# TABLE OF CONTENTS

INTRODUCTION ........................................................................................................... 2  
FACULTY & STAFF ....................................................................................................... 3  
SACRED HEART SCHOOL ADVISORY COUNCIL .................................................. 4  
FRIENDS OF SACRED HEART—FOSH ..................................................................... 4  
TUITION ....................................................................................................................... 5-6  
DISCIPLINE PHILOSOPHY ........................................................................................... 6-7  
COMMUNICATIONS .................................................................................................... 8  
CURRICULUM ............................................................................................................. 8-9  
GENERAL STUDENT REGULATIONS ...................................................................... 9  
LUNCH .......................................................................................................................... 10  
EMERGENCY CLOSING ............................................................................................. 10  
CLASS TIME SCHEDULE ........................................................................................... 10  
ANTI-BULLYING POLICY ............................................................................................ 10-11  
CELL PHONE POLICY ................................................................................................ 11  
ACADEMIC INTEGRITY/PLAGIARISM ....................................................................... 11-12  
COORDINATED DRESS CODE (CDC) ...................................................................... 12-17  
FIELD TRIPS, FIRE/TORNADO/LOCKDOWN DRILLS ............................................ 17-18  
ATTENDANCE POLICY ............................................................................................... 18  
ICU ............................................................................................................................... 19  
RETENTION/ADMISSION POLICY ............................................................................. 19  
FAMILY VACATIONS OR TRIPS .................................................................................. 19  
TARDY POLICY ........................................................................................................... 20  
ILLNESS AT SCHOOL ................................................................................................. 20  
MEDICINE .................................................................................................................. 20  
INSURANCE ................................................................................................................ 20  
HEAD LICE POLICY .................................................................................................... 20  
MAKE-UP WORK ......................................................................................................... 20-21  
HOMEWORK ............................................................................................................... 21  
PARTY INVITATIONS ................................................................................................... 21  
TELEPHONE ............................................................................................................... 21  
FILM POLICY ............................................................................................................. 21  
SNOW REGULATIONS ............................................................................................... 21  
BICYCLE SAFETY ....................................................................................................... 21  
RECESS RULES .......................................................................................................... 21-22  
RESTRICTED ACTIVITY ............................................................................................. 22  
GRIEVANCE PROCEDURE ......................................................................................... 22  
VISITING OUR SCHOOL ............................................................................................. 23  
STUDENT RECORDS ................................................................................................. 23  
FERPA ......................................................................................................................... 23-24  
WEAPONS POLICY ..................................................................................................... 24  
ASBESTOS INSPECTION .............................................................................................. 24  
TECHNOLOGY POLICY ............................................................................................... 24-27
Mission Statement
Our mission is to form a Catholic community of faith and learning by living Gospel values, promoting academic excellence, and serving those in need.

PHILOSOPHY
Christ is the reason for this school. He is the unseen but ever present teacher of its classes. He is the model of its faculty and the inspiration of its students. With this as its belief, and realizing that parents are the primary teachers, Sacred Heart School seeks to help children develop their mental capacities to their fullest extent and to become aware of their obligations to God, to the Church, to the physical world, to their neighbors, and to themselves. It likewise recognizes that children have the right to progress at a rate suited to their unique abilities and endeavors and will respect that right.

VISION STATEMENT
The Catholic School of Yankton, presently known as Sacred Heart School, will be a Christ centered, future oriented educational facility that will always seek to evolve and grow. While striving to be a financially secure institution, it will treat its employees with justice and will meet the educational needs of the children of the Catholic families who wish to be served. This school will be viewed as an asset not only to the Catholic community, but to the community at large because of the message it teaches and the example it gives.

NON-DISCRIMINATION POLICY STATEMENT
All of the parochial schools of the Diocese of Sioux Falls admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of any of the schools of the diocese of Sioux Falls. None of the schools of the Diocese of Sioux Falls discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.
FACULTY AND STAFF
Principal (Sacred Heart Elementary).................................................Mrs. Laura Haberman
Principal (Sacred Heart Middle School)............................................Dr. Tim Mulhair
Administrative Assistant (Elementary).............................................Mrs. Sherry Rockne
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Kindergarten ................................................................................Mrs. Lisa Barger
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Third Grade ................................................................................Mrs. Ashley Olsen
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Fourth Grade .............................................................................Mrs. Stephanie Brodeur
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Fifth Grade ................................................................................Mrs. Barb Geigle
Fifth Grade ................................................................................Miss Jessica Wolles
6-8 Math .......................................................................................Mrs. Kim Olson
6-8 Science ...................................................................................Mrs. Sarah Wald
7 Reading, 8 Language Arts .............................................................Mrs. Kristi O’Connell Ekroth
7 Language Arts, 8 Reading ..............................................................Mrs. Lisa Olnes
6-8 Social Studies, 7-8 Oral Interp. ....................................................Mrs. Rebecca Peterson
6-8 Religion, 6 Health ....................................................................Mrs. Mary Rolfs
5-8 Computer, 6 Reading, 6 Language Arts .......................................Mrs. Angela Kronaizl
K-8 Physical Education ..................................................................Mr. Marty Harms
K-4 Music ......................................................................................Mrs. Hannah Weispfennig
5-8 Music .......................................................................................Mrs. Marcia Olnes
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Academic Services-MS .................................................................Mrs. Tamara Liebig
Instructional Aide, Library (Elementary) ..........................................Mrs. Marta Stirling
Jr. Kindergarten Aide .................................................................Mrs. Virginia (Lee) Barkley
Preschool Aide ...........................................................................Mrs. Ann Heine
Preschool Aide ...........................................................................Mrs. Christine Brinkman
Custodial/Maintenance (Elementary) ................................................Mrs. Amy Barnhart
Custodial/Maintenance (Middle School) ..........................................Mr. Dan Broders
Librarian .......................................................................................Mrs. Sandra Brown
Guidance Counselor (Elementary) ...................................................Mr. Chuck Voegeli
Guidance Counselor (Middle School) ...............................................Mrs. Ashley Termansen
Religion, Pastor - St. Benedict .........................................................Fr. Ken Lulf
Religion, Pastor - Sacred Heart .......................................................Fr. Larry Regynski
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Friends of Sacred Heart School
Friends of Sacred Heart School is a Home and School organization designed to
develop faith community between parents, teachers, and students. This group sponsors
social and educational events during the year to promote mutual understanding and a spirit
of cooperation and Christian love between the home and school. All parents are members.

Friends of Sacred Heart School Officers, 2016-2017
 Josh Klimek  665-5029 & Jill James  661-4367, Co-Presidents
 TBD, Co-Vice Presidents
 TBD, Secretary
 TBD, Treasurer
Sacred Heart School Tuition Policy

Financial Contract
Budgeting for a program of quality education at Sacred Heart School requires that the family of each student enrolled honors its commitment to pay tuition when due. The obligation to pay tuition is legal, as well as moral, and the Advisory Council will turn over to a collection agency any unpaid accounts that have proven uncollectible after a ninety day time period.

Tuition
A. Tuition will be set each year by the Sacred Heart Advisory Council.
B. Tuition must be paid according to one of the following payments plans. All families will sign a contract at the time of registration agreeing to a regular schedule of tuition payment.
   1. One cash or check payment due Sept. 1
   2. Two cash or check payments due on Sept. 1 and Jan. 1
   3. Twelve auto-pay bank withdrawals (July-June)

Tuition Assistance
The Sacred Heart School Advisory Council is committed to the principle that no child will ever be refused attendance at Sacred Heart School because of the inability to pay tuition. If anyone feels they are unable to meet their commitment, they should apply for tuition assistance in the spring of the upcoming year. Those families receiving assistance must reapply yearly.

Tuition/Fees-Non-Payment
1. The following procedure will be followed in the case of late payment.
   a. 30 days late, a letter regarding late payment
   b. 60 days late, a phone call regarding late payment, pastor consulted
   c. 90 days late, the account will be turned over to a collection agency if no attempts by the family have been made to make special arrangements.
2. A report will be given to the advisory council monthly for the purpose of monitoring the collection of fees and tuition.
3. Report cards will be delayed for children whose families are delinquent on their tuition.
4. Should this payment not occur, continued enrollment will be placed at high risk.
5. Students of a family who owe unexcused tuition for past years will not be admitted to Sacred Heart School until all tuition is paid in full or until special arrangements for payment have been made.
6. A family that leaves Sacred Heart School with an unpaid balance and has failed to cooperate with the school in keeping to payment arrangements will have their account turned over to a collection agency.
Tuition Information

Tuition charges for enrolling in Sacred Heart School for the 2016-2017 academic year are as follows:

Pre-school
   $ 810.00 (2 day)
   $ 945.00 (3 day)

Jr. Kindergarten (half days)
   $ 1260.00 (5 day)
Jr. Kindergarten (full days)
   $ 2520.00 (5 day)

Grades K-8
   Families with one child  $ 2215.00
   Families with two children $ 4135.00
   Families with three or more children $ 5570.00

Tuition for Non-Parish members is $200 extra per child.

Discipline Philosophy

Sacred Heart School, over the years, has guided the growth of its children in the habits of virtue and in Christian attitude with a sound educational program. The Sacred Heart School Advisory Council desires to preserve these essential components of Christian education. They believe order and discipline are necessary to achieve maximum growth for each student served at Sacred Heart School. Discipline, as in all education, is an ongoing process of personal growth and development. At Sacred Heart School the process is enhanced in an atmosphere "enlivened with the Gospel Spirit of Love" and is dependent upon trust, respect, and cooperation among faculty, students, and parents.

In the interests of quality Christian education for each student, Sacred Heart School has adopted the following guidelines:

RESPECT:  Respect will be given to teachers, school helpers, and all people of the community, as well as to all students of Sacred Heart School and students in other schools. Consideration will be shown with school and community property. Students will show respect for themselves through neat appearance. Most importantly, a proper and healthy respect will be shown for the process of learning.

TRUST:  Sacred Heart School operates under the conclusion that honesty will be instilled in students through an atmosphere of trust and forgiveness.

COOPERATION: A spirit of cooperation is needed by all. Emphasis is placed on courtesy, concern, and service to one another. The school desires the involvement of parents in the student's process of learning. Only when parents and teachers work as partners will the child gain the ultimate experience which Sacred Heart School can provide.
Discipline Program at Sacred Heart School

A. All students are subject to all adults at all times.

B. A student will be sent to the Principal's office for major infractions and detentions. Elementary School students must fill out a “Re-Focus” form and return the form the next school day.

1. Reasons for Detentions:
   a. Use of abusive or profane language.
   b. Vandalism of property belonging to the church, school, teachers, or fellow students.
   c. Fighting, causing or attempting to cause physical injury to fellow students.
   d. Theft of property belonging to the school, church, teachers, or fellow students.
   e. Refusal to comply with reasonable standards of behavior established by the Advisory Council, principal, and/or teachers.
   f. Willful tardiness or truancy.
   g. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
   h. Possession or use of tobacco, alcoholic beverages, or drugs on school or church property.
   i. Unacceptable behavior on school or church property (boisterous activities in the hall, lunchroom, etc.)

2. Procedure for Detentions:
   a. When given a detention, the student is expected to remain 1/2 hour after school the same day the offense is committed, or as soon thereafter as possible.
   b. The student will report to the school office immediately after school.
   c. Elementary School students will fill out a detention Reflection form, the principal will sign it, and the student will return it the next school day with parent’s signature.

3. Procedure for Suspension:
   a. Suspensions may be given for any infraction that is deemed very serious by the administration. Suspensions can occur in school.
   b. The student will not receive credit for classes missed during the suspension period.

4. Procedure for Dismissal:
   a. The Principal determines the necessity for permanent suspension.
   b. No tuition money will be refunded.
Communication

The Catholic School has a direct effect on the religious, social, emotional, physical, and mental quality of development of the students who attend it, but it cannot replace the role of the parents. The primary educator must always be the parents. Therefore, Sacred Heart School strives to actively involve parents in the education of their children by communicating with them about student progress. Communication will be in the form of conferences, written reports, e-mails and phone calls.

CONFERENCES: Scheduled conferences for all students are held at the completion of the first quarter (except for Preschool) and the middle of the third quarter. If at any time during the school year, the parents wish to meet with the teacher, they should contact the teacher directly or through the school office and arrange a time convenient to both parties. If a student is having difficulty with school or there is some misunderstanding, the procedure to follow should be:

1. The parents should arrange to confer with the teacher(s) involved.
2. If difficulty or misunderstanding is unresolved, the parents and teacher(s) should arrange to meet with the principal.

STUDENT EVALUATION: Report cards are issued quarterly, in November, January, March, and the end of the school year. Midterm reports are sent home during all quarters.

MONTHLY NEWS: The school office attempts to keep parents well informed through a monthly newsletter “ChalkTalk” which includes the school happenings.

Curriculum

COURSE OF STUDIES: The course of studies consists of religion, language arts, mathematics, science, social studies, health, computer, guidance, Spanish, physical education, art and music. Up-to-date textbooks are used and supplementary materials are also available. The curriculum has been planned by the teachers to provide consistency in subject matter as well as provide for individual differences.

PUBLIC SCHOOL PROGRAMS:

Band & Orchestra: The band and orchestra programs are provided for all interested students in grades 4-8 by the Yankton Public School system. Beginning string orchestra students (grade 4) and beginning band students (grade 5) meet once a week for lessons. Students in grades 6-8 participate in both orchestra and band, and also perform in the music programs throughout the school year.

Athletics: Fifth through eighth grade boys and girls may participate in the after school athletic programs that are offered through the Yankton Public School system. Those interested in participating are encouraged to do so. The Public School system provides Sacred Heart students with the proper forms for participation.

Title I, Special Education and Speech Services: Details for admission to these programs may be obtained from the Principal.
ACADEMIC TESTING: Standardized ability and achievement tests are given each spring to grades 3 through 8.

SPECIAL STUDIES:

Religion: The religion curriculum of Sacred Heart School enables students to discover God in themselves, others, and the world; develop an understanding of Catholic doctrine and moral values; develop a faith commitment; develop a link with the Christian community through service and participation in prayer and liturgy; and develop participation in Sacramental Programs. The most important reason for the existence of a Catholic School is training in our Catholic faith. The school liturgies are considered one of the primary means in our faith development program. All students and teachers are required to participate.

Computer: Sacred Heart School has a computer lab for student use. Students in grades K-5 meet in the lab once a week to learn computer skills including keyboarding. Students in grades 6-8 have computer class for one quarter during the year. Students have access to the lab on a regular basis in conjunction with their other classes.

Guidance: Sacred Heart School has a K-8 Guidance Program, including a counselor at each site.

Library: Sacred Heart School has a centralized library at each site, which contains books in all subject areas pertinent to elementary education. Children of all grades are given weekly periods to use the library facilities. A librarian is there part-time to assist the students at Sacred Heart Elementary. Any student who has an overdue library book will not be allowed to check out another book until the previous book has been brought back. Books that are lost or damaged must be replaced by the student who checked the book out from the library.

Music: Students in grades K-6 have music twice weekly. Music class involves basic music theory as well as rhythm and singing. Students in grades 7-8 have the option of taking music, band or orchestra.

Physical Education: P.E. classes are given to all students in grades K-8 each week. All children must participate in a program unless they have a written excuse from parents. No uniforms or gym outfits are required for grades K-4, only non-marking soled shoes. Girls should not wear dresses on gym days. All students should wear loose fitting clothing to allow for ample movement and all students must wear tennis shoes on gym days. Students in grades 5-8 will need shorts and t-shirts.

General Student Regulations

ADMISSION: According to State Law, students enrolling for Kindergarten must be 5 years old before September 1st of that year. Students enrolling for first grade must be 6 years old before September 1st of that year. Sacred Heart School requires students enrolling in Preschool to be 3 years old by August 1. Kindergarten students must have official birth certificates and immunization (including TB tests) records on file. Transfer students must have official immunization records on file (including TB tests). New students are considered registered when parents/guardians have completed a registration form.
LUNCH: School lunches are provided this year by Hy-Vee. Lunches are served at Sacred Heart School every day. Meals (including milk) are $3.35 each and single milks are $.35 each. Every family has an account in our automated computer lunch program. If parents wish to apply for free or reduced lunch plans, they can pick up an application in the office. If a student wishes to walk home for lunch, a signed, written permission slip must be sent to school. A student wishing to leave campus to eat somewhere other than their home must also have a signed note and be accompanied by their parent when leaving school grounds.

LUNCH POLICY:
A. Lunchtime is an opportunity for students to socialize with classmates and friends. On special occasions it is acceptable for a parent to take their child out to lunch during their scheduled lunch period. Please notify the office or your child’s teacher via note, email or phone call a day in advance.
B. The National School Lunch program does not allow fast food or pop to be brought into the lunchroom during school lunch-time.

EMERGENCY CLOSING: If school is cancelled or there is a late start because of snow or inclement weather, it will be announced over KYNT (1450), WNAX (570), KVHT (106.3 FM), KELO and KTIV television, and BrightArrow messaging system.

CLASS TIMES:
- AM Jr. K/Pre-K: 8:15-11:00
- PM Jr. Kind: 12:30-3:15
- Full day Jr K: 8:15-3:15
- Grades K-4: 8:15-3:20
- Grades 5-8: 8:10-3:15

ANTI-BULLYING/HARASSMENT POLICY:
It is SHS policy that any type of harassment or bullying is unacceptable, in some cases illegal, and shall not be tolerated. Per administrative discretion, any student violating this policy shall be subject to disciplinary action (e.g., detention, suspension, expulsion) including the possible involvement of law enforcement.

Harassment/Bullying: Repeated and intentionally harmful contact made by one or more students directed towards another student by phone or computer, as well as verbal or written threats made against the physical or emotional well-being of any individual, are taken very seriously. Outward threatening behavior, cyber-bullying, (i.e., instant/text messaging, facebook or other social networks), or other such intimidation tactics are considered unacceptable in the school setting. Students making such threats (seriously, in jest or online) face disciplinary action. Examples:
- Direct or indirect, blatant or subtle, threats involving an imbalance of power through repeated and intentional actions.
- Any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment
- Isolation of the victim by making them feel rejected by his/her community.
- Malicious gossip and rumor spreading
- Physical – harmful actions against another person’s body (e.g., hitting, kicking, pushing, invading another’s personal space).
➢ Verbal – Speaking to a person or about a person in an unkind or hurtful way (e.g., profanity, name-calling, teasing, taunting, mocking, spreading rumors)
➢ Visual – providing visual evidence of material meant to harm an individual (e.g., sexting, e-mail, text messaging, internet, pictures, notes)
➢ Sexual – any unwelcome sexual advance, solicitation or sexual activity (e.g., sexual activity with promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults). This conduct has the effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

Students/Parents should report such incidents to teachers, administration and/or the guidance counselor. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a Student or Parent is dissatisfied with the handling of the complaint, he/she may file a written complaint and utilize any applicable grievance procedures. School system employees, School Resource Officer, and students are responsible for maintaining a working and learning environment free from harassment/bullying. All allegations will be carefully scrutinized. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available in the administration office.

CELL PHONE POLICY
Due to the problems of disruptions to the educational process and theft, students may not bring or use the following personal items in the school building(s) without permission: Cameras, radios, stereos, MP3 players, Kindles, iPods, iPads, beepers or other similar items.

Cell phone use is not allowed in school buildings, on school grounds, during school activities or on school field trips or retreats. Cell phones are to be left in the student’s backpack, in their locker and turned off. They may not be used unless permission is given by SHS staff or administration. Parents may contact students by calling the Sacred Heart School office at: ES 665-5841 MS 665-1808

ACADEMIC INTEGRITY/PLAGIARISM
At Sacred Heart Middle School, we strive to form a community of faith and learning through Gospel values and academic excellence. Academic integrity involves Gospel values of honesty and respect. Honesty is a value that holds each person to the truth, to tell the truth, and to defend the truth. Integrity is firm adherence to our values with and without the presence of others. In an environment of respect, work we turn in as our own is our own.

SHMS students should be totally honest in their dealing with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Cheating is any dishonest or deceptive act by which students represent the labor or knowledge of another person as their own to gain an unfair advantage. Knowingly assisting another to cheat is also cheating. At SHMS, we consider cheating to include the following:
➢ **Submitting work that is not original.** Students may not obtain work, assignments, projects, or writing from others (parents, siblings, students, tutors, etc.).

➢ **Plagiarism** is failing to credit original sources for words or ideas. This includes information from the Internet or other print sources. Students should not "borrow" phrases, sentences, paragraphs, or ideas without appropriate citation. Casual paraphrasing is still plagiarism.

➢ **Violating the integrity of examinations.** Obtaining or providing answers from any source during a quiz or test is prohibited. Sharing information with anyone who has not taken the quiz or test is also viewed as cheating.

➢ **Unacceptable collaboration.** Teacher guidelines regarding collaboration on assignments must be followed. Work should be completed independently unless specifically instructed otherwise.

➢ **Lying or misrepresenting facts.** Altering or omitting the truth to gain academic advantage is unacceptable. This includes altering documents, forgery, lying to avoid taking a test or turning in an assignment or accepting a consequence.

Teachers and administrators will determine consequences for academic dishonesty.

**COORDINATED DRESS CODE (CDC):**

**Objectives for K-8th:**

The Coordinated Dress Code (CDC), a long standing tradition in Catholic Schools, was established to enhance school identity, foster school unity, promote respect for the learning process, teach modesty in dress, and show reverence for the Sacrament of the Eucharist.

Students will follow the Coordinated Dress Code Monday through Thursday, all Holy Days of Obligation, and field trip days when applicable.

Enforcement of the school coordinated dress code policy is the responsibility of each student's parents. Classroom teachers should not have to police their students for CDC infractions. Certain clothing fringes on violating the intent of the dress code. Since the school is unable to list all exceptions, we ask for student and parent cooperation by wearing clothing styles congruent with the intended dress code.

**Elementary School Grades K-4 Coordinated Dress Code:**

1. **PANTS**
   a. Khaki or navy blue pants/slacks
      
      **ALLOWED:** carpenter, cargo, corduroy, non-form fitting knit pants
      
      **NOT ALLOWED:** ultra baggy, ultra tight, sweatpants, wind pants, ripped/holes and stand-alone leggings
   
   b. Dark blue jeans
ALLOWED: dark blue jeans

NOT ALLOWED: faded, stonewashed, ripped/holes, flowers, sequins, light colored, overly embellished, ultra baggy or ultra tight. Sequins and embellishments are only allowed on back pockets

a. Warm weather alternatives during August, September, October, April, May
   i. Shorts (not allowed for Mass, but students may bring a pair to change into after Mass/before 1st recess, during the warm weather months listed above)

   ALLOWED: khaki, navy, or dark blue jean shorts or skirts/skorts (all must be no shorter than 6” above the knee while kneeling), capris or gauchos

   NOT ALLOWED: athletic shorts, ultra short

2. JUMPERS, DRESSES, SKIRTS & SKORTS---All must be no shorter than 6” above the knee when kneeling and worn with leggings or tights from November-March.

   a. Dark denim, navy, or khaki jumpers worn with a collared shirt
   b. Navy or white collared dresses
   c. Navy, khaki, or dark denim skirts or skorts (no denim on Mass days)
   d. Leggings/tights must be plain white or navy

3. SHIRTS/BLOUSES

   a. Plain navy or white collared shirt

   ALLOWED: polo (long or short sleeve), button down, turtleneck, mock turtleneck, small logo or SHS logo

   NOT ALLOWED: stripes, designs, t-shirts, large logo, hooded sweatshirts other than SHS hoodie

   b. Plain navy or white sweatshirts, sweaters, cardigan, or vests, official SHS navy hooded sweatshirt, fleece or wind shirt

   ALLOWED: must be worn with collar

   NOT ALLOWED: non-SHS logo hooded sweatshirts, fleece or wind shirts, stripes, or designs

   c. Undershirts must be white or navy blue

   d. Jackets/coats are not part of the CDC and may not be worn in school
4. **MASS DAYS:**

   **NOT ALLOWED:** denim, shorts, boots of any kind, flip flops

5. **FREE FRIDAYS:** Parents are expected to cooperate with Sacred Heart School in the matter of their child’s appearance. Students are expected to take pride in keeping themselves and their clothes clean and appropriate.

   **NOT ALLOWED:**

   i. Spaghetti strapped tops cannot be worn alone. Tank tops must be 3 finger lengths in width

   ii. Shorts or skirts/skorts that are shorter than 6” above the knee while kneeling

   iii. Yoga pants are NOT allowed on any day of the week. Leggings cannot be worn alone as pants

   iv. Leggings cannot be worn alone as pants any days including FREE Fridays

   v. Shirts that allow the midriff to show

   vi. T-shirts with unacceptable advertisements or sayings

6. **DRESS CODE INFRACTIONS AT ELEMENTARY SCHOOL:**

Teachers will send home a half slip of paper notifying parents of a dress code infraction. Parents must sign and return the next day.

**Middle School Dress Code Grades 5-8:** Students are asked to dress appropriately for the weather or season.

1. **PANTS:** All pants must have two back pockets (outside of pants or welt pockets) and must not be ultra tight fitting

   a. Khaki, navy blue, or black pants/slacks

       **ALLOWED:** carpenter, cargo, corduroy, and capris during warm weather

       **NOT ALLOWED:** ultra baggy, ultra tight, sweatpants, wind pants, yoga pants

   b. Dark blue jeans

       **ALLOWED:** dark blue jeans

       **NOT ALLOWED:** faded, stonewashed, ripped/holes, light colored, ultra baggy or ultra tight; Sequins and embellishments are only allowed on back pockets.
2. **SHORTS, SKIRTS & SKORTS**

   **ALLOWED:**
   
   i. Navy, khaki, black or dark denim (no denim on Mass days)
   
   ii. Must be no shorter than 6” above knee while kneeling
   
   iii. Skirts may be worn with shorts underneath for modesty
   
   iv. Leggings/Tights are allowed. Plain white, navy, pale/baby blue, gray, red or black. No patterned. Leggings cannot be worn as pants.

3. **JUMPERS & DRESSES**

   **ALLOWED:**
   
   i. Navy, white, khaki, pale/baby blue, gray, red or black
   
   ii. Dresses must have a collar
   
   iii. Length must be no shorter than 6” above knee when kneeling
   
   iv. Leggings/Tights are allowed. Plain white, navy, pale/baby blue, gray, red or black. No patterned. Leggings cannot be worn as pants.

4. **SHIRTS/BLOUSES:**

   a. Plain navy, white, gray, pale/baby blue, red or black collared shirt (top button may be left unbuttoned)

   **ALLOWED:** polo (long sleeve or short sleeve), button down, turtleneck, mock turtleneck, small logo

   **NOT ALLOWED:** stripes, designs, t-shirts, hooded sweatshirts other than SHS hoodie, large logo

5. **UNDERSHIRTS & CAMISOLES/CAMIS:**

   **ALLOWED:** navy, white, pale/baby blue, grey, red, black

   Must be dress code approved solid colors and must be worn under a dress code approved shirt. For example: Students may wear a black long sleeved undershirt under a red collared dress code appropriate shirt. A gray long sleeved undershirt may also be worn under a gray dress code collared shirt.

6. **JACKETS/SWEATSHIRTS:**

   a. Windbreakers or light weight jackets/"performance wear" that have a partial zip mock collar; must be worn with a collared shirt underneath.
Plain sweatshirts, sweaters, cardigans, vests, windbreakers or light weight jackets/ “performance wear” that have a full zip are allowed with a collared shirt underneath

**ALLOWED:** navy, white, pale/baby blue, grey, red and black, must be worn with collared shirt underneath

**NOT ALLOWED:** hooded sweatshirts other than SHS logo, logo, stripes, designs

b. Official SHS logo navy hooded sweatshirt, 1/4 zip, fleece, or wind shirt

7. **OTHER:**

a. Families will have the option of purchasing clothing with the SHS logo, which is referred to as “spirit wear.” SHS outsources these items and provides them to students at no profit to the school. Purchasing spirit wear is optional and no one is encouraged or obligated to do so. The school will take orders in the fall and spring for those that are interested.

b. Students will not be allowed to change out of the Coordinated Dress Code during the course of the school day, with the exception of P.E. After P.E., students must change back into dress code attire unless it is the last class of the day.

c. The school encourages parents to purchase any clothing through our community’s local merchants; however, they may be purchased from the merchant of your choice.

d. As new clothing trends arise, the administration reserves the right to address these concerns as needed.

8. **MASS DAYS:**

**NOT ALLOWED:** denim, shorts, boots of any kind, flip flops

9. **ACCESSORIES:**

a. School approved solid colored in navy, white, gray, pale/baby blue, red or black scarves are acceptable.

10. **FREE FRIDAYS:** Students and parents are expected to cooperate with Sacred Heart School in the matter of the student’s appearance. Students are expected to take pride in keeping themselves and their clothes clean. Clothing that causes distractions, which may prohibit learning, or proves to be a safety concern will be deemed inappropriate. Students not conforming to these rules will be sent to the Principal's Office. The final decision will be at the discretion of the Administration.

**NOT ALLOWED:**

i. T-shirts with unacceptable sayings or advertisements
ii. Tops with spaghetti straps may not be worn alone. Tank tops must be at least 3 finger lengths wide

iii. Low cut tops/shirts

iv. Shirts that allow the midriff to show

v. Yoga pants, ultra tight fitting pants or leggings worn as pants

vi. Shorts or skirts/skorts that are shorter than 6” above the knee while kneeling

11. SPECIAL DRESS UP DAYS: There will be times when students can dress up for special school events, such as school dances, National Junior Honor Society, and 8th grade graduation. In all circumstances, the dress must be appropriate. Specific guidelines will be relayed to students and parents during the planning of these events.

12. DRESS CODE INFRACTIONS AT MIDDLE SCHOOL:

Consequences: Student will call home for parent/guardian to bring appropriate clothing to change.

*All other decisions regarding the coordinated dress code are left to the discretion of the administration.

FIELD TRIPS: Field trips provide another type of learning experience for students. Participating in a field trip is a privilege and not a right for a student. Because a field trip itself tends to involve more risks, great care and precaution need to be taken on the part of the school, principal, teacher, parents, and students. Teachers will inform parents in writing about a given field trip as to purpose, place, date, time and method of transportation, as well as instructions that parents should go over ahead of time with their child. Permission slips/medical release forms must be signed by a parent/guardian and returned by the given date in order for the child to participate.

FIRE DRILLS: Drills are held twice each semester so the students are aware of the procedures to follow. Students are expected to follow fire drill rules.

TORNOADO DRILLS: A tornado drill is held each fall and spring before the tornado season begins. Students are expected to follow tornado drill rules.

LOCKDOWN DRILLS: A lockdown drill will be performed once a year at the beginning of the year.

TORNOADO WARNINGS: If a tornado warning is in effect in the locality of Yankton, the students will be taken to designated areas in the school. If tornado warnings are in effect at dismissal time, students will be kept in school until it is safe to leave, unless the student is picked up by a parent.
TORNADO WATCH: If a tornado watch is in effect at dismissal time, children will be dismissed at the regular time.

FIRST AID: Minor first aid will be given at school. In the event that major first aid is required, the school will try to contact, in this order: the student's parents, emergency number indicated in file, or the family physician. If none of these can be reached, the school administrator will seek emergency care deemed necessary with parents being liable for the expenses incurred.

ATTENDANCE POLICY:
An estimated 25% of the learning process in any given subject is accomplished by being present in class, it is critical that students and their parents recognize the considerable portion of education missed by students who frequently miss class. For this reason and because of the South Dakota statues require local boards of education to define and enforce specific standards of attendance, the following requirements will be enforced at the Sacred Heart Schools.

Absences will be defined as the following:
1. Personal illness of such seriousness as to make attendance at school unsafe, impractical or harmful either to the student or others. Students must be “fever free” for 24 hours, without medication, before being admitted back to school.
2. Bereavement or serious illness in the student’s immediate family.
3. Weather so inclement as to endanger the health or safety of the student.
4. Other exceptional reasons prearranged by the parent/guardian and approved by the principal.

The following process will be followed regarding all absences. Students will be considered absent ½ day if they arrive after more than 1 and ½ hours after the start time or leave more than 1 and ½ hours before dismissal.

*Middle School attendance is taken each class period.
1. When a student has been absent 5 times during the year, parents/guardians will be notified in writing. In case of chronic or irregular absences reportedly due to illness, the principal may request a physician’s statement certifying the validity of such absence.
2. When a student has been absent a total of 7 times in the year, the parents/guardians will be called in for a meeting with the principal and /or teacher to discuss the problem and to collaborate on strategies.
3. Excessive absences for students will result in referral to the truancy policy as listed below:

Truancy:
South Dakota law (13-27-11) states that: “Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offence, a violator of this section is guilty of a Class 1 misdemeanor.”
Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping class and /or leaving school grounds without permission is considered truancy.
School procedures/consequences for truancy may include making up missed time through detention, parent notification, parent conference, suspension, and loss of credit. Repeated truancy instances will result in a referral to legal authorities.

This is a general statement of policy, and school officials are empowered to use discretion in its enforcement and application.

**ICU:** ICU is a Middle School homework completion program. If a student does not complete an assignment, parents are contacted, and if the assignment is still missing, a student’s name will be placed on the ICU list. The student is then informed that he/she is on the ICU list, and they must report to the ICU room from 3:15-3:45 pm, every day, until the student’s name is off the ICU list. It is the responsibility of the teacher to take the student’s name off the list once they have turned in the assignment during ICU time.

**RETENTION/ADMISSIONS POLICY:** Sacred Heart School attempts to meet the needs of students having a diverse range of cognitive, physical, and social emotional skills and abilities. If parents have concerns about their child(ren)’s advanced or limited ability, they should contact the school administration so that the school can better serve their child(ren).

At times, a placement other than the current Catholic school might be more appropriate for a child. After careful consideration of each child’s unique needs, the school’s effectiveness and available resources in serving the student and the impact on other students, administration will make the final admission or retention decision.

**FAMILY VACATIONS OR TRIPS:**

A family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student’s academic progress and record. Homework is encouraged to be completed prior to the vacation whenever possible.
**TARDY POLICY:**
All children who miss a part or complete session must bring a note of explanation
Signed by a parent or guardian or their homeroom teacher before they may be permitted
to attend or leave class.

1. Middle school students will be considered tardy if they arrive after the 8:10
   am bell. Elementary school students will be considered tardy if they arrive
   more than ten minutes late or leave before the end of the day dismissal time.
   (MS-3:15 p.m/Elem.-3:20 p.m.)
2. Five (5) tardies is equivalent to one (1) absence.
3. Any student that receives a tardy will not receive perfect attendance.
4. Students in grades 5-8 will be assigned a detention for every 5 tardies
   *Middle School attendance is taken each class period.

**Absenteeism and Tardiness Procedures**
If a student is going to be absent or late to school for any reason, please call the school
office – Sacred Heart Elementary (665-5841) or Sacred Heart Middle School (665-1808)
Between 8:00 am and 9:00 am. Parents must contact the school if their child is leaving
early or for part of the day. If for any reason the child is not in school and the parent has
not contacted the school office, the secretary or her designee will call the home in an
attempt to locate the child.

**ILLNESS AT SCHOOL:** Parents are contacted immediately when a child becomes ill
in school. Students must be “fever free” for 24 hours, without medication, before being
admitted back to school.

**MEDICINE:** No medication will be administered unless a written permission statement
from parents has been sent to the school. The permission statement must include the
time the medicine should be administered and on what days. The statement must be
signed by the parent. Forms are available in the school office.

**INSURANCE:** The health of all students at Sacred Heart School is expected to be
covered by insurance through their parents. If parents do not have family insurance,
insurance forms for general health for individual children can be obtained at the school
office. This insurance business is done through insurance companies unrelated to Sacred
Heart School.
Delta Dental of South Dakota offers a dental accident plan to South Dakota families. For
information and applications please call their toll free number at 1-800-627-3961 or visit
their website, www.deltadentalsd.com. This insurance business is done through
insurance companies unrelated to Sacred Heart School.

**HEAD LICE POLICY:** Sacred Heart School students suspected of having head lice or
nits will be removed from the classroom. Parents will be notified immediately in order
for the child to be professionally evaluated and treated. Students will be readmitted to the
classroom if they have written advice from a professional stating that they do not have a
case of head lice or nits, or upon evidence of treatment.
MAKE-UP WORK: When a student misses more than one day of classes, it is recommended that a member of the family or a classmate be contacted to bring home some of the current assignments. The student is responsible for making up class work missed for any reason.

HOMEWORK: Written and study homework are based upon work already covered in class. The suggested time given to homework is as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Recommended Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Primary grades</td>
<td>20-45 minutes</td>
</tr>
<tr>
<td>Intermediate grades</td>
<td>One hour</td>
</tr>
<tr>
<td>Upper grades</td>
<td>One and one-half hours</td>
</tr>
</tbody>
</table>

If a student fails to have all necessary work completed, the teacher/administration reserves the right to hold that student back from any extra-curricular activities.

PARTY INVITATIONS: It is a general policy of Sacred Heart School to not allow distribution of party invitations at school. We ask that when a birthday party is planned that consideration of other students is recognized. We ask that the school not be a means to plan or organize birthday or other type of party.

TELEPHONE: The school telephones are for school business. Students may use the phones only for important or emergency calls. Teachers are involved with classes between 8:10 a.m. and 3:30 p.m. If anyone needs to be in contact with a teacher they can be reached before or after these times. Messages may be left with the secretary, however delivering telephone messages to students generally results in a brief interruption of classroom activities. Parents are asked to minimize these interruptions by making arrangements as much as possible before the youngster comes to school.

FILM POLICY: "G" Movies may be shown by a teacher for instructional purposes at any time and occasionally for reward. "PG" movies may be shown at the discretion of the teacher after being previewed by the teacher and approved by the principal. Any other films will only be shown after permission slips have been sent home explaining the value to the class in showing the film.

SNOW REGULATIONS: Students have the responsibility to respect other people and their property. Snow will NOT be thrown at anyone or anything while on the school grounds at any time. A detention will result from this violation.

BICYCLE SAFETY: We have no restrictions on the matter of riding bicycles to school. We recommend that younger students demonstrate the ability to ride safely in heavy traffic before being allowed to ride to school. We also strongly recommend the use of helmets for those who ride bikes.
**RECESS:** All students in grades K-5 will have outdoor recess during the day, weather permitting. In most cases, any child well enough to attend school will be considered well enough to go out for recess. Temperatures or wind chill below 10 degrees, PK-1 will not have outdoor recess. Temperatures or wind chill below 0 degrees 2-4 will not have outdoor recess.

**RECESS RULES:**
1. No tackling games are allowed.
2. No spitting is allowed anytime, anywhere.
4. Teacher's permission is required before entering the street to get a ball.
5. No games are "lock in". Everyone is free to join in play.
6. Everyone will line up, hold play equipment, and walk in the building quietly.
7. Students should report any strangers or stray animals to the duty teacher immediately.
8. Once on the playground for recess, no one goes back into the building for forgotten items or to talk to a teacher without permission.
9. No one is to go on the roofs of the gym or garage or on the fire escapes at any time.
10. No playing on snow piles without permission. The throwing of snowballs is never allowed.
11. Boots are encouraged when the playground is snow-covered. Those without boots must remain on dry areas.
12. No playing near the bike racks.
13. No skateboards, rollerblades, boom boxes, headsets, frisbees, hard balls, or leather balls etc. are permitted without permission.
14. Use equipment correctly.
   A. One on a swing, no underdogs, swing straight.
   B. No walking or going headfirst on the slide.
Failure to comply with the above rules, as well as failure to respect another person or their property, may result in a refocus, loss of equipment, loss of recess time or detention if repeated offense.

**RESTRICTED ACTIVITY:** If a youngster has been ill or injured and must be withheld from rigorous physical activity for any appreciable length of time, we request a note from the doctor. Such a note should explain the nature of the activities which are not appropriate to the child’s condition, and the length of time that he or she should be excluded from the activities.

**GRIEVANCE PROCEDURE:** The steps for the grievance procedure are as follows:
1. Parent-student meet with teacher
2. Parent-student meet with principal
3. Parent-student notify principal in writing of intent to grieve
4. Parent-student meet with principal; grievance committee chosen
5. Parent-student meet with grievance committee who receives evidence – oral & written
6. Grievance committee makes recommendation to pastor(s)
7. Pastor(s) decides the grievance
8. Parent-student go to Diocesan due process

*Process should be completed within 30 days.*
VISITING OUR SCHOOL: Parents are welcome and encouraged to visit the classroom of their children while classes are in session. Children are allowed to visit the school only if they are accompanied by an adult. It is suggested that your school visit will be most valuable if you consider the following:

a. Avoid visiting during the first two weeks or the last week of the school year or on any day which the routine will be vastly different.

b. A note or call to the teacher ahead of time will help assure that you’ll see those classes in which you have the greatest interest.

STUDENT RECORDS: Individual student record folders are maintained and stored in a file in the office. These records contain information about a child’s school achievement as well as health and attendance data. They may also contain information about any special evaluations or observations, which could help to assure a sequential learning program. Parents have a right to review the educational records of their children and should file a request with the building principal if they wish to do so.

With regard to student records, parents have the right to:

a. review and inspect the records.

b. request an explanation of or amendment to the records.

c. Participate in a hearing regarding all records affecting your child should there be a disagreement as to any part of the contents of the file.

FERPA: ANNUAL NOTIFICATION OF RIGHTS/DIRECTORY INFORMATION PUBLIC NOTICE UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

OFFICIAL STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day Sacred Heart Catholic School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Sacred Heart Catholic School to amend a record that they believe is inaccurate. They should write the Sacred Heart Catholic School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Sacred Heart Catholic School decides not to amend the record as requested by the parent or eligible student, Sacred Heart Catholic School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Sacred Heart Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Advisory
Council; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sacred Heart Catholic School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

WEAPONS POLICY: Sacred Heart School believes that weapons and other dangerous objects in school cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school grounds.

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school grounds. Parents who have students in possession of a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion, with a minimum of two-day suspension. Students bringing a firearm to school may be expelled for not less than twelve months. The principal shall have the authority to recommend this expulsion requirement to be modified for a student on a case-to-case basis. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

ANNUAL NOTIFICATION OF ASPEROS INSPECTIONS: Please refer to the school webpage yanktonsacredheartschool.org under “Policies/Notices.”

Sacred Heart Elementary and Middle School Technology Policy

The purpose of Sacred Heart School (SHS) network and Internet is to provide additional educational resources and communication tools for students and teachers. The network and Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. Some materials on the Internet are not appropriate for students; but the benefits of such a system outweigh the risk that users may access controversial information. SHS will take reasonable steps to help prevent students from accessing inappropriate material. However, complete denial of access to such material is impossible. This policy is designed to define acceptable use of any network and/or Internet structure established by SHS.

The use of the network and Internet is a privilege, not a right. Those accessing networks and Internet are expected to demonstrate ethically and morally responsible behavior. If the use of these resources is inappropriate, persons using the Internet will be denied access and their privileges revoked.
Terms and Conditions:

Network and Internet Use
Use must be for educational and/or research purposes consistent with the mission, goals and objectives of Sacred Heart School along with state and federal regulation.

E-mail
Students may have e-mail access only under their teacher’s direct supervision using a classroom account. Students may be provided with individual e-mail accounts under special circumstances, at the request of their teachers and with the approval of their parent.

Students and parent(s) must sign an Account Agreement to be granted an individual e-mail account on the Sacred Heart School network system. This agreement must be renewed on an annual basis. Parent(s) can withdraw their approval at any time.

All messages sent by e-mail are Sacred Heart School’s (SHS) records. Messages sent over SHS’s internal e-mail system are not subject to privacy provisions of the Electronic and Communications Privacy Act of 1986 and therefore may be read by SHS management and systems administrators. SHS reserves the right to access and disclose messages sent over its e-mail system, for any purpose. Supervisors may review the e-mail communications of employees to determine whether security has been violated.

The following points are required for the use of e-mail:

> Communications must not involve solicitation, be associated with any for-profit outside business activity or potentially embarrass SHS.
> Identify yourself and your purpose.
> Keep messages short, coherent, and to the point.
> Use caution when sending e-mails with attachments as they can slow mail services.
> Maintain professionalism when composing or responding to mail.
> Check mail regularly.
> Return receipt feature should be used with discretion as it slows traffic across the network.

E-mail which is threatening, unsolicited, obnoxious, or sexually explicit are forms of harassment. E-mail harassment violates ethical usage of SHS network account and may provoke recipients to seek criminal charges.

Never send uninvited e-mail or forward junk mail to large numbers of person (known as “spam”). A SHS mail account may not be used to send commercial advertisements. Junk e-mail wastes both system resources and the time of those who receive it. Recipients may contact the administrator with complaints.
Chain mail is another form of junk mail. E-mail accounts may not be used to forward such messages and should be deleted at once. If a user is knowingly participating in e-mail abuse, that user may be suspended from network access and may be subject to further disciplinary actions.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be sent accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. SHS reserves the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

SHS is not responsible for the accuracy or loss of information or any damages suffered from Internet use.

SHS will not be liable for the actions of anyone. All users shall assume full liability, legal, financial or otherwise, for their actions. No financial obligations stemming directly or indirectly from unauthorized individual use of the Internet is binding on SHS or its representatives.

The user is responsible for reporting to the system administrator any security or equipment problems arising from the Internet or network use.

The Internet addresses are the property of SHS and may be revoked or changed at any time.

The combination of User ID and passwords is the basic authentication to a user’s identity. The User ID, in and of itself, is not protected as a component of an individual’s security. This means that all security inherent in a user’s account is vested in the password. Therefore, a user should choose his or her passwords carefully. The most frequently encountered problem with security systems is human error and choosing an easily guessed password. Users must never leave a terminal or workstation unattended or unsecured while logged on to a host computer or network.

A computer virus is an unauthorized program that replicates itself and spreads onto various data storage media (floppy disks, magnetic tapes, etc.) across a network. The symptoms of virus infections include considerably slower computer response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of computers. Because viruses have become very complex, users must not attempt to eradicate them from their systems. If users suspect infections by a computer virus, they must immediately stop using the involved computer and contact the network/system administrator.

It is SHS’s standard that all computer workstations have anti-virus software installed by the network/systems administrator. The anti-virus will be running at all times and configured to perform automatic virus detection and disinfection. This will provide continual protection from a potentially harmful software virus infecting the workstations, servers, or the SHS network. No one may tamper with or alter the installation of anti-virus software.
Unacceptable Uses

1. To transmit, receive, access, unload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit material.
2. To vandalize, damage or disable property of the school or another individual or organization.
3. To access another individual’s materials, information or files without permission.
4. To use the network or Internet for commercial or political campaign purposes.
5. To release personal information, files, addresses, passwords, or other vital accessing information.
6. To promote or solicit for illegal activities.
7. To interfere with another person’s use or account in any way.
8. To violate copyright or other protected material laws.
9. To attempt to log-on to the Internet as a system administrator.
10. To subscribe, without authorization, to mailing lists, e-mail messages, games or other services.
11. To circumvent security measures on school or remote computers or networks.
12. To enroll or engage in any activity on the Internet which results in an unauthorized charge or assessment to SHS or its representatives.

This policy will be published in all student handbooks and faculty handbooks.

**Approved by the Sacred Heart School Advisory Council  July 2000**
Please sign, date and return the lower portion of this page to school with the youngest child in your family attending Sacred Heart School. Thank you.

I have read and discussed the student handbook with my child/children. Our family will abide by the policies as stated in this handbook.

Please print family name: ______________________

_________________________  __________
Signature                  Date