



# ARCHANGELS CATHOLIC HIGH SCHOOL

## **Student & Family Handbook**

Draft for Review 2024

*Empower students to lead lives of purpose and service by growing minds in knowledge and expanding hearts in the Catholic Faith.*

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## **Forward**

Archangels Catholic High School is a landmark in Humphrey providing academic excellence within a caring and faith-filled community. We continue that endeavor as we meet the educational, spiritual and developmental needs of our children in the 21<sup>st</sup> century. Archangels Catholic High School is a Nebraska Department of Education accredited school.

Ours is a proud heritage and one we do not take lightly. We are proud of our past and we look forward with hope to a future that will continue to offer our families a choice in quality Catholic education.

We invite you to come and learn more about our school and the educational opportunities we provide.

### **Section F.1 - INTENT OF HANDBOOK**

This Parent/Student Handbook is provided to give information, regulations, and policies to parents and students of Archangels Catholic High Schools and will be used in conjunction with the Archangels Catholic High School Activities Handbook. This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Archangels Catholic High School and any student or any parent of any student. The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add, modify or abolish any of the Handbook provisions without prior notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future endorsement. This Handbook does not create any restriction upon Archangels Catholic High School's right to institute any course of disciplinary action which, in Archangels Catholic High School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

### **Section F.2 - FAMILY SCHOOL AGREEMENT**

Our school is a family with a common goal and purpose. We share a very responsible commitment of educating young minds and developing a spirit of leadership, responsibility, and maturity in young people. It is our goal that their education process will strengthen their faith, our community, and this great nation.

In order to accomplish this task, teachers, students and parents must work continuously to establish a good relationship assuring the best possible learning conditions. We need to agree on standards of academic performance. The diploma should represent a valid document of credits earned by the students. We also need to agree on conditions of discipline to maintain good order in our school to allow the students the opportunity to learn.

Recognizing our common goals, each parent and each student is required to read and sign the last page of this handbook which indicates acknowledgement of the provisions herein and the authority of Archangels Catholic High School administration to enforce these regulations. The written acknowledgement is a condition of the student's enrollment.

It is your child's privilege to attend Archangels Catholic High School. As such, you and your child agree to abide by policies and procedures in this Handbook and to uphold good faith in your actions toward teachers, administration, and peers.

### **NOTICE OF NONDISCRIMINATION:**

Archangels Catholic High School will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

### **Section F.3 - SCHOOL BOARD**

#### **ARCHANGELS CATHOLIC HIGH SCHOOL BOARD**

Archangels Catholic High School Board is a policy formulating body for the operation of the educational facilities of Archangels Catholic High School. The primary responsibility is to recommend new policy for the Pastor/President and to ensure adherence to the mission and core values of the school.

The School Board of Archangels Catholic High School makes recommendations for all regulations and policies for the school to the Pastor/President. The School Board sets the general goals and objectives for the educational process. They entrust the Principal or his/her delegated authority with the operation of the school.

After the Pastor/President and Principal, it becomes the specific responsibility of the Teachers to implement the program of education as outlined for Archangels Catholic High School. It is their responsibility to see that the curriculum and the overall internal functioning of the school within the classroom are carried out.

#### **SCHOOL BOARD POLICIES**

Policies passed by the Archangels Catholic High School Board are available online through *Tads/Educate*. The Archangels Catholic School board reserves the right to make amendments to policies and handbooks as the need arises.

### **Section F.4 - SCHOOL PERSONNEL ROLES & RESPONSIBILITIES**

#### **ADMINISTRATIVE**

The Pastor at Archangels Catholic High School is the President, and chief administrator, of the school. The Archangels Catholic High School board is an advisory group concerned with the formation of policies to govern operations of the school. The specific day to day operations of the school is delegated to the Principal.

#### **INSTRUCTIONAL**

All faculty hold Bachelor's or Master's Degrees and hold a Nebraska Teaching Certificate. The faculty directs the instruction of the curriculum in their grade or subject area.

The media and technology coordinators keep the library and computer lab in working condition, supervise students in their area, maintain up-to-date resources, and assist teachers and students with skills necessary to use these facilities.

#### **NON-INSTRUCTIONAL**

The administrative assistant is responsible to the Principal for the efficient operation of the school office. The administrative assistant is on duty from 7:30-3:30. The administrative assistant assists teachers with simple clerical needs such as copying, sorting and distribution of

mail, etc. In their absence, an authorized person will be on duty to answer the phone and open the door. The secretary is thoroughly briefed on all emergency procedures and may administer minor first aid.

The food service manager and hot lunch cooks are directly responsible to the Principal. They provide nutritious meals with a daily variety of all food groups each day. Volunteers also help in the serving line each day.

The maintenance and custodial staff keep the facility and grounds in good working order. All health and safety codes are followed.

All individuals, certified or classified, are trained as required by the Safe Environment Policies of the Archdiocese and have submitted to and passed a background check.

## **Section F.5 - PARENTAL ROLES & INVOLVEMENT**

### **NON-CUSTODIAL PARENT**

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding document or court order. This includes, but is not limited to: 1) student records; 2) general school notices included weekly & monthly newsletters; 3) conferences with teachers.

The non-custodial parent does not have rights to pick up a child during the school day or make any contact with the child during the school day unless: 1) the school receives written permission from the custodial parent specifying the arrangements, time, and date or 2) the school has a court order or other legally binding document giving permission to the non-custodial parent. In this instance, the school must be given advanced notification to afford time for legal verification of such documents.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding document or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document or court order. The school may provide custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets for the rights and restrictions pertaining to the parent's rights.

So that we know the rights of the non-custodial parent, we ask the custodial parent to provide a copy of the custody segment of the divorce decree for the child's records.

## **Section F.6 - OPPORTUNITIES FOR PARENT INVOLVEMENT**

We, as Catholics, believe that parents have been entrusted with the sacred responsibility of being the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally, and psychologically.

Parental influence is the most important factor in a child's development. As models for your children, you strive to be living examples of character and virtue. Your personal relationship with God, with each other, and with your parish community may affect the way your child relates to God and others. Weekly attendance at Sunday Mass, participation in the sacraments (especially Reconciliation), and quick willingness to support the works of the



Parish are all part of the educational experience for your children. Therefore, parents and guardians should see that active involvement in parish life is not an obligation but a way of life.

Stewardship is a commitment to participate in a Christ-centered lifestyle through sacrificial offering of time, talent, and treasure. It is a fundamental component in the life of Catholic families. By embracing stewardship, we are able to imitate the love and generosity of our Lord and share His love with those around us. As parents, it is our calling to be role models of active stewardship in our school and parish. It is one gift we are able to pass on to many subsequent generations. By engendering a lifestyle of giving and sacrifice, we ensure that our parish and school family will continue to thrive.

### **Volunteer Opportunities**

**(see principal for more info - must complete Safe Environment training)**

1. Parent Revival Leader
2. Lunch Service Volunteer
3. Bus or Van Driver
4. Assistant Activity/Athletic Coach
5. Activities Booster Club

### **ARCHANGELS ACTIVITIES BOOSTER CLUB**

The purpose of the Archangels Booster Club is to unite parents, coaches, faculty, staff, alumni, and community to support the Archangels Catholic High School students and staff with their activities. Parents are encouraged to volunteer at booster club activities and fundraising events. As an auxiliary committee of Archangels Catholic High School, the Archangels Booster Club operates within the guidelines established by the School Board and reports directly to the School Board.

### **PARENT REVIVAL TEAM**

Revival is intentional time spent each week reawakening Catholic fervor among our school family. Students and faculty come together in small, mixed grade-level groups to explore, develop and deepen their faith. Themes and activities are organized by the student and faculty Catholic Living Teams and carried out by faculty, administration, clergy and parent volunteers.

The purpose of the Parent Revival Team is to have a group of parents that come together to model our Christ-centered values and mentor our students in the Catholic faith during Revival times throughout the year. Parents will be supported and guided by the Catholic Living Team.

### **SAFE ENVIRONMENT**

It is the policy of the Archdiocese of Omaha that any adult, to include anyone who is outside of the school system, who wants to be in contact with students for any reason, must have previously attended Safe Environment training. These classes are offered periodically during the year throughout the Archdiocese. Parents who wish to coach, drive for field trips, or be in any type of supervisory position must attend this training prior to any contact. Please contact the rectory or the school office about the availability of these classes.

## **Section F.7 - COMMUNICATION PROCEDURES**

### **EDUCATE**

Archangels Catholic High Schools uses *Educate* as our online information system. This system is password protected and a platform where parents can check regularly on the status of their children's academic progress, attendance, and calendar of events. (Remove disciplinary performance.)

### **COMMUNICATION PREFERENCES**

Archangels Catholic High School primarily uses online (*Educate* & email) and phone (call & text) communications. Parents are asked to log into *Educate* and navigate to **Communication Preferences** to keep their communications preferences up to date in order to receive school communications.

## **Section F.8 - GRIEVANCE PROCEDURES**

### **GRIEVANCE PROCEDURE**

Parents having a grievance or complaint against the Archangels Catholic High School administration or school staff shall follow this procedure:

- a) The parent should first contact the administration or teacher in person or via email against whom the complaint or grievance is directed and schedule a personal meeting. Faculty emails can be found in *Educate* by navigating to School > Students > Schedule > Courses.
- b) If the explanation provided by the administrator or teacher is not satisfactory, or the parent does not feel that a meeting with the teacher or administrator is appropriate under the circumstances, then a meeting with the Principal should be scheduled.
- c) If the meeting with the Principal does not resolve the situation, the parent may contact the Pastor/President for final resolution.

## **Section F.9 ACHS BRAND POLICY**

Using the Archangels Catholic High School logo(s) and identity colors in a consistent manner is vital to communicating the high school's brand. All standards in the Archangels Catholic High School Brand Guide must be adhered to. The Brand Guide is located on the school website. Contact the Advancement Office for logo files and approval for use.

### **Article 1 - Mission & Beliefs**

#### **Section 1.1 - MISSION STATEMENT & CORE VALUES**

Archangels Catholic High Schools will empower students to lead lives of purpose and service by growing minds in knowledge and expanding hearts in the Catholic Faith.

**Core values of our school family:**

- Christ centered faith
- High faculty, staff, administration, coach & parent standards
- Academic and extracurricular excellence
- Inclusion and support for one another
- Engaged & faith-filled students (honesty, respect, integrity, stewardship, humility)
- Value and respect for history & tradition
- Strong work ethic (discipline, dedication, determination)
- Family focused

**Article 2 - School Day**

**Section 2.1 - SCHOOL CALENDAR**

The School Activities Calendar is located online in *Educate*.

**Section 2.2 - SCHOOL HOURS & DAILY BUS SCHEDULE**

**SCHOOL HOURS**

Students are welcome in the building between 7:30 and 3:45 each day. Doors will be unlocked for students to enter the building at 7:00 each morning and they will be locked at 7:55 a.m. For students arriving after 7:55 a.m., they will need to enter the building from the front doors. Students may not be in the building without an adult sponsor.

**CLASS SCHEDULE**

The 7-12 classes are on a traditional schedule of eight 52-minute class periods. A 15-minute study hall is incorporated into the 8 periods on a rotating schedule. The class schedule will include opportunities for our students to take classes at Humphrey Public School. When Humphrey Public School is not in session, Archangels students will be assigned to a faculty member at Archangels for supervision.

**ACHS BELL SCHEDULE**

- Period 1 7:55-8:47
- Period 2 8:48-9:40
- Period 3 9:41-10:33
- Period 4 10:34-11:26
- Period 5 11:27-12:19
- Lunch 12:19-12:52
- Period 6 12:53-1:45
- Period 7 1:46-2:38
- Period 8 2:39-3:32

## Section 2.3 - ALTERNATE BELL SCHEDULES

### ACHS ALTERED SCHEDULES

#### Monday Schedule

Catholic Living – 7:55-8:20 (25 min)  
Period 1—8:21-9:10 (49 min)  
Period 2—9:11-10:00 (49 min)  
Period 3—10:01-10:50 (49 min)  
Period 4—10:51-11:40 (49 min)  
Period 5—11:41-1:00 (49 min + 30 min lunch)  
Period 6—1:01-1:50 (49 min)  
Period 7—1:51-2:40 (49 min)  
Period 8—2:41-3:30 (49 min)

#### Mass Day Schedule

Mass—7:55-8:50 (55 min)  
Period 1—8:50-9:35 (45 min)  
Period 2—9:36-10:21 (45 min)  
Period 3—10:22-11:07 (45 min)  
Period 4—11:08-11:53 (45 min)  
Period 5—11:54-1:12 (45 min + 33 min lunch)  
Period 6—1:13-1:58 (45 min)  
Period 7—1:59-2:44 (45 min)  
Period 8—2:45-3:30 (45 min)

#### 10:00 Late Start Schedule

Period 1—10:00-10:37 (37 min)  
Period 2—10:38-11:15 (37 min)  
Period 3—11:16-11:53 (37 min)  
Period 4—11:54-1:01 (37 min + 30 min lunch)  
Period 5—1:02-1:39 (37 min)  
Period 6—1:40-2:16 (36 min)  
Period 7—2:17-2:53 (36 min)  
Period 8—2:54-3:30 (36 min)

#### Noon Dismissal Schedule

Period 1—7:55-8:25 (30 min)  
Period 2—8:26-8:56 (30 min)  
Period 3—8:57-9:27 (30 min)  
Period 4—9:28-9:58 (30 min)  
Period 5—9:59-10:29 (30 min)  
Period 6—10:30-11:00 (30 min)  
Period 7—11:01-11:30 (29 min)  
Period 8—11:31-12:00 (29 min)  
No Lunch Served

#### 1pm Dismissal Schedule

Period 1—7:55-8:29 (34 min)  
Period 2—8:30-9:04 (34 min)  
Period 3—9:05-9:39 (34 min)  
Period 4—9:40-10:14 (34 min)  
Period 5—10:15-10:48 (33 min)  
Period 6—10:49-11:22 (33 min)  
Period 7—11:23-11:56 (33 min)  
Period 8—11:57-1:00 (33 min + 30 min lunch)

#### 2pm Dismissal Schedule

Period 1—7:55-8:35 (40 min)  
Period 2—8:36-9:16 (40 min)  
Period 3—9:17-9:57 (40 min)  
Period 4—9:58-10:38 (40 min)  
Period 5—10:39-11:19 (40 min)  
Period 6—11:20-12:30 (40 min + 25 min lunch)  
Period 7—12:31-1:15 (44 min)  
Period 8—1:16-2:00 (44 min)

### ROTATING STUDY HALL

Rotating study hall is designed for students to visit with teachers from which they need more direct assistance. Passes will be given at the discretion of the teachers. All class and organizational meetings and college rep visits will take place during this time. Procedures will be communicated clearly and failure to comply may result in a detention.

### HUMPHREY PUBLIC SCHOOL CLASSES

Students attending Humphrey Archangels Catholic High School may enroll in courses at Humphrey High School. Starting time, class and lunch periods are coordinated with Humphrey High School to allow for this arrangement. Once at HHS, students are under the jurisdiction of HHS Administration and Faculty. Archangels Catholic High School students may not enroll in a

Humphrey High School course if that same course is offered at the same time at Archangels Catholic High School.

## **Section 2.4 SEVERE WEATHER & SCHOOL CANCELLATIONS**

See Section 12.1 - EMERGENCY PROCEDURES

## **Section 2.5 - LEAVING SCHOOL GROUNDS**

Students may not leave the high school grounds without permission from the office. Before such permission is granted, the office will call the parent for permission if warranted. If a parent cannot be reached and an emergency arises, the office may assume responsibility and dismiss the student.

## **Section 2.6 - TRANSPORTATION & PARKING**

### **BUS SERVICE**

The public school district provides transportation to and from school if a family is on an existing route. All routes, schedules and bus policies are determined by the public school and must be followed. If policies are not followed, District #67 or Archangels Catholic High Schools has the right to eliminate the service for a family. Families should contact Humphrey Public School for this service.

### **CARS**

No student is permitted the use of a car during the school day without permission. Permission must be obtained from the office to move a car between the time of arrival at school and the end of the school day. Violation of this rule will make it necessary for the student to turn in his or her car keys at the beginning of the day, and the key will be returned at the end of the day.

Students should not park in the East parking lot when you know you will have to leave school early or immediately after school dismisses. Parking is available on the street West of the school for students not involved in activities.

Students are not to park directly on the East side of the Weight Room. This space is reserved for staff and cafeteria volunteers.

## **Section 2.7 - SCHOOL VISITORS**

### **VISITORS**

Visitors, students and parents, are very welcome at Archangels Catholic High School. Upon arrival, visitors should report to the school office. Everyone visiting the school should follow the same rules in effect for the rest of the school.

Student visitors from other school systems will be welcome as guests in our classroom providing the following conditions apply to the visitation:

1. The student who will be visiting should be of the appropriate age for the classroom he/she will be attending;
2. It is understood by the visiting student that they will be expected to do the same assignments and classroom projects as the student whom he/she is visiting;

3. The student from our school must be willing to act as the escort for his/her guest and see to the needs and companionship of his/her friend during the time he/she is visiting in our school;
4. Notify the Principal a day in advance of the visitation so proper materials are ready for the guest.

## **Article 3 - Attendance**

### **Section 3.1 - GENERAL ATTENDANCE**

Education is the primary responsibility of parents. However, since parents send their children to school to take care of this responsibility, they should make every effort to assure the school of their fullest cooperation by making sure they have a reasonable excuse before allowing their child to miss class or school.

Parents are requested to have appointments after school. If a student must miss school due to an appointment, parents are asked to send a note with the student or call the office indicating the time of the appointment.

In case of illness or unforeseen absences, the school should be notified before 7:55 a.m. If school is not called, the school will call the parents' home or cell phone.

If a parent calls in, there is no need to bring a written note. If the sickness continues, the parent is asked to call school each day the student is ill. If it is a long absence due to hospitalization, the parent needs to call only once indicating the anticipated time of the absence.

A student (9-12) missing 12 class sessions, for any reason, per semester may be dropped from the course and lose all credit. Students out for a prolonged period must bring a doctor's excuse to be readmitted to class.

Students will not be excused from school to attend school activities in which they are not participating. For example: students will not be excused to attend track meets if they are not out for track. The only exception to this would be state tournaments. Absences that occur while a student is participating in a school-sponsored event will not count. Also, seniors are permitted two days and juniors are permitted one day for a college visit without being counted absent.

Students missing school due to a school-sponsored activity:

1. Student is responsible for working with the teacher to make up all subject matter exams missed in class
2. Students are responsible for making up assignments that are missed. Late assignments may be subject to % deduction in grade.

### **Section 3.2 - ABSENT PART OF THE DAY**

A parent who requests their child to be dismissed part of a day is to call school before 7:55 a.m. or have the student present a note before 7:55 a.m. Names of students absent part of a day will be shared with faculty and staff. Students leaving the building will be asked to check out of the office and check in from the office if they return to the building.

Absences for school sponsored events are not a part of a student's permanent record and have no relation to student absences due to sickness or parent request. Seniors may use two days and juniors one day a year as college visitation day. This day will not be counted as an absence toward their 12 period class session per semester absence limit.

Parents need to notify the office either in writing or by phone when the student will be taking a college visitation day.

A student tardy for the first block class is to report to the office to sign in. Students tardy the other blocks of the day are to report directly to their class. Teachers will assign a 1 point infraction for each tardy in the student conduct report in Educate. If the problem persists, further disciplinary action will be taken.

Any student absent (including excused, unexcused, sick, etc.) for 20 days or more will be reported to the county attorney in accordance with state law.

### **Section 3.3 - ABSENCE FROM SCHOOL AND ACTIVITY ELIGIBILITY**

A student, in order to be eligible to practice and participate in activities that day, must be in school by 9:40 am. The student's presence in school is an indication of the parent's approval to the coaches that the student is healthy enough to participate. If an activity is scheduled for Saturday and the student is absent on Friday, the student's presence at the activity on Saturday is an indication to the coach of the parent's approval of participation.

School sponsored activities may include but not be limited to:

- Conference Sponsored Activities
- NSAA Activities
- Academic Contests

## **Article 4 - Scholastic Achievement**

### **Section 4.1 - GRADING BELIEFS**

#### **GRADING BELIEFS**

- We believe purposeful homework demonstrates accountability of the material covered in class that aligns with standards and is weighted less than assessments.
- We believe behavior attributes should be a part of eligibility (students be held accountable for their behavior) and should be documented as an academic grade.
- We believe that students can be allowed opportunities to be re-taught with the possibility of retakes or revisions for credit.
- We believe extra credit has to be an equal opportunity and relevant to student achievement.
- We believe zeros should be allowed in the final grade after an acceptable opportunity to receive credit for late work has been exhausted.

### **Section 4.2 - COURSEWORK & GRADES**

#### **GRADING**

93 – 100	=	Superior (A)
86 – 92	=	Above Average (B)
78 – 85	=	Average (C)
70 – 77	=	Below Average (D)
Below 70	=	Failure (F)
Incomplete		

The grade 93-100 is distinctly an honor grade and represents work of superior quality. In order to obtain a 93-100 student must:

1. Have all assignments completed on time and in a credible manner.
2. Make a real contribution in class.
3. Have a good record of attendance.
4. Have all written work neatly done.
5. Evidence of ability to apply principles.

The grade 86-92 represents work of excellent quality. It is given to those who do work which is clearly above average grade level. A student receiving a mark 86-92 must:

1. Show mastery of a major portion of assigned work.
2. Contribute regularly in class.
3. Have all written work neatly done.
4. Evidence of ability to apply principles.
5. Require no urging to have work done on time.

The grade 78-85 represents work of average grade level and is earned by students who do work that is considered average for their grade level. An honest effort in attempting to meet the requisites of the class and having work done on time will merit this grade.

The grade 70-77 is a danger signal, but passing. Work is regarded as passing according to the minimum requirements of the course.

### **Incompletes**

The "I" mark means incomplete and still must meet certain requirements before his/her grade can be determined. The "I" is given when a student has been absent from an examination or when some important assignment has not been handed in before the grades are turned in to the office.

When an "incomplete" is turned in for any student for a grade report period, that mark will appear on the report card submitted to the parents. The responsibility for removing the "incomplete" rests with the student. A student who received such a grade in any subject must see his/her instructor within a week after the report and arrange to earn a passing grade. The student has 2 weeks to change the "I" to a passing grade. If not removed in 2 weeks the grade becomes an "F".

### **Semester Grades**

Only semester grades are recorded on a student's permanent record. The semester grade is an average of the first 2 quarters.

1. For Alternative Grading:
2. Alternative Grading will be available to students in grades 7-12.
3. Alternative Grading will be a method of grading students using 60% as a passing grade.
4. Alternative Grading will use a letter grade to distinguish it from regular grading which is numerical.
5. Alternative Grading will not be counted in the student's Grade Point Average.
6. Alternative Grading will be counted fully toward graduation requirements.
7. Students approved for Alternative Grading cannot be recommended for a four-year college.

Criteria to be used for students on Alternative Grading:

- Evidence of academic difficulty.
- Student is below 50% on SRA Achievement Tests.
- Student is recommended for Alternative Grading by the faculty.
- Student's parents sign approval form.



- Student will be tested by the school psychologist should difficulty arise concerning eligibility for placement in the program.
8. Alternative Grading will utilize the following grading scale:
- A – 90-100
  - B – 80-89
  - C – 70-79
  - D – 60-69
  - Below 60% will be failing

### **Rank in Class**

Rank in class will be determined by the total cumulative average a student receives after each semester. Pass/fail courses will not be included in determining a student's GPA and class rank.

### **Retaking Classes**

Students must retake all required classes that they fail. They also can retake a class that they receive a 'D' in. Both grades will be figured into their cumulative GPA.

### **LATE ASSIGNMENTS**

Students handing in late assignments will not be given full credit for their assignments. Only exception will be students out because of illness. Students leaving school the periods before scheduled tests must take the test their first day back.

### **COURSE REGISTRATION**

Each spring, the counselor will register students for the coming school term. The counselor will meet with each class and hand out a registration form. Teachers will be asked to cooperate in registration by recommending and not recommending students for various courses. Following registration, students will be scheduled and given a copy of their schedule. This is done to avoid conflicts at the start of the school year. Students may not drop a class after its first meeting without administration's approval.

### **COURSE DESCRIPTION HANDBOOK**

A Course Description Handbook is available to parents and students. This handbook gives a brief description of the course offered, their credits and textbooks used.

### **WORK RELEASE**

To be eligible for work release the second semester, seniors must meet the following conditions:

Maintain average ('C') grades.

Leave school (no earlier than 12:00p.m.) and report to work.

Have parent's permission.

Be on track to graduate on time.

Periodically submit to the Guidance Counselor confirmation that they are gainfully employed.

### **MATH PLACEMENT**

Students entering 8<sup>th</sup> grade will be placed in either Pre-Algebra or Algebra. To determine placement, achievement data is used. Data considered include, but are not limited to, recommendation by 7th grade teacher (grade, participation in class, overall understanding), and STAR Math scores for the last year.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress Reports will be sent home in a family envelope at the mid-point of 2<sup>nd</sup> and 4<sup>th</sup> quarter. They will be handed to parents at P/T Conferences at the midpoint of 1<sup>st</sup> and 3<sup>rd</sup> quarters. The purpose of the progress reports is to inform the parents of the progress of their child. The family envelope is to be signed by the parent and returned by the student. Report cards on students' progress are posted on *Educate* at the end of each nine-week quarter. Teachers will confer with parents in person or by phone whenever a student is experiencing difficulty in school. If a student begins to fail or show poor performance, the teacher will notify the parent prior to the conferences.

## **HONOR ROLL**

In an effort to recognize the high level of scholastic achievement, an Honor Roll will be published at the end of each 9-week grading period.

Determining Honor Roll -

There will be 1 Honor Roll with 3 divisions.

“All A” Honor Roll: Student earning all A's with no B's. Average must be 93 or above.

“A Average” Honor Roll: Student earning all A's and B's with no C's. Average must be 93 or above.

“B Average” Honor Roll: Student earning A's and B's with no C's. Average must be between 86-92.

The grades from the following classes are not figured into the average for Honor Roll:

Junior High – Art, Music, PE

Senior High – All PE classes

Students must pass all classes to be on the Honor Roll. Any “C” in any class will preclude students from making Honor Roll.

## **WELLNESS POLICY**

Archangels Catholic High School' wellness policy includes nutrition education where the primary goal of nutrition education is to influence students' eating behaviors. Nutrition education is incorporated into a variety of curriculum areas. The classes provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Physical activity is included within the policy. The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general well-being. The students are given the opportunity to have physical education in the educational program.

Nutrition standards are included in the wellness policy. Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. The school lunch program reimbursable meals and food sold to students during the school day meet the federal program requirements and nutrition standards.

## **Section 4.3 - ACADEMIC PERFORMANCE STANDARDS**

### **ACADEMIC PERFORMANCE STANDARDS**

Applicable to all high school students (7-12) enrolled at Archangels Catholic High School. Some students fall behind an acceptable pace of progress toward graduation due to lack of ability, poor attitude or motivation, and other problems. The effort to make up lost ground often causes frustration and anxiety, resulting in attitude and discipline problems.

The standards below are intended as indicators of acceptable progress toward the completion of graduation requirements. This agreement is a series of measured challenges and corrections to keep your student(s) making effective progress through the demands of a high school education.

### **Incentive I**

Students 7-12 will be monitored on a week-to-week basis by way of the Down's List. If a student's grade is "down" (earning a 77 or lower) in a class, they will appear on the Down's List. If a student is failing ('F') any class for 3 consecutive weeks (ex: science week 1, math week 2, social studies week 3), or two or more classes for 2 consecutive weeks, they are not eligible to participate in any activities scheduled during the following week (Tuesday-Monday). Ineligible students will not be allowed to leave school early to ride the bus with the team to a game/competition; they are to remain in school and focus on academics. Grading and eligibility information will be sent home to parents of students that have a 77% or lower grade via the Counseling department. Students who are on the Down's List will be given a Student Accountability Plan to address their academic performance. Students given a Student Accountability Plan may also be required to attend the After School Academy supervised by the staff member on detention duty at the discretion of the teacher. The After School Academy is a specific amount of time, usually 15 minutes, the student is expected to stay with the teacher after school to work on learning the material and bringing up the respective grade.

### **Incentive II**

Any student (7-12) failing 1 subject in one quarter (9 week grading period) will be ineligible the following quarter up to progress report time. If they are passing all classes, they immediately become eligible. If they are still near failing or failing at this time, Incentive I above takes effect but excludes the one-week probation period.

## **Section 4.4 - GRADUATION REQUIREMENTS**

### **GRADUATION REQUIREMENTS**

There are 8 periods in the school day. A student may take up to 80 hours of credit in a year.

#### **Requirements**

A total of 250 credit hours are required for graduation. Five credit hours per semester are given for courses offered five times per week. Archangels Catholic High School has determined the following subjects required for Graduation: 40 credit hours of Religion, 40 credit hours of English, 40 credit hours of Mathematics, 30 credit hours of Science, 30 credit hours of Social Studies, 20 credit hours of World Languages, 10 credit hours of Business, 15 credit hours of Physical Education/Health, 10 hours of Fine Arts and 15 hours of electives.

#### **Post High School Education Requirements**

Students who intend to enter college or other schools of higher education should carefully check the requirements of admission.

#### **Early Graduation**

Students may apply to the Principal for early graduation. Criteria that must be met for considerations include:

- Application must be made by the conclusion of the first semester of the student's Junior Year.  
Conference with the principal, counselor and parents.
- Teachers are advised as to students applying for early graduation in order that they might recommend or not recommend for early graduation.
- Final approval will rest with the Pastor/President. Matter may be referred to the board if circumstances are not clear, or if parents request more information.
- Requirements:
  - All credits must be completed by the end of the 1<sup>st</sup> semester of the senior year.
  - No required credits may be carried over into the 2<sup>nd</sup> semester or be completed by correspondence during the 2<sup>nd</sup> semester of the senior year.
  - Religion requirements are to be completed by special arrangement with Administration and Religion teacher.
  - Accumulative GPA must be 2.5 or better.
  - Student must have definite plans for employment or education.
  - Parents must have a conference with the principal regarding implications and requirements of early graduation before application is approved.

If application is approved and requirements are completed, the student will officially graduate and no longer be a member of the Archangels Catholic High School student body. The student may if he/she desires, participate in formal Commencement ceremonies.

#### **G.E.D.**

Students unable to meet the academic requirements may make an application to the School Board through the principal to remain in school and take the G.E.D. The student making such application must:

Maintain a full academic load. (80 hours per year) Follow discipline policies as established in the Student Handbook.

Complete G.E.D. tests by May 1 of his/her graduation year. If all requirements are fulfilled, the student will be allowed to graduate with the class.

### **TRANSCRIPTS**

Students may see their transcript of credits by making a request of the counselor or principal. Graduates may request a copy of their transcript to be sent to a school.

When a student transfers to another school, the Principal will furnish the new school with the student's academic records upon receipt of a written request (with the parent's or guardian's signature) from the new school.

### **TRANSFER STUDENTS**

Students transferring to Archangels Catholic High School must have written parental consent and furnish a copy of their past records. Graduation requirements will be determined by the year in which they enter Archangels Catholic High School.

## **Section 4.5 - LIVING THE FAITH REQUIREMENTS**

### **LIVING THE FAITH**

Each student of Archangels Catholic High Schools will be required to serve 80 hours of Living the Faith during Jr High/High School. This service shall take place outside of the home. The students need to go beyond the home and help out with the needs of the community in which they live.

Being a student at a Catholic school, our students have a responsibility to take the goals and values that are taught in our classrooms and practice them in our community. Our students should not be practicing Christians from 8:00 to 3:30 exclusively. They should be practicing their faith every day of their lives.

The Living the Faith program at Archangels Catholic High School is designed to give our students the opportunity to practice their faith by doing acts of Christian charity. It is the hope of Archangels Catholic High Schools that the good works that the students do during their school years will be continued into their adult lives. Another goal of the program is to teach our students that they do not need to receive monetary rewards for doing good deeds, that what really matters is their love and service of God and neighbor.

**Guidelines for Living the Faith Hours**

1. To graduate from Archangels Catholic High School, each student must complete a specified number of hours per grade level from 7th - 12th grade.
2. The number of service hours required each year is as follows:
 

7th grade	10 hours
8th grade	10 hours
9 <sup>th</sup> grade	15 hours
10 <sup>th</sup> grade	15 hours
11 <sup>th</sup> grade	15 hours
12 <sup>th</sup> grade	15 hours
3. No grade will be given.
4. Students will be required to complete a form indicating the work they did or the activity they participated in. An adult must sign the form. The forms must be turned in to the religion teacher or the principal within a week after the work activity.
5. Participating in Youth Ministry programs may earn service hours. These will vary according to the length of the program/activity. Tentatively the following guidelines will be used:

Length	Hours Credited	Example
3+ days	10	T.E.C.
2 days	7	Quest
1 day	5	30-Hour Famine

Students need to check with the Catholic Living Director before the program/activity to determine how many hours of service will be permitted.

6. Students cannot receive any financial benefits or personal gain for service hours.
7. Hours cannot be obtained by helping immediate family members.
8. No hours of service may be accumulated during normal school hours.
9. Accumulation of hours above what is required for the grade level cannot be used in the following year. (For example: a freshman can't accumulate 60 hours as a freshman to be used for the remainder of his/her high school career.) However, students are encouraged to go beyond and submit as many hours as they wish. These efforts will be recognized.
10. Should a student transfer, a new hourly goal be set at the discretion of administration. Students who transfer from a school that already has a service system in place can transfer hours, but would need to hit the same hours as a regular ACHS student.

**High School Requirements**

Beginning freshmen year, students will be required to split the required 15 hours each year evenly into each of the following categories:

- **Parish Family (5hrs):** Archangels Catholic High School strives to maintain affordable tuition for all students. The total cost to educate each student is significantly more than what is covered by tuition. For this reason, we rely on financial help from the parishes in our family. Because of this generous support and their continual work to provide our families with the Sacraments and opportunities to deepen our faith, we expect that each family gives back to our parishes.
  - To list an activity as Parish, the opportunity must directly impact one of the parishes within our Parish family.
  
- **School (5hrs):** In order to successfully run our school, take care of our building and grounds, and maintain affordable tuition, Archangels Catholic High School relies on volunteers for many events. Each student is expected to show their investment in our school community by helping meet these volunteer needs.
  - To list an activity as School, the opportunity must directly impact one of the schools within our parish/community.
  
- **Community (5hrs):** Most importantly, Jesus taught us the importance of serving the poor, sick, and needy: “Whatever you did for one of these least brothers of mine, you did for me” (Matthew 25:40). In imitation of Him, Archangels Catholic High School strives to connect students with opportunities to serve individuals and organizations within our communities.
  - Community hours are any hours that do not fit into the school or parish categories.

### **Living the Faith Examples**

(If the job or activity is not listed, the student must check with the religion teacher or principal prior to doing the service)

Assist Knights of Columbus	Open Door Mission in Omaha
Assisting teachers outside of school hours	P.R.E./C.C.D. helper
Bazaar committee work/general worker	Parish dinners
C.R.O.P. Walk	Parish fundraising work
Campus Ministry activities	Parish Masses (lector, song leader, servers, organist, etc.)
Community Club service	Park/highway cleanup
Church/school cleaning	Planting trees (Earth or Arbor Day)
Coach any youth league	Public library aide
Coat collection for less fortunate	Recycling Center
Committee member	Right to Life
Elderly care-visits/errands	Senior Citizen Center entertainment
4-H helper	Sports assistance (not student manager) at camps.
Give blood or help at Bloodmobile	Student tutoring
Habitat for Humanity	
House painting for disabled/others	

Humane Society  
Life Chain  
Nursing Home/hospital visitations

School activities helper (timer/linesman)  
Serving the sewing ladies  
Service to non-Catholic churches  
Toys for Tots

## **Section 4.6 - CHEATING**

### **CHEATING**

Students cheating on assignments and/or tests will receive student conduct report infraction and will lose credit for the assignment and/or test.

## **Section 4.7 - TESTS & ASSESSMENTS**

### **TESTING PROGRAMS**

Archangels Catholic High School provides the following tests for the students:

- |  |                            |          |
|--|----------------------------|----------|
| 1. ACRE  | Grade 9 & 12               | Fall     |
| 2. ACT Aspire  | Grade 9-10                 | Fall     |
| 3. PSAT test   | Grade 11                   | Fall     |
| 4. ASVAB Test  | Grade 11                   | Fall     |
| 5. ACT   | Grade 11                   | Spring   |
| 6. Teacher-made tests (Formative Assessment)                     | Grades 7-12                | All Year |
| 7. Archdiocesan Standards Assessments:<br>(Criterion-referenced) |                            |          |
| Religion   | Grades 9, 10, 11, 12       |          |
| Math   | Grade 7, Algebra, Geometry |          |
| Science  | Biology                    |          |
| Language Arts  | Grade 11                   |          |
| Social Studies   | Grade 8, Am. Government    |          |

### **Reporting Results**

As required by Rule 10, Archangels Catholic High School will report results of the norm-referenced assessment to the School Board. The Catholic Schools office will receive a system-wide report of results. Archangels Catholic High School will report criterion-referenced assessment results to the Catholic School Office.

## **Article 5 - Support Services**

### **Section 5.1 - GUIDANCE & COUNSELING SERVICE**

#### **Guidance/Counselor Department Philosophy**

The counseling program at Archangels Catholic High School is available to assist students, parents, and teachers in developing positive learning experiences in their spiritual, intellectual, cultural, physical and emotional education. 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.

All students must attempt to master the basic competencies to the best of their abilities for the good of self, society, and Church. Learning is a lifelong process, and all individuals should realize that they must strive to understand as well as apply Christian values to our ever-changing world. Therefore, the guidance program is comprehensive and addresses the issue of growth and development as an on-going process for all individuals of Archangels Catholic High Schools.

### **Academic Counseling**

The counselor will assist all students who request help with decisions on which high school courses to take to prepare them for college, trade school, or a job. The counselor will also assist students who have received poor grades or who need to work on developing effective study skills. He/she will help students with the interpretation of standardized tests (ACT, PSAT, ASVAB, etc.). The counselor is the person to see about talking to a college representative and about taking a trip to see a college.

### **Career Counseling**

The school counselor will help students who request assistance with career awareness. This will include providing information about different careers and talking about interests, abilities, schooling, and other preparation needed for a career. Students may also talk to the counselor about job-seeking skills, including how to find job openings, how to apply, and how to prepare for an interview.

### **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. Pamphlets and books are available for students who wish to "read up" on something of concern, and referral to outside agencies can be given to students who ask for or require such services.

The Guidance Office is the place for you to come when you need help and when you feel you have been mistreated, why you can't seem to do your best, or when you are happy and want to share it with someone. The Guidance Office is a resource for students.

### **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 5.2 Special Education**

Resource educators are Humphrey Public employees who serve our students in our building. Speech, Occupational, Physical Therapy, and Deaf Education Services are provided on site by ESU #7 personnel.

## **Section 5.3 Health Services**

Good health is essential to good education. Archangels Catholic High School provides an annual checkup in regard to vision, hearing, tonsil, and teeth. If a student has any particular



type of health problem, that problem should be made known to the administration. This should be done at the earliest convenience so this can be taken into consideration.

1. School office must be notified of students have preexisting conditions that may result in any type of seizure.
2. School office must be notified when it is necessary for a student to take prescription drugs.
3. School will not dispense aspirin tablets or other medications to the students without parent permission.
4. Students entering the 7<sup>th</sup> grade must have a physical. Immunization and health records will be kept in the school office.
5. Students participating in athletics must have physicals and the Athletic Director will keep such records.
6. Students may not start the first day of practice without a physical.

## **Article 6 - Dress Code**

### **Section 6.1- DRESS CODE PHILOSOPHY**

Archangels Catholic High School has a dress code for the following reasons. First, how a person dresses will reflect on how that person feels about himself and how others will feel about him/her. Second, as part of the school's mission of preparing our students for the future, determining what is appropriate dress in the workplace is part of the learning process. Third, a dress code offers a sense of equality and uniformity among the student body. And fourth, a dress code instills discipline. Any faculty member has the right and responsibility to determine if a student is in violation of these guidelines. The Principal may suspend the guidelines at his/her discretion.

### **Section 6.2 - REGULAR SCHOOL DAY UNIFORM REQUIREMENTS**

Uniform clothing may not be altered from its original appearance including the removal of brand tags. Violations of the dress code may result in a disciplinary infraction and/or the suspension of the activity.

	<b>Ladies</b>	<b>Gentlemen</b>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>- Must have fold-down collar</li> <li>- White or navy color</li> <li>- If undershirt is worn it must be white</li> <li>- No logo, insignia, crest etc.</li> <li>- Must be tucked in or have banded bottom</li> </ul>	<ul style="list-style-type: none"> <li>- Must have fold-down collar</li> <li>- White or navy color</li> <li>- If undershirt is worn it must be white</li> <li>- No logo, insignia, crest etc.</li> <li>- Must be tucked in</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>-Black, navy or khaki color slacks</li> <li>-Cargo or "skinny" pants are not</li> </ul>	<ul style="list-style-type: none"> <li>-Black, navy or khaki color slacks</li> <li>-Cargo or "skinny" pants are not</li> </ul>

	permitted -Must have fastener and/or zipper	permitted -Must have fastener and/or zipper -Must be worn with a belt
<b>Shorts</b>  <b>ALL</b> shorts must be purchased from the Dennis Uniform Co. or French Toast	-Black, navy or khaki walking shorts -Must be modest in regards to length and fit (i.e. no visible undergarments, no shorter than finger-tip length)	-Black, navy or khaki walking shorts -Must be modest in regards to length and fit (i.e. no visible undergarments, no shorter than finger-tip length) -Must be worn with a belt
<b>Sweatshirts/Pull-overs</b>  <b>ONLY</b> uniform outer-garments that are approved and purchased through the school may be worn. Non-uniform coats, sweatshirts, jackets or pullovers are not to be worn in the building during the day.	-Uniform shirts with fold-down collars must be worn under these garments -Garments should be worn as intended and not wrapped around the waist	-Uniform shirts with fold-down collars must be worn under these garments -Garments should be worn as intended and not wrapped around the waist
<b>Shoes</b>	-Suitable footwear including tennis/dress shoes, sandals/sliders (excluding "flip flop" style), boots -Socks	-Suitable footwear including tennis/dress shoes, sandals/sliders (excluding "flip flop" style), boots -Socks
<b>Hair</b>	-Unnatural hair colors and extreme haircuts are not permitted.	-Well-groomed hair is expected with lengths not to exceed the eyebrows, over the ears, or touch the collar of the shirt -Unnatural hair colors and extreme haircuts are not permitted -Facial hair and sideburns below the ear are not permitted
<b>Tattoos and Piercings</b>	-All tattoos are to be covered during school hours and all school activities.  -Exposed body piercing is not permitted during school hours or at any Archangels Catholic High School event in which the student is	-All tattoos are to be covered during school hours and all school activities  -Exposed body piercing is not permitted during school hours or at any Archangels Catholic High

	participating other than earrings for girls	School event in which the student is participating
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### Section 6.3 - DRESS CODE FOR SCHOOL SPONSORED EVENTS & ACTIVITIES

<p><b>“Jeans Day”/“Dress Up”/“Adopt-A-Child Day”</b></p> <p>Periodically throughout the school year, a “Jeans Day” or “Dress Up Day” will be allowed. This is a day when the “normal” Dress Code requirements are suspended for a more “relaxed” Dress Code. Students are still expected to follow a level of decorum in their appearance.</p>	<ul style="list-style-type: none"> <li>● Jean shorts and skirts must be of modest length <ul style="list-style-type: none"> <li>○ Shorts no shorter than fingertips</li> <li>○ Skirts no shorter than a hand-width above the knee</li> </ul> </li> <li>● Jeans may not have tears which expose the leg</li> <li>● Clothing may not promote alcohol, drugs, have sexual overtones or otherwise be of poor taste</li> <li>● Tank tops, Spaghetti straps, bare midriffs, or form fitting shirts are not allowed</li> <li>● Any attire which allows the undergarment to be exposed is not allowed</li> <li>● Tops must overlap pants/shorts</li> <li>● Cut off shorts, athletic shorts, sweatpants, wind pants, or form-fitting pants such as leggings or biker shorts, etc. are not allowed</li> <li>● “Thong” style flip flops are not allowed</li> <li>● Political attire is not allowed</li> </ul>
<p><b>“Super Casual Day”</b></p> <p>Infrequently, “Super Casual Days” may be allowed.</p>	<ul style="list-style-type: none"> <li>● <u>Same rules apply as above</u> with the exception of athletic shorts of modest (fingertip) length, sweatpants, or wind pants can be worn.</li> <li>● Form-fitting pants such as leggings or biker shorts, etc. are not allowed</li> </ul>
<p><b>Catholic T-Shirt/Life Runner Day</b></p> <p>Infrequently Catholic T-Shirt Days will be scheduled. The first Wednesday of each month is Life Runner Day.</p>	<ul style="list-style-type: none"> <li>● Catholic T-Shirts must be worn with uniform bottoms</li> <li>● Life Runner T-Shirts may be worn the first Wednesday of each month with uniform bottoms</li> </ul>
<p><b>School Events/Activities</b></p> <p>School activities, such as sporting events or academic contests, are an extension of the school day and appropriate attire is required. The guidelines listed above for “Jeans Day” pertain to all activities in which a student of Archangels Catholic High School is a participant.</p>	<ul style="list-style-type: none"> <li>● Shorts and skirts must be of modest length with skirts no shorter than a hand-width above the knee</li> <li>● Jeans may not have tears that expose the leg</li> <li>● Clothing may not promote alcohol, drugs, have sexual overtones or otherwise be of poor taste</li> <li>● Spaghetti straps, bare midriffs, or form fitting shirts are not allowed</li> <li>● Any attire which allows the undergarment to be exposed is not allowed</li> <li>● Tops must overlap pants/shorts</li> </ul>

<p>Archangels Catholic High School students are expected to meet an appropriate level of attire when they are spectators at any Archangels Catholic High School activity.</p>	
<p><b>Formal Dances</b></p> <p>Formal dances sponsored by Archangels Catholic High School are considered school activities and appropriate and modest attire is required.</p>	<ul style="list-style-type: none"> <li>● Ladies dresses must be of appropriate length not to exceed a hand-width above the knee, expose cleavage, or bare midriff.</li> <li>● Gentlemen’s attire must include a tie with button down shirts tucked in during procession &amp; pictures.</li> <li>● Jeans are not allowed.</li> </ul>
<p><b>P.E./Practices</b></p>	<ul style="list-style-type: none"> <li>● Clothing may not promote alcohol, drugs, have sexual overtones or otherwise be of poor taste</li> <li>● Spaghetti straps, bare midriffs, or form fitting shirts are not allowed</li> <li>● Any attire which allows the undergarment to be exposed is not allowed (ie: cut offs)</li> <li>● Political attire is not allowed</li> <li>● Athletic shorts of modest (fingertip) length, sweatpants, or wind pants can be worn.</li> </ul>

**Section 6.4 Grooming & Personal Appearance**

The Archangels Catholic High School grooming and personal appearance policy is in place in order to Failure to comply with the grooming policy will result in a one-point infraction. An accumulation of three infractions will result in a detention. See Disciplinary Performance Standards for more information.

**Personal Hygiene**

Students are expected to be clean and neat. Due to the number of students involved in athletics, it is important that students take time to care for their personal hygiene. Following P.E. classes, boys and girls alike will be expected to shower. Time and space is available for students to shower before returning to their next class.

**Hair**

Well-groomed hair is expected with lengths not to exceed the eyebrows, over the ears, or touch the collar of the shirt for male students. Unnatural hair colors and extreme haircuts are not permitted.

Facial hair and sideburns below the ear are not permitted.

**Tattoos & Piercings**

All tattoos are to be covered during school hours and all school activities.

Exposed body piercing is not permitted during school hours or at any Archangels Catholic High School event in which the student is participating other than earrings for girls.

## **Article 7 - Use of Facilities, Grounds & Equipment**

### **Section 7.1 - LIBRARY**

#### **LIBRARY**

##### **Purpose of our Library**

The purpose of our Library is to create lifelong learners by providing both contemporary and classic books as well as nonfiction selections to encourage interest in reading both for pleasure and to build knowledge and insight into humanity.

The main function of the library is for study, research, collaboration, and reading. The books have been organized for ease in selection of reading material, and we have several online resources to aid in research projects. The usernames and passwords to online resources are posted on the library walls. If you need help, please ask the librarian.

##### **Library as Classroom Space**

At times during the school day, the library is also used as class space for students taking college classes online as well as for high school journalism. During these scheduled class times, the needs of the students assigned to the library take priority over any students who might want to come to the library for any other purpose and additional students may be asked to return to their assigned classrooms. On days when HHS classes are not in session, students who do not have class at Humphrey Public should go to their assigned classroom at the school, not hang out in the library.

##### **Library as Commons Area**

Most days before the start of the school day, students gather in the library; at times they also enjoy breakfast, most notably on days the parents provide a team breakfast. Food and drink are not allowed around the computers. Students are asked to clean up after themselves; this includes taking the garbage out to the dumpster when the meal is completed. The tables must be wiped off and all wrappers, glasses, napkins, and other meal detritus need to be cleared away. As this is a communal space, students are responsible to clean up after themselves. Items found in the library at the end of the day (books, notebooks, calculators, water bottles, etc.) will be placed in the office, and students can find them there the following school day.

##### **Checking out Materials**

Students are to utilize the laptop that has been made available for this purpose for self-checkout as the librarian is not always available. They should first scan their student identification bar code and then the bar code of the book. If there is a problem with this process, students should contact the librarian for assistance at some time during the school day. The check-out period is two weeks. If there is a need for a book renewal, students need to communicate with the librarian for assistance as they cannot renew books through self-checkout. All materials should be returned to the designated spot near the librarian's desk.

\*\*\*Students are allowed to check out books from the library over Christmas break and over the summer, but must communicate with the librarian their desire to do so.\*\*\*

### **Missing Books**

The librarian will print out a report of overdue books several times throughout the year, at which time students will be made aware of books that are checked out in their name and overdue. It is the responsibility of the student to communicate with the librarian about the book's that are on the list. At the end of each semester, the librarian will conduct a search for any remaining missing books and be in contact with the students responsible for them.

Any misplaced or damaged materials should be reported to the librarian as soon as possible. It may be required for the student to pay for lost or damaged materials.

### **Censorship**

The selection of library books and materials is predicated on the library patron's right to read and similarly, their freedom from censorship by others. The principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School Librarians are supported by the Archangels Catholic High School Library. Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but on the merits of the material in relation to the building of the collection and to serving the interests of the readers. The intention of this library is to select material that does not sensationalize the undesirable, nor undermine our Catholic Christian beliefs. The library promotes Catholic teaching but also presents quality material containing differing views. The presence of an item in the library does not indicate endorsement of its content by the library.

### **Recommendation Indicators**

Because our Library serves students in grades 7-12 with differing ages and maturity levels, Archangels Catholic High School has adopted the following strategies to help aid readers, parents and faculty in identifying materials that may be appropriate for different ages: First of all, the books are shelved by genre so students can easily locate at a favorite kind of book. Two of the genre sections are specific to students in grades 7 and 8 and identified as "Adventure, Survival, Military" and "Books Junior High Girls Love." If a work contains materials that have been identified as being more appropriate for an advanced, mature reader, an age recommendation sticker will be placed on the front cover of the book. None of the books in these two sections should be classified as such. The other genre shelves are identified as "Realistic Fiction/Historical Fiction," "Fantasy/Mythology," "Dystopia/Science Fiction," "Mystery/Horror," "Romance," "Recommended NonFiction Reads," and "Classic Literature/ Books for the College Bound." Within these genres is where the age recommendation stickers will be found, but not on every book. This sticker serves to bring awareness to students that the book may contain mature themes. Students are encouraged to look up book titles on Common Sense Media, which is an online resource available to them on the self-checkout laptop, to determine the reason for the sticker. The librarian will share this information on shelving and Common Sense Media with the students and encourage them to make right choices when it comes to what they are ready to read. It is the responsibility of each student to understand this

shelving system and to do their best to choose books wisely. Parents are encouraged to speak with their children about the recommendation indicators and what they are comfortable with their kids reading. The librarian will do his or her best to identify books with mature themes when purchasing new material and as books come across the desk, but will not be able to identify everything in every book. If a parent or a student feels that a sticker should be placed on a book, we ask that they fill out a request for reconsideration of Library materials so that the work may be reviewed.

### **Challenged Materials**

Occasional objections to a selection of library material may be made by a stakeholder despite the care taken to select valuable materials for student and teacher use. When materials are questioned or challenged, the following procedures are to be used for reconsideration of library materials:

1. The complainant is informed of the selection procedures and is asked to submit a Formal "Request for Reconsideration of Library Materials" form to the Principal.
2. Challenged materials will continue to be used during the reconsideration process.
3. Upon receipt of the completed form, the principal will share a copy of the form with the Librarian who will review the request and provide additional information on the work.
4. The book will be reviewed at the next scheduled School Board meeting.

If a book is reviewed and approved by the School Board, it cannot be challenged again for a period of three years.

### **Request For Reconsideration Of Library Materials Form**

[See Appendix 4](#)

## **Section 7.2 - SCHOOL TECHNOLOGY**

### **SCHOOL TECHNOLOGY USE**

#### **Purpose**

Technology is a valuable and essential tool to improve student learning and enhance the academic curriculum taught at the school. Archangels Catholic High School's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside the classroom. All Archangels Catholic High School employees and students are to contribute to a safe and productive learning environment using technology and related network resources. The rules and guidelines governing Archangels Catholic High School's technology are outlined below.

#### **Technology and Network Resources**

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of Archangels Catholic High School's equipment (including computers, Chromebooks, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network

files and folders, and all other technology-related equipment and services. These rules apply to any use of Archangels Catholic High School's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources following this policy.

Access to the Archangels Catholic High School wireless network WILL be restricted to Archangels Catholic High School-approved electronic devices during the school day. It may also be restricted entirely or at certain additional times whenever necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

### **Student Responsibilities and Acceptable Use**

Student access to technology is a privilege, not a right. Therefore, students are expected to use technology in a responsible manner consistent with Archangels Catholic High School's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

- All technology must be used to further the educational and religious mission of Archangels Catholic High School and should be respected at all times. Students are responsible for reporting any misuse.
- Students must use his/her real identity when using Archangels Catholic High School's network resources.
- The network is to be used to store and transmit school-related data only.
- Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, folders, or any other electronic device without express permission from the owner.
- Do not share passwords with any other person. Archangels Catholic High School faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
- Students are responsible for all actions taken under a student's username and password. Except for an Apple ID, students should always use his/her Archangels Catholic High School email address or username when utilizing online resources for digital storage or collaboration.
- Electronic communications (emails) between faculty and students must be made via Archangels Catholic High School's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
- Students should obtain permission before accessing, posting, or transmitting information belonging to others.
- Students must respect network security and not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has



classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.

- There is no privacy online. Students should never provide personal information online or share any information the student does not want to be made available to the public.
- Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
- If applicable, students are responsible for regularly checking his/her Archangels Catholic High School email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
- All student files stored on the network may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of Archangels Catholic High School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish, or store any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten, or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To use the school logo or other branding materials in order to create the impression that that the page or material is approved or produced by the school on non-school approved pages or social media
- To bypass Archangels Catholic High School's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Archangels Catholic High School's website, email program, social media, or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files, or personal photos on Archangels Catholic High School computers.
- To play games, chat online, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.

- To utilize encryption or software to hide activity that violates Archangels Catholic High School's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.
- Blatant misuse or negligence of technology resulting in damages may result in monetary fines.

### **Social Networking (Texting, Facebook, X, Instagram, Snapchat, TikTok etc.)**

Although social networking and texting normally occur outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school or to try to impersonate the school in any way, Archangels Catholic High School reserves the right to take any disciplinary action it deems necessary to protect students and faculty. Archangels Catholic High School encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content do not place any student at risk.

### **Guidelines for social networking:**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo, and video-sharing sites, are public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow Archangels Catholic High School's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it respectfully. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.
- Do not use the school logo or other branding materials in order to create the impression that that the page or material is approved or produced by the school on non-school approved pages or social media

### **No Expectation of Privacy**

Archangels Catholic High School sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by Archangels Catholic High School. All content created, sent, accessed, or downloaded using any part of Archangels Catholic High School's technology or network resources are subject to the rules stated in this policy.

Archangels Catholic High School reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on Archangels Catholic High School's network will be maintained as private or confidential. Should Archangels Catholic High

School determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought onto school grounds.

### **Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the proper authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or Archangels Catholic High School's administration.

### **Access to Inappropriate Materials on the Internet/Disclaimer**

Archangels Catholic High School utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and Archangels Catholic High School cannot entirely control what students may or may not locate on the Internet. While Archangels Catholic High School allows students to access the Internet for educational purposes only, students may be able to access inappropriate materials. Archangels Catholic High School is not responsible for the content of the information or materials students may retrieve from the Internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

### **Technology Agreement**

[See Appendix 5](#)

### **OFFICE TELEPHONE**

Students may make calls from the office, with permission. Parents may leave messages in the office for their children. Students will not be taken out of class for a message. Only in case of emergency will students be taken from class for a message.

### **Section 7.3 - FACILITY**

#### **LOCKERS**

Each year students are assigned lockers for their personal use. These lockers are school property and not the property of the students. The school administration has the right to search lockers at any time. The administration will use this right only when it is reasonably necessary to do so. Following guidelines are to be followed:

1. Lockers are to be closed at all times.
2. Students are not to jam lockers open.
3. Magnets are encouraged to be used to hang items in lockers. If signs are hung, they are not to be offensive and should be positive in nature.
4. Food and drinks are not to be kept in lockers.
5. Lockers do not have locks so valuables should not be stored in them.
6. Failure to follow the above guidelines may result in a detention.

## **TEXTBOOKS**

Students are responsible for their textbooks. The school provides books on a rental basis. If damaged or lost, the student must pay the full cost of the book replacement. Books are to be covered at all times.

## **LOST AND FOUND**

The school is not responsible for lost or stolen articles. Material left in the building may be claimed in the office. All items may be discarded at the end of the school year.

## **Article 8 - Student Rights, Conduct, Rules and Regulations**

### **Section 8.1 - STUDENT DISCIPLINARY PROCESS**

The disciplinary system depends on a clear understanding and support of specific rules by students, parents, and teachers for the maintenance of an appropriate learning atmosphere. Discipline is not intended to be punitive but rather to help assure good order and protect the rights of all in the school community.

The Principal and Faculty reserve the right to apply judgment in dealing with families concerning specific disciplinary situations that may or may not be specifically stated in this agreement (which does not attempt to include all the possible situations or appropriate methods of correction which may occur.)

### **SPECIFIC OFFENSES AND DISCIPLINARY INFRACTIONS**

Archangels Catholic High School reserves the right to institute any kind of discipline measure which the Principal deems necessary. Set forth below are some general guidelines Archangels Catholic High School will follow.

#### **Examples of 1-Point Infractions**

- a) Dress code/grooming violation
- b) Tardiness
- c) Inappropriate language or behavior
- d) Failure to report after school at teacher's request
- k) Use of electronic devices (including cell phones) during school hours
- l) Being off limits (unsupervised rooms, halls, Faculty Room)
- m) Parking lot violation

#### **Examples of Immediate 3-Point Infractions**

These are some examples of offenses that may have an automatic detention.

- a) Disrespect or disobedience in language or behavior toward staff
- b) Behavior in any area of the building which disrupts the teaching activity of any class or disrupts good order in any area in which the students are gathered for lunch, study, etc.
- c) Abusive language and/or conduct toward another student

- d) Defacement of buildings or grounds (defacement to be repaired as part of discipline)
- e) Offensive/sexual language or gestures
- f) Misuse/abuse of technology
- g) Truancy (Skipping School)
- h) Cheating

### **ACCUMULATION OF INFRACTIONS**

Archangels Catholic High School will track disciplinary infractions using a **points system**. All disciplinary infractions will be recorded and reported on a student's **conduct report in *Educate***. Accumulation of points will restart each academic year.

The accumulation of infraction points during the current academic school year will result in the following disciplinary actions:

#### **3 Points - Detention**

Detentions are given for violations of school or building policy or behavior conflicting with our school and parish mission.

The accumulation of 3 points in the *Educate* **conduct report** will result in a detention as outlined below:

- Detentions are held on the next full day following the issuance of the detention from the office unless an exception is granted by administration. A list of students serving detention will be posted in the Faculty bulletin each day.
- Detentions will be served in the classroom chosen by the faculty member on detention duty from 3:30-3:45 pm. If a student is late, the detention will be served the following day.
- Detention may be study time, retraining for acceptable behaviors, or service.
- The student and parents may reference the situation, repercussions and discipline in *Educate*.
- Participation in activities will not excuse a student from serving a detention.

#### **6 Points - Two Day Detention**

- Two days of detentions as outlined above.

#### **9 Points - Five Day Detention**

- Five days of detentions as outlined above.

#### **12 Points - In-School Suspension**

- The Principal calls a meeting with the student and parents (student may request advisor or counselor to be present).
- The conference will focus on a statement of the rules, the contract agreement, the necessity for discipline, and the procedures to be followed if a change is to be effected.
- Student will receive a 1-day in-school suspension.

- Student will be suspended from the next extracurricular activity in which they were to participate.
- Students who are in-school suspension will still be required to complete all academic coursework during their suspension.

### **15 Points - Three Day In-School Suspension**

- The Principal calls a 9:00 a.m. meeting the following morning with student, parents, and Pastor.
- Student will be suspended from activities according to the activity suspension policy in the handbook.
- Students who are in-school-suspended will still be required to complete all academic coursework during their suspension.

### **18 Points - Three Day Out-of-School Suspension**

- The Principal calls a meeting the following morning with student, parents, and Pastor.
- Student will receive no credit for classroom work that is missed while servicing out of school suspension.
- Student is not allowed further participation in athletics or other school activities or organizations for the remainder of the academic year.

### **21 Points - Expulsion**

- The Principal expels the student on grounds that the student is failing to take responsibility for self-discipline and behavior after repeated warnings. The student is detrimental to maintenance of a favorable learning atmosphere in the school for self and other students.

## **MORE SERIOUS OFFENSES**

### **Serious Offenses (Consequence determined by Administration)**

Serious offenses will be logged in the student conduct report by the reporting faculty member and discussed with the Principal for appropriate consequence.

- a) Any serious act of disobedience or disrespect to a staff member – threats, abusive language, physical aggression (short of bodily harm or injury)
- b) Vandalism to buildings or grounds, theft or damage of school or student property; penalty as indicated along with repayment, repair or replacement of stolen or damaged property. Serious vandalism could result in dismissal.
- c) Repeated failure to report after school for detention
- d) Public behavior at school activities or disruption of activities at other schools at which Archangels Catholic High School is officially involved. The Nebraska School Activities Association requires our support in this area.
- e) Possession or circulation of indecent literature on school grounds
- f) Use of firecrackers/explosives in and around school building
- g) Fighting
- h) Theft

- i) Possession or use of alcohol or drugs on school premises or at any school function (at Archangels Catholic High School or elsewhere); coming to a school activity at Archangels Catholic High School or elsewhere after using alcohol or drugs (outlined below)
- j) Causing physical harm or injury to any teacher or student or endangering the safety of others in the building by tampering with fire extinguishers, fire alarms, stored chemicals, etc.
- k) Causing a fire, bomb threat, explosion, or possession of a weapon
- l) Serious vandalism to the school buildings or grounds
- m) Bullying (as outlined below)

## **Section 8.2 - BULLYING**

### **BULLYING**

Bullying is defined as behavior where an imbalance of power exists between students where one student knowingly, intentionally, and repeatedly intimidates or causes bodily or emotional harm to another student. This conduct, on the basis of a person's gender, sexual orientations, race, color, age, religion, national origin, marital status or disability is prohibited and will result in immediate suspension or expulsion.)

Examples of bullying/harassment include but are not limited to the following:

- a) Explicit and offensive references or gestures
- b) Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions
- c) Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability
- d) Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability

An individual who has complaints of offensive conduct, bullying or harassment should report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal is thought to be involved in the offensive conduct, this individual should inform the Pastor/President. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that the offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including immediate suspension or expulsion will follow. This will be entirely at the discretion of the Principal and the President.

Archangels Catholic High School will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying, or harassment or provides in good faith, information in connection with any such complaint. Any retaliation will result in immediate suspension or expulsion.

Archangels Catholic High School will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. Archangels Catholic High School will take disciplinary action, which may include suspension or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature, the directives of the Omaha Archdiocesan Safe Environment Policy will take effect.

### **Section 8.3 - PERSONAL ELECTRONIC DEVICES**

#### **USE OF PERSONAL TECHNOLOGY ON SCHOOL PROPERTY**

Smart phones or other electronic devices (including, but not limited to, smartphones, tablets, laptops, smart watches, wireless earbuds, etc.) must be turned off and stored in lockers during the school day unless given permission by administration. Students may check their phones at their locker during passing time only. Use of personal electronic devices at any other time or place during the school day will result in a 1 Point infraction and the confiscation of the device. These items may be retrieved from the office at the end of the school day. The student must report to the office after school to retrieve these items.

The school system assumes no responsibility for personal devices brought to school.

### **Section 8.4 PROHIBITED SUBSTANCES & WEAPONS**

#### **DRUGS AND ALCOHOL**

It shall be the policy of Archangels Catholic High School, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol by any student of Archangels Catholic High School during regular school hours or after school hours at school-sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- a) Possession of any controlled substance, possession of which is prohibited by law.
- b) Possession of any prescription drug in an unlawful fashion.
- c) Possession of alcohol on school premises or as a part of any of the school's activities.
- d) Use of any illicit drug.
- e) Distribution of any illicit drug.
- f) Use of any drug in an unlawful fashion.
- g) Distribution of any drug or controlled substance when such distribution is unlawful.
- h) The possession, use, or distribution of alcohol.

It shall further be the policy of the school that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

It shall be the policy of Archangels Catholic High School to provide each student of Archangels Catholic High School a copy of the standards of conduct for student behavior which



prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the school's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student. Such policies will be a part of the Student Handbook.

It shall be the policy of Archangels Catholic High School to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs. Information concerning such resources shall be presented to all of the students.

In the event of disciplinary proceedings against any student for any school policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### **TOBACCO & VAPING**

Students may not smoke or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school-sponsored activities. Tobacco is a form of drug. Students under the age of 18 years are not to possess on their person or use any form of tobacco or substance resembling tobacco in school, on school grounds, or at school sponsored activities.

### **WEAPONS**

Firearms, knives, explosives, and materials that can be ignited are considered weapons and as such, are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon.

### **SEARCH AND SEIZURE**

Students have no reasonable expectation of privacy on Archangels Catholic High School grounds or at Archangels Catholic High School events. In the interest of safety and discipline, Archangels Catholic High School reserves the right to search a student's locker, desk, personal items, and car.

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

In all cases where Law Enforcement Personnel enter Archangels Catholic High School to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel:
  - a. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal and state the nature of the inquiry or investigation.
2. Student Interviews:
  - a. In cases where Law Enforcement Personnel wish to interview a student, the Principal shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification:

- a. Parent Notification: In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.  
In all cases where a student is taken into custody and removed from school premises, the Principal shall promptly notify the student's parent or legal guardian.
  - b. Superintendent of Catholic Schools Notification: In all cases where a student is interviewed or apprehended, the Principal or designee shall notify the Superintendent of the Catholic Schools of the incident and the procedures followed by the school.
4. Documentation:
- a. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal or designee shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

## **Section 8.5 MARRIAGE, PREGNANCY & MEMORIALS**

### **MARRIED STUDENTS**

Students married in the Catholic Church may be permitted to attend regular classes and take part in formal graduation.

### **PREGNANCY**

Archangels Catholic High School students involved in pregnancy (boy and girl) may be permitted to attend and graduate from Archangels Catholic High School (including the graduation ceremony) under the following conditions:

1. Students involved must accept a program of counseling as prescribed by the Omaha Archdiocese and prescribed by the student's pastor.
2. Students involved will be eliminated from all school activities and organizations during the time of pregnancy. After pregnancy, students may be allowed to participate in all school activities except the National Honor Society, and may not be eligible as candidates in Hearts, Homecoming and Prom. In order to be reinstated, students must have the approval of the administrator, counselor, pastor and parent.
3. Students knowingly involved in the deliberate termination of a pregnancy will be suspended from Archangels Catholic High School until the student can demonstrate that he/she can uphold the morals and values of the Roman Catholic Church and Archangels Catholic High School.

### **MEMORIAL GUIDELINES AND POLICIES**

The Archangels Catholic High School administration, including the Pastor, Principal, and Crisis Team, reserves the right to accept and reject any and all memorials donated or purchased in memory of a student or staff member.

Memorials appropriate for consideration for school property and school grounds include:

1. Scholarships established in the name of the student/staff member. These scholarships will be developed by the donors with the assistance of the Guidance Counselor.

2. Religious icons, religious statues, furniture, equipment, books, or other instructional materials. All materials will remain unlabeled.
3. Monetary funds designated to a particular school or school activity.

Memorials that contain or would cause any of the following to occur may be rejected by the Archangels Catholic High School administration.

1. Memorials that contain the name and/or picture of the deceased.
2. Memorials that may alter the routine of a regular school instruction day.
3. Memorials that require the retirement or discontinued use of school property.
4. Memorials that require the altering of school property or school publications.
5. Memorials that require the altering of school activities or the school's activities schedule.
6. Memorials that require the use of class funds to purchase, develop, or maintain.

Existing memorials at the time of these guidelines, whether in compliance with these guidelines or not, will remain intact and the property of the Archangels Catholic High School. Memorials will be considered for sunset. In this case, sunset memorials will be retired two years after the deceased student's class graduates. The sunset memorial will be offered to the family.

Graduation ceremonies are a time to recognize the many years of work and achievement of the seniors. It is suggested at the ceremony a lit candle will be visible to recognize the deceased as well as other loved ones who are not present. The senior slideshow may contain photos/video of the deceased student with others in his/her class (group photos). The deceased student will not be singled out unless the deceased student was a graduating senior then his/her senior photo and baby photo may be included.

The Achievement Awards Night is a time to recognize students' achievements throughout the school year. In the event a 7-12 grade student dies during the school year, and earned an academic, athletic, or activities award, that student will be recognized for his/her accomplishments. The Achievement Banquet will not be altered for special recognition. School publications such as the yearbook, newsletter, *educate*, etc...will not be altered for special recognition or dedication.

The Archangels Catholic High School Memorial Board (located between the chapel and teachers' lounge in the high school) is intended to recognize memorial gifts given to the school. Plates are labeled "In Memory of \_\_\_\_\_" including the date of the donation.

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

### **Section 9.1 - TUITION & PARENT FINANCIAL RESPONSIBILITIES**

#### **TUITION**

The School Board sets tuition in the spring of each year for the following term. As parents, you may pay monthly, quarterly, by semester, or yearly. Monthly payments will be withdrawn via ACH starting in August of the current school year. Tuition is paid via TADS information system or may be turned into the parish office. No student will be denied the opportunity to enroll as a student at Archangels Catholic High Schools due to the inability to pay tuition. Approval and arrangements are to be made directly with the Pastor. All past tuition must be paid, or arrangements made with the Pastor, before a student can enroll for the next school year. Routine tuition payments must be paid prior to receiving tuition assistance. Archangels Catholic High Schools reserves the right to pursue other means of collecting outstanding tuition. There are tuition assistance funds available for families in financial need. See the "Scholarships" section.

## **INSURANCE**

1. Archangels Catholic High School provides the opportunity for the parents to purchase insurance through a plan offered by Student Assurance Services, Inc. At the beginning of each year, applications are provided to each family for this insurance.
2. A special Football Coverage Plan is offered.
3. All students participating in athletics must have insurance. Parents will be required to sign a form indicating that they will purchase the plan offered by the school or state the name of the insurance company that covers the student.
4. All students, 7-12 will be charged a fee for Catastrophic Insurance. For an explanation of the Catastrophic Policy, contact the Rectory.

## **Section 9.2 - TUITION ASSISTANCE**

### **SCHOLARSHIPS**

There are numerous opportunities for families to apply for tuition relief in the form of local or archdiocesan scholarships. Please contact the rectory, school office or school website for more information or applications.

## **Section 9.3 - HOT LUNCH PROGRAM**

### **SCHOOL LUNCH PROGRAM**

Archangels Catholic High School provides an approved hot lunch program. 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, 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.

### **MEAL CHARGE**

It is the policy at Archangels Catholic High School for school meals to be paid for in advance. Meals, milk and seconds can be prepaid by check or cash on a monthly, quarterly, semester, or yearly basis. Parents can keep track of the lunch balance in Educate and make payments when necessary. Families will be notified via e-mail when their lunch account balance falls below \$25. If a family's lunch account balance falls below zero, your child(ren) will not be allowed to request seconds until a payment is made. Applications for Free and Reduced lunches can be obtained from the parish office and can be submitted any time during the school

year if there is a change in income or household size. Students will not be withheld a meal if the family lunch balance is negative. Students with negative lunch balances will be offered the same meal offered to all students.

## **ARTICLE 10 - EXTRACURRICULAR ACTIVITIES & ATHLETICS**

### **Section 10.1 - ACHS ACTIVITY HANDBOOK**

Please refer to the ACHS Activities Handbook for Extracurricular Activity & Athletic policies and procedures

### **Article 11 - SCHOOL SPONSORED ORGANIZATIONS & EVENTS**

Archangels Catholic High School offers organizations, events and activities that contribute to faith formation, community building and service to allow students to engage in living lives of purpose and service throughout their school experience.

#### **Junior High (Grades 7-8)**

##### **Organizations:**

Catholic Living Team  
Student Council

##### **Events & Activities:**

<u>Faith Formation</u>	<u>Social</u>
Catholic Schools Week	Spirit Week
Class Retreats	
Days of Service	
Eucharistic Adoration	
Revival (Faith Building Time)	
Sacrament of Reconciliation	
School Mass	

#### **High School (Grades 9-12)**

##### **Organizations:**

Catholic Living Team  
Future Farmers of America (FFA)  
National Honor Society (NHS)  
Student Council

##### **Events & Activities:**

<u>Faith Formation</u>	<u>Social</u>
Catholic Schools Week	Homecoming
Class Retreats	Prom

Days of Service                      Spirit Week  
Eucharistic Adoration  
Revival (Faith Building Time)  
Sacrament of Reconciliation  
School Mass

## **Section 11.1 - STUDENT ORGANIZATIONS**

### **ACHS ORGANIZATIONS**

#### **CATHOLIC LIVING TEAM**

**Purpose:** To form intentional disciples who are able to lead those around them into a deeper relationship with God in their daily lives. Students will have opportunities to lead and help with events centered around prayer and service including but not limited to liturgies, prayer services, retreats, and service projects.

**Membership:** Catholic Living Team is open to all students grade 7-12 in good standing at ACHS. Lectors and Eucharistic Ministers are automatically considered members of the Catholic Living Team.

#### **Leadership Opportunities:**

1. Liturgy: Mass, Morning prayer before school, adoration and confession
2. Service: Corporal and Spiritual Works of Mercy.
3. Events: Living Nativity, retreats, living stations, and the like.

**Responsibilities:** Working in collaboration with the Faculty Catholic Living Committee, the Student Catholic Living Team will be responsible for the following:

- Organizing religious activities outside the classroom such as: weekly Revival time, small and large group liturgies and daily prayer, student retreats, Catholic Schools Week, and prayer services for Lent, Advent, Archangels Feast Day, and other significant events.
- Organizing/promoting/creating awareness of Faith Building activities outside of the classroom such as Totus Tuus, J.C. Camp, TEC, Quest, and Search.

### **STUDENT COUNCIL**

**Purpose:** The Student Council is a representative body with the purpose of promoting the interests of the student body, providing a forum for student leadership, and increasing the understanding and cooperation between students, faculty and administration. This is a service-oriented council that depends on students to lead and actively participate.

**Membership:** Students in grades 7th - 12th wanting to be on the Student Council will run for class office. Approved students will be presented to the class. Each class will vote for three representatives. The voted class President, Vice President and Secretary from each class will represent the Student Council. Student Council Officers will then be voted on by the group.

### **Responsibilities:**

Responsibilities of Student Council include, but are not limited to:

- Organizing Homecoming/Spirit Week activities
- Planning and organizing fundraisers to support the Family Life Missions and fund the Janet Kuta Memorial Scholarship
- Leading organized assemblies/pep rallies for extracurricular activities
- Recognizing random acts of kindness performed by students within the school
- Working with the Faculty Social Team to plan seasonal social activities (Ex: Easter egg hunt, pumpkin decorating etc.)

## **NATIONAL ORGANIZATIONS**

### **FUTURE FARMERS OF AMERICA (FFA)**

Future Farmers of America is offered through Humphrey Public School. Nebraska FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

### **NATIONAL HONOR SOCIETY**

The Star of the Sea is the local chapter of the National Honor Society (NHS), dedicated to promoting scholarship, service, leadership, and character among its members. Membership in the NHS is a privilege that comes with responsibilities and expectations.

### **Eligibility Criteria:**

- Juniors and Seniors at Archangels Catholic High School are eligible for membership if they have maintained a cumulative grade point average of 93% or higher.
- Candidates must complete an application showing evidence of their scholarship, leadership, character, and service.
- Late or incomplete applications will not be considered.

- Candidates will be evaluated by the faculty based on their demonstration of scholarship, leadership, character, and service.
- Candidates will be notified by mail of their acceptance into the Star of the Sea Chapter.
- Candidates will be inducted as members of the Star of the Sea Chapter of the National Honor Society in a ceremony held in the fall semester of each year.
- An NHS member who transfers from another school, who is in good standing, will be accepted automatically as a member in the new chapter.

### **Standards of Membership:**

- **Scholarship:** Members must maintain a cumulative grade point average of 93% or higher. Falling below this standard may result in probation or dismissal from the NHS.
- **Character:** Members must uphold the highest standards of honesty, integrity, and respect for others. Any violation of major school regulations or civil laws may result in suspension or dismissal from the NHS.
- **Service:** Members are expected to actively participate in service activities that benefit their school and community.
- **Leadership:** Members should demonstrate leadership within the NHS and in other school or community activities.

### **Active Participation:**

- Members are required to actively participate in activities that promote scholarship, service, leadership, and character.
- They should contribute positively to the reputation of Archangels Catholic High School and their community through their actions and behavior.

### **Expectations:**

- Members are expected to maintain a positive attitude and represent the NHS and Archangels Catholic High School respectfully and responsibly.
- They should adhere to the NHS Code of Conduct and follow the guidelines set forth by the faculty and advisors.

### **Suspension and Dismissal:**

- Membership in the NHS may be suspended or revoked if a member fails to meet the standards of scholarship, leadership, character, or service as outlined above.
- Reasons for suspension or dismissal include but are not limited to:
  - Falling below the 93% cumulative GPA requirement.
  - Violating major school regulations or civil laws.
  - Failing to fulfill service or leadership obligations as determined by the faculty.

### **Appeal Process:**



- Members facing suspension or dismissal have the right to appeal the decision. The appeal process will be conducted in accordance with the guidelines established by the NHS advisor and faculty.

### **Conclusion:**

Membership in the Star of the Sea Chapter of the National Honor Society is a commitment to uphold the principles of scholarship, service, leadership, and character. By maintaining these standards, members contribute to the positive reputation of both the NHS and Archangels Catholic High School. Violations of these standards may result in probation, suspension, or dismissal from the NHS.

## **Section 11.2 - Student Activities & Events**

### **REVIVAL**

Revival is intentional time spent each week reawakening Catholic fervor among our school family. Students and faculty come together in small, mixed grade-level groups to explore, develop and deepen their faith. Themes and activities are organized by the student and faculty Catholic Living Teams and carried out by faculty, administration, clergy and parent volunteers.

### **LITURGIES**

Small and large group Liturgy will be celebrated on a regular basis. Small group liturgies will be during Religion class period. Large group will include grades 7-12 and includes weekly school mass and daily prayer service.

### **ASSEMBLIES**

School assemblies afford an opportunity for a variety of educational opportunities. Proper conduct is expected in keeping with the type of program and cultural level.

### **FIELD TRIPS**

The principal shall be responsible for determining the educational value of all field trips. Field trips shall not be taken without the approval from the principal. The value of each field trip shall be based on the following criteria:

1. Field trip meets the philosophy and objectives of the school.
2. Field trip supports the objectives of the subject being taught.

Parents who wish to attend field trips with their children must have completed Safe Environment Training. If a parent transports students, they must meet minimum insurance requirements.

### **PUBLICATIONS**

Archangels Catholic High School has two main publications, the school Yearbook and the online newsletter ACHS Dispatch. The ACHS Dispatch, which is the online, password protected, equivalent of a traditional hard copy newsletter, is updated by Journalism students. The Dispatch provides a picture of what is happening in our school and forecast of future events. To get the password, you must contact the school office. The Yearbook is a physical record of what happened during the school year and is offered to families for purchase. It is

fully designed and organized by the Journalism students with the guidance of the Journalism teacher.

### **SCHOOL PICTURES**

School pictures are taken each year. The pictures are not mandatory. Students need not wear uniforms on picture day.

## **Section 11.3 - FUNDS**

### **SCHOOL FUNDS**

The student activities fund is maintained by the office. Any funds raised must be turned into the office and materials purchased are to be approved first by the class and secondly by the class sponsor. All purchases must be made on purchase order forms available in the office.

### **FUND RAISING**

Any fund raising activity for the benefit of Archangels Catholic High School students or organizations must be approved through the administration and the Advancement Office.

## **Article 12 - Health & Safety**

## **Section 12.1 - EMERGENCY PROCEDURES**

### **EMERGENCY PROCEDURES**

#### **Fire**

Fire drills are conducted periodically during the school year for all occupants of the building:

1. Observe the directions posted in each room.
2. Observe quiet and order during the fire drill.
3. Leave the building quickly and in an orderly fashion.
4. Remain in an appropriate place outside the building until a general sign to return is given.

#### **Snowstorm**

During the winter months, it may be necessary to dismiss school because of the weather. The following procedures will be used:

1. In most weather-related dismissal, Archangels Catholic High School and Humphrey Public Schools will dismiss at the same time.
2. Parents will be notified through Educate by phone.
3. The office will announce procedures for dismissal.
4. Whenever school is dismissed early due to weather, all activities, including practice sessions, are canceled for that day unless NSAA schedule dictates that it be played.

### **Tornado**

1. Tornado watch – notification of teachers.
2. Tornado warning – administration announces over the intercom that a tornado has been sighted. Students are to begin moving to shelter areas.
3. Shelter area – locker rooms in gym.
4. Students move to designated shelter areas and kneel or squat on floor with hands covering heads
5. Custodian shuts off gas and electricity
6. Teachers keep an account of all students
7. No dismissal until notified by principal

### **Relocation**

1. The building will be evacuated using the phone system. Classrooms will evacuate to the Humphrey Community Center.
2. Staff and students are to leave all personal belongings, including purses, book bags, etc. when evacuating to the Humphrey Community Center.
3. The teacher is to take their evacuation packet and class roster with them and account for all students once they have reached the Humphrey Community Center.
4. Under no circumstances are teachers to dismiss students without administration authority.

### **Lockdown/Intruder**

1. Teachers should quickly check halls and get students into classrooms. The teacher is to move students away from windows and the door. All lights should be shut off and blinds closed where possible. Students are to remain quiet.
2. Lock doors.
3. Teacher will determine from the situation if they need to run, hide, or fight (in that order).
4. Teachers will take attendance using the emergency evacuation packet.
5. Teachers will maintain a calm atmosphere in the classroom.
6. Teachers and students remaining in the building will be dismissed by law enforcement officers.
7. Each staff member will document exactly what occurred in his or her area of responsibility. This will be done as soon as possible after the incident and sent to the principal.

## **Section 12.2 School Safety Policies**

### **ACCIDENTS**

In case of an accident at school, emergency first-aid will be administered and parents or guardians will be notified. If we are unable to reach parents or guardians, emergency family

numbers will be used. School officials will use their discretion whether or not it is necessary to call the rescue unit. Teachers are required to file a written report in the Principal's office of all serious accidents that take place in school and at school sponsored activities. The school reserves the right to call the rescue unit for emergencies.

### **USE OF PHYSICAL RESTRAINT AND SECLUSION**

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

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

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. 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 (or Teacher Facilitator) 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 (or Teacher Facilitator) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

### **NEBRASKA'S CHILD ABUSE REPORTING LAW**

When any school employee or volunteer has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she shall report such incident or cause a report to be made to the Humphrey Police Department or the Nebraska Department of Health and Human Services (1-800-652-1999). If the alleged perpetrator is an employee or volunteer at Archangels Catholic High School, a report must be made to the Chancellor of the Archdiocese of Omaha.

## **Section 12.3 Immunization Policy**

### **IMMUNIZATIONS AND PHYSICALS**

According to State Law, all students entering seventh grade must have up-to-date immunizations and a physical within six months prior to seventh grade. For an immunization summary see Appendix A. Immunizations may be waived only for medical or religious reasons and a written statement of such refusal must be submitted to the school office.

## SUMMARY OF THE SCHOOL IMMUNIZATION REGULATIONS

### Summary of the School Immunization Rules and Regulations

#### 2011-2012 Student Age Group

#### Required Vaccines

Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider

4 doses of DTaP, DTP, or DT vaccine,  
3 doses of Polio vaccine,  
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,  
3 doses of pediatric Hepatitis B vaccine,  
1 dose of MMR or MMRV given on or after 12 months of age,  
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  
4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,  
3 doses of Polio vaccine,  
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally, **for 7th Grade Only**

1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2010. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:

<http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2009)

## **Section 12.4 Medication Policy**

### **MEDICATION**

The faculty of Archangels Catholic High School will not administer medication to students without a written notice from the parents. If it is necessary for any child to take medicine during school hours, please inform the teacher. All medicine is dispensed through the school office. Only a 1-day supply should be brought to school each day.

Archangels Catholic High School procedures regarding the exclusion of students for health reasons are as follows: a temperature of 100 degrees or more; vomiting; severe headaches; skin rash, etc. No student will be sent home until a parent or responsible adult has been contacted.

### **ASTHMA, ANAPHYLAXIS & DIABETES**

Archangels Catholic High School has in place Asthma and Anaphylaxis protocol, plus the medications needed to help prevent a severe Asthma or allergic reaction. A portable nebulizer is available for emergency use.

### **SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION POLICY**

#### ***POLICY ON SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA, ANAPHYLAXIS OR DIABETIC 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, anaphylaxis or diabetic condition while at 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, anaphylaxis or diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma, anaphylaxis or 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 asthma, anaphylaxis or diabetic condition;
  - c. Permit regular monitoring of the student's self-management of his or her asthma, anaphylaxis or diabetic condition by an appropriately credentialed health care professional;
  - d. Include the name, purpose, and dosage of the prescription asthma, anaphylaxis or diabetic medication prescribed for such student;
  - e. Include procedure for storage and access to backup supplies of such prescription asthma, anaphylaxis or diabetic medication; and
  - f. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma, anaphylaxis or 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 asthma, anaphylaxis or diabetic 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, anaphylaxis or diabetic 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, anaphylaxis or diabetic medication on school ground, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma, anaphylaxis or diabetic 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, anaphylaxis or diabetic medication.

**RELEASE AND INDEMNIFICATION AGREEMENT FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

Appendix A-1

**Appendix**

**Section A.1 - RELEASE AND INDEMNIFICATION AGREEMENT FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

Release and Indemnification Agreement  
(Self-Administration of Prescription Asthma, Anaphylaxis or Diabetic Medication)

\_\_\_\_\_ hereby acknowledge that \_\_\_\_\_  
(Name of Parent or Guardian) (Name of School)

(including school's employees and agents) is not liable for any injury or death arising out of the self-management by \_\_\_\_\_ of his/her asthma, anaphylaxis or diabetic condition. (Name of Student)

and I hereby indemnify and hold \_\_\_\_\_ (including its employees and agents) from any claim arising from the student's self-management. In the event that (Name of School)

\_\_\_\_\_ injures school personnel or another student as a result of  
(Name of Student)

misuse of the prescription asthma, anaphylaxis or diabetic medication or related medical supplies, the undersigned shall be responsible for any and all cost associated with the injury.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

## **Section A.2 - REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Date of Request \_\_\_\_\_

Complainant Name (Request initiated by) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Please respond to the following questions:

1. What raised your concern with the work?
2. Did you read the entire work? If not, what pages or sections did you read?
3. To what in the work do you object? Please be specific; cite pages or selections.
4. For what age group would you recommend this work?
5. What do you believe to be the educational purpose or cultural/societal significance of this work?
6. What do you believe is the theme or purpose of this work?
7. What would you prefer the school do about this work? Check one:
  - Place an age recommendation sticker on the work
  - Send the work to School Board for evaluation and possible withdrawal
8. Are there authors or specific pieces of work would you recommend in its place that would convey as valuable a picture and perspective of a society or a set of values?



9. Please attach any additional comments or consumer reviews that may be useful to the board for its consideration.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator who received Complaint

\_\_\_\_\_  
Date

**Section A.3 - TECHNOLOGY AGREEMENT**

I hereby agree that I have reviewed the terms of Section 7.2 - TECHNOLOGY and agree to abide by the terms herein. I understand that there will be consequences for misuse of technology including but not limited to financial responsibility for any damages caused to school devices.

\_\_\_\_\_  
Student(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**Section A.4 - HIGH SCHOOL FAMILY HANDBOOK SIGNATURE PAGE**

The Archangels Catholic High School Parent/Student Handbook outlines important information regarding the proper management and administration of Archangels Catholic High School. I understand that I should consult with the principal regarding any questions about the handbook or those not addressed in it. I acknowledge that revisions to this handbook may occur as deemed necessary by the principal, pastor, and school board. I also acknowledge that this handbook is neither a contract nor a legal document. By signing below, I acknowledge the Archangels Catholic High School Parent/Student Handbook can be viewed and downloaded from *educate* or I can request a hard copy and I agree to be governed by the regulations, procedures, provisions, and guidelines herein.

\_\_\_\_\_  
Student(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

