

# STUDENT HANDBOOK 2025-2026



## HOLY FAMILY CATHOLIC SCHOOL

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TO EDUCATE THE WHOLE PERSON SPIRITUALLY,  
MORALLY, SCHOLASTICALLY, PHYSICALLY, AND  
AESTHETICALLY.

# HOLY FAMILY SCHOOL STUDENT HANDBOOK

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# 2025-2026 Holy Family School Family Handbook

## Section 1 Intent of Handbook

This Student/Family Handbook is provided to all students, parents, and faculty to give them information, regulations, and general information about Holy Family School. Each student and parent is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

This handbook is in no way intended to be a contractual agreement between Holy Family and the student and/or parent. Although the information found in this handbook is detailed and specific on many topics, in no way does this handbook include all of the policies of this school. The administration reserves the right to make decisions and make rule revisions at any time, with or without notice, to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Section 2 Members of the Board of Education

Bill Gaspers	Anne Klassen
Glenn Beller	Shelley Reichmuth
Derek Klassen	Julie Reichmuth

## Section 3 Administration and Certificated Staff

Father Stanley T. Schmit		Pastor/President
Father Daniel Whitlock		Associate Pastor
Mr. Andy Bishop	Administrator	Principal Head Crisis Team Member Guidance Counselor Physical Education Teacher
Mrs. Cora Korus	Preschool Education	
Mrs. Kristin Catterson	1 <sup>st</sup> Grade Education	Crisis Team Member
Mrs. Gabrielle Lindhorst	2 <sup>nd</sup> Grade Education	First Reconciliation & First Communion SAT Team Leader Crisis Team Member
Mrs. Chelsea Preister	3 <sup>rd</sup> Grade Education	AR Coordinator Crisis Team Member

Mrs. Kendra Hahlbeck	4 <sup>th</sup> Grade Education	Crisis Team Member
Ms. Jenna Preister	5 <sup>th</sup> Grade Education	Crisis Team Member
Mrs. Anne Klassen	6 <sup>th</sup> Grade Education	Crisis Team Member
Mrs. Darci Lindgren	Technology Coordinator	STEAM Lab Coordinator
Ms. Andrea Steffen	1-6 Music/Art	Assistant Speech Coach Crisis Team Member
Mrs. Deb McPhillips	Library	

#### **Section 4 Classified and Support Staff**

Mrs. Brittany Herchenbach	Admin Assistant	Crisis Team Member
Mrs. Cheryl Jarecki	Finance Manager	
Mrs. Ann Weeder	Parish Secretary	
Mr. Rick Frauendorfer	Maintenance/Custodian	Crisis Team Member
Mrs. Kathy Korth	Custodian	
Mrs. Jane Korth	Custodian	
Mrs. Mary Lou Neinaber	Teacher's Aide	
Mrs. Sherry Lindhorst	Kitchen Manager	
Mrs. Angie Reardon	Kitchen Manager	
Mrs. Becky Weeder	Kitchen Staff	
Mrs. Donna Pfeifer	Kitchen Staff	
Mrs. Debbie Sueper	Kitchen Staff	

#### **Lindsay Attendance Center Staff**

Mrs. Jennifer Rautenberg	Kindergarten	
Mrs. Jeanette Korth	Special Education/Title I	
Mrs. Susan Whited	Special Education/Title I	
Mrs. Tara Preister	Para Educator	
Ms. Sharon Brown	Speech Pathologist	

# HOLY FAMILY SCHOOL | 2025-2026 CALENDAR

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

No School
1:00pm or Noon Dismissal
Teacher Work Day
P/T Conf. (No School)
PK First/Last Day

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**11** Teacher Retreat

**12-14** Teacher In-Service

**15** First Day – 1pm Dismissal

**25** Start of 1<sup>st</sup> Quarter

PK First Day – PK Noon Dismissal

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**01** No School - Labor Day

**17** No School – Teacher In-Service – 1:00pm E.I.

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**09** P/T Conferences - No School

**10** No School (P/T Comp Day)

**17** End of 1<sup>st</sup> Quarter

**20** Start of 2<sup>nd</sup> Quarter

**21** No School – Teacher In-Service

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**03** No School – E.I. Sophia Institute Retreat

**07** No School - Fall Break

**26-28** Thanksgiving Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**19** Noon Dismissal

End of 2<sup>nd</sup> Quarter

**22-31** No School – Christmas Break

JANUARY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**01-05** No School – Christmas Break

**05** Teacher In-Service - No School

**06** Students Return to School

Start of 3<sup>rd</sup> Quarter

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**12** P/T Conferences - No School

**13** No School (P/T Comp Day)

**23** No School - E.I. Teacher Lenten Retreat

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**06** No School – Spring Break

**12** End of 3<sup>rd</sup> Quarter

**13-16** No School – Spring Break

**17** Start of 4<sup>th</sup> Quarter

**25** No School – 9am E.I. – Teacher In-service

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**01** Noon Dismissal

**02-06** Easter Break - No School

**21** No School – Teacher In-Service

MAY 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**08** Last Day PK – PK Noon Dismissal

**15** Last Day – Noon Dismissal

End of 4<sup>th</sup> Quarter

**18-21** Teacher In-Service

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Date Adopted: Draft (4-24-25)

## **Article 1 – Mission and Goals**

### **Section 1**

#### **School Mission Statement**

### **To educate the whole person - Spiritually, Morally, Scholastically, Physically, and Aesthetically**

Holy Family School today is living testimony to a unique and wonderful heritage. The Holy Family Parish and faculty proudly accept the challenge of instilling into our youth beliefs, values and skills permeated with teachings of the Catholic faith that they can carry with them their entire lives. As in the past, we will support our Holy Family community—with our time, efforts, and financial commitments.

We want our students to proclaim the values and principles taught to them by their families, witnessed in the school, and lived out in this community. Therefore, our mission is to educate the whole person - spiritually, morally and scholastically, physically and aesthetically. We believe this strengthens our families, parish, and community.

Approved by Long Range Planning Committee:	February 20, 1991
Approved by School Board	March 13, 1991
Approved by Parish Council	April 18, 1991
Updated by School Improvement Committee	Spring, 2005
Approved by School Board	July 10, 2013

### **Section 2**

#### **Goals and Objectives**

1. To provide a curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. To allow teachers and students to explore new and better means of education;
3. To provide ways and means to encourage professional growth among staff;
4. To encourage a positive climate for Christian growth and caring;
5. To provide a total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. To provide the means to communicate with the community so as a better understanding of the schools and its needs exists;
7. To continue to develop a collaborative style of decision making to include the administrator, teachers, staff, parents, and students;
8. To provide a supportive learning environment.

### **Section 3**

#### **Mutual Respect**

The Holy Family School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

## **Section 4                    Opportunities for Parent Involvement**

**School Board Meetings** are usually held on the second Wednesday of every month. All parents and/or interested parishioners are welcome to attend. In order to have an item on the agenda, a written request must be submitted to the Principal at least one week preceding the board meeting. Minutes and agendas are available upon request from the school office.

**The Home and School Association** is the parent representative organization and support system to the school. The four officers help implement the annual meeting and school-related functions for each year. Many contributions come to the school through this organization.

**Volunteer Classroom Teacher Aides** - mothers, fathers, or interested relatives are encouraged to volunteer their services to the school by acting as teacher aides, library aides, office aides, playground monitors, lunchroom workers, etc. This can be on a weekly basis or upon an occasional need. Please contact the principal or specific faculty member if you would like to volunteer.

### **PARENT-TEACHER CONFERENCES**

Parents are strongly encouraged to attend Parent-Teacher conferences, both in the fall and in the spring. Parents are encouraged to contact teachers to periodically check on their students' progress. Teachers are also encouraged to call the parents for a consultation if they feel one is needed.

### **PARENT - SCHOOL COMMUNICATION**

Parents can expect a family newsletter from the school at the beginning of each month via email. This newsletter will include such items as: calendar & hot lunch menu, important dates and meetings, special happenings, and general information about the school.

The Family directory will be available each year by the end of September. If there are any corrections from last year, any changes that need to be made, or any family not wishing to have their address and phone number published in this booklet, please notify the office by August 15.

### **PARENTS GONE/STUDENTS AT HOME**

From time to time parents may be required to be away from home for a period of time. If someone else is temporarily put in charge of your school-age children, the school office needs to be informed of who is in charge in case of an emergency. Please notify the office of this situation before leaving.

### **EMERGENCY INFORMATION**

Each student has on file in the school office a plan for handling any immediate emergency such as an injury. This plan includes the person to be notified, physician's name, and hospital to be sent to if the need arises.

## **Section 5                    Grievance Procedure**

If a person wishes to state a concern about anything happening in the classroom or at school, the following procedure is to be followed:

Step 1 Have a scheduled conference with the staff person involved in the complaint matter. Please call the staff member at school during school hours to set up an appointment to talk further. During the phone call, please let the staff member know what the general concern is. This will allow the staff

person to be prepared to answer questions during your scheduled face-to-face meeting. Both the complainant and the staff member will be asked to submit written documentation of the meeting to the principal.

Step 2 Appeal to the principal if the matter is not resolved at Step 1. It may be necessary to arrange a meeting attended by the student(s), parent(s), teacher(s), and principal to resolve the issue.

Step 3 If still no understanding is reached after discussing the issue with the Principal, an appointment can be made with the Pastor and Principal together to resolve the issue. The Pastor's decision is final.

## **Section 6                      School Visitors**

No one is permitted to go directly to the teacher or classroom unless it is part of a routine volunteer-related job. Once school is in session at 7:55 a.m. all doors to the school will be locked, the only entrance to the building will be the southeast entrance to the Elementary building. **All visitors are required to check into the office upon arrival!**

Messages or items for students are to be left at the office. They will be given to the student at a time that causes the least distraction to the learning environment. Students will not be allowed to come to the phone unless it involves a family emergency.

Also, visitors and parents coming to the school are asked not to park between the barricades because of students' using this area for physical education and recess. The west side of Pine Street is also a fire lane in case of an emergency.

## **Section 7                      Instructional Hours**

Holy Family School of Lindsay, Nebraska, shall have an academic school year consisting of a minimum of 1,032 instructional hours for the elementary school (grades 1-6).

Instructional time shall include the time when school begins until the time school ends, exclusive of the lunch period. When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics, time shall not be counted in meeting the school year requirement.

The required instructional time shall include religious instruction, passing time, field trips and assemblies which are approved by the administration.

## **Section 8                      Non-Discrimination**

Holy Family School will not discriminate in administration of their educational policies, admission policies, lunch policies, scholarship, loan programs, athletic or other school-administered programs on the basis of race, color, national or ethnic origin, or disability if, with reasonable accommodations, the applicant can meet the program requirements.

### **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, gender identity (including gender expression), sexual orientation, 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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program 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, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider, employer, and lender.

## **Article 2 - School Day**

### **Section 1                      School Hours/School Day/School Entrances & Exits**

Parents are asked not to have their students at school before 7:30 a.m. Parents should leave school property immediately at dismissal time, unless involved in after-school activities. **Students are not allowed to go to the playground after dismissal unless with parent supervision.**

Students are allowed in the gymnasium at the following time: 7:30 a.m. Elementary students may enter the main gymnasium door at 7:30 a.m. and will participate in a "Walking Club" in the gymnasium until 7:55 a.m. At 7:55 a.m. the entire student and student body will gather in the gymnasium for prayer and pledge of allegiance.

#### **SCHOOL DAY**

The school day shall begin at 7:55 a.m. with all student and staff prayer and pledge of allegiance. After prayer and pledge of allegiance with students will go to their classroom with their classroom teacher. The school day will end at 3:30 p.m.

### **Section 2                      Delivery/Pick-Up of Students**

Parents and drivers are to deliver or pick-up students by using Pine Street on the east side of the school as a one way avenue going **SOUTH**. Please pull over to the west side of the street to pick up or drop off students. If you must wait for a lengthy amount of time please park on the east side of the street. Do not double-park or stop in the middle of the street, this causes dangerous situations for students walking to

vehicles. Student drivers will not be allowed to drive through this area at these times except to pick up younger siblings.

### **Section 3                    Severe Weather and School Cancellations**

Should inclement weather conditions arise during the school day or early in the morning, the following local radio stations will be notified about school closing by the administrator or designee: **Norfolk - KEXL (106.7 FM), US92 (92.7) and 94 Rock (94.7), Columbus - Three Eagles Communications KKOT (93.5 FM), KZEN (100 FM), and KLIR (Clear 101 FM).** Early morning decisions will be made as soon as possible. Please tune into one of these stations and do not call the school, principal's home or rectory during this time. Parents will be notified via text message. This is the quickest form of communication.

### **Section 4                    Leaving School Grounds**

No student will be able to leave the school grounds during school time. All requests to leave the school grounds while school is in session must be cleared through the principal's office.

### **Section 5                    School Liturgies**

The Eucharistic Liturgy is central to the faith life at Holy Family School. Therefore, we come together frequently to give praise and thanks to God and share in His Body and Blood. Parents are encouraged to celebrate the Mass with the students.

## **Article 3 - Use of Building and Grounds**

### **Section 1                    Technology**

Holy Family School is dedicated to the continuous process of updating its technology for the benefit of our students and the community. The use of this equipment and/or programs is a privilege and must be used only for appropriate educational purposes. This privilege will be revoked if abused by any person utilizing these technological resources. Any other revocation of privileges will be determined by the principal.

Each family will receive a copy of the Holy Family Internet/E-Mail policy and agreement. The agreement will require student and parent/guardian signature and will be kept on file in the school office. In addition, students will have to complete and pass a preliminary assessment concerning the Holy Family Internet/E-Mail policies before accessing these resources.

### **Section 2                    Library**

**Library and Media Department Philosophy** Elementary students may visit the school library anytime their classroom teacher and the Librarian deem necessary. Students are also free to use the library for various projects and individual reading as determined by the classroom teacher. Independent reading is highly encouraged. Library class time will be included in all elementary class schedules.

Permission for high school library work is given by the classroom teacher. All students using the library must report back to class before the end of the class period. Misbehavior in the library may result in a student losing library privileges.

The school library strives to provide the books, periodicals, audiovisual, and other resource materials necessary to the fulfillment of the curriculum and for the independent study or recreation reading of the students.

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
3. To provide a background of information, which will enable students to make intelligent judgments in their daily lives
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library

### **Section 3            Smoke-Free Environment**

Holy Family School declares all our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are alcohol and tobacco-free and abide by our school's policy.

### **Section 4            Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. When materials are taken from a classroom or school, they should be returned as soon as possible. School property may not be removed without teacher or principal approval.

### **Section 5            Water Bottles**

Students may use water bottles in school. Water bottles must only filled with water. Insulated bottles with a clear lid may be used. Water bottles are a privilege that can be taken away if abused.

### **Section 6            Pop and Food**

There will be no beverages, except water carried into the school. There will not be any food permitted in the building, except for elementary birthday treats, unless there is approval from the principal.

### **Section 7            Use of Telephone**

Messages to and from students during school hours are for emergencies only. The school understands there may be a need to get a message to a student for medical reasons, but these are usually few and far between. Students will only be allowed to use the phone located in the office to make calls and **MUST** receive permission from office personnel to do so. Student cell phones are not to be used to

contact parents throughout the day. Please help us to encourage student responsibility by **NOT** delivering forgotten gym clothes and assignments. Students will not be allowed to call home and ask parents to bring these items in.

## **Section 8            Student Valuables**

**Students, not the school,** are responsible for personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or money, please leave the valuables with a staff member in the office for safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, damage, or theft.

## **Section 9    Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. The school cannot guarantee the recovery of lost items.

## **Section 10            Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## **Section 12            Insurance**

Under Nebraska law, the school may not use school funds to provide general student accident or athletic insurance. The school requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The school does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 13            Gym/Facility Rental**

The gym is available for use by Parishioners when it is not being used for a school activity. In order to use the gym, a rental agreement must be reached between the renter and the Principal/Pastor. In order to rent the gym, the individual must be at least 21 years of age and a parishioner. If a school-aged group wishes to rent, they must have a Holy Family parishioner who is at least 21 years of age to sponsor them. That person must then supervise that group for the entire time the gym is occupied for the time set forth in the rental agreement.

When renting the gym for Saturday weddings or other events, persons renting the facility may pick up the keys and take possession of the gym at 3:15 PM on Friday if school is in session (provided there are no activities in the gym Friday afternoon or evening).

## **Section 14            Parking**

Pine Street in front of school is a one-way route going south between the hours of 7:30 - 8:00 a.m. and 3:10 - 3:45 p.m. The utmost caution is needed when children and others are present.

## Article 4 - Attendance

### Section 1 Attendance Policy

Prompt, regular attendance of class is the starting point for success in school. All students are expected to attend school regularly and to be on time for classes in order to gain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance habits and class failure. Students who have good attendance habits generally achieve high grades, enjoy school more and are much more responsible after leaving high school.

It is the responsibility of the parent/guardian to ensure that the child attends school and to inform the school of each and every absence. It is the responsibility of the school to notify the parent/guardian on each occurrence of an unverified absence.

### Section 2 Absenteeism

Excessive absenteeism is defined as more than 5 absences in any class period during any term. (First term – August to December or Second term – January to May) **Responsibility to attend school lies upon the student and or parents/guardian.**

The principal is authorized to require satisfactory explanation from the parent/guardian for the absence of a pupil for all or part of the school day. **All absences must be verified by a written excuse from the parent/guardian of the student.** This documentation should be received in the office before an absence or upon immediate return to school. No documentation received after the final day of the term will be given consideration. **Students are required to fill out an Admission/Absent Slip before upcoming/know absentee.**

The following absences do **NOT** apply to the excessive absence policy and will not be counted as one of the 5 allowable absences:

1. Absence excused by a written doctor's note.
2. Absence due to an immediate family member's death.
3. Absence for college visits arranged through the guidance office.
4. In-school or out-of-school suspension.
5. School/ academic related activities.
6. Mandated court appearances.

**All absences except those listed above will count toward the five total allowable absences for a term.**

### Section 3 Excused Absences

When a student knows that he or she will be absent in advance, the student should provide the written parent request to the office the day before the actual absence. This will allow the student to obtain a prearranged absence form and the opportunity to discuss the absence with his/her teachers. The student should present the note from the parent/guardian and his or her planner to the school secretary **before 7:55 a.m.** The school secretary will issue a prearranged permission form; effectively telling the teacher when the student will be dismissed. The student then must present his/her form to the teacher,

get the teacher's signature and any make up work or assignments covered during the absence. The student may be required to have all the make-up work completed prior to the day of absence.

#### **Section 4 Unexcused Absence**

In the event a student cannot attend school due to an illness or other unexpected circumstances, the office should be notified before 7:55 a.m. or as soon as possible. Upon returning to school, the student should report to the office **before attending class** to get their planner signed, the written excuse should be presented to the school secretary at this time. At any time, medical documentation may be required as proof of valid reason for a student's absence. Parent-excuses will routinely be accepted unless the student approaches the "excessive" stage, or a deliberate falsification is discovered. When a student goes over their allotted 5 unexcused absences per semester, they will be required to make up the time missed due to excessive absences.

#### **Section 5 Absence Due to Illness**

Any student, grades 1-6, absent from school due to illness, may NOT attend any school activity that evening.

#### **Section 6 Tardiness**

Tardiness is defined as the time after the class bell rings that a student is **NOT** in his/her seat ready to learn. Students in grades 7-6 will be considered tardy if they are not in their gymnasium by 7:55 a.m. Parents should inform school if they know their child will be tardy. Students are considered tardy for the first ten minutes of class, after that they are considered absent from that class. **When a student is tardy to school, he or she should report to the office immediately.**

#### **Section 7 Forfeiture of Credit**

After a student misses three days/classes, a formal letter will be sent home reminding the student and the parent about the school's attendance policy.

After a student misses five days/classes, a second notice will be sent home regarding the absences.

Finally, after the sixth absence, an elementary student may be required to repeat the current grade.

Students over the attendance limit and who have received a passing grade for the term may apply to the principal for the opportunity to make-up the time over the five-day limit. This time will be made up outside of regular school hours. Students who fail to get all time made up or fail to take advantage of this opportunity will receive no credit.

### **Article 5 - Scholastic Achievement**

#### **Section 1 Grading System**

Holy Family formally evaluates students every nine weeks. Grades 1-4 use letter grades. Grades 5 & 6 will use both letter grades and numerical (percentage) grades where applicable.

The same grading standard is used for all grades.

94-100	A	70-77	D
86- 93	B	< 70	F
78- 85	C		

## **Section 2 Writing Requirements**

Holy School will incorporate 6 Traits of Writing in grades 1-6 Language Arts curriculum. 6 Traits of Writing curriculum, staff development/training and school-wide writing activities will focus on ideas, organization, voice, word choice, sentence fluency and conventions. 6 Traits of Writing parent handbook will be distributed to families to help guide parents and students through the 6 Traits of Writing philosophy and methods.

## **Section 3 Promotion or Retention**

The professional staff at Holy Family School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

## **Section 4 Progress Reports**

Progress reports are issued the fifth week of each semester. These reports are not intended to be as detailed as a report card, but rather to be a general indication of student progress. **Parents are encouraged to ask their children to see assignments on a regular basis so that they are well informed about student progress.** Parents of a student who is failing a course will receive written notice of their son/daughter's progress at any time throughout the grading period, or may be notified of that progress via the telephone.

## **Section 5 Homework**

The amount and nature of homework is left to the judgment of the individual teachers. Homework is the responsibility not only of the student, but also of the parents. Parental interest, encouragement and cooperation will be appreciated by the child and encouraged by the school.

## **Section 6 Copyright and Fair Use Guidelines**

It is the school's intention to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provided that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news, reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of copyrighted work is permitted “fair use,” rather than in infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and;
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 7                    Cheating and Plagiarism**

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

“Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

TESTS (includes tests, quizzes and other examinations or academic performances):

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the

student's real reason for missing class was because the student was not prepared for the test.

PAPERS (includes papers, essays, lab projects, and other similar academic work):

- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

ALTERATION OF ASSIGNED GRADES Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

"Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Section 8                    Technology & Academics**

Holy Family School provides 1-1 Microsoft, Google and Apple devices in all grade levels. Holy Family employs a full-time technology coordinator to assist and teach students and teachers a framework for safe, responsible, productive, and effective use of current and evolving technologies for 21<sup>st</sup> century students and educators.

## **Section 9                    Performance Reports**

Holy Family School will distribute student performance reports to parents/stakeholders during 1<sup>st</sup> and 2nd semester's parent teacher's conferences. The reports will be available in print and/or digital form. If the grade level has fewer than ten students in the grade being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance will be provided for those grades of 10 or fewer students.

## **Section 10                  Transcripts**

Transcripts are released only when requested by a parent or student. Ordinarily, they are sent directly to the educational institution designated by the student. Only transcripts sent directly from Holy Family to another institution are considered official. Students or parents may request a personal copy of the transcript.

# **Article 6 - Support Services**

## **Section 1    Special Education Identification and Placement Procedures**

### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

### How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation

procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on an annual basis, or more frequently as needed.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Principal.

## **Section 2                      Guidance & Counseling Services**

Holy Family School's administrator will also qualify and perform guidance counselor duties for the purpose of assisting with the district's testing programs, curriculum, class scheduling, and for students to discuss problems and resolve conflicts. The program involves various services and activities including the following: individual and group guidance, information services, referral assistance to other programs, and student evaluation. The guidance program is directed toward the growth and improvement of all pupils in the school. The school counseling program is preventive rather than remedial in nature complementing core instructional offerings. It reflects cooperation among the counselor, administrators, and classroom teachers.

### **Personal Counseling**

The counselor will be available to talk with a student about their strengths and limitations, decision-making, self-image, drugs and alcohol, family problems or anything that concerns the student's well-being in or out of school. He/she will also be a source of information for students.

The Guidance Office is the place for students to come when they need help and when they feel they have been mistreated, if you are upset and need someone to talk to or if you need general guidance for your academics or schedule.

### **Statement on Confidentiality**

The school counselor may only share information gained in the counseling process for essential consultation with those appropriate persons specifically concerned with the counselee. Confidential information may be released only with the consent of the individual, when required by court order, or when the welfare and/or safety of self or others are at stake.

### Section 3

### Health Services

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100, vomiting, diarrhea, unexplained rashes, live head lice, or on a determination that the child's condition prevents meaningful participation in the educational program. Please inform the office of health-related information you feel is important for your student's success in the classroom and/or safety at school.

#### **GUIDELINES FOR DISTRIBUTION OF MEDICATION TO STUDENTS**

LB 1354, the Medication Aide Act, went into effect July 1, 1999. In response to this legislation, a standard form must be completed by the parent(s)/guardian(s) before any medication may be administered by the school to their student. This includes all prescription medication, over-the-counter medication, cough medicine, aspirin or Tylenol and the like, cough drops, and throat lozenges, etc. The Medical Administration Form, will include:

- 1) name of the student
- 2) name of doctor prescribing the medication (if applicable)
- 3) name of medication
- 4) specific instruction for dosage, route, and times for administration
- 5) signature of parent/guardian giving permission for designated school official(s) to administer the medication, and
- 6) signature of parent/guardian accepting responsibility for direction and monitoring. This recognizes the ultimate responsibility of the parent/guardian for the health care of their student and for monitoring the therapeutic effect of the medication.

The school will keep a record of medication administered and will inform the parent(s)/guardian(s) of any concerns and/or refusal by the student of medication. All medication will be administered by a designated school staff member with the exception of cough drops and throat lozenges which may be administered by classroom teachers. To alleviate the inconvenience of completing this form for non-prescription medications, an alternative is available. The parent/guardian may submit a note to the office to take the place of the Medication Administration Form. This note must be received by the office before any medication will be administered and must include:

- 1) the information listed in items 1-4 above,
- 2) a statement authorizing the school to administer the medication, and
- 3) a statement accepting ultimate responsibility for direction and monitoring as described previously in this section.

Please note that administration of prescription medication requires that a completed Medication Administration Form be on file in the office prior to any medication being administered to that student.

#### **POLICY OF SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA OR ANAPHYLAXIS MEDICATION AT SCHOOL DURING SCHOOL-RELATED ACTIVITIES.**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school 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 asthma or anaphylaxis condition.
2. 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. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. 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.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

### **POLICY ON SELF-ADMINISTRATION OF DIABETIC CONDITION AT SCHOOL 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 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 diabetic 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 diabetic condition;
  - c. Permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
  - d. 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 attached Release and Indemnification form before the student is allowed to self-administer his or her diabetic medication.
5. 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.
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.

#### **Section 4                      Hot Lunch Program**

The hot lunch program will begin serving the first full day of school. Application forms for free and reduced lunches are available for each student. Days when lunch will not be served will be announced in advance.

The school board has voted to make hot lunch mandatory. Hot lunch fees must be paid at the start of the quarter, and **no student will be allowed to participate in the hot lunch program until the fee is paid.** No sack lunches (unless medically required), use of pop machines, or leaving the premises at noon will not be allowed. Students are to line up quickly and proceed in an orderly manner through the lunch line. The line should form down the hallway to the west from the lunch room lobby area. The cafeteria WILL BE QUIET during lunch time. Violators will be given detention to be served with the Principal. WASTE NOT - WANT NOT!

#### **UNPAID MEAL POLICY**

The purpose of this policy is to establish limitations on the number of lunches a student may receive when the account balance is not sufficient to cover those costs, to provide for alternate meals to be

served to students when account balances reach certain limits, and to protect Holy Family School from such unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits may be made by cash or check.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. Holy Family School will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided in writing by an assigned staff member. Students will not be used as couriers of such information.

This policy shall be provided in writing on an annual basis to students and parents through the student the school website and also in the annual back to school mailing and in school handbooks. It shall also be provided to school administrators and others charged with enforcement of this policy.

## **LUNCH STANDARDS FOR SCHOOL NUTRITION PROFESSIONALS**

Professional Standards for school nutrition professional is a key provision of the Healthy, Hunger-Free Kids act of 2010 (HHFKA). The final rule, published March 2, 2015, requires a minimum amount of annual training hours for all school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. These standards ensure that school nutrition personnel have the knowledge, training, and tools needed to plan, prepare, and purchase health products to create nutritious, safe, and enjoyable school meals.

## **LUNCH PROGRAM NONDISCRIMINATION STATEMENT**

### **Nondiscrimination Statement**

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

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

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

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider

## Article 7 - de

### Section 1 Philosophy

How students dress and their over-all appearance reflects an image on Holy Family School. With that in mind, the School Board established a dress code that is enforced by the school. **Parents are to ensure that their students follow the dress code guidelines.** The Administration reserves the right to judge the appropriateness of one's dress. This applies to jean day and all other days and/or school activities. Holy Family's dress code will be as follows:

### Section 2 Grades 1-6 Guidelines

#### Girls

1. A black, brown or white, belt must be worn. No large belt buckles are allowed.
2. Only a white collared shirt or blouse - long or short sleeved - can be worn. No colored t-shirts may be worn under the shirts. Only white t-shirts are allowed. If there is wording on the undershirt, it must be a LHF shirt.
3. The shirt must be tucked in at all times.
4. Navy blue slacks are required (twill or cords). However, no slacks with rivets and/or outside pockets will be allowed.
5. Socks must be worn with tennis shoes. Socks may be colored if they are anklets, or socks to be white, gray, or black if they are knee high or crew.
6. Make-up is discouraged, especially in excess.
7. Hair is not allowed to be colored (blue, pink, purple, ect.) other than original hair color or other colored accessories are not allowed to be added to hair during school year.

8. Sweaters, Holy Family Coats & Holy Family Crewneck Sweatshirts – gray, navy-blue button down, V-neck, or a non-hooded "Holy Family" sweatshirt may be worn (Bulldog team/athletic sweatshirts are only allowed on special occasions or with administration approval).
9. On jean days, only good appropriate jeans and shirts are to be worn. No holes will be allowed. No colored jeans allowed on jean day.
9. No Apple watches or smart watches are allowed.

### Boys

1. A black, brown, or white belt must be worn. No large belt Buckles are allowed.
2. Only a light blue collared polo shirt - long or short sleeved - can be worn. No colored t- shirts may be worn under the shirts. Only white t-shirts are allowed. If there is wording on the undershirt, it must be a LHF shirt.
3. The shirt must be tucked in at all times.
4. Navy blue slacks are required (twill or cords). However, no pants with rivets and/or outside pockets will be allowed.
5. Socks must be worn with tennis shoes. Socks may be colored if they are anklets, or socks need to be white, gray, or black if they are knee high or crew.
6. Hair is to be trimmed to collar length and bangs above the eyebrows. No mullets, manbuns or mohawks are allowed.
7. Sweaters, Holy Family Coats & Holy Family Crewneck Sweatshirts – gray, navy-blue button down, V-neck, or a non-hooded "Holy Family" sweatshirt may be worn (Bulldog team/athletic sweatshirts are only allowed on special occasional or with administration approval).
8. On jean days, only good appropriate jeans and shirts are to be worn. No holes will be allowed.
9. No Apple watches or smart watches are allowed.

**Grade 1-6 Sweatshirts and Jackets:** Students may wear gray Holy Family crewneck sweatshirts with their polo collar showing with their uniform. **Hooded sweatshirts are NOT allowed at any time.** Students may also wear gray Holy Family jackets in the classrooms. **NO OTHER JACKETS ARE ALLOWED.** This promotes pride and unity in our school.

**The discretion of the Administration to determine the appropriateness of the student's dress is final.**

### **Section 3 Warm Weather Dress Code Exceptions**

Students are permitted to wear the uniform short or skorts for girls from the time school starts until November 1<sup>st</sup>. Shorts/skorts may be worn again beginning April 1<sup>st</sup>. Only uniform shorts/skorts are permitted, no shorts of any kind that have the rivets or exterior pockets (jeans or cords) may be worn at any time. Parents are allowed to cut off the uniform pants; however, certain guidelines must be followed. The short/skort must be of a walking short length. In other words, the short/skort should be no less than 1 inch nor more than 2 inches above the knee cap. If the shorts/skort deviate too much from this or are too short, the students will not be allowed to wear them to school. If students are violate the dress code they will be asked to chance into appropriate uniforms that will be provided by school. 1-6 students may wear sandals from the start of school until November 1, and again April 1<sup>st</sup> to the end of the school year. Grades 1-6: sandals must have straps holding them on the heel. No flip flops. **Socks must be worn with all sandals /slides.**

#### **Section 4**

#### **Jean Day/Holy Family T-shirt Day**

Every Wednesday students will be allowed to wear Holy Family Scripture t-shirts/sweatshirts with uniform pants or uniform shorts. Only Holy Family scripture shirts/sweatshirts will be allowed. Not any athletic or co-op shirts are allowed. NO JEAN SHORTS ARE ALLOWED.

Once a month, the administration will declare one day as "Jean Day". Only good appropriate jeans and shirts are to be worn. No colored jeans are allowed. No faded, frayed ends or jeans with holes will be allowed. Capri jeans are allowed. No bare midriffs are allowed. NO JEAN SHORTS ARE ALLOWED.

On occasion during the school year, a dress down day may be scheduled. Students are allowed to wear whatever they choose including shorts, pj's, yoga pants (if wearing yoga pants, shirts must be 2 inches above the knee), ect. **Dress must be appropriate for school**, or the student will be sent home to change.

#### **Section 7**

#### **Other Dress/Appearance Guidelines**

##### **BODY PIERCING**

It shall be the policy of Holy Family schools that the following guidelines be adhered to regarding body piercing:

1. Girls are restricted to piercing only their ears in regards to this topic. Holy Family will not support, nor allow, any other areas of body piercing of any kind.
2. For boys, no earrings or piercing of any nature are allowed to be worn anytime the student is representing Holy Family--at school or at any school activity or function.

##### **DROOPY/BAGGY PANTS**

It has become a trend for pants to be worn in a fashion that the pants are worn low on the hips, allowing the crotch of the pants to drop down the inseam and be worn lower than normal. This methodology of wearing your clothes in such a fashion has been identified with various gangs, etc.

It is also advisable for the parents to not purchase their students' clothing at such a size increase as to allow the uniform clothing or their regular clothing to become excessively baggy and take on an untidy appearance.

##### **ALTERNATIVE DRESS CODE DUE TO INJURY**

If parents or students are requesting alternative dress code due to injury, a doctor's note must be provided with explanation for dress code alternative for doctor or medical provider.

##### **TATTOOS**

No student will be allowed to have a permanent tattoo on their person that is visible to the eye at any time. This shall include normal school uniform dress, physical education dress or when wearing any and all athletic wear.

## Article 8 - Student Conduct and Discipline Policies

### Section 1 PIPSS Model

This section discusses the PIPSS program (Performance Improvement Problem-Solving System) which was implemented in February, 2003.

All students who attend classes at Holy Family School are expected to abide by our rules. Each teacher will explain to the students the expectations and requirements for his or her classroom. If a student chooses not to follow the guidelines, they are subject to unacceptable behavior consequences.

Please review this section and become familiar with the PIPSS process. As you will see, it is no different than what has been expected from students in the past. We ask that students arrive to class prepared, use their work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and respond appropriately to staff directives. Practicing these characteristics--and making them habits--will ensure the student a successful career at Holy Family and beyond.

In general, the PIPSS model is designed so the degree of home/school supervision and resource support are directly related to student choices. The model is also constructed so that student freedoms and choices are linked to their performance choices. When students choose to perform according to the five basic goals, supervision and resource support are minimized. Under these conditions, student freedoms are maximized. However, when students chose not to perform according to the five basic goals, supervision and support will increase until the student changes his or her performance. In this case, student freedoms continue to decrease until they choose to perform adequately.

#### A. Student Support System General Description -

Although most students are able to learn within the supportive environment provided by Holy Family School personnel, there are times when some students experience academic or behavior difficulties that cannot be resolved with the classroom teacher and student alone. In these situations, parents and teachers are directed to use the Holy Family School Student Support System. This dynamic system was designed to provide parents and teachers with a practical way to resolve student academic and/or behavior difficulties so students can master learning and performance goals.

The Student Support System is designed purposefully so the degree of home-school supervision and problem solving support are directly related to student performance. The system is also constructed to minimize the loss of student freedom and choices. In this step by step process, supervision and problem solving support are increased proportional to student problem intensity until the academic and/or behavior problem is resolved or an appropriate educational setting is identified. There are four levels of problem solving in this Student Support System: Prevention, Accommodation, Correction and Remediation. The support system can be illustrated as follows:

Before students are expected to successfully perform academic and behavior goals, teachers implement six steps of prevention. These steps help increase student performance of goal behaviors and decrease the likelihood of student performance problems. At the beginning of the school year, teachers prepare students to successfully perform the expected goals by working through the following steps:

State the expected goal behaviors. Teachers explain what each goal means to them and describe why the goal is important for each student. There are five student behavior goals:

- Arrive to class on-time
- Arrive to class prepared
- Complete assigned tasks on-time
- Demonstrate respect for people and/or property
- Respond appropriately to staff directives

Teach the expected behavior and academic goal behaviors. Teachers explain how students should perform each goal successfully.

State the tolerance for unacceptable performance. Teachers explain the extent to which student can perform unacceptably in the classroom before accommodating measures will be taken.

Provide practice opportunities. Teachers provide students with time to practice the performance of the goals in the classroom.

Provide performance feedback. Teachers provide students with feedback so they understand the accuracy of their performance before policy is implemented.

Problem solve informally. Teachers re-explain their tolerance for unacceptable performance and provide students with opportunities to resolve their academic or behavior problems informally.

**B. Accommodation** - If student academic or behavior performance problems exceed a teacher's tolerance, or a parent identifies an academic concern within a classroom, they may begin the accommodation process.

Academic Concerns - When a student appears on the failing list for two consecutive weeks, the coordinator will send a letter to a parent for student participation in a "check-in/check-out program (To receive additional information about the check-in/check-out program, contact an administrator or coordinator). A parent may also initiate student involvement in the "check-in/check-out program" if they meet program qualification criteria.

Behavior Concerns - When a student fails to perform a goal behavior after a teacher's tolerance is used up, a student will receive a consequence and be required to complete a problem-solving lesson. During the problem-solving lesson, students will write responses to the following statements: "My behavior caused a problem because..." "I will take the following two or three actions to correct the problem..." "If I choose not to perform according to the five student goals, I will experience these consequences..." After problem-solving lesson is completed, a copy of the lesson will be mailed to a parent.

When a student fails to perform a goal behavior a second time for a particular teacher, he/she will receive a consequence and be required to complete a problem-solving lesson. After problem-solving lesson is completed, a copy of the lesson will mailed to a parent so they can discuss the problem situation with their child at home.

When a student fails to perform a goal behavior a third time for a particular teacher, he/she will receive a consequence and be required to complete a problem-solving lesson. A copy of the lesson is mailed to a parent.

The student is also required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving lesson for a particular teacher, he/she moves to the next level for all teachers.

C. **Correction** - If student academic or behavior performance problems continue after accommodation planning, the classroom teacher will begin corrective problem solving.

#### Academic Concerns

When a student appears on the failing list for four consecutive weeks, a student will be referred for Performance Improvement Planning (PIP) with a student, parent, coordinator, and the referring classroom teacher(s). Prior to the PIP meeting with a parent and student, the SAT will conduct a 15 minute pre-meeting to identify student needs and generate suggested intervention strategies.

#### Behavior Concerns

When a student fails to perform a goal behavior after a teacher's tolerance is used up, a student will receive a consequence and be required to complete a problem-solving lesson. During the problem-solving lesson, students will write responses to the following statements: "My behavior caused a problem because.." "I will take the following two or three actions to correct the problem.." "If I choose not to perform according to the five student goals, I will experience these consequences.." After problem-solving lesson is completed, a copy of the lesson will be mailed to a parent.

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D. **Administrative Discipline** - The primary aim of administrative discipline is to maintain a safe school environment. To achieve this purpose, students are expected to perform according to the following administrative rules and goal expectations:

#### Student Civic Goals

1. Contribute constructively to the community.
  - a. Use words that protect the dignity and freedom of others.
  - b. Use actions that maintain the safety of others.
2. Interact effectively with others
  - a. Ask permission before touching property of others.
  - b. Maintain others property in the condition of their choosing.
3. Fulfill legal responsibilities
  - a. Keep free of drugs, alcohol, and tobacco
  - b. Keep firearms and other potential weapons off school grounds

## **CLASSROOM DISCIPLINE**

It is expected that all students at Holy Family will perform according to the five goals/expectations listed above in the PIPSS program. If a student chooses to perform according to these goals, he/she will retain the freedom to interact with teachers and students with minimal supervision. However, if a student chooses not to perform according to these basic expectations, he/she can be assured that teachers, parents, and administration will systematically increase home-school support until student performance is improved or another educational environment has been identified. Under these conditions, students will experience a methodical removal of freedoms until satisfactory performance is achieved. Student consequences for unacceptable behavior choices can be summarized and described in narrative format as follows:

### **Section 2 ADMINISTRATIVE DISCIPLINE**

The primary aim of administrative discipline is to maintain a safe school environment. To achieve this purpose, students are expected to perform according to the following expectations:

1. Treat others the way you want to be treated
  - a. Maintain the well-being of others
  - b. Use words that protect the dignity and freedom of others
  - c. Use actions that maintain the safety of others
  - d. Ask permission before touching the property of others
  - e. Maintain others' property in the condition of their choosing
2. Maintain your legal responsibilities
  - a. Keep free from drugs, alcohol, and tobacco
  - b. Keep firearms and other potential weapons off school grounds

### **VIOLATIONS OF HOLY FAMILY'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE:**

1. In-school suspension--student will report to the principal's office before 7:55 AM. In-school suspension will last until 3:39 PM. The student will be required to complete assignments for each teacher; credit will be determined by administrator and/or teacher. Tests and quizzes may be made up in a timely manner that is convenient for teacher and student .
2. Out-of-school suspension--student will be barred from attending Holy Family School for the duration of the suspension. All assignments will be completed and handed in; however, no credit will be given. Tests and quizzes may be made up in a timely manner that is convenient for teacher and student .
3. Expulsion from school/mandatory reassignment
4. Administrative personnel may also take actions regarding student behavior, other than removal of students from school. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, or restriction of extracurricular activity.

Generally, any conduct which causes or may create a substantial disruption in, or materially interferes with a school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being, or the rights of other students, is prohibited. Specific examples include, but are not limited to:

1. The use of violence, force, noise, coercion, threat, intimidation, fear, or other similar conduct.
2. The willful causing or attempting to cause damage to private or school property.
3. Stealing or attempting to steal private or school property on any school grounds.
4. Causing or attempting to cause physical injury to any school employee or to any student.
5. Threatening or intimidating a student for the purpose or of with the intent of obtaining money or anything of value from a student.
6. Possessing, handling, or transmitting any object which could be considered a weapon, or which is a firearm as defined by federal law.
7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant).
8. Public indecency
9. Sexually assaulting or attempting to sexually assault any person or if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging the student has sexually assaulted or attempted to sexually assault any person, including acts which occur off school grounds not at a school function, activity, or event.
10. Truancy or failure to attend assigned classes or activities.
11. Willfully disobeying a reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Engage in any other unlawful activity as determined by the United States or Nebraska state law.
14. Doing anything contrary to Catholic Church doctrine or teachings.

In the case of a long term suspension or expulsion that is deemed necessary by the administration,

1. Parents will be notified in writing of the intent to expel or suspend;
2. Parents may request a hearing before the principal;
3. Parents may appeal Principal's decision to the Pastor. If a hearing is granted, the Principal will be present;
4. The Pastor's decision is final.

The student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Use of Physical Restraint and Seclusion**

#### **ARCHDIOCESE OF OMAHA CATHOLIC SCHOOLS**

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. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

#### **Section 4      Electronic Devices**

Holy Family School strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices Holy Family School hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definitions. "Electronic devices," include, but are not limited to, cell phones, smart watches, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

#### Possession and Use of Electronic Devices.

1. Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone and smart watch usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Electronic devices which are brought to school must be kept in the student's locker or car. If in the locker, the device must be turned off.

2. Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### Violations

1. Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
2. Electronic devices used in violation of this policy will be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
3. First Violation: The electronic device will be confiscated and brought to the principal. A conference will be held between the student, parent and the school principal. The electronic device shall remain in the possession of the school administration until such time as a parent personally comes to the school's main office and retrieves the electronic device.
4. Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration for 5 days. After the 5 days the student's parent/guardian must personally come to the school's main office and retrieves the electronic device.

5. Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student. The electronic device shall remain in the possession of the school administration for 10 days. After 10 days the student's parent/guardian must personally come to the school's main office and retrieves the electronic device.
6. Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. Holy Family School is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

## **Section 5                      Drug and Alcohol Abuse**

Holy Family School is concerned about the spiritual welfare and academic growth of every person associated with the school and parish. The misuse of alcohol, marijuana, or other controlled substances can seriously interfere with one's health and welfare. This is especially true of teenagers since adolescence is a period of rapid change and important personality integration. The inappropriate use of alcohol and other chemicals can not only hinder academic achievement, affect physical health, and block personal growth, but can also be an indication of serious emotional, family, and religious problems.

It shall be the policy of Holy Family School to take action through education, counseling, parental involvement, medical referral, police referral, and appropriate disciplinary action while prohibiting the use, possession, or sale of all tobacco products, alcohol, marijuana, and other illegal drugs through regulations that have been established. These regulations apply to student activities both at school and at school-related functions whether they take place during the school day, prior to or at sporting events, dances, plays, intramurals, or retreats held outside the school day, on or off campus.

Inspection of parish property for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for such inspection by school personnel.

If a student is found using, possessing, or under the influence of alcohol, drugs or inhalants during the school day or at any function resulting in a citation or arrest, the following disciplinary actions will be taken:

1. Parent/guardian will be notified
2. Suspension or expulsion and other penalties may result
3. An alcohol/drug evaluation (and following the recommendations of same) may be required as a condition of remaining at Holy Family School

4. Law enforcement may be contacted in cases of possession of suspected illegal drugs and/or alcohol
5. The evaluation must be completed at a mutually agreed upon treatment center for chemical dependency. The family will be responsible for the cost of the evaluation, and the student must follow the recommendation.
6. If the administration has reason to believe that a student is involved in the illegal use of drugs or alcohol, the administration will follow the above policy.
7. If a student involved in activities or athletics is cited, arrested or tests positive on a breathalyzer test for illegal use of alcohol or drugs, that student is subject to suspension or expulsion from participation of scheduled competitions or non-athletic performances, whichever applies, as determined by the Principal. Any student involved in illegal use of drugs or alcohol at the end of the season or out of season will be subject to disciplinary action during the next season.
8. Students must comply with this policy to remain at Holy Family and re-admittance to school is not automatic and is determined only after a parent conference with the student, Principal and Pastor.
9. Any students involved in the distribution or sale of drugs, inhalants, or alcohol during the school day or at any school activity or function will be immediately dismissed from school with no possibility of readmission.
10. If there is a reason to suspect that a student is in possession of or is observed selling or transferring illegal drugs on school property, the Principal will notify the parents and proper authorities.
11. Any item recovered which is suspected to be an illegal drug will be turned over to the authorities for analysis. The above applies to all placebos or “look alike drugs”, as well as drug paraphernalia.
12. Students hosting parties where drugs or alcohol are used by minors are subject to expulsion.

## **Section 6            Tobacco Use**

Students are not to possess, use distribute or sell tobacco on school grounds. Students will be disciplined for violating school policies on these grounds, in school, or at school-sponsored events.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, niffed, or inhaled.

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco will receive school consequences and may be reported to law enforcement.

## **Section 7            Harassment/Bullying**

Harassment is behavior or words that:

1. Are uninvited, unwanted, and unwelcome
2. Cause a person to feel uncomfortable or offended
3. Create an environment that makes learning difficult

Any student found to be harassing another will be subject to disciplinary action.

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

## **Section 8                    Initiation**

Initiations of any kind are strictly prohibited!

## **Section 9                    Pregnancy/Abortion**

Parents and students who wish the help of the school in providing continued education for a pregnant student and the father of the child (if a student at Holy Family) will notify the Administration as soon as the pregnancy is known. Failure to do so would indicate a lack of good faith on the part of those seeking continued schooling. Once the Administration has been informed, the following procedures will provide a general outline for the school's response to the matter and the responsibilities of the student(s) and parents involved. These procedures will also apply to a male Holy Family student who is responsible for the pregnancy of a girl attending school. Please note that the term "student", as used below, refers to a girl who is pregnant and/or a boy who acknowledges paternity either prior to or after identification.

1. The Administration, in consultation with the parents and student(s), will determine the manner of education. Students may continue their studies via a home-bound program, college classes or regular school attendance. The school is not liable for any extra expenses incurred.
2. No matter what method of study is selected, a student wishing to graduate from Holy Family must accept and attend a program of counseling approved by the pastor and school as prescribed by the Archdiocese of Omaha for both families. The students involved and/or their parents are expected to assume responsibility for any costs related to needed prenatal care and counseling. A student refusing counseling will be expelled.
3. The female student(s) with the written approval from her doctor will attend classes during the regular instructional day, as long as her health allows. This applies to both before and after delivery. All attendance rules will apply. If the student chooses to keep her baby, she may also continue to attend classes; however, child care and feeding may not be done at school.
4. A signed student and parental waiver of school responsibility for pregnancy-related injuries or diseases must be submitted to the school.
5. Due to the considerable responsibility and time involved in pregnancy and parenting, neither the pregnant student nor the father of the unborn child will be allowed to participate in extra-curricular activities such as athletics, music, speech, drama, cheerleading, student government clubs, etc., or any school sponsored activity for the duration of the school year or additional time deemed necessary by the Administration. Also, they will be ineligible for Homecoming Court or Royalty, Valedictorian, Salutatorian and National Honor Society for the rest of their High School years.
6. The ability of the school to cooperate with the student(s) in allowing that student(s) to continue attending classes at Holy Family School will be strongly based on the exhibition of appropriate behavior and assistance by that student(s) at all times. If his/her behavior or attitude is such that it

creates disciplinary problems in the classroom, gives continuing bad example to his/her peers, or shows lack of understanding of the seriousness of pregnancy and parenthood, s/he shall be expelled from school.

7. The student(s) will continue to follow the established dress code.

8. The student(s) will be permitted to receive a diploma, but participation in the graduation ceremony is at the discretion of the Administration.

9. The gift of human life is precious, fragile, sacred, and given by God. The essential sinfulness of direct abortion consists of the intent to kill innocent human life. Any student who willfully and directly cooperates in and/or encourages the destruction of unborn human life shall be expelled immediately. Such expulsion is permanent.

## **Article 9 - Finances & Fees**

### **Section 1 Parents' Financial Responsibility Policy**

Parents have a responsibility to pay their share of the cost of their children's education. No student will be denied an education at Holy Family solely because of finances. The charges for attendance at Holy Family School are set annually by the Holy Family School Board and administration. The payment of such tuition will be determined by a contract, signed by the parent(s), principal, and pastor of Holy Family. The details of the payment plan are explained in said contract.

### **Section 2 Guidelines for Tuition Assistance**

1. \$12.50 per hour for adults and \$12.00 per hour for students will be deducted directly from tuition for all hours verified by supervisor.
2. Work must be duties normally done by paid staff or contracted service and not work done by volunteers.
3. The family is expected to apply for Archdiocesan Tuition Assistance.
4. The family is expected to apply for Free or Reduced Lunch.
5. Tuition is required to be current at the beginning of each quarter. Families are not allowed to defer tuition until the end of the school year.
6. Students are encouraged to work with their parents in the work assistance program.
7. No financial assistance will be provided for book bills. Book bills must be paid in full in cash when due.

### **Section 3 Book Bill, Tuition, Lunch Costs**

Any money handed in by the children should be in an envelope with the child's name and grade marked on the outside with the specific purpose for which it is to be used. Students should not bring large amounts of money to school for any reason.

#### **Due before school begins:**

**Book Bill:** \$360.00 Grades 1-6

**Pre-School Registration:** \$50.00

PAY TO: HOLY FAMILY SCHOOL  
WHEN TO PAY: AT REGISTRATION

**Due in full, by semester or quarter, by the 15<sup>th</sup> of the month:**

<b>Tuition:</b>	<b>Grades: 1-6</b>
year	\$3,100.00
semester	\$1,550.00
quarter	\$775.00

<b>Tuition:</b>	<b>Grades: Preschool</b>
year	\$1,260.00
semester	\$630.00
quarter	\$615.00

PAY TO: HOLY FAMILY PARISH or PAY AT: HOLY FAMILY SCHOOL

\*The family cap is for tuition for students in grades 1-6, preschool is not included in the family cap.

\*\$50 Registration fee for preschool applications.

**Due in full, by semester or quarter, by the 15<sup>th</sup> of the month:**

<b>Lunch:</b>	Preschool	88 days at \$3.25 = \$286.00
	Grades K-6	163 days at \$3.25 = \$529.75

**Article 10 - Co-Curricular Activities**

**Section 1 Activity Philosophy**

Each student is encouraged to participate in at least one co-curricular activity during their years at Holy Family. Once the decision to participate has been made, a certain additional responsibility is placed on the shoulders of the student. Immediately, that individual is placed in a representative position where, by his/her actions, other communities will form opinions about our school, parish and community as a whole. It becomes their responsibility to project a positive self-image so that we project a positive, faith-filled image.

To help ensure that sense of responsibility Holy Family School has established certain guidelines. These guidelines must be adhered to if the student wishes to continue their participation. It should be noted that these guidelines are for all of the co-curricular activities offered at LHF. However, the Administration, supervisors, sponsors, or coaches may add their own additional rules to cover items not mentioned in this handbook. These additional rules will be published and given to the student and parents so that everyone is well informed of the expectations for participation in a co-curricular activity.

That is our goal at Holy Family; to represent ourselves and Holy Family to the best of our ability and serve as a light for others to follow. Striving to be the best that you can be serves God as well as others, and, in the end will serve yourself in amazing, glorious ways.

The most important student organization is the Student Council. The Student Council is a national organization and functions within its own constitutional framework. Two students from each grade 1-6 will be elected to the Student Council.

### Article 11 – Safety

#### Immunization Policy for Catholic Schools of the Archdiocese of Omaha

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

#### General Rule

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chicken pox [MMRV or Varicella]

In addition, one TDaP (tetanus, diphtheria, acellular pertussis) is required for entry into 7th grade.

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

#### Exemptions

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical Exemption requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

The Religious Exemption requires “an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student.” For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the “tenets and practice recognized” by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church’s teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

#### **Chicken Pox**

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

### **Appendix to Immunization Policy for the Archdiocese of Omaha**

The use of vaccinations currently required under Nebraska State law for students of all public and private schools does not constitute a direct violation of Catholic moral teaching.

According to the Church's teachings, competent government authorities have the right and obligation to secure the common good, of which the health and life of the community is constitutive. Vaccines against pathological agents which can cause significant health risks are a good for society, and so are rightfully under the government's purview in collaboration with the medical community.

According to the Church's teaching, the duty of obedience requires all to give due honor, respect, gratitude and good will to rightful authority. (CCC 1900) All Catholics are required, each according to their position and role, to promote the common good in society, which includes health and life. (CCC 1913). Catholics have the moral obligation to submit to just laws regarding vaccinations. Some vaccines do pose moral problems.

Currently, vaccines for Rubella and chicken pox are derived from cell lines originated from aborted fetuses and there are no alternatives available in the United States. Submitting to these vaccines constitutes passive and remote material cooperation in evil. However, according to the Pontifical Academy for Life (2005), avoiding this cooperation is not morally necessary since there are grave reasons for getting vaccinated. For instance, if a pregnant woman comes into contact with a student who carries Rubella, also known as German Measles, her unborn child can suffer several congenital malformations and even death. For this reason, the Catholic Church teaches that for the sake of the common good it is morally licit and advisable for a parent to submit to the vaccines despite their problematic origins.

Nevertheless, because of the offensive nature of the vaccines, all Catholics who do submit to the Rubella and chicken pox vaccines derived from aborted fetuses are obliged to formally object to the producers of the vaccines and demand that alternative forms of the vaccines be created. A form for that objection is provided by the Archdiocese of Omaha. Furthermore, Catholics have a grave responsibility to make sure that the vaccines they receive for Diphtheria, Tetanus, Pertussis, Polio, and Hepatitis B are the alternative vaccines which are morally acceptable. A list of those vaccines is also provided with the immunization policy.



**REFUSAL OF IMMUNIZATION**

**For Medical Reasons**

**As the physician, physician assistant or advanced practice registered nurse of:**

<b>Child's Last Name</b>	<b>First Name</b>	<b>Age</b>
<b>Birth Date (mm/dd/yyyy)</b>	<b>School</b>	<b>Grade</b>

**I have elected to not immunize this student against the following disease(s):  
Each disease for which a vaccine has not been administered must be checked.  
Parent/guardian must submit dates of immunization for all other diseases.**

- Diphtheria** .....\_\_
- Tetanus** .....\_\_
- Pertussis** .....\_\_
- Polio** .....\_\_
- Measles (Rubeola)** .....\_\_
- Mumps** .....\_\_
- Rubella (German Measles)** .....\_\_
- Hepatitis B** .....\_\_
- Varicella** .....\_\_
- Pneumococcal Conjugate** .....\_\_
- HIB (Haemophilus Influenza Type b)** .....\_\_

**In my opinion, this immunization would be injurious to the health and well-being of:**

- The student** .....\_\_
- A member of the student's household or family** .....\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of health care professional**                      **Date**

\_\_\_\_\_  
**Printed name of health care professional**

**DOCUMENTATION OF  
VARICELLA (CHICKEN POX) DISEASE  
(To be filled out by the parent, guardian or medical provider of the child/student)**

This document is being submitted on behalf of:

\_\_\_\_\_  
Name of child/student

\_\_\_\_\_  
Birth Date (mm/dd/yyyy)

I \_\_\_\_\_ verify that the above listed child/student had  
Parent/Guardian/Medical Provider  
the varicella disease in \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of parent/guardian/medical provider

\_\_\_\_\_  
Date

**Section 2 Bus/Suburban Rules**

1. All students are to remain seated during the bus ride. Keep objects and body parts away from open windows and obey the bus driver & sponsor(s) at all times.
2. All students are to remain at the site of the scheduled activity.
3. All students who ride bus/suburban to an activity are expected to return from the activity on the bus, unless they return home with their parents. Any other arrangement must be made with the administration in advance.
6. Due to liability risks, students may be released only to their parents/guardian or other school personnel.
7. All students are expected to clean up any trash they have left in the vehicle.
8. All students are expected to behave themselves in an orderly fashion during the ride and at any activity.

**Section 2 Severe Weather Drills**

Holy Family School will have severe weather drills during specified months of the school year. It is imperative that the following directions are followed implicitly:

1. When the signal or announcement is given, the teacher in charge of each respective group is to lead the students in an orderly manner to the assigned areas.
2. There is absolutely no talking, pushing, or disorderly conduct. This is serious business.
3. When arriving at the assigned area, students are to listen carefully for directions from the teacher(s) assigned to the area. Absolute quiet is a must.
4. Students will be instructed to get into the following required position: Student will sit on the floor with their feet flat on the floor, and knees close to their chest. On command, they will put their hands on the back of their head, lean forward, and put their head between their knees. They will assume this tucked position until the teacher(s) indicates it is clear.
5. When an "all clear" signal is heard, the teacher(s) will dismiss the students to return to classes. Return in an orderly fashion.

**Section 3 Intruder in the Building – Hard Lockdown**

In the event of a HARD lockdown, students are NOT allowed to move from class to class. There is NO outside recess. All of the doors to the school remain locked and no one will be allowed to enter or exit the building. Parents/guardians will be called by office personnel to notify them of the “lockdown” situation as time allows. Only after an “all clear” has been given by the administration and law enforcement will parents be allowed to pick up their child(ren).

#### **Section 4      Violence Threat - Soft Lock Down**

In the event of a SOFT lockdown, students ARE allowed to move from class to class. All of the doors to the school are locked. There will be NO outside recess. All students will remain within the school building. Parents/guardians will be called by officer personnel to notify them of the “lockdown” situation. The administration reserves the right to make decisions based on the well-being and safety of our students.

#### **Section 5      Emergency Procedures Reference Card**

## **EMERGENCY PROCEDURES QUICK REFERENCE (Classroom)**

Report attendance using ...

OK/GREEN CARD: All students accounted for, no immediate help is necessary

HELP/RED CARD: Extra or missing students, or vital information must be exchanged

\*All teachers must bring their emergency procedure folder with them

### **FIRE**

- Notification – ringing of fire alarm
- Exit building according to route posted in your classroom
- Close classroom doors
- Bring class roster & emergency cards with you
- Line up students by grade level from east to west in front of church
- Take roll & report attendance using colored cards
- Principal will come to check attendance
- Re-enter the building when principal gives the signal

#### SEVERE WEATHER

- Notification – elementary (megaphone horn), secondary ( continuous ringing of bell)
- Lead students quickly & quietly to designated areas
  - Elementary proceed through cafeteria & assemble in boys locker room
  - Secondary exit classrooms & assemble in girls locker room
- Take roll & report attendance using colored cards
- Principal will come to check attendance

#### EMERGENCY LOCKDOWN OUTSIDE THREAT

- Notification – announcement over intercom “Immediate school lockdown in effect. Lock doors, take attendance, and report any missing students to the office. Students report to the nearest classroom.”
- Secure & close exterior windows
- Take roll & report attendance to “ALL” to via Pass-a-note
- Do not allow students to leave classrooms during class
- Students may change classes by direct route only

#### EMERGENCY LOCKDOWN INSIDE THREAT (INTRUDER)

- Notification – announcement over intercom “Immediate inside threat take action”
- Check hallway for any students & lock classroom doors
- Blockade classroom door and turn off lights
- Evacuate building if possible. If unable to evacuate, arm students with objects to throw. Be quiet and out of sight of door.

## EVACUATION

- Notification – announcement over intercom “Evacuate To a Location” (Town Hall or Nienaber’s)
- Leave classroom doors open
- Proceed to the Town Hall: everyone on the upper level
- Take roll & report attendance using colored cards
- Principal will come to check attendance
- Diligently watch students. Students are NOT to leave on their own. Cell phones are not to be used by staff or students.
- The principal is the only person who can release students to their parents.

## EMERGENCY PROCEDURES QUICK REFERENCE CARD (Church)

### FIRE

- Exit building according to route posted
- Close doors
- Bring class roster & emergency cards with you
- Line up students by grade level from east to west in front of church
- Take roll & report attendance using colored cards
- Principal will come to check attendance
- Re-enter the building when principal gives the signal

### SEVERE WEATHER

- Notification – office will notify teacher by radio or cell phone
- Lead students quickly & quietly to the basement – left side of the altar
- Take roll & report attendance using radio

## **TECHNOLOGY USE POLICY**

### **Holy Family School Technology Agreement**

- 1. Access to the Internet must be related to the users work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.**
- 2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of Holy Family School Administration, and his or her decision is final.**
- 3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.**
- 4. Some examples of unacceptable uses of the Internet or technology are:**
  - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;**
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;**
  - c. Invading the privacy of individuals;**
  - d. Using another user's password or account;**
  - e. Using pseudonyms or anonymous sign-ons;**
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.**
  - g. Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites (including, but not limited to, Facebook, Twitter, and MySpace) or Electronic Communication Devices (ECD's) such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:**
    - 1. Use of illegal or controlled substances, including alcoholic beverages;**
    - 2. Violence or threats of violence, intimidation, or injury to the property or person of another;**
    - 3. Use of degrading language to describe or refer to another student, faculty member, or school official; or**
    - 4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.**
- 5. Your school account and password are confidential and must remain so. Do not use another individuals account and confidential password.**

6. Use of a photograph, image or likeness of one's self or of any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of \_\_\_\_\_.
7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of \_\_\_\_\_.
8. Employees are prohibited from permitting any other individual or entity from creating a web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, or parent for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of \_\_\_\_\_.
9. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
10. The school reserves the right to monitor employee and student use of school computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or email.

**STUDENT ACKNOWLEDGMENT OF TECHNOLOGY USE POLICY 2025/2026**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Each student and his or her parent(s)/guardian(s) must receive the Technology Use Policy and sign this authorization as a condition of continued enrollment. Teachers and other staff must also sign as a condition of continued employment. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

I have received, understand, and will abide by the Technology Use Policy.

Dated: \_\_\_\_\_  
Student

The following must also be signed by a Parent/Guardian if the student is under the age of 19.

I have read the Technology Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Use Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school.

Dated: \_\_\_\_\_  
Parent/Guardian

Holy Family School  
301 Pine St  
PO Box 158  
Lindsay, NE 68644

June 2025

Students  
Parents  
Employees

Re: Annual Notification – Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at Holy Family in 2006, and has been updated (reinspected) every third year (last reinspection was conducted June 18, 2019). Any areas of known or assumed friable or nonfriable asbestos will continue to be inspected on a regular basis (every six months) and procedures implemented to assure no health hazards are present.

Our management plan has been filed with the State Department of Health and is on file in the school office. The plan is available for public inspection during normal office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. For further information please contact Rick Frauendorfer, the school's asbestos program manager.

Reinspections will be conducted every third year so long as asbestos is known or assumed to be in the school (this was completed in June 18, 2021).

Sincerely,

Andy Bishop  
Holy Family School Principal

**STUDENT HANDBOOK  
SIGNATURE FORM  
2025-2026d**

I have read & understand the Family Handbook. I agree to abide by all the policies and rules of Holy Family School.

Date: \_\_\_\_\_

Parents' Signatures: \_\_\_\_\_  
\_\_\_\_\_