School Based Activities

Sacred Heart School will promote an environment which provides consistent wellness messages that are conducive to a healthy eating lifestyle and being physically active.

- Posters have been created throughout the school year to encourage healthy eating choices by the students.
- P.E. gym classes offer posters to promote physical activity and well-being.
- Teachers will not use physical activity as punishment for uncompleted work.
- Parents are encouraged to pack healthy lunches for a healthy diet through the school's newsletter.
- Classroom celebrations are encouraged to keep sugar loaded snacks to a minimum, other choices are encouraged, e.g. popcorn, fruits, veggies, baked chips, etc.

Communication with Parents

- Sacred Heart School will support parent's efforts to provide a healthy diet and daily physical activity for their children

· Sacred Heart School will encourage parents to pack healthy lunches and snacks.

· Sacred Heart School teachers encouraged to provide information about physical education and other school-based physical activity opportunities before, during, and after the school day and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports could include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

· The school administration, faculty, and the Wellness Advisory Committee will ensure compliance with nutrition and physical activity wellness policies. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the committee upon review. The committee will develop a summary report every three years on the compliance with the established nutrition and physical activity wellness policies, based on input from faculty staff and students. That report will be posted on the school web site.

Sharing of Food and Beverages

Sacred Heart School prohibits students from sharing their food or beverages with one another during meal or snack times, given allergies and other restrictions on some children's diets.

Competitive Food Policy

At Sacred Heart School, no food or beverages can be sold to children anywhere on school premises beginning 30 minutes before breakfast and/or lunch service until 30 minutes after meal service unless all proceeds earned during these time periods go to the School Nutrition Program.

No outside snack, food, or drink is sold to students outside of the meal program.

Smart Snacks Standards

IF food should be sold on campus, all food and beverages sold on the school campus during the school day must meet Smart Snack Standards, except for food and beverages that are a part of a reimbursable meal. Smart Snack Standards apply to food and beverages sold a la carte, in the school store, vending machines, at fundraisers, and any other venue where food is sold to students.

- School day is defined as the midnight before to 30 minutes after the end of the official school day.
- School campus is defined as all areas of school property that are accessible to student

Policy Review

To help with the initial development of the Sacred Heart School Wellness Policy, the wellness committee

will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled to identify and prioritize needs. Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement.

As part of that review, the school will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The wellness committee will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

EMERGENCY PROCEDURES

The CUES School System has worked to provide a safe environment in which the children can learn, and staff and students can feel safe during their time at school. The Crisis Response Plan includes procedures the school administration and staff will follow in the event of a potential school-related crisis. Procedures for students and staff to follow are posted in classrooms in the event of a fire or tornado. There are a mandated number of drills to practice response times to these events. Periodic drills concerning lock downs and evacuations will also be practiced during the school year. All plans and procedures are reviewed regularly.

SAFE ENVIRONMENT

In accordance with Article 12 of the USCCB "Charter for the Protection of Children/and Young People," CUES Schools will establish a "Safe Environment" Program, cooperating with parents, civil authorities, educators and community organizations, to provide education and training for children, youth, parents, educators and others, regarding the nature of child abuse and how adults can help to prevent harm to children.

VOLUNTEERS

Any volunteer for the schools who will have direct contact with children are required to attend an in-service on "Safe Environment", pass a background check and receive Safe Environment certification from the Archdiocese of Omaha.

REPORTING CHILD ABUSE/NEGLECT (Nebraska Statue 28-711/Charter for the Protection of Children and Young People Article 4) Nebraska Statute 28-711 imposes a mandatory duty upon any person (employee or volunteer) to report child abuse or neglect, if he or she has "reasonable suspicion/cause" to believe a child has been so subjected to abuse or neglect. The report is to be made immediately to Child Protection Services at 1-800-652-1999 or to local law enforcement. Generally, in the school setting, the employee or volunteer will work with the principal to file the report. Cooperation will be provided to authorities in their investigation within the law of jurisdiction in question.

VISITORS TO SCHOOL

Visitors are welcome, especially parents/guardians, to visit the school and their child's teacher. These visits must be prearranged. All visitors are to sign in and obtain a visitor's pass from the office immediately upon arrival on campus so that the school may properly assist them. The length of visits to classrooms is generally 15 minutes. No school-age visitors from other schools are permitted on campus from 7:45 a.m. to 3:15 p.m. unless accompanied by an adult. All visitors must sign in at the front office and always wear a visitor badge. Guest speakers may be utilized for the benefit of the students' learning. Visitors may not enter past the front office in the mornings.

ACADEMIC PROGRAM

The CUES School System has been established to offer the best educational opportunities for our students and staff. Faculty members are provided professional development days in order to review and utilize initiatives that involve best practices and ideas for students. Faculty members continue to research and apply educational reforms in our schools that will have a positive impact on student learning outcomes.

The CUES School System curriculum incorporates a strong reading and math emphasis. Preschool through 8th grade students are individually challenged based on their academic development and learning styles. Our guided reading program assists students in developing reading strategies to progress to higher reading levels. Literacy skill group instruction will target and assist students with specific literacy skill development. .

CLASS SIZE

The CUES School System believes that there are major benefits from reduced class size. The goal is to maintain class sizes of 20 students or less. The CUES Schools will attempt to keep class size at an optimal level, but this cannot be guaranteed.

PRAYER

As a Catholic school, prayer, both formal and informal, is part of our school day. Morning prayers, before and after meals prayers, and an end of the day prayer will be recited daily.

LITURGY

Since the Mass is the focal point of our faith, students have an opportunity to regularly attend and participate in student liturgies. Appropriate, respectful participation will be expected of all students. There may be some instances for attending additional services.

SACRAMENTAL PREPARATION

Teachers will work with their pastor and respective parish Religious Education personnel to ascertain if there are any students in the class who will be entering the Catholic Church, receiving First Communion, First Reconciliation, or Confirmation.

CURRICULUM

The CUES Schools will utilize the standards, assessment and curriculum guidelines endorsed by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education. All materials used for instruction must reflect the religious teachings of the Roman Catholic Church and adhere to the guidelines issued by the Archdiocese of Omaha.

BLENDED LEARNING

Blended learning is a combination of instructor-led and high quality interactive online learning opportunities, which personalizes the student's learning path through the use of data-driven, lesson planning. It is a combination of the best teaching methods and aligns best practices with Archdiocesan standards. The CUES SCHOOLS have been

participating in this initiative since the 2018–19 school year. Chrome books and iPads are utilized to aid students in individualized literacy and math curricular skill development.

STUDENT TECHNOLOGY INFORMATION AGREEMENT

CUES School System will provide your student with a technology device for the 2026-2027 school year. As the parent or legal guardian of the enrolled student, you must acknowledge the technology use responsibilities listed below.

Term: Students may use a CUES School System technology device during the school year while enrolled. Upon the termination of a student's enrollment, the device shall be returned to the teacher in the same condition as delivered. Failure to return the technology device will result in the Parent/Guardian being liable to CUES School System for the full value of the technology device ($599 for iPads including chargers and keyboard case) attorney fees and related costs in recovering the device. CUES School System also reserves the right to terminate possession if the Parent/Guardian and/or student is believed to have violated any part of these Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines or the Student Code of Conduct.

Ownership: The technology device is the sole property of CUES School System. The device is not to leave the school without prior approval from the school administrator.

Condition: The student agrees to report any loss or damage that may occur to the technology device within 1 day of the occurrence. The Parent/Guardian is solely liable for any loss or damage that occurs to the technology device. If a technology device is reported lost or stolen while at school, the school building will work with their security officer or school resource officer to file a police report.

Maintenance and Repair: The student is responsible for requesting maintenance and repair of the technology device while in the student's possession. The student shall let school staff know of the need for repair of the device.

Use of Technology: The Parent/Guardian agrees to the following:
The technology device is to be used for the education of the student while enrolled at CUES School System and not for the benefit of any other person or for any other purpose.

Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.

All usage of the technology device shall be subject to CUES School System policies and rules regarding Network/Internet use.

Students are responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

The Parent/Guardian is responsible for the loss, theft, or damage to the device.

The CUES School System has initiated a Device Protection Program. The Parent/Guardian must enroll in the Device Protection Program for the 2026–2027 school year by paying a one-time, annual fee of $50 per family, this fee must be paid before students are issued a device. Any Parent/Guardian declining to participate in the Device Protection Program shall be responsible for the actual cost of replacement or repair of any lost, stolen or damaged device.

Coverage: By participating in the Device Protection Program, iPads or chrome books will be repaired or replaced at no cost to the Parent/Guardian, unless the damage or loss of the device is caused by a reason listed below:

● Unexplained Loss or Mysterious Disappearance: The District may not cover a loss caused by the inability to locate an item unless circumstances support the theory that the property was stolen.

●Intentional Acts: The Program will not cover a loss caused by intentional damage or destruction of property covered under this policy.

●Dishonest Acts: The Program will not cover any loss caused by dishonest or illegal acts.

CUES will make the determination if a damaged device is to be repaired or if it is to be replaced. The district administrator and technology director will make the determination if the circumstances of the damage or loss are covered through the Program and those determinations are final.

Parent/Guardian Device Protection Election

I make the following election with respect to the Device Protection Program

Parent/Guardian Acknowledgement and Signature:
I have read or had explained to me and understand the Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines, the Student Code of Conduct, and the Device Protection Program. I agree to comply with and to ensure that my student complies with the terms and conditions stated in the Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines, and the Student Code of Conduct. I will make every effort to ensure that my student will comply with the terms and conditions herein. I grant permission for my child to have access to and use the described District issued technology.

By signing this document I agree to abide by the conditions listed above and assume responsibility for the care and proper use of District issued technology. I understand that should I or my student fail to honor all the terms herein, access to the technology, the Internet, and other electronic media may be denied in the future. Furthermore, my student may be subject to disciplinary action outlined in the CUES School System Student Code of Conduct. I hereby release and hold harmless the CUES School System, its officers, board members, employees, and agents, and any entity affiliated with the District, from and against any and all liability, loss, expense, or claim for injury or damages that my student or I may incur arising out of the use of a District student device. NOTE: Please advise your student to take care of their device because defacing school property in any way will result in extra payment from family.

MULTICULTURAL EDUCATION

The CUES Schools will utilize resources that reflect the racial, ethnic, language, and cultural heritage of both historical and modern day United States of America. Through religious and other specific multicultural programs, students will be provided a knowledge and understanding of other cultures and a respect and appreciation for people of other cultures.

Materials will be selected and methods used that will eliminate bias and stereotypes in our schools. In-Service programs for staff will assist members to understand other cultures and the importance of a multicultural approach to their teaching responsibilities.

Students will be encouraged to grow in self-esteem and to understand and develop their academic and human potential. Schools will guard against the grouping of students that reflects racial, ethnic, and cultural bias.

EXTRA-CURRICULAR ACTIVITIES

Several extra-curricular activities for students are sponsored by the parish. These may include student council, choir, and archdiocesan sponsored contests, Student participation in these activities is reliant on qualifications established by each activity's faculty moderator.

Opportunities for athletic participation are open to all members of the respective parishes. The CUES Schools will follow and accept the athletic committees' recommendations for participation.

MUSIC/BAND

Students in Grade 5 may begin receiving instrumental band instruction through a parent paid program through Music in Catholic Schools from the Archdiocesan Catholic Schools Office.

BOOKS

All textbooks and workbooks are furnished by the school on a rental basis. The school asks that every effort be made to protect student resources. All books must be covered except those which are consumable.

Authorization – Textbook Loan Program: By enrolling your child in Sacred Heart School,you hereby authorize the administrator of the school to act as your designated agent for purposes of requesting and borrowing textbooks, pooling per-pupil allocations when requesting textbooks, and representing our families in all other matters under Title 92, NAC, Chapter 4."

LIBRARY

The CUES School System strongly believes that all students should have access to books for leisure and learning (Spanish titles available). Students will have the opportunity to utilize the school library's resources and receive instruction in library skills and applications. Parents are strongly encouraged to read with their child. Such modeling and support further develop good reading and learning habits.

HOMEWORK

Homework is a normal part of learning and is given at the teacher's discretion. Long range assignments, makeup work and practice are an acceptable part of homework expectations. Homework assignments should take into consideration the individual needs and abilities of the students. Assignments will be posted on Google Classroom. Routine work on skills which have already been mastered shall be used as an occasional review. Difficult or new work should always be thoroughly taught before homework is given. When assignments are given, practice should start in the classroom to assist with clarification of the work to be done.

High standards of work will be emphasized. Accuracy, neatness, legibility, proper arrangement on the page, correct spelling and punctuation will be stressed. Study habits will be taught by the teacher in order to promote a higher degree of benefit for students from homework assignments. Students will be taught time management skills when long range projects/assignments are given.

GRADING

The explanation of rubrics and grading scales will be made available to students and parents/guardians so they may clearly understand the fair and objective use of grades to measure student achievement. The frequency and timeliness of feedback given to students is associated with success in learning achievement.

Missing assignments should be addressed on a daily basis so reports are accurate.

The CUES School System will use Infinite Campus as a student management system to allow parents/guardians a daily avenue to review their child's progress. At the beginning of the school year, a login code and password will be provided to students.

Other ways of communication will include email, phone calls, etc. that provide the teacher opportunities to inform parents/guardians of their child's progress and/or any change in behavior, grades, or relationships with students.

Students in Grades K-8 will be graded on Standards Based grading scale to show growth in attributes that are established by the Archdiocese of Omaha and the Nebraska State Department of Education. These grade level scales and attributes are listed on Infinite Campus.

PROGRESS REPORTS

Progress Reports are sent to parents/guardians in Grades K–8 at mid–trimester. The reports are to be signed by the parent and returned.

REPORT CARDS

Report cards are issued at the end of each trimester for Grades K–8. A copy of the report card is placed in the student's cumulative folder at the end of the year.

CONFERENCES

Parent-teacher conferences will be held twice during the school year. Please refer to the school calendar for the exact dates. Parents/Guardians are expected to attend scheduled conferences to show support for the student and the school.

ASSESSMENTS

The schools' curriculum guides identify the knowledge and skills which students are expected to develop and master during the school year. Teachers on each grade level communicate the progress each student is able to attain during the school year.

A balanced assessment plan serves to measure student achievement, to provide information for the improvement of teaching and learning, and to monitor the effectiveness of Archdiocesan curriculum and instructional programs.

STARS assessments will be administered to all students generally 3 times a year in Reading and Math. These assessments will assist teachers in planning lessons and providing information for student placement and advancement.

Standards–based, criterion–referenced assessments set by the Archdiocese are administered to students in specified curriculum areas and at various grade levels annually. The data collected is shared with the Catholic Schools Office.

Fountas and Pinnell Benchmark Assessment System will be administered for all grades K-8. This assessment is used to place students in proper reading levels. Fountas and Pinnell assesses a reader's accuracy, fluency, and comprehension in a one-on-one setting.

STUDENT ASSISTANCE TEAM PROCESS

The CUES Schools recognize that individual intellectual differences exist among students. Reasonable adjustments and accommodations can be made to help students develop skills affecting academic growth. In order to provide support for students who are struggling in the general education classroom, each CUES school has a Student Assistance Team (SAT). Team members regularly meet. Intervention ideas are developed and implemented by the classroom teacher. During this phase, strategies and accommodations will be evaluated and documented to see if they are helping the student to be successful. Parents/Guardians will be involved in conversations that describe and implement these interventions at school and at home.

If concerns continue to be significant in regards to the student's progress, a formal SAT meeting will be conducted and a documented plan will be written. This plan will be monitored and data collected by the teacher and staff. This phase of the SAT process generally lasts up to six weeks. At the end of this time frame, a follow-up formal SAT meeting occurs to decide whether to continue with the current plan, revise the plan, and discontinue the plan because goals have been met, or refer the student to Omaha Public Schools for more in-depth evaluation.

SPECIAL SERVICES

Special services include speech/language, Title I reading and math, audiology testing, and psychological and academic testing, Services are available through the Omaha Public Schools, and independent licensed contractors.

PROMOTION AND RETENTION OF STUDENTS

Students are promoted on the recommendation of the teacher and principal. Retention can be an alternative only after concerted effort on the part of the teacher to utilize the personnel, facilities, materials and resources available to assist the student. A conference must be held with the principal concerning the matter and with the parent/guardian. All efforts to remediate, including SAT meetings, parent-teacher conferences, and outside professional resources should be utilized. Discussion of retention should begin prior to the end of the second trimester. The final decision to retain a student rests with the parent/guardian.

STUDENT AND FAMILY SUPPORT SERVICES

The Director of Student and Family Support Services will assist with the connection and coordination of services and organizations that can provide assistance for students and families in need. The Director will manage challenges that negatively impact a student's ability to learn, meeting with students who demonstrate behavioral issues that call for additional services and coordinate those services, with input from school personnel. This advocate will create and foster partnerships with other community service organizations, and assist in bridging school, family, and community relationships.

COUNSELOR

Building positive social and emotional relationships throughout the CUES Schools will be a primary goal of our system. Students and families have access to counselors on a regular basis. Students with personal and family issues, problems with classmates, or academic or behavior problems in the classroom are some of the situations that counselors can assist to deal with. The counselor will also provide in-class lessons and group activities for all students.

STUDENT'S PERSONAL BELONGINGS

All student materials should be marked accordingly. Students are not to bring unnecessary personal belongings or valuables to school. The school is not responsible for the security of such items.

DRESS CODE FOR STUDENTS

*Please see the end of this handbook for the complete Sacred Heart School Dress Code.

School uniforms give students a sense of identity that they are a part of the Catholic school community. It also gives import to their "job" which is to be a successful student. Shirts should be tucked in at all times, and hats and coats/jackets are not to be worn inside the building. The Principal will determine final interpretation of the appropriateness of dress and appearance of students of the school. Hair for all students should be natural color, clean, well-groomed, away from the face, and not distract from learning. Boy's hair should be above the collar and above the eyebrows. No facial hair or sideburns below the ear lobe. A hairstyle traditional to a boy's or girl's culture may be deemed appropriate by the Principal.

Jewelry

One pair of post earrings may be worn. Religious medals (tucked inside the shirt are permitted. No hoops or dangly earrings are permitted. Boys are discouraged on wearing earrings. Other necklaces, bracelets, or rings are not permitted.

Cosmetics

Make up is not allowed for any student. Lip protection such as Chapstick is allowed as long as it is clear. Perfume/body splash or hairspray may not be applied at school. Tattoos and/or any body piercing are not allowed for any students.

CIVVIES DAY

On out of uniform days (dress down days, free dress days, spirit days, etc.) any item of clothing that displays advertisements or slogans, which by their controversial or obscene nature disrupt the educational setting is prohibited. Modesty, respect for self, cleanliness and appropriateness will be indicators if the clothing is appropriate for uniform and non-uniform school days. The administration reserves the right to make the final judgment on any questions concerning appropriateness for apparel.

RECESS/PHYSICAL EDUCATION

Recess is scheduled for students. Parents should make sure students are appropriately dressed for the weather. In times of inclement weather, students will have indoor recess. Students need a doctor's note if they are to stay inside during recess times.

Students are required to have a doctor's note if they are to have limited participation in physical education classes. When a child is well enough to resume participation in recess and/or physical education, a note is required from the doctor.

FIELD TRIPS

Field trips can be of great value and are an important part of the educational process. Field trips are an excellent way to extend the classroom in to the community. Field trips are privileges afforded to students. A student can be denied participation in a scheduled field trip due to academic or behavioral issues. Parents/Guardians also have the right to refuse to allow their child to participate in a field trip. When a field trip has been designated to occur, the teacher will send out a permission form to the parent/guardian explaining the educational purpose of the trip and other details of the activity. An approved field trip permission form signed from the parent/guardian must be returned before a child will be able to participate. VERBAL PERMISSION IS NOT ACCEPTABLE.

Safe bus riding practice instruction and evacuation drills are required by the State of Nebraska. A school bus exit drill shall be conducted with the first field trip each year.

CLASSROOM PARTIES

It is acceptable before holidays and on a few special occasions to have a party or similar activity. The teacher will point out the significance of any holiday or feasts celebrated. Party plans will generally be educational activities and noncompetitive. Generally, such parties/activities will be held at the end of the day, approximately 45 minutes before dismissal time.

Birthday treats brought by students to school must be store bought items and mindful of allergy issues.

MEDIA

Radio or television programming is not viewed during the school day unless it is of educational value. 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 such as film. Any movies should have an MPA rating of G or PG and/or a United States Conference of Catholic Bishops rating of A-1 or A-2, depending on the age group. Any music used in the classroom or throughout the school day must be pre-screened by teachers to determine that it is appropriate.

NEWSLETTER

The family newsletter and accompanying flyers will be emailed to all parents/guardians weekly. Parents who have requested a printed copy will be sent one with the oldest/only child.

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PARENT INVOLVEMENT

Studies indicate that increased parent participation has a positive effect on student achievement. The CUES Schools will establish structures and processes that help increase parental involvement. Families will be informed of school events and programs, and encouraged to be involved in these events and programs.

HEALTH AND MEDICATION

SCHOOL NURSE

The Visiting Nurse Association (VNA) is contracted to provide Nebraska state-required health services. The nurse will review immunization records, physical exams, dental dates, vision evaluations, and other health data. The nurse will generally direct all health screenings. The nurse provides a confidential Special Consideration list which includes children identified as having chronic or acute medical problems, those taking regular medications, or having general medical problems that individual teachers need to be aware of. If you have a health concern about a student, contact the nurse in a confidential manner.

HEALTH OUTREACH FROM CREIGHTON UNIVERSITY

This section pertains to Sacred Heart School. All Saints and Holy Name Schools do other health screenings, with the use of area health agencies and community partners.

As required for Sacred Heart School by Creighton University-In accordance with Nebraska Statute, dental screenings of all students are required annually by appropriate health personnel. Screenings will occur at school as part of these policies. Other health opportunities provided at school may include, but are not limited to flu vaccinations, vision screening, height and weight reporting, and scoliosis screening. If parents do not specifically state waiver of these screenings and can document that the screenings have occurred elsewhere, all students will be screened.

STUDENT EMERGENCY INFORMATION

Parents/Guardians are asked to keep their phone numbers and email addresses accurate and current at all times with the school office.

STUDENT IMMUNIZATIONS

The CUES Schools comply with the Nebraska statutes which state that to attend school, children in Nebraska are required to be immunized against the following diseases:

· Diphtheria, tetanus, and pertussis [Dap, DTP, DT or td vaccine]

· Polio

· Measles, mumps, and rubella [MMR or MMRV]

· Hepatitis B

· Chicken pox [MMRV or Varicella]

· Tap (7th grade)

The school is required to keep the immunization history of students enrolled on file, and must report information on students' immunization status annually to the Nebraska Immunization Program. The school must have a record 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 and seventh graders and for all transfer students from out of state. Any exemptions for medical or religious purposes will require appropriate signed waivers.

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. Communicable diseases require exclusion from school, but do not require a written notice from a physician. These include:

- Fever – Students should remain home until 24 hours after the fever breaks without use of medication.
- Vomit – Students who vomit at school during the school day, must be removed from school for the remainder of that day and remain out of school for 24 hours.
- Antibiotics - For communicable or contagious diseases) – students should be kept home for a minimum of 24 hours after starting on the antibiotic medication.
- Chicken Pox (student shouldn't return to school until at least 6 days after eruption after pox has scabbed.)
- Coronavirus (COVID-19) – follow directives of physician and/or Douglas County Health Dept.
- German Measles (student shouldn't return to school until at least 5 days after the rash first appeared.)
- Mumps (student shouldn't return to school until at least 9 days after the swelling first appeared and 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. Examples of this would be Pink eye, skin rashes (impetigo, ringworm, scabies, scarlet fever, and fifth disease. Strep infections – 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, the family is notified and the student may return after being treated.

MEDICATION POLICY

No medication can be administered without written permission from the parent/guardian. A physician's order will be necessary if the duration of the medication extends beyond one week. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. Nonprescription medication (i.e. Tylenol or Ibuprofen) can be administered by the nurse or other qualified medical office assistant without a note from a physician, BUT parental consent should be obtained. Prescribed medications should only be administered by the trained medical office assistant-it is their responsibility to record the dosage on the student's medication record in the office. If a teacher administers a medication (i.e. on a field trip), the teacher needs to record it on the student's medication record as soon as possible.

Only certified and authorized staff shall be permitted to assist students with medical care for emergency purposes or other medical situations as appropriate.

ASTHMA OR ANAPHYLAXIS PROTOCOL

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition related activities. In such instances, the school will adhere to the following steps:

- Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her condition.
- Develop with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:

a. Identify the health care services the student may receive at school relating to such condition;

b. Evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;

c. Permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;

d. Include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;

e. Include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and

f. f. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.

- The medical management plan must be kept on file at the school.
- The student's parent or guardian must sign the Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
- Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the Administrative Assistant) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
- Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
- If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she may have the medical management plan changed and have access to the medication in the school office under the supervision of school personnel.

The CUES Schools has emergency treatment plans to be followed anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

Emergency Protocol:

- CALL 911

- Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
- Check airway patency, breathing, respiratory rate, and pulse.
- Administer medications (Epi-pen and albuterol) per standing order.
- Determine cause as quickly as possible.
- Monitor vital signs (pulse, respiration, etc.)
- Contact parent/guardian immediately and physician as soon as possible.
- Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

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

- Administer an IM Epicene-Jr. for a child less than 50 pounds or an adult Epicene for any individual over 50 pounds.
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back.
- Administer CPR, if indicated.

Self-Administration of Diabetic Condition at School and During School-Related Activities

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year.

a. Identify the health care services the student may receive at school relating to such condition;

b. Evaluate the student's understanding of and ability to self-manage his or her diabetic condition;

c. Permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriate health care professional; be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.

3. The medical management plan must be kept on file at the school.

4. The student's parent or guardian must sign the Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.

5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.

6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

Policy on Administration of Medication for Students with Seizure Disorders

At least one employee at Sacred Heart School will be trained to administer or assist with the self administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms. After initial training, these employees will undergo at least one hour of self-study review of seizure disorder materials at least once every two years. Prior to the administration of seizure rescue medicine or medication prescribed to treat seizure disorder symptoms, the student's parent or guardian will annually: 1. Provide the school with a written authorization to administer the medication at school. 2. Provide a written statement from the student's health care practitioner containing the following information: (a) The student's name; (b) The name and purpose of the medication; (c) The prescribed dosage; (d) The route of administration; (e) The frequency that the medication may be administered; and (f) The circumstances under which the medication must be administered. 3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy. 4. Work with the school to develop a seizure action plan. (a) This seizure action plan will be kept on file in the office of the school nurse or school administrator. (b) This seizure action plan shall be distributed to the school personnel responsible for the supervision or care of the student for whom the plan was created. Students with a seizure disorder are permitted to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with the student's seizure action plan.

SCHOOL DISCIPLINE

All students are expected to respect themselves and others, contribute to the learning environment and follow classroom procedures. It is a school effort to maintain high expectations and to provide the safest learning environment for all members of the school community. All are responsible for promoting feelings of pride and responsibility in the school community. All are expected to assist in the good order and maintenance of school property. Sacred Heart School use the Boy Town Method as well as detentions, and writing assignments as appropriate.

Teachers are ultimately responsible for maintaining the behavior of their individual class of students. This includes behavior in the hallways, playgrounds, lunchrooms, any common area, and at assemblies. Students are encouraged to use problem solving strategies they have been taught when conflicts arise with others.

In- School Suspension, Out-of-School Suspension and Expulsion can and may be used if a student engages in behaviors that are a hindrance to the welfare and safety of students and staff, and/or if a student refuses to change his/her behavior. Serious behavior infractions by a CUES School System student outside of school, on school grounds, during a school activity or school sponsored activity may be grounds for suspension or expulsion. The decision to expel a student rests with the Principal, the Chief Academic Officer and the President of the CUES School System. If a student is expelled, it is the responsibility of the building administrator to notify the public school authorities and the Archdiocese of Omaha Superintendent of Schools.

DRUG AND SMOKE FREE SCHOOLS

The facilities and property on which the CUES School System operates the educational program at each school are considered drug free and smoke free locations/environments.

CELL PHONE/SMALL DEVICE TURN IN

Cell phones (and other electronic such as iPads and smart watches)will be turned in to the office upon arrival, where they will be safely stored and locked until the end of the day, when they will be returned to the students. This not only prevents misuse but protects expensive property from possible theft or damage.

If a student uses a cell phone during the day and the teacher confiscates it, the parent/guardian will need to come after school has dismissed for the day and retrieve it from the principal. Under no circumstances should cameras or other recording functions on phones or other equipment be used against school policy that would violate the privacy and confidentiality of any student, teacher, or other staff member.

Student Cell Phones and Other Electronic Devices

The use of cell phones, earbuds, smart watches, smart glasses, and other personal electronic devices are often a distraction to academic and student life. Students should not use these personal electronic devices on school grounds during the instructional day unless: 1. In the case of emergency or perceived threat of danger; 2. When required by a student's Accommodation Plan; 3. When authorized by a teacher for educational purposes during instructional time; 4. When necessary to monitor or manage a student's health care; or 5. When determined to be appropriate by the School Principal or Teacher Facilitator. During the instructional day, students should store such personal electronic devices in their backpacks, lockers, or other locations designated by school staff.

BULLYING, OFFENSIVE CONDUCT, OR HARASSMENT

CUES Schools believes all employees and students are entitled to a school environment free from all forms of harassment. CUES will not tolerate the harassment of individuals for any reason; including harassment on the basis of race, color, religion, national origin, sex, age, disability, or military status.

Comments, conduct, and innuendoes perceived by others as offensive, harassing, or threatening are inappropriate and will not be tolerated. Harassment is considered conduct that is focused on a person or group of persons including, but not limited to, physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, as well as any behavior or action that interferes with one's ability to perform his/her work or that creates a hostile or intimidating environment. These types of conduct may involve a single significant incident or pattern of incidents.

Offensive conduct, bullying or harassment may result in suspension or expulsion from school.

Examples of bullying, offensive conduct, or harassment include, but are not limited to, the following:

- Explicit and offensive references or gestures;
- Hurting or frightening another person deliberately;
- Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, age, religion, national origin, marital status or 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.

- Real or threatened physical harm or social harassment through written, verbal, or cyber-bullying communication.

If someone is the victim of harassment/offensive conduct, the Principal should be notified immediately and the matter will be promptly investigated. If the Principal is thought to be involved in the harassment/offensive conduct, the Chief Academic Officer and/or President of the CUES School System should be notified and will conduct an investigation.

Our schools will not tolerate retaliation against any person who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

Parents are encouraged to participate in all aspects of the education of their children, including discipline. Without the cooperation, interest, and support of parents/guardians, the school cannot effectively help a student reach his/her fullest potential. This includes to support and uphold the policies and guidelines set forth in the Family Handbook and to model appropriate Christian behavior when interacting and communicating with students, parents, and staff of the CUES Schools.

WEAPONS

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds or at school events that is ordinarily or generally considered a weapon.

Any object that could be used to injure another person will be considered a weapon. The following are examples of instruments, ordinarily or generally considered weapons: knives of all types; guns (including bb, pellet, or fake guns); lead pipes; chains; chuck-sticks; throwing stars; darts; metal knuckles; blackjacks; unauthorized tools, fireworks; explosives, or other chemicals.

Threats to use a weapon will be investigated and be treated the same as possession of a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

VANDALISM

The CUES Schools' property, equipment, and materials need to be respected and properly utilized by students. Willfully damaging or destroying property or equipment/materials is cause for immediate action by the administration before the student will be allowed to return to class. Students may be responsible to pay for damages or replacement of property and materials.

DRUG AND ALCOHOL USE AND /OR POSSESSION/SELLING

A student will not use or have in possession beverages containing alcohol or any other controlled substance defined by law as a drug. In the event that a student is found in possession of drugs, drug paraphernalia, or alcohol on school property or at a school related event, the administration will notify the student's parent or legal guardian.

Students will generally be expected to participate in an approved counseling program that deals with these types of behaviors. Law enforcement may be notified depending on the severity of the offense.

UNAUTHORIZED ITEMS

Students are not to bring personal items from home to school. These items can be a distraction to the school environment. Anything that will detract from the learning environment/situation will be removed from the student's possession. The principal will hold the item until the parent/guardian is able to pick it up. Often of value, personal

items can be broken or misplaced. The school is not liable for any of these personal items brought from home to the CUES Schools property, shall it be lost, stolen, or damaged.

SEARCHING STUDENTS AND CONFISCATING CONTRABAND

Staff will utilize reasonable procedures for searching students and their possessions and for confiscating items. It is permissible to search a student's desk, locker, etc. at any time, including routine searches, for prohibited items. Inappropriate items can be confiscated if they are a nuisance or distraction in the classroom or on the playground. Dangerous items must be confiscated and turned into the principal who will address the issue.

USE OF PHYSICAL RESTRAINT AND SECLUSION

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students. Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Time out procedures which do not constitute seclusion are permitted in school.

The school principal will verbally notify the parent/guardian as soon as possible.

COOPERATION WITH LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENTS REQUESTING ACCESS TO STUDENTS

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

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal and state the nature of the inquiry or investigation.

2. Student Interviews. In the cases where Law Enforcement Personnel wish to interview a student, the Principal shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal shall remain present during the interview unless otherwise directed by the Interviewing Officer.

3. Notification.

a. Parental Notification. In cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal shall follow the recommendations of law enforcement concerning communications with parent/guardians.

b. In cases where a student is taken into custody and removed from school premises, the Principal shall follow the recommendations of law enforcement officials concerning communications

with parent/guardian. In all cases where a student is interviewed or apprehended, the Principal shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.

4. Documentation. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

5. Criminal Charges. In the event criminal charges are brought against a student, the CUES School System leaders and administrators will take actions deemed in the best interest of the school. Such actions may include suspension or expulsion.

PARENT OR GUARDIAN REQUESTS FOR STUDENT RECORDS

In order to protect the integrity of student records, the School will not provide copies of student's records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School Office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

The school releases elementary graduates' records to the enrolling high school upon written request of the custodial parent/guardian.

RIGHTS OF NON-CUSTODIAL PARENTS

Non-custodial parents may submit written requests to come to school to view their child's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has a right to view 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 will notify the custodial parent that they intend to comply with the request of the non-custodial parent.

The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. The school office should be informed of any changes in legal custody status as soon as possible.

PARENT/GUARDIAN'S CONCERNS/COMPLAINT PROCEDURES

Parents/Guardians are encouraged to discuss concerns or complaints with appropriate school personnel, beginning with the classroom teacher. If concerns are not resolved, the next appropriate contact is with the principal, who is responsible to resolve concerns or complaints. The principal can also refer to the CUES Chief Academic Officer or President of the CUES School System for consultation in these matters.

If serious dissatisfaction with school programs/activities result in ongoing agitation on the part of the parent or guardian, the school administration will assess the impact of such agitation. After discussion of the matter with the

appropriate authorities, the school can exercise its prerogative to request removal of the student from enrollment in the school.

SAFETY PLAN/REUNIFICATION SITE

In the event of emergency crisis which requires our students and staff to relocate from the school building, we will move to the Sacred Heart Church, 2218 Binney Street, to reunited families and students; if Sacred Heart Church is not an option to relocate to, the SHS student and staff will locate to the Heart Ministry Center, 2221 Wirt Street. If both Sacred Heart Church and the Heart Ministry Center are considered unsafe options, we will then walk to St. Benedict the Moore Parish. Families will be notified as soon as possible regarding any emergency situation via email, text, and automated phone message. Please be sure your information is updated in the front office.

General Uniform: Grades Pre-K through Six	
Shirts -All shirts/sweaters must be a solid color, with no additional trim colors, lace, or designs -Shirts must be clean and always tucked in. -Shirts may be white, light blue, or navy-blue plain polo with a collar and no logo. PK through 6th Grade students may also wear white, light blue, or navy-blue button-down shirts with collar.	Pants, Shorts, and Skirts/Jumpers -Pants and shorts must be navy blue only for Grades PK – 6. (No khaki/tan colored shorts or pants in PK through 6) -Girls in grade PK – 6 may wear navy skirts/jumpers. -Students in 4th Grade and above need a belt if they have belt loops. -Shorts may be worn April 1 – October 31 and must be an appropriate length.
Sweaters/Sweatshirts -Navy blue or white vest or button-down cardigan/sweater or crew neck sweater may be worn. -SHS logo sweatshirt and quarter-zip are permitted. Families will have a chance to order via the SHS apparel throughout the school year. -No hoodies on uniform days. Hats, coats, jackets, and gloves may not be worn during the school day.	

General Uniform: Grades Seven and Eight (Middle School)	
Shirts -The Middle School Students may only wear red polo shirts. All shirts/sweaters must be a solid color, with no additional trim colors, lace, or designs -Shirts must be clean and always tucked in. -Students must wear a uniform shirt under their sweaters or sweatshirts.	Pants, Shorts, and Skirts - Pants, shorts, and skirts must be khaki only for the Middle School students. (No navy) - Middle Schoolers must wear a belt. - Shorts may be worn April 1 through October 31 and must be an appropriate length.
Sweaters - Navy blue or white vest or button-down cardigan/sweater or crew neck sweater may be worn. -SHS logo sweatshirt and quarter-zip are permitted. Families will have a chance to order via the SHS apparel throughout the school year. -No hoodies on uniform days. Hats, coats, jackets, and gloves may not be worn during the school day.	

Absolutely no temporary tattoos or writing on skin.

Shoe and Socks
- Students may only wear tennis shoes. Shoes must match. - Absolutely no open-toed shoes, "jelly" shoes, sandals, wheels, flip flops, moccasins, boots, slippers, Crocs (or Croc-type) or clog type shoes. - Boots may be worn to school but must be removed and replaced with tennis shoes upon arrival. - Socks must be worn and matching.

Hair, Nails, Cosmetics, and Jewelry	
Hair and Jewelry -Hair for all students should be natural color, clean, well-groomed, away from the face, and not distract from learning. -No facial hair or sideburns below the ear lobe. -A hairstyle traditional to a boy's or girl's culture may be deemed appropriate by the principal.	Cosmetics and Nails - Makeup is not allowed for any student. -Lip protection, such as Chapstick, is allowed as long as it is clear. - Perfume/body splash or hairspray may not be applied at school.

-One pair of post earrings may be worn. No hoops or dangly earrings are permitted. -Boys are discouraged from wearing earrings. -Other necklaces, bracelets, or rings are not permitted.	- Tattoos, temporary tattoos, and/or body piercings are not allowed for any students. - 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.

2026 - 2027 Sacred Heart School Uniform (contin.)

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. School uniforms give students a sense of identity that they are a part of the Catholic school community. It also gives importance to their "job" which is to be a successful student. Each family will be provided with a copy of the uniform dress code for each of the schools. Additionally, shirts should be always tucked in, and hats and coats/jackets are not to be worn inside the building. The Principal will determine the final interpretation of the appropriateness of dress and appearance of students of the school.

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 the 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.
- We strongly recommend student clothing and other personal belongings be marked with the individual's first and last name. Any materials found will be placed in Lost and Found.

Civvies Day (Out-of-Uniform) Dress Code:

The Sacred Heart School Dress Code for Civvies Day requires that all students wear tennis shoes, shirts or blouses extending beyond the belt level, appropriately buttoned shirts, skirts and dresses at fingertip 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 fingertip length.

On out of uniform days any item of clothing that displays advertisements or slogans, which by their controversial or obscene nature disrupts the educational setting is prohibited. Modesty, respect for self, cleanliness and appropriateness will be indicators if the clothing is appropriate for uniform and non-uniform school days.

The administration reserves the right to make the final judgment on any questions concerning appropriateness for apparel.

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 waistline
- anything determined inappropriate by the 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.

Absolutely no hoodies may be worn as part of the school uniform.

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 an exception for special occasions and/or condition