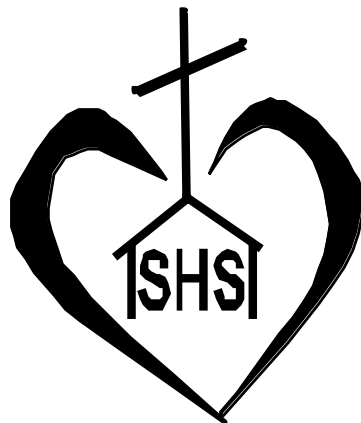
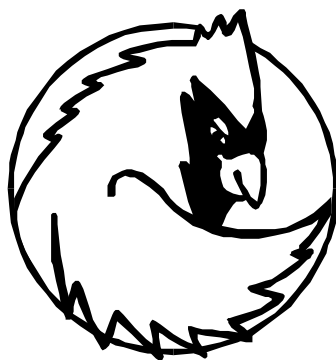


# Sacred Heart School



## Family Handbook



SHS Cardinals

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**SCHOOL DATA:**

Founded: Fall 1954

Address: 1842 East 8<sup>th</sup> Street Jeffersonville, IN 47130

Phone: 812-283-3123 Fax: 812-284-6678

E-Mail: swilson@sacredheartschool.us, bspitznagel@sacredheartschool.us,  
info@sacredheartschool.us

Hours:	K-8	=	7:45 AM to 2:45 PM	M through F
	Pre-School age 4	=	7:45 AM to 10:45 AM	M through F
	Pre-School age 4	=	11:45 AM to 2:45 PM	M + W + F
	Pre-School age 3	=	7:45 to 10:45 AM	M + W + F
	Daycare	=	6:30 AM to 6:00 PM	M through F

Arrival Times: School doors open at 7:15 AM for all students. Students may arrive to school between 7:15 and 7:30 and report to the cafeteria. Students may arrive between 6:30 and 7:15 AM if they are enrolled in before-care, for an additional charge. All students should be in their classrooms and ready to begin the day by 7:45 AM. Classes begin promptly at 7:45 AM. See “Hours” above for pre-school times.

Dismissal: Students in grades K – 8 are dismissed at 2:45 PM.  
See exact hours above for pre-school dismissals.

Enrollment: 250 students with an average class size of 19 students per teacher

Faculty: State licensed principal, 13 full-time and 4 part-time teachers, 6 aides

Test Scores: Exceed national, state, and local public school scores. Students tested annually with ISTEP+ (state) testing program.

Accreditation: Accredited by AdvancEd, the Archdiocese of Indianapolis, the Indiana State Department of Education, North Central Association (national), and membership in The National Catholic Education Association (NCEA).

Mascot: Cardinal

School Colors: Red and White

Uniforms: Navy, gray, and white plaid skirts/jumper; navy blue pants/shorts; red and blue polo shirts, Grades 7 and 8 girls and boys may wear khaki pants/shorts

Facilities: Church, Parish Activity Center, library, gym (Walpole Hall), outside playground area, soccer field, school building with computer lab, art room, music room, classrooms, testing room, cafeteria, offices for principal secretary, and counselor

Information: Brochures and “Frequently Asked Questions” (with answers!)  
Available upon request

Contact: Parents communicate with teachers/staff members first before taking situations (e.g., grades, behavior, consequences class/homework, etc.) to the principal. This procedure should be handled with the appropriate person, at least twice before notifying or requesting a conference with principal. The principal reserves the right to intervene at any time.

To request a phone call/conference with the teacher, call the school office and the teacher will return the call within 24 – 48 hours. Parents are requested not to call the teachers/staff members at their homes.

**SACRED HEART OF JESUS SCHOOL** is a Catholic learning center for grades PS - 8, dedicated to the CATHOLIC TRADITION OF LIFE. Liturgy, sacraments, prayer, doctrine, service, and family are the basis of this life and permeate all subjects and activities throughout the school day. The school emphasizes a personal, positive, warm, creative environment of thinking, teaching, and learning while developing the BASIC FUNDAMENTAL ACADEMIC SUBJECTS of Reading, Phonics, Spelling, Grammar/Conventions, Writing, Math, Science, Social Studies, and the fine arts of Music and Art. Technology and Physical Education are also a part of the curriculum. No course is optional.

Sacred Heart of Jesus Parish has shown its commitment to Catholic school education for 60 years, through the sacrifices of its parishioners, the stewardship of its pastors, the generous service of the Dominican Sisters, and the competency of dedicated lay women and men – upon whose hearts, souls, and backs this school prospers and thrives.

**VISION STATEMENT:** Sacred Heart School is named in honor of Jesus Christ. All who enter our Catholic school will know that **Jesus Christ** is the reason for this school. He is the unseen but ever present teacher in our classrooms. He is the model of our faculty and staff. He is the inspiration of our students. The 60-year legacy of Sacred Heart School is rooted in the gifts of sacrifice and dedication of pastors, parishioners, faculties, and staffs to Catholic school education in Jeffersonville. SACRED HEART OF JESUS SCHOOL will continue to embrace and teach Gospel values that are over 2000 years old.

**MISSION STATEMENT:** Sacred Heart School collaborates with the home to educate children for **Gospel Living** as Christians who are competent and creative in academics, technology, PE, and the arts; cooperative and compassionate as teachers and learners.

**SACRED HEART SCHOOL'S GIFT TO CHILDREN:** Neither the money spent per pupil nor bricks and mortar, nor the finest equipment guarantees graduates will have spiritual formation, self-confidence, and marketable skills. It is qualified and dedicated professionals who provide a superior education. Sacred Heart of Jesus School employs exemplary educators and administrators who provide:

1. A Catholic school within a parish community environment, that offers family, friendship, leadership, prayer, worship, and learning from pre-school through eighth grade.
2. A strong spiritual curriculum and atmosphere that integrates Gospel living with academics, fine arts, P. E., and technology in every day life.
3. Reinforcement of parental values as well as an appreciation of the holiness of family life.
4. A superior academic education that emphasizes understanding, knowledge, application, creativity, technology, and student involvement in learning.
5. A learning differences program with testing from Greater Clark County School Corporation and tutoring from Greater Clark County and Sacred Heart School staff.
6. Specialized professionals in art, counseling, music, physical education, and technology.
7. Close monitoring of students' progress or lack of progress and close contact with parents.
8. State and national testing programs.
9. Recreational opportunities through extra- and co-curricular activities, and athletic programs that stress training, sport-spirit, and play for all.

**INTRODUCTION concluded**

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**PHILOSOPHY OF SACRED HEART of JESUS SCHOOL:** God gives **parents** the responsibility to educate and train their children. This duty is a primary right founded on the natural law and can be delegated only partially to the school. **The parent is the primary educator of the child.**

The **community** has the legal and ethical obligation to insure that each child is educated as a responsible citizen who will promote justice and peace and the common good - the values of a "nation under God."

The **Church** has a divine mandate to "go and teach all nations" the Good News of a life in Jesus Christ as exemplified in the Gospel.

Therefore, these three groups, **family, community, and Church**, are responsible before God for the proper education of their members.

Each group delegates to the school some part of its responsibilities. Sacred Heart School furthers the development of each child -- spiritual, moral, intellectual, social, cultural, emotional, and physical – with respect to the wishes of these groups (family, community, and church), while being mindful of the unique talents of each child.

Sacred Heart School strives to guide, complement, and deepen the spiritual and moral formation occurring at home. The school fosters in children an attitude of strength, recognizing their power to shape the future of the world and of the Church in the Christian ideal of Gospel Living. Each child is guided to be a responsible steward of God's creation. The most profitable instruction is that which not only imparts fundamental academic skills, but also encourages individual creativity and thought processes.

**GOALS OF SACRED HEART OF JESUS SCHOOL:** Exemplary educators are those who encourage each student's best effort. They stimulate the spirit of inquiry, ease the acquisition of knowledge and understanding, and foster the thoughtful formulation of worthy goals. In fulfilling Sacred Heart School's mission our teachers will:

1. Strive to guide each child to discover and develop her/his God-given talents, by creating an environment that honors each student's uniqueness and dignity.
2. Develop each child's knowledge and understanding in all curricular subjects, and provide opportunities for creative as well as critical thinking.
3. Tailor the learning process to the child's needs and abilities, thus promoting self-worth, self-reliance, and self-discipline.
4. Prepare children to live wisely and generously in a technologically complex, culturally diverse, and economically and ecologically interdependent world.
5. Encourage children to weigh moral values conscientiously, so as to act uprightly and accept responsibility for their behavior, thus maturing religiously and ethically.
6. Educate students in the mission of the Catholic Church, that they may embrace the values of the Gospel as Jesus Christ intended for His Church and all humanity.
7. Educate the whole child to become an active and contributing member of high school and eventually of society.
8. Teach our children to honor the dignity they share with everyone created in the image of God. All are welcome around the table of Jesus Christ and in Sacred Heart School.
9. Involve parents in the education of their children that will expand and deepen the education of their children at Sacred Heart School.

In order to ensure an orderly and equitable admission for children to Sacred Heart School, this policy is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

- A. Primary Goal – Catholic Education:** The primary goal of the School is to provide a Catholic education to the children in the parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the school.
- B. Accommodation of Students with Special Needs:** The school strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The school has limited resources to meet certain challenges and may recommend educational alternatives to better serve the needs of some students.
- C. Parishioner Status:** Parish registration, regular attendance at Mass, and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the parish will be expected by Catholic families of students who wish to qualify for “Active Parishioner” status and tuition discounts. All other families will be considered “Non-Parishioner” for purposes of tuition.
- D. Financial Aid and Responsibility:** It is a goal of the school and parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the school. There are several different forms of financial assistance available and it is the families’ responsibility to make sure that all of the necessary forms and paperwork are returned in order to qualify for this assistance. All families must also complete payment preference forms at the time of registration to let us know how you will be making your tuition payments to the school. If tuition payments are late or families owe money to other accounts (daycare, cafeteria, etc.), then students will not receive report cards until all accounts are current.
- E. Agree to Abide by the School Rules:** Upon admission all parents and students agree to abide by the policies and rules of the school as specified in the School Handbook.
- F. Non-Discrimination:** The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. Children with learning differences and/or emotional or physical challenges are welcome if both faculty and parents deem Sacred Heart School can adequately serve these children. All rights and privileges are accorded to all students, and all programs and activities are available to them. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

### **ADMISSION SELECTION PROCEDURES**

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the school.
2. Catholic children of active parishioners (as defined in C above) who are siblings of students attending the school in the current school year.
3. Catholic children of active parishioners who are siblings of a graduate of the school.
4. Catholic children of active parishioners.
5. Catholic children of non-parishioners who are siblings of students attending the school in the current school year.
6. Catholic children of non-parishioners who are siblings of a graduate of the school.
7. Catholic children of non-parishioners.
8. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be an "active parishioner" (See Section C above).

Within categories numbered 5 through 9 above, priority will be given according to the date of the school pre-registration application.

**Records:** For admission, a complete physical examination, proper immunization records, and official registration papers are required. A transfer student must have grades and test scores sent directly from the previous school to Sacred Heart School. Parents may be asked to supplement these reports if they are inadequate. Each student admitted must show a birth certificate, baptismal record, and First Communion certification (if any). A doctor's certificate of good health may be required by the principal, coach, or Physical Education instructor for strenuous exercise or sports.

Parents must also provide a copy of any legal custody order or guardianship papers. Parents should notify the school office immediately of any change in address, phone numbers, medical needs/information, marital status, and/or custody matters. The school must be able to reach a parent in an emergency.

**Transfer Students:** Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the school.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child at Sacred Heart School.
4. Previous educational records have been supplied to the school including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).

**Transfer Students (continued):**

5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

**Voucher Applications – Lottery Deadline:** Families wishing to use a Choice voucher from the state of Indiana towards their student's tuition must complete the necessary application and paperwork and return them to the school by March 31, for admissions the following July or August. If the number of applicants for enrollment using a Choice voucher exceeds the number of spots available at the school, on April 1 the school will randomly draw, in a public meeting, the applications of students who are entitled to a Choice voucher from among the applicants who meet the requirements for admission to the school. After April 1, students who meet the admissions requirements and whose parents submit all of the necessary paperwork will be admitted on a first come basis, following the above categories, until all the spaces are full.

**Wait List:** Students not selected for admission to the school will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

**Withdrawal:** Parents should notify the principal or school secretary of the date and reason for withdrawal. The student's permanent records will be mailed to the new school upon request from that school. If all financial obligations have not been met, no records will be released to the requesting school. It is the responsibility of the parent to get the child's report card and personal possessions on her/his last day at Sacred Heart School.

**ATTENDANCE**

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**Education** is not simply doing assignments. Education entails regular and punctual attendance for instruction and interaction, as well as performing the class work and homework that result.



## **ATTENDANCE (continued)**

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**Perfect Attendance Award:** Each quarter students in grades K - 8 can earn PERFECT ATTENDANCE if they are present for all school days and are always on time for opening exercises and for all classes. No absences, no tardies, and no partial attendance days equal perfect attendance. At the end of the school year, students will be recognized if they have four quarters of PERFECT ATTENDANCE.

### **Reporting an Absence:**

1. **When a student is sick, the school office must be called by 8:00 AM.**
2. When the student returns, **state law requires a note telling the teacher *when and why the student was absent***. This note must accompany the student upon her/his return to school. If no phone call is made or no note is sent in to school, the absence will be counted as un-excused.
3. If a student is experiencing a prolonged illness (3 or more days), a doctor's note should accompany the student upon her/his return to school.
4. No student will be dismissed early from school without a written request or, in an emergency, without obtaining parental verbal approval. To take a student off school grounds, the student must be met in the school office. Upon return, s/he must be brought to the office before going back to class.
5. Planned absences, e.g., vacations, attendance at social and sports events, interrupt and may impair the child's educational progress. The parent must notify the teacher and the principal prior to such elective absences and as soon as possible after parents make these decisions. Even with notification, these absences may be counted as "un-excused" if the principal and/or teacher decide that the absence would have a negative impact on the student's progress. If students are taken out of school on any of the three days immediately preceding or following a planned school break, the student's grade may be negatively affected if class work, quizzes, or tests are missed and not able to be made up in time for quarterly progress reports or report cards.

**Tardy** refers to arrival after 7:45 AM. When tardy, the student should report to the office for an admission slip before entering the classroom. Tardiness disrupts the classroom's morning routine and frequent tardies have a negative impact on learning. Students will be allowed one tardy each week as a warning. The second time (and every time thereafter) that a student is tardy in a week, her/his parent must walk the student into the school office and sign her/him in.

**Truancy** means, with or without parent's knowledge, a student is away from school when s/he should be present in school. Attendance and tardies of grades K - 8 are communicated DAILY to the State Department of Education and to the Archdiocesan Office of Education.

A student who leaves the school premises without the principal's explicit permission is considered truant. The police and parents will be notified immediately. If a student leaves a class without the teacher's explicit permission, the principal will be notified immediately. The principal will determine proper disciplinary action after talking with the teacher, parent, and the student. Leaving school premises or the classroom can be grounds for suspension.

**Delayed/Canceled Classes:** In general, Sacred Heart has school regardless of the weather. If roads are hazardous, it is the parent's decision whether to send children to school. When school is delayed one hour, or in rare circumstances two hours, parents will be informed via the school's website, radio and TV stations. If school is cancelled for any reason, classes will be made up on the next scheduled "snow make-up" date. This information is on the school calendar that was sent home at the beginning of the new school year.

**Presentation:** Students attain knowledge in direct proportion to their study, concentration, cooperation and effort. The curriculum reflects the philosophy and goals of Sacred Heart School. All subject areas are taught by the homeroom teachers in grades K – 4. Technology, Art, Music, and P.E. are taught to grades K - 8 by specialized teachers.

**ASSIGNMENTS - Criteria:** Grades will reflect how well study, work, and written assignments comply with the following criteria (depending on grade level):

1. Hand in punctually, completed, and accurate.
2. Write in pencil or blue or black ink (as the teacher requires).
3. Form letters correctly and write in best handwriting, neatly and legibly on acceptable paper
4. Spell correctly and use correct grammar and mechanics/conventions.
5. Head with first and last names, date, subject, and page numbers.
6. Number/letter problems or sentences, questions, and answers.
7. Show all work in math problems and label answers.
8. Answer in complete sentences. State the question in the answer.
9. Be honest; the assignment must be totally the student's own work. Cheating or plagiarizing seriously compromises a student's integrity. It is stealing another's work and ideas and falsely claiming them as one's own. If cheating is discovered, the student's work will be confiscated and receive a failing grade. Further cheating could bring suspension from school. A student who deliberately allows other students to copy her/his work is also guilty of cheating. "Sharing" homework answers through phone conversations or other technology is also cheating.

**HOMEWORK:** Homework is designed to help the student develop good study habits for home and school and to facilitate students mastering knowledge and skills already presented by the teacher during class time. Homework should be recorded daily in the assignment book. Repetition and reflection improve understanding, retention, and application. Students are expected to spend time on homework daily whether: Thinking, writing, studying, reading, researching, or doing projects. Some assignments are long-range and require planned time for their completion. All assignments should meet the nine-point criteria above.

**Parent's Role:** Parents should check and assist students by providing a quiet place and a regular time after school, and by making sure assignments are neat, complete, and accurate. The assignment book should be signed by the parent if the teacher requires it.

**Length:** Time allotments vary by grade level and by individual ability and rate of performance. If homework seems excessive or infrequent parents should call the teacher. Neither situation is normal. Listed below are approximations of nightly homework.

Kindergarten	=	occasional	Grades 4 + 5	=	up to 90 minutes
Grades 1 - 3	=	up to 60 minutes	Grades 6 - 8	=	up to 120 minutes

**Late/Missing Assignments:** Assignments may be penalized depending on policies of each teacher. Late assignments may not receive full credit if not returned in a timely manner, or could receive a zero if not turned in at all. If a student repeatedly does not turn in assignments on time, parents will be notified so that they can help assure that no future assignments are neglected. If there are extenuating circumstances, parents must call the teacher(s) prior to the assignment's due date, and explain the reason for incomplete work. Missing work seriously jeopardizes students' progress and may also result in write-ups and/or detentions.

**Illness:** It is the parent's responsibility to see that class work and homework are picked up each day of the absence. Teachers will send books and materials to the office after students are dismissed for the day, or they may send the work home with another designated student. All make-up work must be completed within the same numbers of days as the absences. If extenuating circumstances exist, parents should notify teachers before the student returns.

**ACADEMICS continued**

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**Appointments, Social/Sport Events, Vacations, Etc.:** Teachers will not be able to give parents or students the class work and homework **BEFORE** the absences. Therefore, upon the students' return to school the parents or students should check with the teachers regarding work missed. All missed work must be made up, otherwise grades will reflect this negligence. The total educational experience in the classroom cannot be recreated at home. However, it is the parents' responsibility to teach the lesson so that students understand and can do the homework, thus allowing students to return more easily to their classroom instruction and learning activities. All make-up work must be completed within the same numbers of days as the absences. Extensions beyond a week may be made at teachers' discretion. If students are taken out of school on any of the three days immediately preceding or following a planned school break, the student's grade may be negatively affected if class work, quizzes, or tests are missed and not able to be made up in time for quarterly progress reports or report cards.

**INDIVIDUALIZATION:** Teachers recognize differences in achievement among students and tailor their instruction accordingly. Resource teachers and teacher aides lend instruction time and strategies to help students who are struggling. The teachers also provide individualized and challenging instruction in all academic areas. The courses integrate concepts, skills, and attitudes in light of the Gospel principles, Indiana standards, and national standards. Technology and creativity are emphasized in all subject areas.

**FIELD TRIPS** are planned by teachers to expand students' knowledge and experiences.

1. All field trips require advanced written permission from parents. Students lacking written permission may not leave the school grounds. It is students' responsibility to have parents sign the permission forms within the designated time frame.
2. All field trips are mandatory. The principal will decide if adequate reasons exist to exempt any student from the trip. On the other hand, a field trip is not a right. A field trip is a privilege. A student's behavior, poor attitude, or lack of cooperation may cause her/him to be denied the opportunity of this educational experience.
3. Students exempted from field trips must attend school during regular school hours and do the assignments given them by their teachers.
4. Student behavior, attitude, and cooperation during field trips should be exemplary at all times.
5. Drivers for field trips must go directly and immediately to the destination and return directly and immediately to the school. Stopping to purchase food, etc. is not permitted.
6. Drivers must be at least 21, be drug and alcohol free (no previous record), have no accusations of physical/sexual abuse, possess a valid driver's license, and have proper vehicle insurance.
7. The use of a bus is the preferred travel arrangement when a vehicle is needed.

**TESTING and REPORTING:** Students are tested in all subjects through oral participation during class time, teacher-made tests, textbook tests, the State of Indiana's tests of IREAD (grades K – 3) and ISTEP+ (grades 3 - 8), and the STAR Reading and Math Assessments. Students will receive four progress reports and four report cards. Class and homework assignments and daily and weekly tests are graded and returned to students. One parent/student/teacher conference is held after the first quarter. Other conferences may be scheduled at the request of the parent or teacher.

**PROGRESS REPORTS and REPORT CARDS:** Progress reports are given midway between quarters (four times). Report cards, using grades explained on next page, are given at the end of each quarter (four times). Neither progress nor report cards are given in advance of the date determined at the beginning of the school year.

## **ACADEMICS continued**

**AWARDS:** Sacred Heart School recognizes students' efforts and hard work in academics, behavior, and attendance. Students in grade K-8 can earn perfect attendance each quarter that they have no absences and no tardies.

Students in grades 4-5 can earn FIRST HONORS each quarter if they have all A's, S's, and no S-'s. Each quarter the students can earn SCHOOL HONORS if they have all A's, B's, S's, and no S-'s. Letter grade equivalents can be found on report card.

Students in grades 6-8 can earn FIRST HONORS each quarter if they have a G.P.A. between 3.5 and 4.0. Each quarter students can earn SCHOOL HONORS if they have a G.P.A. between 2.86 and 3.49. Letter grades are based on the report card's grading scale.

At the end of the school year, the students will be recognized if they have four quarters of FIRST HONORS or FIRST/SCHOOL HONORS.

**GRADE CHANGE:** Requests for a report card grade change must be made by the parent to the teacher within five work days of report card distribution. The principal will discuss the request with the teacher. If necessary, a conference with parent(s), teacher, and principal (perhaps student) will be held before making the decision. In an additional conference the principal and teacher will make the decision. This decision is final.

**PROMOTION:** A student is promoted to the next grade annually. If a student cannot attain satisfactory achievement, a parent conference is held. Parents are notified of possible retention during the fourth quarter. The principal and teachers decide readiness for the next grade. The decision to keep a child in the same grade is not made lightly, and it reflects the professional knowledge and judgment of teachers and principal. Parents who object to their child repeating a grade, may be asked to withdraw the child or to sign a document stating that the school is not responsible for the short- or long-term effects of unwarranted promotion. Promotion depends upon a student's attendance, demonstration of learned and applied knowledge, understanding of subject matter, and quality of work.

**REMEDIATION:** A student who fails or does poorly in a subject may pursue remedial work. The parent should discuss this matter with the teacher before engaging a tutor or enrolling the child in summer school. Trained/licensed teachers must be employed for this remedial work. Such remediation does not guarantee promotion.

**SCHOOL RECORDS:** Parents may inspect their child's school records by calling or writing the principal. Graduates may inspect their records once they reach eighteen years of age. School records may not be removed from the school office.

### **REPORT CARD GRADING CHART:**

#### **KINDERGARTEN and GRADE 1**

Religion, Language Arts, Math, Art, Music, Computer, Physical Education, Social Skills, Work Habits	E = Exemplary – consistently performs above grade level M = Mastery – consistently performs at grade level N = Non-Mastery – inconsistently performs at grade level X = Not assessed at this time
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#### **GRADES 2 – 5**

Religion, Reading, Phonics, Vocabulary, English/Writing, Spelling, Math, Science, Social Studies, Science, Conduct	A = 95 – 100 D = 70 – 75	B = 86 – 94 F = 69 and below	C = 76 – 85
Art, Music, Computer, Physical Education, Personal and Social Development, Work Habits	1 = Outstanding 2 = Satisfactory 3 = Needs Improvement 4 = Unsatisfactory	M = Meets Expectation N = Needs Improvement	

**GRADES 6 – 8 = Letter grades and Grade Point Averages (GPA)**

Religion, Reading, Vocabulary/Spelling, English/Writing, Math, Science, Social Studies, Economics, Health, Art, Music, P.E., Computer, Conduct	A = 95 – 100 D = 70 – 75	B = 86 – 94 F = 69 and below	C = 76 – 85
Personal and Social Development, Work Habits (and any subjects that may not have had sufficient class time to accumulate a reasonable amount of grades for A – F)	1 = Outstanding 2 = Satisfactory 3 = Needs Improvement 4 = Unsatisfactory		

**ACADEMIC, CO- CURRICULAR, and EXTRA-CURRICULAR ACTIVITIES**

Curricular, Co- and Extra-curricular activities develop culture, interests, and skills; enrich the students' interaction with peers and adults; and provide opportunities for leadership, cooperation, responsibility, and creativity. All such activities reflect Christian values. Learning and participating are more important than winning. There are lessons to be learned in winning and in not winning.

**Academic Qualification:** In order for students to participate in athletic events or other extracurricular activities students must fulfill the following:

1. The student must have good attendance. Students that are absent from school should not participate in practices or games on that day.
2. The student must maintain a C average in all of the academic classes. If a student falls below the C average they will be suspended from all practices and games so that they can concentrate on their studies and improve their grades. Weekly progress checks will be done by the teachers to keep the parent, coach, and student informed of his/her progress.
3. The student must be in good standing with the behavior program of the school. The principal or teacher will inform the parents and coaches if the student has violated the behavior program. Suspension from athletics will be decided based on the seriousness of the violation.

**Use of Facilities:** Students are not permitted in the Parish Activity Center, gym, youth group room, library, cafeteria, or church without an authorized adult and only for religious, academic, athletic, and social activities pertaining to the school's curriculum, co- and extra-curricular programs.

**Parents Supporting the School (P.S.T.S.):** Parents actively and continuously serve the school through their physical presence in the building and through fundraising, both of which contribute significantly and vastly to religious, academic, family, and athletic excellence.

**Safe and Sacred:** All employees and volunteers working with children in our school must take part in the Archdiocesan program called Safe and Sacred, which is designed for the protection of all God's children. Employees and volunteers must take part in the initial training on-line and provide a copy of the certificate of completion to the principal, or e-mail a copy to the school before working with students. All employees and volunteers must then complete the required updates in order to work with students in our school or parish.

## BEHAVIOR

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**PHILOSOPHY:** Discipline is fundamental to all education. By following a code of conduct based on Christian principles, a student develops self-discipline and good judgment. A disciplined student body can then enjoy an environment of creative learning, mutual respect, trust, and cooperation. Sanctions for infractions of the rules and regulations will be imposed with dignity, fairness, consistency, and consideration for all. The teachers and the principal have primary responsibility for providing and implementing guidelines for good behavior. Together, parents and school share the goal of developing in each child a well-disciplined character. Parents will understand that teachers supervise students in all that the State requires. Teachers cannot be responsible for students who disregard regulations made for their safety.

**DUE PROCESS:** Decisions on disciplinary matters are made at the most appropriate level. If a student does not comply with the school's code of conduct, the following consequences will ensue. The principal has the right to intervene at any point/time. The principal makes the decision of suspension/expulsion. The student has the responsibility of explaining her/his side of her/his story accurately and honestly.

- Level I Teacher speaks to student regarding offenses and confers with parents frequently.
- Level II Teacher informs principal if repeated/serious behavior persists.
- Level III Teacher refers student to principal followed with principal/teacher conference.
- Level IV Principal, teacher, parent, and student (if in grades 5 – 8) conference.

At each conference, the student will be informed of the evidence against her/him and allowed to present her/his version and evidence in self-defense. Some serious offenses can result in immediate suspension or expulsion (see "Suspension and Expulsion" mentioned below). All difficulties or disciplinary matters are handled at the lowest level of authority first. If there is a misunderstanding in a disciplinary matter, the parent should contact the teacher. The parent must confer with the teacher at least twice before the principal is contacted.

**TEACHER CONSEQUENCES:** Teachers may give constructive written punishments, may deprive students of privileges, ask students to do community service, or keep students after school (detention) if parents have been notified in writing or orally. Detention on Saturday could occur if after school detentions are frequent. Saturday detention is left up to teachers' discretion. Consequences for misbehavior, lack of cooperation, and poor attitude will be appropriately severe for the infraction and age of the student. Teachers' experiences, knowledge, understanding, and prudence will regulate consequences/punishments for students who have extenuating circumstances affecting their learning or behavior.

**SUSPENSION and EXPULSION:** Students who are suspended are released from all school-related activities and classes for a length of time determined by the principal, not less than one day and not more than three days. The suspended students must do the assignments given by the teachers and the principal. The students are barred from extra-and co-curricular activities during the suspended time. The suspension will take place at home under the direct supervision of a parent or a designated adult. The student will do the assigned class work and homework at home and show all assignments to the teachers and principal upon return to school. Students will then be readmitted to class. Expulsion means that a student is told to withdraw from Sacred Heart of Jesus School for a severe disciplinary reason or for excessive violations of a less serious offense. This student will not be readmitted to Sacred Heart School.

**BEHAVIOR continued**

**UNACCEPTABLE CONDUCT:** The faculty and administration consider the following offenses indicative of serious problems that need immediate action. Students involved (by active participation or covering-up) face suspension, expulsion, or other disciplinary actions, unless mitigating circumstances are present. The offense may have occurred on or off school grounds, during a school-sponsored extracurricular or curricular program, a school/parish social, school/parish sport, or school academic activity. The principal determines the method and degree of punishment/ consequence. The principal gives consideration to the student's age, mental acuity, and to the severity and repetition of the misconduct. If necessary, the appropriate law enforcement agencies will be notified.

1. Serious immoral conduct or serious violations of Civil Law, e.g. but not limited to:
  - a. Possessing or using anything as a weapon, e.g., knife, gun, sharp object, chair
  - b. Possessing, giving-away, selling, or using any item the principal deems inappropriate in school, e.g., cigarettes, matches, lighters, drugs (medicinal or abusive), alcohol, snuff, tobacco, pornography, firecrackers, firearms
  - c. Vandalizing, abusing restroom facilities, defacing property belonging to anyone including anything of God's creation
  - d. Breaking, entering, using arson to destroy
  - e. Stealing, dishonesty, lying, cheating, and plagiarism
  - f. Tampering with fire alarm system, using fire or bomb threats
  - g. Engaging in sexual misconduct, obscene or questionable behavior, whether overtly or covertly, whether physical, verbal, written, gestured, or in dress
  - h. Gambling, betting, or selling (other than school fundraisers)
2. Insubordination, defiance, disrespect, rudeness toward school authority, e.g., but not limited to:
  - a. Smarting-off, talking-back, uncooperative attitudes and/or behavior
  - b. Encouraging or participating in unauthorized demonstrations or petitions
  - c. Refusing or failing to follow directions of school personnel
  - d. Deceiving school personnel with silence, false, or misleading information
  - e. Lying to or withholding information from school personnel
3. Severe, repeated disturbances in class or other areas, e.g., but not limited to:
  - a. Skipping homework and class work assignments repeatedly
  - b. Doing poor quality oral or written work
  - c. Writing, passing, receiving notes mutually by hand or through technology
  - d. Defying or refusing to adhere to dress code continuously
  - e. Engaging in chronic discipline problems
  - f. Being chronically tardy or absent
  - g. Being truant or leaving school property without permission
  - h. Violating the school's conduct, technology, and dress codes repeatedly
  - i. Using body sounds, motions, and actions to irritate others
4. Disrespect of human beings, including self, and of creation, e.g., but not limited to:
  - a. Bullying, harassing, being cruel and mean, ignoring, disgracing, spitting, fighting, demeaning, giving the silent treatment
  - b. Intimidating, scaring, teasing, name-calling, threatening, punching, biting
  - c. Instigating/participating in serious fighting (assault and battery) and/or various degrees and manner of aggressive behavior
  - d. Putting-down through written, drawn, spoken, sung words, or gestures
  - e. Writing or drawing on self or others, giving or receiving tatoos
  - f. Damaging or ruining another's reputation or character through various methods of communication
  - g. Throwing things, including snowballs

## **BEHAVIOR continued**

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### **UNACCEPTABLE CONDUCT (continued):**

5. Covering-up, defending, or failing to report serious offenses, e.g., bullying, fighting, any form of aggressive behavior, stealing, cheating, lying, vandalism, drugs, weapons, sexual activity, defamation of character, and inappropriate use of technology.

**GUIDELINES on RESPECTING PERSONS:** The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

### **STUDENTS' RIGHTS:**

1. Students have the right to be introduced to Jesus Christ so that they will come to know and love Him and are able to have a relationship with Him.
2. Students have the right to a strong academic education presented in such a way that they can learn, retain, and apply the knowledge presented.
3. Students have the right to be loved for whom they are and challenged to become the best and most whole persons possible.
4. Students have the right to a Catholic, orderly, encouraging, and stimulating learning environment.
5. Students have the right to some say/input in disciplinary actions regarding themselves.
6. Students have the right to 180 school days, each consisting of six hours of instruction.
7. Students have the right to be educated in Sacred Heart School if they uphold its criteria for admittance and attendance: Christian, compassionate, responsible, respectful, charitable, and cooperative in behavior and in attitude.

### **STUDENTS' RESPONSIBILITIES:**

1. To prepare to become the world's and the Church's Christian leaders, students will behave in the Sacred Heart School community with love, patience, and generosity; in turn, the school community of adults will treat students in accord with the Gospel values.
2. To create a productive environment for learning and teaching, students will respect themselves, others, property, and all God's creation.
3. To ease the learning process for all, students will be on time and have the necessary tools.
4. To make learning a reciprocated endeavor, students will participate, cooperate, and show a willing attitude within the school community.



**STUDENTS' RESPONSIBILITIES (continued):**

5. To verify scholastic efforts, students will submit class work and homework neatly, correctly, and punctually.
6. To keep open communication with parents, students will return signed papers, report cards, progress reports, permission slips, and other communications in the timely fashion.
7. To reduce peer pressure, lessen style competition, and assure modest and appropriate apparel, students will adhere to the specified dress code and grooming standards.

**BOOKS, MATERIALS, PROPERTY, EQUIPMENT:** Students are responsible for the care of school grounds and facilities, furniture, supplies, and equipment. Students may not deface grounds, property, buildings, lockers, desks, books (including textbooks), materials (including their own personal property), with writings/drawings or stickers. Parents of students responsible for such deliberate or accidental acts must pay to repair or replace. Malicious damage is cause for disciplinary action, and the cost of repair will be borne by the parents or the students.

**LOCKERS and DESKS:** Lockers and desks are school property assigned to students for their uses. Students may lose this privilege by defacing and mistreating them or storing inappropriate materials that do not belong in school. The school is not responsible for loss or damage of desk or locker contents.

**INSPECTION:** Teachers or the principal may inspect desks, lockers, outer clothing, books, and materials for any reason. They may inspect purses and pockets with "just cause", e.g., suspicion of possession of prohibited items. Prohibited items include but are not limited to: Anything that can be used as a weapon, pornography, drugs, alcohol, and tobacco. The principal may require drug/alcohol screening with "just cause." Inspections and screenings do not require prior notification to students or parents.

**CELL PHONES, GADGETS, VALUABLES, TECHNOLOGY EQUIPMENT:** Because such distractions hinder learning and excite envy, they are not permitted in school during school hours. If a student needs to bring a cell phone from home for a specific purpose, the student must have a note signed by the parent and take the cell phone to the designated teacher at the beginning of the day and then they may pick it up at dismissal. The use of cell phones, I-Pods, palm-held computers, electronic games, and the like are not permitted while students are on school grounds, unless provided and supervised by a teacher. For the first offense, the teachers or principal will confiscate such items and keep them until the parent comes in to pick them up. For the second offense, the item will be held until the end of the school year.

**LOST and FOUND:** The student is responsible for her/his own belongings and money. All found items are turned in at the school office. It is here that the student can check for misplaced/lost items. Personal belongings should be labeled with the student's name. Unclaimed items and apparel are given to charity at the end of each quarter.

**SCHOOL CELEBRATIONS for Grades K - 8**

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The Federal Government has mandated that all schools educate youngsters in the value of and need for excellent physical health. Sacred Heart School supports all three aspects of physical health: Activity/exercise, proper nutrition knowledge, and good eating habits.

Sacred Heart School will:

1. Decrease interruptions in and loss of instructional time
2. Decrease children's intake of unhealthy and non-nutritional foods
3. Decrease competition in "parties" and birthday treats
4. Eliminate food/sweets used as birthday treats for grades 1 – 8.
5. Encourage active physical participation at recess and P. E. times.

**WELLNESS POLICY:** Sacred Heart School has instituted the following policy for healthy living: Teachers and parents may no longer provide unhealthy, high caloric treats for students during school hours. Preschool and Kindergarten students may still have birthday treats brought from home on their birthday, if parents chose, but they should not be excessive or exceed 100 calories per serving.

- I. Daily snacks brought from home or those provided by the teacher should be healthy and nutritional. Cupcakes, candy, sodas, etc. are not healthy foods and should be avoided. Snacks should not be excessive or exceed 100 calories. Sweets and salts should be avoided. The content of sack lunches should also meet the criteria of “healthy.”
- II. The following are homeroom parents' responsibilities in providing for classroom holiday celebrations. Treats for Halloween, Christmas, and Valentine Day must be HEALTHY and should be 100 calories or less. Homeroom parents need not do this alone. It is the homeroom parents' responsibility to get others to help and to see that the celebrations take place in the classroom on the assigned date for each holiday. These treats are for all students in grades PS – 8.
  - A. Provide one HEALTHY snack and one HEALTHY drink for each student at the end of the following days:
    1. Halloween Celebration at end of October
    2. Christmas Celebration on last day of school before Christmas break
    3. Valentine's Day Celebration in mid-February
  - B. Contact other parents of children in "your homeroom" if you need some help.
  - C. Provide necessary supplies e.g. paper napkins and straws.
  - D. Provide healthy, finger snacks. Do not provide snacks that need to be cut before serving.
  - E. Contact **the teacher** at least a week before to make arrangements for the impending celebrations of Halloween, Christmas, and Valentine Day.
  - G. Bring healthy snacks/drinks to the classrooms before school begins at 7:45 AM. You may bring these snacks and drinks at the time of the party if you are coming to help serve.
  - H. Sign in and receive a badge/pass before going to classrooms.
- III. Parents should not send or bring in food from fast food restaurants for students' lunch. Parents are welcome to join their children for lunch, but should notify the teacher by at least the morning of the visit and let the teacher know if they would like to order a hot school lunch or if they are bringing a sack lunch from home.
- IV. All other “celebrations” must be cleared through the principal. She has the right to approve, with guidelines, or disapprove. **If you have any questions regarding Sacred Heart School's policy, call the principal at 283-3123.**

## COMMUNICATION

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**BROWN ENVELOPE / E-NEWS:** The oldest SHS child in the family will take this brown envelope home once a week and return it the next school day with parent's signature and date. The brown envelope will contain the Family Newsletter written by the principal, Parents Supporting The School (P.S.T.S.) news, and other items and opportunities of interest to parents.

**DIFFICULTIES:** Teachers should be informed of problems that might affect a child's attitude or performance in class. It is best to do this by a phone call rather than in writing in case of questions. Call the school office to leave a request for the teacher to place a phone call to you.

**INVITATIONS:** Inviting only certain students to a party/sleep-over in the home can be a painful situation for those not invited. Therefore, invitations may be sent through the school ONLY if all students or all of the same gender, of a given class, are invited.

## **COMMUNICATION (continued)**

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**MESSAGES FROM HOME:** Parents wishing to deliver messages, lunches, money, or other items to their children must leave the items in the school office. The principal or secretary will deliver them to the child at an appropriate time. Disruptions to the classrooms are kept at a minimum.

**PARENT/STUDENT/TEACHER CONFERENCE:** These conferences occur once a year after the first quarter. Parents must sign up for a 15-minute appointment with the child's homeroom teacher, regardless of the child's progress. Conferences with other teachers are encouraged. Students in grades 6-8 must also be present for this conference. Students in K-5 are not required to attend the conference unless requested by the teacher. It is not necessary to wait for the regular conference time if you have a special concern. Simply call the school office for an appointment with the teacher.

**SCHOOL VISITS:** Parents are always welcome to visit the school. To visit a classroom requires an appointment. Contact the principal. **All visitors (including parents) must report to the secretary to sign in and obtain a visitor's badge.** The badge is to be worn at all times while in the school. Cafeteria workers also report to the school office to sign in. When leaving, sign out and return the badge to the secretary. No one, except school personnel and authorized persons, are permitted in the areas of classrooms, library, Parish Activity Center, and gym during school hours. The faculty, staff, and students are instructed to report to the school office questionable persons on the premises or in the school buildings.

**TELEPHONE:** No student may use a phone in the school without principal's or secretary's permission. Students may not use cell phones or another technology to convey their needs/wants to parents, friends, classmates, etc. A supervising teacher may give written permission for a student to call home from the office phone for a missing book, assignment, lunch, clothes, or permission slip if it is an infrequent occurrence. Students may not use the school phone or cell phone to make after-school plans. These arrangements should be made before coming to school.

**WHITE ENVELOPE (SUMMER PACKET)** will be given to students on the last Wednesday of the current school year. This contains needed information for the upcoming school year.

## **DRESS CODE**

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**PHILOSOPHY:** The seriousness of purpose in a Catholic school requires that students recognize the difference between an educational environment and one of recreation. Sacred Heart School requires high standards of dress and grooming and a uniform dress for two reasons:

- Uniforms are more economical than the purchase of youth apparel.
- Dressing uniformly helps to reduce preoccupation with appearances during school hours.

The dress code does permit some variety. However, even small infractions, e.g., off-shades, length, brand names, designs, sloppy/baggy/casual/over-size/below hip line appearances are not acceptable. Unkempt hairstyles and unkempt apparel are not permitted.

This dress code specifies what is acceptable apparel. The apparel may not be changed or altered (e.g., skirts, shorts, pants, cut-offs, rolled/shortened in any way, or belt loops removed). Uniform apparel must be clean, in good repair, sized-to-fit properly, worn modestly and appropriately, and avoid the sloppy/ baggy look. Corduroy uniform material is not acceptable. It is impossible to list what is NOT to be worn or used. If in doubt, consult the principal before purchasing or wearing a questionable item. Polo shirts (red or blue) and navy sweatshirts must be purchased through P.S.T.S. No substitutions are acceptable.

**DRESS CODE (continued)**

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Adherence to the dress code may seem a small matter to parents and students. However, it becomes a major issue when parents and students persist in dressing in uniform violations. All students in grades K – 8 will incur age-appropriate consequences for not following the dress code. Students in grades 4 – 8 may incur a fine of \$1.00 for each uniform violation. This money is sent to Sacred Heart Parish's sister parish in Haiti. The fines must be paid in full at the end of each quarter, before the student will receive her/his report card. There should be no excuse for students to "run up" fines because they should always be in dress code as it is written.

The uniform code is stated as it should be worn. It states WHAT students must wear. It is impossible to state what students CANNOT wear. It states HOW students must wear the uniform (with no variations, no alterations, properly, and appropriately as written). No under clothing may show under or through the skirts/jumpers, pants/shorts, or polo shirts. A collar must be worn over the Sacred Heart navy blue sweatshirt. The dress code states WHEN students must be in uniform (always unless excused by the principal).

**DESCRIPTION:** Grades K - 8 wear the uniform described below. Shorts and jumpers/skirts must be no shorter than 2" above the knees. The uniform is to be worn properly, appropriately, and modestly. Shorts/pants worn below the waist/hips are not acceptable. The principal reserves the right to determine when students are or are not in proper, approved dress code.

1. **Pants/Skirts:** Navy blue uniform, dress pants and navy blue uniform knee-length, dress shorts are to be worn at hips or at the waist. Grades 7 + 8 may wear khaki uniform pants/shorts. Girls may also wear Sacred Heart's uniform plaid jumpers/skirts no more than 2" above the knees. Girls should wear some form of shorts under their jumpers/skirts. The uniform shorts may be worn until Fall Break and after returning from Spring Break. A plain navy blue, brown, or black belt (no glitter or sparkles) must be worn with the uniform pants and shorts. The belt must fit appropriately and its "tail" must be tucked under the belt or through the belt loops.

OPTIONAL: From November through February, girls may wear white or navy blue tights with their jumpers/skirts.

2. **Sacred Heart Polo Shirt:** Students must wear a Sacred Heart School, red or light blue (short or long sleeved) polo shirt with the Sacred Heart logo. The polo shirts must be tucked at the waist (not bloused out or over) at all times except outdoor-recess and P.E. times. All polo shirts must be purchased from the P.S.T.S. The shirts must be sized-to-fit and have a pressed look. A white, black, or gray undershirt may be worn if it does not show under the polo shirt.

3. **Sweatshirts:** Optional. Only the navy blue sweatshirt with the Sacred Heart School logo is permitted. Sweatshirts must be purchased through P.S.T.S. and be a respectable length around the waist and arms. Oversized uniform sweatshirts (stretched below the waist-line and sleeves stretched below the hands) are not permitted. Sweatshirts with worn or ragged sleeves may not be worn. The sweatshirt must be worn with a Sacred Heart light blue or red polo shirts with the collar over the sweatshirt. 8<sup>th</sup> Grade students may wear their class sweatshirts in place of the uniform sweatshirt. Sport and spirit-wear sweatshirts are not uniform sweatshirts and may not be worn inside unless it is an out-of-uniform day.

4. **Sweaters:** Optional. Solid navy blue uniform cardigan sweaters must fit properly on the shoulders, at the waist, and near the wrists. Oversized uniform sweaters are not permitted. No other sweater, jacket, or coat may be worn inside during school hours.

5. **Socks:** Solid navy blue, black, gray, red, or white socks, must be worn clearly visible above the shoe (including hi-top shoes). No footies or anklets allowed.

**DRESS CODE continued**

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6. **Shoes:** Tennis/gym shoes of any color may be worn. They must have enclosed toes and heels and be tied or fastened securely on the feet at all times. Shoes may not have sequins, glitter, or other distracting embellishments. Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel (no sandals or flip-flops).
7. **Hair:** Hairstyles must be clean, neat, and well groomed. Disheveled, uncombed hair is unacceptable. All haircuts and styles must be considered "school appropriate." Hair must be above eyebrows, above ear lobes, and above the collar for boys. Hair may be longer for girls, but must not be in the eyes. Fads or styles, such as, but not limited to: Coloring, streaking, spiking, and shaved markings are not permitted. Items on the head, e.g., scarves, hats, hairpieces, are not permitted inside the school. Girls' hair accessories should not be large or distracting. If students are given a uniform violation for hair that is too long or has an inappropriate style, parents should see to it that is corrected by the following Monday.
8. **Jewelry or other decorations:** Watch, ring, bracelet, necklace, one pair of earrings (flat against the ear) may be worn. Each item must be singular in number, small, and inconspicuous. No hoops or dangling earrings may be worn. Boys are not permitted to wear earrings. No piercings, tattoos, or body paintings are acceptable - except the girls' ears may be pierced.
9. **No make-up is permitted.** The one exception is that 8<sup>th</sup> grade girls *only* may wear a modest amount of natural looking make-up on out of uniform days.
10. **Outer garments** (e.g., coats, jackets, hats, scarves) should be weather appropriate and must be removed when in the classroom, unless preparing to go outside.
11. Dark glasses may not be worn indoors unless medically prescribed.
12. In questionable circumstances: The principal reserves the right to judge compliance before the item or style is purchased or worn.

**DAYS OF EXCEPTIONS:** Clothes must always be modest and appropriate for Sacred Heart School. The principal reserves the right to say if clothes are modest and appropriate. If in doubt that a style or item is acceptable dress code, consult the principal before purchasing or wearing the item. Students must be dressed in the dress code every day except the days listed below or on specific out of uniform days that are communicated in writing.

1. On the opening day of school and the last day of the school year, students may wear clothes that are modest and appropriate for school. (See below for descriptions).
2. When school pictures are taken (in August) students may dress nicely in "dress-up" clothes or wear uniforms. No blue jean material of any type is permitted. Girls' dresses, skirts, and tops must be modest, of appropriate length, and cut. Boys' pants and tops may not be baggy and sloppy looking. (See below for descriptions)

**DESCRIPTION OF EXCEPTIONS:** Clothes must be modest and appropriate for SHS.

1. Tops must cover the whole top part of the body and extend adequately below the waist.
2. Tank or tube tops, sleeveless tops, low-cut tops, or bare midriffs are not acceptable.
3. Pants must begin at waist or hips and not gather excessively around the ankles.
4. Pants must not be excessively baggy and sloppy looking.
5. Uniform or dress shorts are permitted during the first and fourth quarters of the school year, but must meet the same guidelines as pants and be no more than 2" above the knee.
6. Dresses and skirts must be no shorter than 2" above the knee.

## **DRESS CODE concluded**

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**DRESS CODE ENFORCEMENT:** The dress code will be enforced as follows:

1. Students must be in SHS dress code and wear it properly.
2. Teachers or principal will tell students respectfully if they have violated the dress code.
3. A \$1.00 fine will be incurred if student consistently/persistently violates the dress code (Grades 4 – 8).
4. The fine proceeds will be sent to Sacred Heart Parish's sister parish in Haiti.
5. The fine may be issued by teachers/principal, once per day, once per student.
6. It is the students' responsibility to pay the fine.
7. Fines must be paid before the end of each quarter, before students will receive their report cards or awards.

## **FINANCIAL OBLIGATIONS**

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**BUDGET and INCOME:** The school budget is established and approved by the School Commission, the Parish Finance Committee, and the Pastoral Council. Its operational budget is provided from the general revenue of Sacred Heart of Jesus Parish, Parents Supporting The School (P.S.T.S.), tuition, registration fees, book/consumable fees, and cafeteria fees. The Pastor and the Pastoral Council also ask each parish wage earner to tithe, that is, to give 5% of gross earnings to the parish in the Sunday envelope.

**LUNCH:** A lunch card is given to each student at the beginning of every school year. Parents pay into a lunch account, approximately \$30 - \$50 each time. The lunch card is swiped via computer and a record is kept of each student's purchases. When the student's account becomes delinquent, the cafeteria manager will notify parents in the "Brown Envelope."

**DELINQUENT PAYMENTS:** Report cards and transfer records will be withheld until payment of fines and other financial responsibilities are paid in full. All delinquent financial obligations should be paid before the end of each quarter.

**FINES:** All fines for lost or damaged books, damage to property, broken equipment, or dress code violations must be paid in full by the end of each quarter during which they were incurred.

## **HEALTH, SAFETY, and SECURITY**

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**HEALTH RECORDS:** Under the direction of the County Health School Nurse, the maintenance of complete health records will be checked routinely. Physical examinations and valid immunization certificates, as required by Indiana law, are needed within 30 days for all students entering Sacred Heart School for the first time. Children not in compliance with the required immunizations will not be admitted to school.

**INDOOR AIR QUALITY:** The school follows an "IAQ" program that is available for parent viewing in the school office. Parents should not leave cars idling in the school parking lot but should turn off engines when waiting for students to diminish pollutants in the air.

**LUNCH:** According to the new Federal School Wellness Policy, a balanced lunch will be served daily. Each student must eat something from school or home – unless the student is feeling sick. Diet by fasting is nutritionally unwise. Students who bring home lunches are asked to bring healthy foods and to avoid sweets, salts, and fats. Soft drinks are not permitted in home lunches. Students are expected to behave and use good manners and appropriate conduct in the cafeteria.

**HEALTH, SAFETY, and SECURITY (continued)**

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**MEDICATION:** State law prohibits dispensing any medication without explicit written permission and written directions from parents. The medicine should be sent to the school office with a permission note and specific written directions as to time and dosage. No student is permitted to have any form of medication (e.g., cough drops, aspirin) on her/his person, in a purse, pants pocket, locker, desk, or to give another student any form of medication or drug. This is a serious offense and could result in suspension or expulsion. The teacher (cough drops) or the secretary (all other medication) will give students their medication when needed.

**SECURE SCHOOL BUILDING:** The doors of the school building are kept locked from 7:45 AM to 2:45 PM. Parent or visitor must ring the doorbell to gain entrance to the building. There are TV monitors at all entrances and in hallways. Surveillance videotape runs continuously 24/7. All visitors and guests must register and sign in at the office, and must wear a visitor or volunteer badge while in the school building. Parents wanting to speak with their child's teacher at the beginning or end of the school day must have an appointment and first stop in the office to sign in and put on a visitor's badge.

**SICKNESS AND ACCIDENT:** If a parent is aware that a student is ill or contagious, that student should be kept out of school until the illness passes or the student is no longer contagious. While at school, students are taught safety rules and are supervised carefully, yet accidents happen. In cases of accident or sickness, the school will follow the instructions given by parents on the emergency cards. The parent will be contacted before the child is permitted to leave the school, except in an emergency, when the principal will see that the child is taken to the hospital or doctor's office. The school will continue to try to notify the parents.

**VIOLENT BEHAVIOR:** Sacred Heart School will not tolerate questionable and serious, offensive or threatening behavior, sexual harassment, bullying, verbal abuse, whether perpetrated by students or by adults (including volunteers, visitors, parents, employees, employers). Serious consequences include suspension and expulsion. The principal may request that a student be withdrawn or denied entry to the school, as appropriate. The teachers and principal are authorized to call the police when necessary.

**CONTAGION:** Parents will be notified of exposure to serious contagious diseases at school. Children with contagious diseases are excluded from the classroom. Sacred Heart School will work with local government agencies to set up procedures for handling any pandemic outbreaks (such as the H1N1 Flu) should they afflict people with whom SHS community comes in contact.

**AIDS:** Should any student have AIDS, the parent, pastor, and principal will confer and their decision will address: (1) the student's physical and emotional health and well-being, (2) the student body's understanding and emotional well-being, (3) the impact on the student body, and (4) the Gospel message as written in "The Many Faces of AIDS: A Gospel Response," a statement of the United States Conference of Catholic Bishops.

**PREGNANCY:** Should any student impregnate/become pregnant out of wedlock, the parent, pastor, and principal will confer before the student is called in. The pastor and principal will make every attempt to provide a supportive environment for the mother and/or father of the unborn child. This is not to condone their procreative actions, but rather first, to take a strong pro-life stance; and second, to understand the seriousness of their situation, and help them, rather than place obstacles in their paths. The father and/or mother may be permitted to continue their Catholic education, providing they and their parents receive appropriate pro-life counseling and respond in a way that is consistent with the values and teachings of the Catholic Church regarding the sanctity of life. The pastor and the principal will assist them and their parents in obtaining pro-life counseling and pre-natal care through the parish and other appropriate agencies. Their decision will address (1) the baby's health and well-being, (2) the student's health and emotional well-being, (3) the impact on the student body, and (4) what Gospel message to convey to the students. If the mother and/or father remain in school, the principal and pastor shall decide jointly the length of stay.

**SECLUSION and RESTRAINT POLICY:** The school has a seclusion and restraint policy in place and will provide training to the staff each year in how to follow this policy. Parents may view the policy in the school office.

**SCHOOL EMERGENCY PROCEDURES:** Drills are held regularly to ensure that students will move quickly, quietly, and in an orderly manner to designated safety areas. Fire drills are held once a month. Tornado drills are held once a quarter. Earthquake drills are held once a semester. The teachers provide all instructions for the children. The faculty and staff know safety procedures and can control the students in potentially dangerous situations. Students will remain at the school during emergencies unless they can be released directly to a parent. All crises cannot be anticipated by safety drills. Faculty and staff are constantly vigilant for the protection and safety of the students. Those in authority and those in charge of the students will make emergency decisions in the students' best interest.

**INSURANCE:** To participate in extracurricular activities, especially sports, the student must have accident insurance from any carrier and a physical at the beginning of each school year.

## **PARKING LOT**

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**MORNING ARRIVAL PROCEDURES GRADES K – 8:** During 7:15 AM – 7:45 AM: Parents drive on Helen Book Lane, turn right, and proceed to the far door at the end of the school – near the Parish Activity Center. Students use this door to enter the school. Cars leave the lot by way of Martha Drive. There should be no parking on the back lot during morning arrival procedures.

**MORNING ARRIVAL PROCEDURES FOR PRE-SCHOOL and PARENTS WANTING TO BRING THEIR CHILD(REN) INTO THE SCHOOL OR OTHER REASONS:** Drive on to the front lot and park in a designated parking space. Enter the front doors of the school.

**AFTERNOON DISMISSAL PROCEDURES FOR GRADES K – 8 at 2:45 PM:** Drive on to Helen Book Lane, turn right and select a parking space facing the gym. Pull up as far as you can and turn your car off. The diagonal parking is 3-4 spaces deep. The teachers will bring the children through the two back doors. You may get out of your car and stand next to it so that your children can see you, but you should not leave your car unattended. If you need to come into school you should park in the front parking lot. Be patient as the children fill the cars. Pull out slowly and carefully leaving by way of Martha Drive. Do not go in reverse or try to back-up and go around other cars. Do not enter the back parking lot from Martha Drive.

**AFTERNOON DISMISSAL PROCEDURES FOR PRE-SCHOOL and FOR PARENTS WANTING TO COME INTO THE SCHOOL:** Drive on to and park on the front lot. Enter the front doors of school to pick up your child(ren). Children may not leave the school alone to get into waiting cars. They must be picked up inside the school building – no matter their ages.

**DO NOT PARK ON MARTHA DRIVE.** Parking on Martha Drive causes much confusion for dismissal procedures. Teachers cannot see children getting into cars, and the residents of Martha Drive object to Sacred Heart School using residents' parking places.



## **TECHNOLOGY – ACCEPTABLE USE POLICY**

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Sacred Heart School has a well-equipped computer lab and computers in the classroom. Technology in this day and age is meaningful and necessary in all education arenas. Computer instruction is an integral and interdisciplinary part of Sacred Heart School's curriculum. Computer skills and application are taught and expanded at all grade levels. No student is exempt from these classes.

Use of Internet provides additional educational benefits to students. Students will be able to explore libraries, databases, bulletin boards, web sites to enhance their educational experience at Sacred Heart School. Unfortunately, some materials accessible *via* the Internet may contain items that are illegal, defamatory, or potentially offensive. Access to Internet is a privilege not a right and is supervised by teachers at all times. The privilege is given for academic purposes only, to students who agree to act in a Christian and responsible manner. No programs/down loadings/personal files may be brought from home.

Sacred Heart School requires that students and parent/guardian read, accept, and sign a commitment to abide by the rules for acceptable online behavior. Keep in mind that these rules are written for the entire student body. Parents should discuss proper Christian behavior with younger students who may not be able to read and grasp the total contents of this document.

1. Students are responsible for good behavior on the Internet just as they are in all educational settings.
2. Network storage areas may be treated like students' desks or lockers. The principal and teachers may review files and communications to maintain student integrity and the network system's integrity. This will ensure that all students are using the system responsibly.
3. Sacred Heart School's computers may not be used to:
  - A. Open, send, or display offensive words, messages, music, pictures, diagrams
  - B. Correspond with ANYONE (unless directed by teacher), through e-mails, chat rooms, chain letters, downloading, opening/using unsolicited advertising, or the like
  - C. Reveal personal addresses, e-mail addresses, or phone numbers of yourself or any other person
  - D. Harass, insult, threaten, demean, disgrace, "make fun of", attack ANYONE  
It is strongly recommended that parents monitor students use of home computers so that their children do not engage in this type of computer behavior at home. It is to be noted here, that students harassing one another through home computers is a national epidemic/tragedy an utterly destructive to the students receiving such communications.
  - E. Damage computers, computer systems, computer networks
  - F. Rearrange computer desktops
  - G. Transmit any material in violation of USA, state, local regulations; violate copyright laws
  - H. Engage in plagiarism; submit documents from the Internet as one's own work
  - I. Trespass in altering, copying, reading, stealing a computer program or another's folder, work, file
  - J. Employ the Internet/network for commercial purposes
  - K. Play computer games that are not specifically required and directed by the teacher
  - L. Store personal files, assignments on the hard drive (unless directed by teacher)  
Personal files, assignments should be stored on flash drives or other formats directed by the teacher.
4. Violations of any of the above regulations will be considered serious and may result in a loss of Internet use and be subject to other disciplinary actions by the principal.