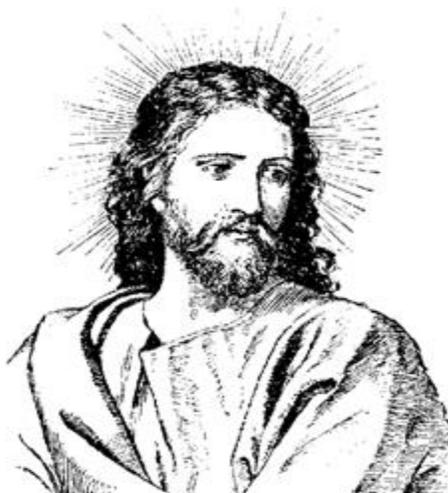


# **Parent & Student Handbook 2018-2019**



**Sacred Heart Catholic School**

**209 E. Greenwood Street**

**Del Rio, TX 78840**

**(830) 775-3274**

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**Department of Catholic Schools**

**Archdiocese of San Antonio**



Revised 7/18/2018

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# **Sacred Heart School**

209 E. Greenwood St. Del Rio, TX 78840 Ph. 830-775-3274 Fax 830-774-2800

A place for spiritual growth, academic excellence, moral values, and a lifetime of love for Jesus.

August 2018

Dear Parents and Students,

At Sacred Heart Catholic School, we firmly believe that parents are the primary educators of their children, but that we, as a Catholic Community, have a commitment to aid you in educating them spiritually, academically, physically, and emotionally to promote faith and learning which is life-long and life giving. Our students will work hard to preserve and respect the richness of the past, meet the challenges of the present, and to prepare for a better future. We expect nothing less than the best your child has to offer.

We kindly ask you to review the rules and regulations in this handbook and sign the contractual statement found herein. Please keep in mind that the rules and regulations written in this handbook are not made to punish the students, but rather to form in them habits of self-discipline as well as to ensure fairness to all. The guidelines and policies set forth in this handbook are to aid the parents, students, faculty, administration, and parish in the Christian education of our student body. It provides the school community with a clear and concise copy of policies and rules that affect school life. At any time during the school year, changes can be made to this handbook by the principal or the school council. Administration will notify you as to the changes.

As Principal of Sacred Heart Catholic School, I thank you for making our school a place where by working with your child's teacher and the school, we can help your child achieve success at our school. We couldn't do it without your love, commitment, sacrifice and encouragement at home and at school.

I look forward to an exciting school year filled with academic success for all of our students. May the grace and power of God ensure that your child grows healthy and wise this school year.

Yours in Christ,

Araceli Faz, Principal

**THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME AND WILL BECOME EFFECTIVE IMMEDIATELY.**

**ANY CIRCUMSTANCE OR OCCURANCE NOT EXPLICITLY EXPLAINED IN THIS HANDBOOK WILL BE ADDRESSED AT THE DISCRETION OF THE PRINCIPAL.**

Student & Parent Handbook Agreements must be signed and returned to the school annually. Failure of parents/guardians to sign and return the Student & Parent Handbook Agreement to abide by the school policies allows the school to remove the child from active enrollment at any given time.

## **MISSION**

The mission of Sacred Heart Catholic School is to know the saving message of Jesus Christ, to love and serve God and others and to provide an excellent academic education.

## **PHILOSOPHY**

We believe that we are called to nurture and educate our students spiritually, academically, physically, and emotionally. We are called to promote our Catholic faith by providing opportunities that will cultivate the skills, knowledge and attitudes necessary to live a successful Christ-centered life. We foster life-long learning while respecting the richness of the past, meeting the challenges of the present, and in preparation for a better future.

## **GOALS**

In order to assist the Church in accomplishing her mission of developing committed Christians, Sacred Heart School strives to accomplish the following goals:

- To create an environment where each person is respected as a person made in the image and likeness of God
- To be an example of a Christian educational community where human knowledge, enlightened by faith, is shared by teachers, students and parents in a spirit of freedom and love
- To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and commitment to Catholic values
- To provide knowledge, opportunities, and experiences which instill a sense of responsibility to the community through the fellowship of Christian living, service, and active citizenship
- To help each student develop a positive self-image and a positive attitude toward life-long education; through a balanced curriculum empower the students to think critically and to reason independently with and without technology
- To foster a Christian understanding and acceptance of different cultures
- To promote physical fitness and encourage habits which build and maintain good health and that discourage the use of drugs

## **SCHOOL MOTTO**

The choices you make today shape your world tomorrow, so choose wisely.

## **STUDENT MISSION STATEMENT**

“Sacred Heart School is where we learn to love, learn to succeed, learn to serve, and learn to live for tomorrow by following Jesus today.”

## **HISTORY OF SACRED HEART CATHOLIC SCHOOL**

Sacred Heart Catholic School is one of the oldest parochial educational institutions in the southwest United States and the oldest educational institution in Del Rio, Texas. The school has educated thousands of students, many of whom are occupying important civic and social positions on both sides of the Rio Grande River. As graduates of Sacred Heart and as heads of Christian families, they are rendering outstanding service to their communities throughout the state and nation.

Sacred Heart Catholic Church was founded in 1895 and was the first Catholic parish in the community of San Felipe Del Rio. Fr. Brule, the pastor, brought four Sisters of Charity of the Incarnate Word to Del Rio to open a school to serve the families of the parish. Sacred Heart Academy welcomed its first forty students in September of 1900. The original wood-frame schoolhouse was practically destroyed by fire in October of 1903. The heroic story of the “bucket brigade of mercy” that endeavored to save the school is a part of Del Rio’s colorful lore. Due to great support from the parish and community, the school was rebuilt. By 1905, the school had an enrollment of 100 students and it was decided that a high school was needed. A two-story brick building paid for by the chief convent of the Sisters of Charity in San Antonio was constructed on land donated by the Calvin Wallen family.

The present brick and stucco building was constructed in 1929. It provided classrooms for co-educational elementary and intermediate grades and a four-year high school for female students, as well as a convent for the Sisters and limited accommodations for boarding students. In 1944, the high school became co-educational. Enrollment increased, and additional activities were offered. Unfortunately, during the 1962-1963 school year, the high school operation had to be phased out due to increased operating costs.

Since 1963, the school has been very successful at providing a quality Catholic education to Primary, Elementary and Junior High students. Continuous improvements have been made to the structure and program. In 1969 a cafeteria was opened, and the entire school building was air conditioned with the assistance of the Parent Teacher Club.

Sacred Heart School added an early childhood program serving 3, 4 and 5-year old aged children in Pre-Kinder and Kindergarten in the 1990s. Comfortable, portable buildings have been added to the rear playground and are used to house classrooms, an expansive library and a state-of-the-art computer lab. A colorful arrangement of playground equipment was installed in 2003 and now graces the northwest side of the school. The basketball court and other areas of the rear playground have been resurfaced for the benefit of the school’s athletes.

In 2004, the Junior High Academic Center was added. Due to wonderful support from the school parents and parish, Sacred Heart School was able to purchase an office building from a local

legal firm situated adjacent to the school. With the help of many volunteers led by Mr. Lou Zylka, the building was remodeled and dedicated in a Blessing Ceremony officiated by Archbishop Patrick Flores on September 12, 2004. A long prayed for Gym and Activity Center was completed in 2017 through the generous assistance of the John Patrick Stolte Family and the efforts of generous Sacred Heart Catholic School Parents, Alumni and Sacred Heart Church Parishioners.

After educating the Del Rio – Acuña communities for more than 118 years, Sacred Heart Catholic School is looking forward to many more years of fostering our Catholic Community. We have a commitment to aid in educating spiritually, academically and culturally all of the young people who come through our doors. Our goal is to promote faith and learning which is life-long and life giving and to enable students to work hard to preserve and respect the past, meet the challenges of the present, and prepare for a better future.

### **ACCREDITATION**

The Texas Catholic Conference of Bishops Education Department (TCCB ED) and Accreditation Commission coordinate and supervise the accreditation of all Catholic Schools in the State of Texas under the Texas Education Agency. Sacred Heart School is an accredited institution and most recently renewed accreditation in the fall of 2014.

#### **Member:**

The National Catholic Education Association– <http://www.ncea.org>

### **COMMUNITY MEMBER RESPONSIBILITY**

#### **I. PASTOR:**

The Pastor is the person ultimately responsible for the successful operation of the school according to the stipulations of the Archdiocesan Office of Education and the Texas Catholic Conference Education Department. The Pastor is in a unique position to promote the parochial school and to influence the positive image of the school. Working with the Principal, he supports the school community of faith and helps implement the policies set forth by the local School Council and the accrediting agencies for the school.

#### **II. PRINCIPAL:**

The Principal is the Chief Executive Officer of the School Council as well as the Chief Administrator of the school. Implementation of policies, supervision of instruction, curriculum development, the professional development of the staff through in-service progress, evaluation and hiring of staff members and the integration of the Catholic philosophy of education in the total operation of the school are among the most important duties of the Principal.

#### **III. ASSISTANT PRINCIPAL**

Every school must have an Assistant Principal, hired or appointed by the Principal. The nature of the position will vary with the local circumstances and the size of the school. The Assistant Principal will be responsible for the school in the absence of the Principal. The assistant to the principal gives the Principal someone who can act as a sounding board and consultant. The Assistant Principal provides knowledge and experience in administrative leadership.

#### IV. SCHOOL COUNCIL:

Every school must have a School Council. The local Council, whose authority is derived from the Pastor of the parish, is called into being by the Pastor and is given its mission to consult the Principal and Pastor in areas of finances, school enhancement, policy, development and strategic planning.

A School Council shall be established to serve as a consultative body to the Pastor and the Principal. Each Council shall be composed of elected, appointed and ex-officio members as set forth in its constitution.

The blueprint constitution and by-laws of the Archdiocese shall be used for all school councils. Any addendum to the constitution and/or by-laws must be submitted to the President of the Archdiocesan Catholic School Council, who in consultation with the Archdiocesan School Council will approve the changes before implementation.

#### V. PARENTS

Parents play a vital role in the success of the school as well as their child's education.

Parents are reminded of the following responsibilities:

- Proper uniform and appearance of their children.
- Ensuring children arrive on time and are picked up on time.
- Monitoring homework and encouraging reading time at home.
- Reading and responding to school emails and other communications.
- Teaching students to be responsible for checking backpacks for necessary school items.
- Notifying the school of any health changes, guardian changes, telephone or address changes or any family situation that might affect the child's academic progress or behavior at school.

## ADMISSION AND REGISTRATION

### **Nondiscrimination Certification**

Sacred Heart Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures.

This policy is in compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX of Educational Amendments of 1972.

### **Students**

All students of any faith are welcome to attend Sacred Heart Catholic School. The students must meet the requirements for attendance, fulfill all financial obligations, and follow the rules and policies outlined in this manual or any other rules and policies brought about during their attendance at Sacred Heart Catholic School. Priority will be given to students who are parishioners of Sacred Heart Catholic Church, followed by those of surrounding Catholic churches in Del Rio, then local students and international students.

A new application must be submitted every year for each child attending Sacred Heart Catholic School. A Registration Fee must be submitted with the completed application each year. The Registration Fees are subject to change each year and **are non-refundable**.

Regarding registration and admission, priority is given first to currently enrolled students, siblings of currently enrolled students, registered families of Sacred Heart Parish, and to other Catholic School transfer students. In-house registration for current students begins in February of each year. All financial obligations must be paid in full in order to register for the following year.

**Texas State Law and/or the Texas Catholic Conference of Bishops Education Department (TCCB ED) require that a child must meet the following age and document requirements for admission**

### **Age Requirements**

- The school observes the student's chronological age in determining grade placement. A cut-off date of September 1<sup>st</sup> is used to determine grade level. In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether their child attended the school's 4K program. Participation in a school's 4K program **does not** ensure acceptance into Kindergarten.
- A student should be six years of age on or before September 1 to be admitted into the First Grade. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade. A student who does not meet the age requirement may apply for admission and/or placement outside of the student's age group. Admission and placement are within the

sole discretion of the principal based on testing, observation and other assessments. Consideration must be given to the student's emotional, social, and academic development, and maturity.

## **Admission Requirements**

Document Requirements:

Before a student's admission, the following records are required:

1. Official Birth Certificate
2. Baptismal certificate
3. Official cumulative record or transcript of previous grade.
4. Health Record
  - a. Immunization record
  - b. Illness record
  - c. Acknowledgment of participation in the school health program.
5. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
6. I-20, for International Students (when applicable)

**Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.**

## **Application and Admission Process**

The application and admission process are not complete until testing and evaluation have been finalized. The Principal or Assistant Principal will notify you of your child's admission.

- The student must pass an entrance Reading and Math level exam for the grade level of that student.
- This will determine the eligibility and grade level of the student.
- All students who have applied for admission are evaluated on the basis of past performance, including academic standing and social behavior.
- A copy of the most recent report card and achievement test scores is required.
- Two letters of recommendation or evaluation forms from current or most recent classroom teacher, principal, or counselor may be required. The letters should include information about the student's character and classroom performance.
- At the time of the entrance exams, 6<sup>th</sup> – 8<sup>th</sup> grade students need to write a personal narrative on why they would like to attend Sacred Heart Catholic School.
- 6<sup>th</sup>-8<sup>th</sup> grade students who are current members of the National Junior Honor Society need a letter of good standing from the NJHS Advisor and a copy of the student's membership card in order to be accepted into the Sacred Heart Chapter.
- Only students transferring from another Catholic will be admitted to 8<sup>th</sup> grade for the 8<sup>th</sup> grade year.

### **Admission to the PK 3 and PK4**

A certain degree of academic maturity is needed to follow school rules, keep up with a schedule, make transitions, and display self-control. **Consistent mastery of toilet training is absolutely required.** We will work hard to provide all children with a safe and pleasant place to play and learn. If your PK3 or PK4 child is extremely unhappy, destructive, or unsafe it may be necessary to remove him/her from the class environment for the day, week, or month. Your child's teacher will be meeting with you to discuss this matter, if necessary.

### **Admission into Kindergarten**

Admission into Kindergarten (5K) is based on passing the readiness test and availability of spaces. All students enrolled in the PK-4 Program must reapply for admission to the 5K-Kindergarten program. All admission policies apply including testing and enrollment procedures.

### **Admission of Students from Public and Other Non-Public State Approved Schools**

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

### **Admission of Students from Home Schooling and Non-Accredited Schools**

Admission of students transferring from a homeschool or non-accredited school is the decision of the principal based on an interview with the student, most recent report card, progress report, other testing documentation, any special accommodation paperwork and the Reading and Math placement test.

### **Admission of Students from Foreign Schools**

Form: Data Required to Request 1-20 4106A – Admission of students transferring from foreign schools must be determined by the principal of the school in which the student is enrolling. All government required documents must be completed by the school and parent/guardian; copies must be kept on file at the school and Department of Catholic Schools. Credits earned by students in schools located in foreign countries, once verified, will be accepted only after review and approval of the principal. All international students will complete a grade level and language proficiency assessment to determine eligibility and placement.

### **Admission of Students with Special Needs**

Schools, if able, will provide students with special needs and opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to other schools and programs that have the ability to effectively serve their needs. Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Catholic schools will collaborate with parent(s), the public school, and appropriate agencies and/or professionals when providing school's services for the child.

## **Transfers**

All new families transferring into Sacred Heart School from another private school must have a letter of recommendation clearing all their financial obligations to the previous school.

## **Students transferring into the 8<sup>th</sup> Grade**

Due to the nature of Catholic Education, only students transferring from another Catholic School will be accepted into Eighth Grade under the approval of the Principal and after consultation between the principals of the two schools involved.

## **Dual Enrollment with Non-Accredited Schools**

The Catholic schools of the Archdiocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day. This position is taken because of the commitment to operating accredited schools.

## **ARRIVAL AND DISMISSAL OF SCHOOL**

**7:55am-3:15pm Monday-Friday for PK-8<sup>th</sup> Grade**

**7:55am-11:45am Monday-Friday PK Half Day**

**Prayer for the day begins at 8:00am.** The bell to line up will ring at 7:50am for school prayer to begin at 8:00am. Adults will be on playground duty to supervise students from 7:30am to 7:50am. The regular school day ends at 3:15pm.

## **Friday Mass**

The student body and faculty attend Mass at 8:15am. On Holy Days of Obligation, Sacred Heart Catholic attend the 2pm Mass. Your child's class will depart the building by 8:05am. If your child is late, please escort your child to the church. Place all backpacks and coats in the Cry Room of the church and locate your child's class. Your child will pick up his or her belongings from the Cry Room after Mass before returning to the school. The school office will open at 9:15, following Mass on Fridays.

## **ATTENDANCE**

Attendance at school is a state law. Regular attendance at school is essential for success. A child is absent when they are not present in the classroom. A student is not considered absent if he or she is on an authorized school function.

## **Absences**

Attendance records are legal documents and must be accurate. Therefore, all absences or tardiness must be recorded regardless of the reason. The student must bring a written note from his/her parent or guardian explaining the reason for the absence. Students have three days in which to bring a written excuse. All doctor and dentist appointments should be scheduled after school, when possible.

PK 3 – 5<sup>th</sup> grade students must remain in school for three hours to be counted present for the day and to be eligible for the perfect attendance award.

Students who arrive after 8:00am will be recorded as tardy. Arriving late more than once a week is considered excessive and students may not qualify for perfect attendance award. Repeated tardiness (excused or unexcused) can result in an extra absence. The sixteenth tardy to school will result in one school day absence due to tardiness (**16 Tardies = 1 day absent**). This will also make the child ineligible for the perfect attendance award.

Junior high school students will be marked absent from every subject or class they miss. Attendance and tardiness are checked every class period and in every elective. If a student is not present for at least  $\frac{3}{4}$  of a class, he or she is absent from that class.

Make-up work will only be allowed for excused absences (a written note must be presented to the office). Upon returning students must ask about missed work immediately and make up missed work within three school days. It is the responsibility of the child to ask for their make-up work and to return it promptly.

After 18 absences (9 per semester), a primary or elementary student will not be promoted to the next grade level; junior high students will not receive credit for subject areas.

### **Excused Absence**

- illness
- sickness or death in the family
- quarantine of illness
- dangerous travel due to road or weather conditions
- international bridge closures
- a signed note from a doctor or dentist appointment
- a natural disaster
- any other unusual cause acceptable by the Principal

**CAUTION:** Please do not schedule family vacations during school days. Refer to your yearly calendar for the appropriate dates. Invalid reasons, such as extra vacation, are considered unlawful detention by the parents and are unexcused. Failure to do so could result in unexcused absences and the student receiving zeros on all work missed.

### **Admit to Class Passes after an Absence**

All students must pick up an ADMIT TO CLASS Pass if they have been absent with or without note. They must do this before school begins at 8am. This will either be an Excused Admit Pass, or an Unexcused Admit Pass.

A student is considered absent unless officially withdrawn. Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five years.

### **Missed Work and Make-Up Work Due to Absence**

It is the absent student's responsibility to obtain and complete classroom work and homework assignments missed during their absence. The parent can request that homework be prepared for pick-up if it is requested by 10 A.M. The work can be picked **up after 3:30 pm**. Students will

be allowed reasonable time to make up work and or tests missed due to an excused absence (one day per day of school missed with a maximum of 5 school days). However, if an assignment, long-term project, or test was assigned prior to the student's absence the assignment will be due on the first day the student returns to school.

### **Unexcused Absence**

Students have three days in which to bring in a written excuse. Both the teacher and the office mark the absence "UNEXCUSED" until a note is received. The student should bring written notes to the office before the school day begins. If no note is received on the third day, the absence will remain "UNEXCUSED" the remainder of the year. The student will receive zeroes on class work and homework after the third day without an excused absence.

### **Excessive Absences**

Any student who has been absent **3 (three)** or more consecutive days or has had excessive absences (determined by the principal) may be asked to furnish a written doctor's excuse for all subsequent absences. A readmission notice from the doctor may also be required.

When a student has accrued more than **9 (nine)** absences per semester the parent or guardian will be notified of the student's attendance status and of the following procedures:

- A. An attendance committee made up of the principal, assistant principal, and two teachers, will review the student's attendance record.
- B. The student will be required to make up each excessive absence at the parent's expense in the Summer School or Tutorial Program.
- C. The student's academic record will be reviewed to determine if any credit for courses may be denied.
- D. The student may be placed on probation, suspended, expelled and/or denied readmission for the upcoming year.

### **Tardiness**

It is very important that students develop the habit of being on time for class. Pre-K to 8<sup>th</sup> grade students who arrive late interrupt the class and possibly miss instructional time. A student who arrives after 8:00am is considered tardy. Students must go to the School Office for an Admit Tardy Slip, which must be presented to the teacher. Students with notes will be issued an Excused Tardy Slip and students with no notes will be issued an Unexcused Tardy Slip.

If a student has 5 or more tardies (excused or unexcused) in a 9-week period, that student will forfeit from qualifying for Perfect Attendance. **Consequences of being tardy to school will be addressed each 9 weeks, via a parent conference.**

### **Releasing of Students During School Hours**

It is the responsibility of the parent to sign-out their child(ren) from the front office. Students will only be released to those listed on the student's information card. The student(s) will be called to the office. Students will **not be released after 2:15.**

If the student will be returning the same day, they are to be checked-in at the front office.

## **STUDENT RECORDS**

The school will retain everyone's permanent record after a student transfers or graduates from Sacred Heart Catholic School.

Any student that is not cleared of obligations to the sending school will not be able to enroll in another Catholic School in the Archdiocese of San Antonio until all debts are cleared at the sending school. Such debt includes outstanding tuition and fees, as well as unreturned school property. In addition, no official copy of either permanent record card or health records can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

### **Emergency Information**

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

Parents are to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

### **Publication of Addresses**

The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

### **Use of Student Photos and/or Interviews**

*Appendix: Consent to Photograph and/or Interview*

Students' photographs and interviews may not be taken or used without written parental and administrative permission.

### **Permanent Record**

A permanent record is maintained for each student according to a system approved by the superintendent. The student's official file should contain only these items: academic transcripts (high school)/ permanent record (elementary); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the official file should be forwarded to a new school. A copy of the permanent record is retained by the school when a student transfers or graduates.

### **Access to Records**

Link: Family Educational Rights and Privacy Act (FERPA)  
[www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record. The school should state in writing

what procedures are to be followed if a parent or student wishes to view a record and/or receive copies. The school can ask for twenty-four hours' notice and can require the parent to make the request in writing.

### **Release of Records**

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. (Family Educational Rights and Privacy Act, 1974)

### **Non-Custodial Parents' Access to Records**

Sacred Heart Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, SHCS will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Request for and Transfer of Student Records**

Permanent record cards and health records will be released to a receiving school when that school applies directly by mail to the sending school. A release form signed by the parent or legal guardian must be obtained by the requesting school. If the student is transferring to a Catholic school within the Archdiocese, the original permanent record card and health records shall be transferred. A copy should be retained for the school's records. If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

## **ACADEMIC & CURRICULUM POLICIES**

**The curriculum is based on the Texas Essential Knowledge and Skills from the Texas Education Agency under the Texas Catholic Conference Education Department for Accredited Catholic Schools in the State of Texas.**

### **Curriculum Objectives**

The distinct purpose of all Catholic Schools is to proclaim the Gospel message, to build community, and to educate. Within the school community the administration, teachers, pastors, parents, and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

### **Curriculum Requirements**

Each school maintains a balanced curriculum including religion, language arts (English-grammar and composition, reading, vocabulary, spelling, handwriting), science, mathematics, social studies, fine arts, health, guidance, physical education, technology applications and foreign languages. To implement these standards the school will follow the TCCED requirements.

### **Local Curriculum Development**

Archdiocesan curriculum guides/standards should be used for each discipline in the school to ensure continuity and unity of purpose. Principals and local school councils shall obtain approval from the Archdiocesan Superintendent before instituting any innovative program or course, which deviates from the established program. Local curriculum development, that builds on and enhances the archdiocesan curriculum guides/standards, shall be the responsibility of the principal in consultation with the faculty. Each school shall strive for well-balanced curriculum development by considering factors such as individual needs, curriculum standards, student assessment, instructional organization, strengths of the faculty, and current research. The curriculum shall be evaluated by the administration and staff on a yearly basis to determine whether it is fostering the achievement of the philosophy and goals of the school.

### **Film/Video Review**

Films are to be age appropriate and pertinent to curriculum. The film industry rating sets the minimum standards. Films rated other than "G" must be previewed by the faculty member wishing to show the film and by the administrator if there is any questionable content. There should be no exception to this policy, unless approval is given by the Superintendent of Schools.

### **Instructional Program**

The curriculum includes the following subjects:

- Religion/Theology of the Body
- Language Arts (Reading, English, Creative Writing, Spelling & penmanship)
- Math
- Science (Health)
- Social Studies
- Computer Literacy
- Physical Education
- Art
- Spanish
- Music (Choir/Guitar)

Upper grades may be offered electives depending on the needs of students and availability of teacher expertise.

### **Core Subjects**

The core subjects at Sacred Heart Catholic School are Religion, Language Arts with English (Grammar and Spelling), Reading and Literature, Social Studies, Science, and Mathematics.

### **Service Learning**

All students are encouraged to participate in a service program for its students that will be:

1. Developmentally appropriate

2. Rooted in and growing from real-life situations
3. Regularly evaluated in the light of Gospel values

### **Textbooks**

Textbooks are purchased by the school and rented to the students at cost. They should be kept in book bags after school hours. Reusable books as well as workbooks are issued to the students at the beginning of the school year. All books used by the students must be covered. Students are not allowed to write in the textbooks or deface them in any way. Lost books will be charged the catalog price. All lost books must be replaced. Damaged books will be charged a price determined by the teacher. Students are responsible for all books and all materials used.

Damages to school property will be the full responsibility of the parent and will be considered a financial obligation. You will be notified of damage amounts the last two weeks of the school year and all damages or lost books must be paid for by the last day of school. Please take great care of our books.

### **Archdiocesan Testing Program**

Each school shall test according to the guidelines established by the Department of Catholic Schools using the IOWA Standardized Achievement Test. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability for grades First through Eighth. Kindergarten testing is optional. This balance should provide the school and the Archdiocese with sufficient data for making realistic decisions about the future goals of the system, its individual schools, and individual students. The required archdiocesan testing program includes a standardized test of religion programs. NCEA ACRE (Assessment of Catechesis/Religious Education) is a religion program assessment, given in grades 5 and 8. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. A school that wishes to administer an alternative comprehensive assessment which is based on the *Catechism of the Catholic Church* must seek approval from the Superintendent.

A copy of this assessment and the students' results must be submitted to the Superintendent on an annual basis.

### **ACRE Testing**

The required archdiocesan testing program includes a standardized test of religion programs. NCEA ACRE (Assessment of Catechesis/Religious Education) is a religion program assessment, given in grades 5 and 8. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. A school that wishes to administer an alternative comprehensive assessment which is based on the *Catechism of the Catholic Church* must seek approval from the Superintendent. A copy of this assessment and the students' results must be submitted to the Superintendent on an annual basis.

### **Progress and Report Cards**

Regular communication between parents and teachers ensures that parents are aware of their children's academic strengths and weaknesses and can take measures to ensure that all students will meet the promotion criteria. Results of classroom tests and the yearly-standardized tests are also sent home to parents. Dates for Progress Reports and Report Card distribution are listed in the monthly calendars and sent home with the students.

Grades for 2<sup>nd</sup> through 8<sup>th</sup> are available on RenWeb every week. PK through 1<sup>st</sup> will receive a behavior report daily. Report Cards are issued four times a year at the end of each 9 weeks. The First and Third Report Cards are given at scheduled Parent-Teacher or Student-Led Conferences. Report Card forms must be signed and returned to teachers immediately. The final Report Card will be issued on the last day of school.

### **Evaluating and Reporting**

The academic progress of each student is an important goal of the school. The process includes systemic procedures in analyzing and monitoring the student behavioral and/or academic struggles during and after interventions.

### **Period and Reports Cards**

Grading periods and numerical grades set forth by the San Antonio Archdiocese are as follows: All schools are on a quarterly (nine weeks) grading schedule. Numerical grades are used from second grade through grade twelve.

For 3K, 4K, 5K and grade 1, the following evaluation keys are used:

- E** = Exceptional Progress
- V** = Very Good Progress
- G** = Good Progress
- L** = Limited Progress

For grades 2 through 8, the following evaluation keys are used:

- 94-100** = Exceptionally High Achievement = **A's**
- 85-93** = High Achievement = **B's**
- 75-84** = Average Achievement = **C's**
- 70-74** = Low Achievement = **D's**
- 0-69** = Failure to Master Material = **F's**

Conduct grades are indicated in the following manner:

- O** = Outstanding Effort
- S** = Satisfactory Effort
- I** = Improvement Needed
- U** = Unsatisfactory Effort
- N** = Not Observed

### **Conduct Grades**

#### **Outstanding Conduct = O's**

- Develops self-discipline
- Shows genuine care and kindness to others
- Develops self-reliance
- Demonstrates responsibility and takes responsibility
- Does good because it is the right thing to do

- Can be trusted at the highest level
- Does not need an adult present as motivation to do good or follow the rules

### **Satisfactory Conduct = S's**

- Listens
- Cooperates
- Conforms
- Does what is expected or asked to do
- Generally follows the rules
- Does not have a negative effect on the flow of the class
- Does good because someone is supervising and watching

### **Improvement Needed = I's**

- Fails to listen
- Needs lots of guidance and talking to
- Does not readily cooperate unless consequences are enforced for the rules
- Argues
- Bothers others
- Breaks classroom standards
- Behavior is slowly beginning to affect the learning of the other students
- Must have constant supervision to behave

### **Unsatisfactory Conduct = U's**

- Noisy
- Talks back
- Bullies others
- Out of control
- Will not follow school rules
- Unsafe
- Behavior is interfering with the learning of the other students

*If your child has a "U" for conduct, he/she will not be allowed to represent SHCS in CAAC, NJHS, Sports, Rondalla, parade, or anything that constitutes an extracurricular activity. He or she may be denied continued attendance at SHS.*

### **Promotion Policy**

Social promotions are prohibited in the schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. Factors leading to the decision made by the principal and parent include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student's learning as per grade level requirements,
- achievement and instructional data,
- review of academic interventions, and

- any other special circumstance which has hindered academic progress for the student.

**The following are the specific regulations for promotion for various grade levels:**

**3K-4K:** Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

**5K-1:** A student must have at least a “G” final average in Reading and Mathematics.

**2-5:** A student must have at least a “70” final average in Religion, Reading, English, and Mathematics. A student who fails Reading, English and Mathematics is not promoted.

**6-8:** A student must have at least a “70” final average in all core subjects – Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted and summer school is not an option. A student who fails 1 or 2 core subjects must attend and demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level. The Superintendent is to be informed in writing of the availability of summer school programs.

Secondary Level Schools must follow the credit requirements for graduation established by TCCED. It is the school’s responsibility to monitor the number of credit units that students earn during the regular school semesters and during the summer. Credit(s) earned from outside sources other than the school are at the discretion of the school administration.

**Retention of Students**

A student who has been retained may not be retained twice at Sacred Heart School. If a student has participated in the summer school program at Sacred Heart Catholic School their academic progress will be closely monitored. If the child fails 2 or more core subjects at the 1<sup>st</sup> 9 weeks, the parents will be called to meet with the Teacher and Principal. **If the child is failing 3 or more core subjects at the end of the 2<sup>nd</sup> 9 Weeks, he or she will be withdrawn from Sacred Heart School so that the child can transfer to another school in an attempt to pass and be promoted at the end of the school year in another school.**

**Students with Learning Difficulties**

The policy of the Archdiocese is that schools will, if able, provide students with special needs the opportunity for a Catholic education. Should a family apply to a school that is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and programs which have the ability to effectively meet their needs. Sacred Heart Catholic School strives to provide the accommodations and/or modifications within the scope of our school’s resources for students who are identified as having special learning needs. Sacred Heart will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, a school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability;
- The level of support/special services needed or any special equipment the student may require;
- The school's available resources such as a support staff, accessibility of facilities, class size, etc.
- The school's ability to provide and effectively implement the accommodations, modifications, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

### **Student Support Process**

Schools must work collaboratively to create an effective approach addressing students' who experience difficulty learning and to provide teachers the needed support. The goal of this collaborative process should always be to identify and respond to the students' learning needs.

The overall goal of the Student Support Process, Building Stronger Foundations, is to improve student achievement using research based curricular materials, delivered with evidence-based instructional approaches. These are the recommended key features to an effective Student Support Process:

- High-quality, scientifically-based classroom instruction
- Student assessment with a classroom focus
- School-wide screening of both academics and behavior
- Continuous progress-monitor of students
  - Implementation of appropriate research-based interventions progress monitoring during interventions (effectiveness)
  - Teaching behavior fidelity measures (the degree to which the strategies are implemented in the manner in which they are intended)

(Taken from Response to Intervention, A Blueprint for Catholic Schools, Michael J. Boyle, PhD, NCEA, 2010)

### **Tutoring**

Outside tutoring may be recommended for certain students during the year. Parents may hire a tutor for their own child. If your child needs extra help after making an effort to complete all assignments and participate actively in the classroom, he or she may make an appointment with their teacher to stay after school and get extra help. The teacher must provide the parent with written approval and notice to the parent that a child will stay after school, via a note, email, or text. Please see the individual teacher.

### **Homework**

Since there is not enough time in the school day for review and reinforcement of what has been taught, homework is a very essential part of the learning process. Homework, well done, helps students retain what they have learned, helps parents become directly involved in their children's education and builds self-discipline and organizational skills.

Homework assignments are meaningful and fit the intellectual needs of the students. The amount assigned should be reasonable and based on material that has been taught.

### **School Work Policy in Grades 3<sup>rd</sup> – 8<sup>th</sup>**

This policy includes class work, homework, absent work, projects, missing work, materials needed, and late work.

Parents are being notified about the situation at school with a Homework Notice sent home by the teacher. A copy of this notification is kept at school. It is the child's responsibility to communicate this information to their parents immediately so that parents can continue to build trust with their child. The teacher trusts the child to communicate this information with his/her parents immediately. Please sign and return the Homework Notice and school work immediately. By doing this, you help your child take on the responsibility of turning in assignments on time.

Students in 3<sup>rd</sup> – 8<sup>th</sup> grade with missing, late or incomplete work will receive a Homework Notice signed by the student and teacher. The student must return this Homework Notice signed by a parent along with the missing work the next class period for grades 3<sup>rd</sup> through 5<sup>th</sup> and to the following class period for grades 6<sup>th</sup> through 8<sup>th</sup>.

#### **3<sup>rd</sup>-8<sup>th</sup> Grade Late/Missing Work**

- There will be 10 points taken off for late homework or class work during the 1<sup>st</sup> 9 weeks of school.
- For the 2<sup>nd</sup> 9 weeks there will be a 20-point deduction for late class or homework assignments.
- For the 3<sup>rd</sup> 9 weeks there will be a 30-point deduction for late class or homework assignments.
- For the 4<sup>th</sup> 9 weeks there will be a 40-point deduction for late class or homework assignments.

#### **Reading Logs**

All 2<sup>nd</sup>-6<sup>th</sup> grade students are required to read at home each day for a minimum of 15-30 minutes. Parents must sign the reading log prepared by the student to indicate that students are reading the required amounts of time on a daily basis. Students in grades 2-5 are expected to take a certain number of comprehensive tests at school over the books they read using the adopted reading program.

#### **Extra-Credit**

Extra credit is offered as an incentive to an entire class allowing all students the opportunity to participate. Extra credit is never given on an individual basis to "rescue" the student from failing. If a student does all his or her work, ask for help, and turns in all assignments completely, he or she will never be in danger of failing.

#### **Student Awards**

Recognizing Excellence in Academics is the motto for the awards program at Sacred Heart Catholic School. The goal of the program is to help students reach for higher standards with a wide range of student recognition programs. Awards are presented at the end of each 9 weeks, Semester, and Year.

#### **Perfect Attendance**

All students with perfect attendance will be recognized. (students in PK-8<sup>th</sup> grade)

#### **Students in Grades 2<sup>nd</sup>-8<sup>th</sup>**

All A Honor Roll      All grades 94-100

A & B Honor Roll      More A's than B's and no grade below 85

## **End of The Year Awards**

### **The Peace Keeper Award** (1st-8<sup>th</sup> Grade only)

This award remains the highest award a student may achieve throughout the year at Sacred Heart School. It is presented at the end of each 9 weeks to the individual(s) in each homeroom who exemplify most consistently the Christian character we are attempting to foster. The student is helpful to others, cares about the class, and about his or her own behavior. This student displays outstanding conduct.

### **Semester Exam Passes**

Passes are presented to students in 6<sup>th</sup> -8<sup>th</sup> grades who have worked hard to maintain an overall class average of 94 before semester exams. These students will be exempt from taking the Semester Exam except for the classes receiving high school credit.

## **8<sup>TH</sup> Grade Recognitions**

### **8<sup>th</sup> Grade Valedictorian**

The highest overall average is strictly an 8<sup>th</sup> grade award. It is awarded to the student achieving the highest overall cumulative grade average for all three junior high school years (6-8).

### **8<sup>th</sup> Grade Salutatorian**

The second highest overall average is strictly an 8<sup>th</sup> grade award. It is awarded to the student achieving the second highest overall cumulative grade average for all three junior high school years. (6-8)

### **8<sup>th</sup> Grade Longevity Recognition**

This award is for students who have been at Sacred Heart School or in Catholic School the longest.

### **8<sup>th</sup> Grade Christian Service Certificate**

This award is for the student who has provided the school and/or the community with the most amounts of service hours as well as excellent Christian conduct during their junior high school years. The service hour log can begin the summer after 5<sup>th</sup> grade.

### **8<sup>th</sup> Grade Religion Award**

This award is given to individuals who complete the 8<sup>th</sup> grade Religion course of study, submit an application, receive the necessary recommendations from their teachers, satisfactorily complete a Personal Profile, perform a minimum amount of documented Christian Service, and score exceptionally well on the 8<sup>th</sup> Grade Knowledge of Prayers and A.C.R.E. Religion Test on Doctrine.

### **The Crusader Award**

These awards are given to no more than two graduating students who best embody the characteristics of Sacred Heart School Crusaders.

### **High School Credits**

For high school credit to be attained at the Del Rio Freshman Campus, a final grade of 85 or better and the successful passing of the End of Course Exam for the subject area is needed in the following courses while at Sacred Heart School: Algebra I, English I, and Spanish I. These are

advanced classes at Sacred Heart Catholic School. We are not responsible for the denial of credit due to a grade lower than an 85 at the Del Rio Freshman Campus or changes in acceptance of coursework or policy for the coursework for high school credit.

## **CHRISTIAN FORMATION**

The general goal of the school's religion program is formation in Catholic faith, together with education in that faith. The program should strive to make the student's faith become "living, conscious, and active through the light of instruction." "This ideal of Christian education will best be realized by programs which create the widest opportunities for students to receive systematic catechesis (Message), experience daily living in a faith community (Community) and develop commitment and skill in serving others (Service)," enhanced and strengthened by worship (Worship). "When most students attending a Catholic school belong to families who associate themselves with the school because of its Catholic character, the ministry of the word can be exercised in it in multiple forms: primary proclamation, scholastic religious instruction, catechesis, and homily." (references: To Teach as Jesus Did, #83; General Directory for Catechesis, #260)

### **School Liturgies**

Weekly children's liturgies are a most important part of our school life on Fridays at 8:15am. If a Holy Day of Obligation falls during the week, the Mass for that week will be on whatever day the Holy Day is. Primary, intermediate, and upper grades rotate in taking turns to prepare for and assist at these liturgies. All students attend Mass. Parents are invited and encouraged to be present to pray with their children and to teach the importance of the Mass by their presence.

### **Going to Mass with Your Child**

All students must attend Mass on Sundays with their family.

You are welcome to join us for Friday morning Mass at 8:15am, but please make sure your child is with his/her teacher by 7:50am to avoid being counted tardy. Students are to sit with his or her class so that they participate fully during Mass. You are welcome to sit behind your child's class. Our goal as Catholics is to keep the children focused on the sacredness of the Eucharistic celebration. Please remember to turn off or silence your cell phones and not allow your child to handle them during Mass. If you are taking a photo, please do not disturb the Mass; take a photo from your seat and turn off your flash. You may also take a photo after Mass, if needed.

Parents are welcome to attend Mass Tuesday at 5:30 pm in the church and Wednesday and Thursday mornings at 8:00am in the conference room.

### **Catechesis in Human Sexuality and Sexual Morality**

Theology of the Body is the main program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. *Theology of the Body for Teens: Middle School Edition* answers questions such as:

- Who am I?
- Are there consequences to my actions?
- What is the difference between love and lust?

- How do I balance family, friends, school, God, music, TV, internet, texting, etc., in my daily life?
- How can I discern my vocation to marriage, priesthood, or religious life?
- How do I deal with bullying, gossip, peer pressure, pornography, divorce, etc.?
- Can I live my Catholic Faith no matter how I messed up in the past?

This program is developed and administered according to the guidelines issued in the Archdiocesan Religion Curriculum Guide.

### **Vocations**

All Catholic schools encourage Church vocations through annual programs and retreats.

## **CODE OF CONDUCT and DISCIPLINE**

Our conduct should always be based on the Theological and Cardinal Virtues.

Virtues are gifts from God that lead us to live in a close relationship with him. Virtues are like good habits. They need to be practiced; they can be lost if they are neglected. The three most important virtues are called the Theological Virtues because they come from God and lead us to God. They are Faith, Hope, and Love. The Cardinal Virtues are human virtues, acquired by education and good actions. They are Temperance, Fortitude, Justice, and Prudence.

1. **TEMPERANCE** — Respond to all situations and all people with love; choose to control your emotions and avoid being reactive and responding negatively.

**I have set before you life and death, the blessing and the curse. Choose life, then, that you and your descendants may live. Deut. 30: 19b**

**Pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying with all the saints. Eph. 6:28**

**LORD, MAKE US PROACTIVE IN PRAYER**

2. **PRUDENCE** —Do unto others as you would have them do unto you. Seek the kingdom of God for everyone, remembering that everyone is special. Love others even though they may not seem to deserve it so that they will love you back when you happen not to deserve it. Direct the choices you make each moment toward the final goal: for Catholics, our main goal is heaven.

**In the hope of eternal life, which God, who cannot lie, promised long ages ago... Titus 1:2**

**Well done, good and faithful servant. Come share your Master's joy. Matt.25:21**

**BEGIN EACH DAY WITH THE HEAVENLY END IN MIND**

3. **FORTITUDE** —Do the important things first even if they are tough. Let everyone be a witness that you are a Catholic follower of Jesus Christ and a leader in your home, school, and community. Find new and more effective alternative solutions to hard problems. Solve problems in creative and powerful ways.

**But seek first His kingdom and His righteousness. Matt. 6:33**

**Follow my example, as I follow the example of Christ. 1 Cor. 11:1**

**BEGIN EACH WEEK WITH THE MASS**

4. **TEMPERANCE** —Show others that we are imitating God’s Greatest Commandment: To love one another as He has loved us. We can all help each other get to heaven by being examples of love, forgiveness, patience, and self-control.

**Now for this very reason also, applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge, and in your knowledge, self-control, and in your self-control, perseverance, and in your perseverance, godliness, and in your godliness, brotherly kindness, and in your brotherly kindness, love. 2 Peter 1:5-9**

#### **LOVE ONE ANOTHER AS HE HAS LOVED US**

5. **JUSTICE** —Listen to others first before you make a judgment or react. Put yourself in their place and feel what they feel. Ask Jesus to help you see what is breaking His heart, and then work to solve those problems.

**Let the wise hear and increase in learning, and the one who understands obtain guidance. Prov. 1:5**

**Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteous life that God desires. James 1:19-20**

#### **LOVE YOUR NEIGHBOR AS YOURSELF**

6. **JUSTICE** — Always include everyone. Don’t leave others out. Keep the flow of learning, growing, and discussion focused on learning with your classmates. Don’t allow one person to make your day fall apart. Working together is better.

**Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. 1 Cor. 12:12**

#### **THE CHURCH IS THE BODY OF CHRIST**

7. **FAITH, HOPE, and LOVE** —If you are frustrated, find a positive way to channel your energy so that you renew yourself and are prepared for the bad moments. Don’t allow yourself to get stressed out. Make time to study. Make time to exercise. Make time to have fun with your family and friends. Make time for Jesus. Spend time with God by praying, going to church, reading scripture, and listening to Christian music.

**And now these three remain: faith, hope and love. But the greatest of these is love. 1 Cor. 13:13**

#### **MAKE SURE TO RECEIVE THE EUCHARIST AS OFTEN AS POSSIBLE**

### **Expectations and Responsibilities for Students**

1. Follow directions the first time they are given. Be attentive in class and do not disrupt class or in any way interfere with the learning and the teaching which is taking place.
2. Be respectful of yourself, towards other students, teachers, and all persons involved in the school community.
3. Respect other students and do not endanger their safety by throwing any objects, hitting, pushing, playing rough, arguing, picking on them, making fun of them, or harassing them in any way. Remember the "Golden Rule". If a student is hurt in any way by another student, he/she is to report the incident to the teacher or person in charge at the time of the incident. Please encourage your child to tell if any child is disrespecting them so that we can address this issue immediately.

4. "Fighting back" is not a Christian way to solve problems; on the contrary, such an action may only aggravate it and be treated as a fight by the administration. Do not react to situations; respond with love and dignity to others, especially if they don't deserve it. Report anyone who is hurting you, scaring you, making you feel worthless, forcing you to keep secrets, or placing you in danger to a teacher immediately.
5. English is the required language for both in and out of class activities at Sacred Heart School in order to ensure success in future endeavors. We expect all students to speak English at all times.
6. Use the gift of speech properly. Do not use abusive, foul, or vulgar language or signs at school (which includes the playground, cafeteria, church, classrooms, outings, and sidewalks) or in your discussions with other students. Do not use abusive, foul, or vulgar language in your e-mails, texts, and social networks or chats with other students inside or outside of school.
7. Raise your hand to speak and stand up to be heard. Use your "inside voices" in class and in the halls.
8. Remember that school personnel take the place of parents; therefore, students should remember to obey rules regarding their leaving school premises without the Principal's or Asst. Principal's permission. Students will not be allowed to leave the school or be in restricted areas during the day without permission.
9. Take care of all school and/or parish property. Keep your books and instruments labeled and covered all year long. You will be responsible for all damages to books and school property.
10. For the safety of all there will be no running in the buildings and halls or sliding down the banister or emergency slide.
11. Be prepared and ready for academic success. Students must come prepared to learn and to begin class on time. Homework should be done when assigned and turned in on time. All students must have their school assignments, homework, learning materials, and writing utensils ready for each class each day.
12. Students are responsible for their own work. Do not allow anyone to see your answers or your work. Do not allow anyone to take your paper from your hands and check their work with it. Do not give anyone any answers by phone or in conversation. This is considered cheating. Cheating or copying someone's class work, homework, or test is never allowed. Plagiarism is also a form of cheating and cheating will not be tolerated.
13. Chewing gum on the school premises is not allowed at any time in order to keep the grounds and buildings presentable. Please help keep our school clean. Students will not be allowed to chew gum on school sponsored events, outings, field trips, or games.
14. No public affection between students may be demonstrated while at school or while on any field trip or school sponsored event. This is the best way we can show others how much we truly respect ourselves. There is a time and a place for everything; this is not the time or the place for this kind of affection.
15. Cell phones may be brought to school by students who are responsible enough to abide by the Cell Phone Policy and use them appropriately; if not there will be a fine to pay.
16. Students are not allowed to throw the following objects, including but not limited to rocks, sticks, twigs, pebbles and acorns. Objects which, in any way, may present the slightest danger, specifically illegal drugs, alcohol, knives or other sharp objects, matches, lighters or any other type of dangerous objects, may not be brought to school.

These items are a serious threat to the safety of our students and will be dealt with in a serious manner.

17. The Computer Lab is open with supervision before school and during lunch recess on most school days. The Internet is available, but the Closed Campus Policy is observed electronically.
18. The Library, Music Room and Art Room are only open to students with teacher supervision. Handle the library books, musical instruments and art supplies with care.
19. Remember that people judge Sacred Heart by the way you behave. Your conduct at all times should be respectable and all school rules should continue to be observed in the presence and supervision of school teachers, staff, and parents.

## **Sacred Heart School Procedures**

### **Procedure for Greeting a Guest Who is Visiting Your Classroom and Our School**

1. Students stop what you are doing immediately.
2. Wait for the guest to be introduced.
3. Look at guest with a smile.
4. Recite "Good Morning, Mrs. /Mr. \_\_\_\_\_. Jesus loves you."
5. Continue doing what you were doing.

### **Procedures for Walking, Waiting, or Standing in Line**

1. Stay in assigned areas and follow directions.
2. At all times, walk on the right side of the corridor or the stairs.
3. Stand with your hands and feet to yourself.
4. Face forward and stand in line behind the person in front of you.
5. Use your "inside voice" if you need to say something; all hallways are quiet zones.
6. Do not leave or go anywhere unless you are called or given the signal to go.

### **Church Procedures**

1. Remove jackets upon entering; only navy-blue button-down sweaters or sweatshirts will be allowed.
2. Bless yourself at the Holy Water font.
3. Walk quietly to assigned areas and genuflect or bow before entering pews.
4. Follow directions and participate in singing.
5. No talking during church services or playing with distracting objects.
6. Ask for permission to sit with parents or go to the restroom. Students (3<sup>rd</sup> – 8<sup>th</sup>) should not go to the restroom or drinking fountain during Mass.
7. Clean up your area before you leave; do not leave tissues behind.

### **Restroom Procedures**

1. Ask permission to go if the Restroom Pass is available.
2. Take the Restroom Pass with you.
3. Use the equipment and materials in the restroom properly.
4. Yelling, noise, and playing in the restroom are not allowed.
5. Go quietly and return quickly to class.

### **Cafeteria Procedures**

1. Walk to and from the cafeteria.
2. Remove jackets upon entering; only navy-blue button-down sweaters or sweatshirts will be allowed.
3. Talk in an inside voice and walk inside the cafeteria.

4. Eat your food politely.
5. Sit in the class' assigned area and remain seated until dismissed.
6. Clear the table and floor of all trash.
7. Respect all adults at all times.
8. Wait to be excused.
9. No food shall be taken out of the cafeteria.
10. Stay with your group until you get to the playground.
11. Use the restroom and get your drink of water before lunch time is over.

#### **Procedures for Crossing the Street**

1. Students will be escorted or viewed by a teacher or staff member as they cross the street.
2. Students will be in groups of at least 2 when not accompanied by an adult.
3. Students must walk and stop at the STOP sign post.
4. Students must look both ways before crossing.
5. Students must give cars the right of way if the vehicle is there first.
6. Students must not be disrespectful to pedestrians, community members, or to people driving by in vehicles.

### **BULLYING PREVENTION**

SHCS is committed to the well-being and safety of all our students. As a result, we take bullying behavior very seriously because it undermines our community as a whole. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse social cruelty or physical harm. To clarify our definition of bullying and to prevent it from occurring, we have outlined the following key points that will not be tolerated within our school community:

- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment through electronic means (cyber bullying), verbal expression, or physical conduct that occurs on school property, at a school event or a school related activity, or in a vehicle operated by a school staff, teacher, or volunteer and that:
  - Results in harm to the student or the student's property;
  - Places a student in reasonable fear of physical harm or of damage to the student's property; or is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment for the other child or children.
  - Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power and repeated and intentional actions between an aggressive student and a targeted student that interferes with any student's education or substantially disrupts the operation of the classroom or the school.
  - Bullying is cutting someone off from other relationships. It includes isolating the target by making the person feel rejected by his or her community, classmates, or peers and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher or the principal as soon as

possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the school's ability to investigate and address the prohibited conduct

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The principal will also contact the parents of the target and of the aggressive student who was found to have engaged in the bullying. Counseling will be recommended for those involved in bullying or other related misconduct.

Any retaliation against a student who reports an incident of bullying is prohibited. Retaliation is considered evidence of bullying and the aggressor who retaliates will be dealt with severely.

### **False Claim**

A student, who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding bullying shall be subject to appropriate disciplinary action.

### **Student Reporting Procedures**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other administrators.

### **Employee Reporting Procedures**

Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

### **COMPLAINT FILING AND INVESTIGATING PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

The person may first choose to tell the individual causing the bullying/harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the person feels uncomfortable talking directly to the individual causing the bullying/harassing, then the person must report the behavior to the teacher or administrator. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.

- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of the Catholic schools.
- The person alleging the harassment will be asked to complete a formal, written complaint. The principal will promptly investigate the claim thoroughly and impartially, involving all necessary

parties. The principal will meet with the alleged person. A written report of the investigation shall be kept on file by the school. The confidentiality of such a report will be maintained to the fullest extent possible.

- Once facts have been gathered, the principal, in consultation with the pastor and/or superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
- To be considered is the type, frequency, and duration of the offensive conduct, i.e. there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.
- If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its authority.
- The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
- If the school determines that sexual harassment by a student has occurred, it should take timely, age appropriate and effective correction action, including steps tailored to the specific situation.
- Corrective action, such as changing seat assignment, or suspending the offender, is expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

### **Investigating the Report**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of the investigation, if appropriate.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

### **DISCIPLINE MANAGEMENT PROGRAM:**

Sacred Heart Catholic School administration, faculty and staff will use the school's discipline policy when determining consequences for reported bullying and harassment behavior. When determining the consequence for bullying, the following will be considered: age of the child, development and understanding of the child, nature of the offense, and the context in which the alleged incident occurred.

The following procedures will be used for reports of bullying and/or harassment:

1. Both parties shall be separated while not discriminating against either party.
2. Notification of bullying or harassment will be communicated in a timely manner to a teacher, counselor, principal, or administrator. This notification will note the time, location, potential witnesses, and offending party.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation a disciplinary action will be implemented, the disciplinary action could result in expulsion.
4. The affected party will be informed that a discipline action was taken. The specifics will not be shared. Follow up will continue to ensure that the offending action has stopped.

Parents/guardians of both parties will be kept informed throughout the investigation process.

**THE BULLY PREVENTION PLAN IS SUBJECT TO CHANGES AT ANY TIME AND WILL BECOME EFFECTIVE IMMEDIATELY.**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**Counseling**

The principal or designee shall notify the victim, the student engaged in bullying, and any other students who witnessed the bullying of available counseling services.

**Confidentiality**

To the greatest extent possible, Sacred Heart Catholic School shall respect the privacy of the complainant, persons against who a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken however, the principal will follow-up with all parties involved at the end of the investigation.

**Disciplinary Action for Violating School Conduct Policies**

The Principal may decide to expel a student found to have engaged in bullying. Since each child is unique and each situation is different, it is difficult to be specific regarding disciplinary measure to be taken. The age of the child as well as the offense must be taken into consideration. Whatever measure is to be taken must be remedial rather than punitive. Corporal punishment, ridicule, and sarcasm should never be used.

**REMEMBER THAT THIS IS A CATHOLIC SCHOOL AND ALL STUDENTS ARE HELD TO A HIGH STANDARD OF BEHAVIOR. THE FOLLOWING DISCIPLINE PROCEDURES AND CONSEQUENCES ARE IMPLEMENTED TO DETER STUDENTS FROM MAKING POOR AND UNLOVING CHOICES.**

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The teacher on a personal level will discuss academic deficiencies and minor classroom infractions. Teachers ordinarily solve their own classroom problems, referring only exceptional cases to the Administration who will support the teachers in disciplinary procedures if they are within the guidelines set forth below. Teachers may send home daily Behavior Charts to communicate with parents if the child needs it.

## DISCIPLINE PROCEDURES FOR PK-1<sup>ST</sup> GRADES

### **Classroom Discipline Procedures**

1. Using positive reinforcement first. Praising those who are doing the right thing.
2. Give the student an individual VERBAL WARNING.
3. WRITTEN WARNING #1 - yellow light and name on board
4. WRITTEN WARNING #2 - red light or ☹; name on board + 1 check; time out in class; mark daily behavior chart to notify the parents about the behavior
5. WRITTEN WARNING #3 - red light or ☹; name on board + 2 checks; time out in class; mark daily behavior chart again to notify the parents about the behavior; call the parents for a conference and require that parents meet with the teacher
6. WRITTEN WARNING #4 - red light or ☹; name on board + 3 checks; time out with the Principal or Asst. Principal; mark daily behavior chart again to notify the parents about the behavior; the Principal or Asst. Principal call the parents for a conference and require that parents meet with the Administration

### **Severe Clause**

A dangerous child will be sent to the Principal who will contact parents to remove the child from the school for their safety and the safety of other students

Students in PK through First Grade clear the board of Warnings daily, returning to a Green Light or a ☺ face and begin each day with a clean slate.

### **Recess Detention or Time Out**

At times a child will need to be removed from the play or learning area to avoid hurting himself or others. The minutes placed in detention may be equal to or up to the age of the child.

### **Discipline Consequences**

If the student chooses not to abide by Discipline Procedures Phases 1 and 2 of the Discipline Policy may be implemented. This will require a written, signed agreement between the school and family which enables the teacher to intervene and monitor the student's behavior while notifying the parent on a daily basis and the parent responding via their signature on the daily reports. Consequences may be as follows:

1. **Phase 1:** Time may be spent in another classroom or setting for 10-30 minutes. The purpose of this consequence is to put an immediate end to a problem by removing the student from the classroom.
2. **Phase 2:** In-School Suspension. This is the disciplinary action of removing a student from a scheduled class and placing him or her in an isolated, closely supervised environment. Students attending In-School Suspension are required to do work assigned

by their regular teachers. The parents will pay fees for a substitute teacher (see the In-School Suspension guidelines below.)

## **DISCIPLINE PROCEDURES FOR 2<sup>ND</sup> – 8<sup>TH</sup> GRADE**

### **Classroom Discipline Procedures**

1. Using positive reinforcement first. Praising those who are doing the right thing.
2. Give the students an individual **VERBAL WARNING**.
3. **WRITTEN WARNING #1** – student's name and infraction are logged on the board, clipboard, or log
4. **WRITTEN WARNING #2** – student's name and 2<sup>nd</sup> infraction are logged on the board, clipboard, or log
5. **WRITTEN WARNING #3** – student's name and 3<sup>rd</sup> infraction are logged on the board, clipboard, or log; a Demerit is issued by the teacher or homeroom teacher; the Demerit is a written notification to the parent that serious behavior problems occurred at school
6. **WRITTEN WARNING #3** – student's name and 4<sup>th</sup> infraction are logged on the board, clipboard, or log; a 2<sup>nd</sup> Demerit is issued by the teacher or homeroom teacher; the 2<sup>nd</sup> Demerit in one day will result in a call from the Principal to the parents

### **Excessive Classroom Warnings**

Excessive Warnings are when a student accumulates 25 classroom warnings in a school year even though he or she may not have earned a demerit.

Excessive Warnings for poor conduct, misbehavior, poor choices, speaking Spanish when not allowed, being out of uniform, and not being prepared for class with books, homework, or materials demonstrates that a student is not taking his or her responsibility for learning seriously and is one who is not yet able to earn the trust of the adults in charge of his or her learning or guidance here at school. Therefore, any student with 25 or more documented warnings can and will be excluded from attending any class trips or field trip events. Administration will make the final determination.

### **Demerits**

All Demerits issued must be signed by the parents and returned to school with the student on the next school day after being issued. It is the child's responsibility to tell the parent the good and bad news from school. It is also signed by the teacher and Principal or Asst. Principal.

### **Severe Clause Dangerous Behavior**

If a student is severely disruptive, he/she will be sent immediately to the principal. The Principal will determine the best course of action. The office will keep a record of the student's behavior throughout the year.

Warnings are a serious matter in the guidance and formation of our Sacred Heart School students. Each day a student begins the day with a clean slate, but 3 warnings accumulated in one day constitute a demerit and a Demerit Notice will be sent home.

### **Discipline Consequences**

The discipline records of the students of grades 3-8 are monitored through three different levels as follows:

### **Discipline Phase 1**

A student is placed on Discipline Phase 1 when he/she receives their first Demerit.

At Consequence 1, the student's behavior will begin to be monitored by the Principal and Asst. Principal for the entire year. The Administration will observe the student for extra guidance during the year as needed.

Demerits will be given to students who do not follow the above-mentioned rules. Each demerit will be signed by the teacher, student, and the principal. The demerit will be recorded in the office on the student's behavior chart for the year. The demerit must be taken home and signed by the parents. It must be returned to the school the following day.

### **Discipline Phase 2**

Once a student has earned 5 demerits, a conduct referral will be issued to the student and a parent conference will be scheduled with the teacher and the Principal or Asst. Principal

The student may also be scheduled for 5 days of detention from 3:15pm-4:00pm. If the student fails to show up one day, the student must make it up with an additional two days for each day he or she missed. Please make arrangements for transportation that will not affect the student's detention time.

### **Discipline Phase 3**

If the student continues to misbehave and 5 more demerits are earned for a total of 10 demerits, a second conduct referral will be issued to the student and a parent conference will be scheduled with the teacher, the Principal and/or the Asst. Principal.

The student may also be placed on In-School Suspension for up to 2 days.

The student may be placed on disciplinary probation at any time for conduct that is unbecoming of a SHS student and readmission may be denied due to poor conduct.

### **Disciplinary Probation**

The entire time a student is in PHASE 3, he/she remains on disciplinary probation. A student placed on disciplinary probation will:

1. Resign from any student office (in class, NJHS, etc.).
2. Discontinue representing Sacred Heart School in any extra-curricular event. This includes sports, parties, plays, dances, choir, academic competitions, etc.
3. The student, parent, and discipline committee will then meet to review the student's behavior.
4. Registration prohibited for the following year may be considered at any time at the discretion of the principal.

A student in grades 2-8, who goes 30 school days without any discipline infraction, may return to Phase 2. At this point, however, if a student accrues 1 demerit he or she returns to Phase 3 and the Disciplinary Probation. A student will cycle through continuing steps of each phase until he or she can remain clear for 30 days. A discipline review committee is formed to review student conduct and make recommendations as needed.

#### **Discipline Phase 4**

If the student's behavior does not change and the student earns another demerit upon his or her return from Suspension, then a student and parent conference will be scheduled with the Administration for each demerit acquired after the Suspension.

The student will be expelled from Sacred Heart Catholic School without the possibility of returning that school year or any following school year to Sacred Heart School once the child reaches 15 demerits. Each case will be brought up before a discipline committee.

#### **Recess Detention or Time Out**

At times a child will need to be removed from the play or learning area to avoid hurting himself or others. The minutes placed in detention may be equal to or up to the age of the child.

#### **After School Detention**

Detention will be assigned for misconduct and rule infractions after attempts to correct the behavior on a personal level have been unsuccessful. Detentions may also be assigned as a consequence repeated tardiness to particular classes or not turning in assignments. Detentions may be given during the school day (not to interfere with instructional time) or after school. The teacher who gives the warning will assign the place and supervise the detention. Students may be assigned various cleaning duties to rebuild the trust of the community affected by the student's choices.

<b>WARNING --- Automatic Demerits in 2<sup>nd</sup>-8<sup>th</sup> Grades</b>
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1. Being disrespectful to a substitute teacher or a parent volunteer when they post the students name for a warning.
2. Using foul, abusive, or vulgar language or signs.
3. Physical violence towards Students or Adults
4. Any student caught cheating or plagiarizing information. In addition, the student's paper, quiz, or test will receive a zero. Any student assisting another student in cheating is also cheating and will receive the same consequences.
5. Leaving the school campus without permission from the principal, assistant principal or assigned teacher.
6. Irreverence while in the Sanctuary of the Church.
7. Defacing school property intentionally (e.g. carving or scratching into surfaces, having chewing gum on the premises, permanently writing on surfaces)

#### **IN SCHOOL SUSPENSION POLICY**

##### **Suspension**

Suspension is the temporary removal of a student from his or her regular school program for a specified period of time. Suspension is a very serious method of discipline and is used rarely. The suspension is an In-School Suspension where the student is removed from his/her classroom and placed in another part of the building for a period of time to work on instructional material. The time frame is no more than 2 days.

#### **IN SCHOOL SUSPENSION (ISS)**

In-School Suspension is used as disciplinary measures by the school administration as an alternative to off-campus suspension and as a means to help students to learn to assume more responsibility for their actions. Students will work in isolation and will not be allowed to mingle or talk to other students.

Students assigned to In-School Suspension may not attend or participate in any school activity. Students in In-School suspension must arrive at school by 7:55am and report directly to the office. Students will be dismissed after the rest of the student body at 3:20pm and must be picked up by a parent in the office.

The student will be given classroom assignments to do while on suspension and will hand in the assignments when he or she returns to class. Parents of the student will pay a substitute fee of **\$75 per day** in order to maintain the appropriate supervision of the student. The student will receive credit for all assignments turned in to the teacher. If a test or quiz was scheduled on the days of the suspension, the student will be responsible for taking the test when he or she returns to regular classes.

Absences resulting from suspension from school are unexcused and all grades for the days are zeros.

### **Expulsion**

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a hostile attitude. When such a serious case arises, the following procedures are followed:

1. There must be a documented conference of the Principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the Pastor/authorized agent or his/her designee present.
3. The Principal and Pastor/authorized agent or his/her designee then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Archdiocesan Superintendent of Schools is notified and given a brief explanation of the reasons in writing.

### **Immediate Expulsion**

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity;

4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. threatens bodily injury or harm to student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.

### **Disciplinary Action**

In establishing appropriate disciplinary regulations, the following guidelines should be used:

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis should be placed on positive values rather than on punishment.
3. In dealing with student behavior, respect for the personal dignity of the student should be evident.
4. Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

The following disciplinary measures are forbidden:

1. Corporal punishment (e.g., but not limited to: spanking, shaking, slapping, pinching, etc.);
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parents, or background;
3. Sending a student outside the classroom where he/she is deprived of supervision;
4. Using religious exercises or important class assignments as punitive measures;
5. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

## **STUDENT UNIFORM GUIDELINES**

Sacred Heart Catholic School engages its students in the serious task of learning. Consequently, we expect our students to dress for a Christian, academic learning environment. Research has proven that there is a direct correlation between a student's appearance and their overall attitude toward school. Since attendance to Sacred Heart Catholic School is a privilege, every student is expected to abide by the dress code.

**IDENTIFICATION All items of clothing must be marked with the student's first and last name. This includes shoes, lunchboxes, book bags etc.**

- All uniforms must be purchased from **The Bridal Galleria**

**No hats or sunglasses may be worn with the uniform, but they can be worn outside during PE**

**All outerwear not meeting uniform standards must be removed upon entering a school building.**

**It is the responsibility of the child to keep track of his or her sweaters, jackets, scarves, mittens, coats, ties, and belts. Insist that your child come home with all clothing items you**

sent him/her to school in. The teachers will return items to students if they have their name marked in them.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GIRLS	Formal	Formal or Casual	Formal, Casual, or Spirit	Formal or Casual	Formal
BOYS	Formal	Casual	Casual or Spirit	Casual	Formal

*\*All students will wear the uniform every day unless otherwise authorized by the Principal.*

<b>GIRLS</b>
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- Only one pair of small stud earrings, a watch, and a single thin chain (no neck chokers) with no adornment except a religious medal/cross worn inside the blouse is allowed.
- No bracelets, rings, or wristbands are allowed. *\*Jewelry is not the responsibility of the school. Do not allow students to wear expensive jewelry or the family heirlooms to school. We are not responsible for lost jewelry items.*
- Hairpieces for girls must be blue, black, red, or white.
- Shirt tails are to be tucked in except during PE class or when playing on the playground.
- NO colored nail polish (only clear nail polish), lip-gloss, mascara, eye-liner or make-up of any kind.
- Keep the hair out of your eyes and face.
- NO extreme haircuts, hair color, or highlights.
- Students' dress and tennis shoes must be SOLID BLACK...ALL BLACK shoes with soft black soles. NO blinking lights on the shoes are allowed.

<b>BOYS</b>
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- A watch and a single thin chain (no neck chokers) with no adornment except a religious medal/cross worn inside the shirt is allowed.
- No earrings, bracelets, rings, or wristbands may be worn by boys.
- Boys may wear one short sleeve white t-shirt with no prints on it under their red or white shirts.
- T-shirt sleeves may not extend past the uniform sleeve length.
- Shirt tails are to be tucked in except during PE class or when playing on the playground.
- Hair must be cut just above the collar of the formal shirt, maintained above the eyebrows and above and around the ear. Long hair or sideburns will not be accepted. NO extreme

haircuts, hair color, or highlights. No mo-hawks or faux-hawks, or gel spiked hair longer than 1” is allowed. Plan to have your child get a haircut regularly.

- Students’ dress and tennis shoes must be SOLID BLACK...ALL BLACK shoes with soft black soles. NO blinking lights on the shoes are allowed.

## SHOES

Students’ dress and tennis shoes must be SOLID BLACK...ALL BLACK shoes with soft black soles. NO blinking lights on the shoes are allowed. No sandals, flip-flops, western boots, steel-toed shoes, clogs, or shoes with a heel above 1” are allowed with the uniform. If necessary, extra tennis shoes of any color may be brought to school separately, to be worn only in P.E. class. However, the student is responsible for this extra item brought to school.

## FORMAL UNIFORM: To be worn on Monday and Friday or any special Mass Day

### Girls

#### Formal Uniform

Navy Blue Sports Coat (8th grade only)  
Plaid Jumper (PK-5)  
Plaid Skirt (6-8)  
Peter Pan Collar Blouse (PK-5)  
White Button-Down Dress Shirt (6-8)  
Solid White Socks (at least 2” above ankle)  
Solid Black Tennis or Dress Shoe  
Blue Cross Tie (PK-5)  
Long Navy-Blue Tie (6-8)

### Boys

#### Formal Uniform

Navy Blue Sports Coat (8th grade only)  
Khaki Uniform Slacks (NO Cargo Pants or Jeans)  
White Button-Down Shirt  
Long Navy-Blue Tie  
Solid White Socks (at least 2” above ankle)  
Solid Black Tennis or Dress Shoe  
Black/Brown Belt

## ALL MASS DAYS WILL BE FORMAL UNIFORMS

## CASUAL UNIFORM: To be worn on Tuesday and Thursday (and/or Wednesday)

### Girls Casual Uniform

Khaki Slacks or Khaki Shorts  
with Black/Brown Belt, or Khaki Skort  
Navy Blue Polo  
ankle)  
Solid White Socks ((at least 2” above ankle)  
Solid Black Tennis or Dress Shoe

#### *Winter Time:*

*\*A long sleeve Navy Blue Polo  
\*Solid navy turtleneck under navy short sleeve Polo  
Solid white tights (no flowers or lacy parts)*

### Boys Casual Uniform

Khaki Uniform Slacks or Shorts  
Red Polo  
Solid White Socks (at least 2” above  
ankle)  
Solid Black Tennis or Dress Shoe  
Black/Brown Belt

#### *Winter Time:*

*\*A long sleeve Red Polo  
\*Solid red turtle neck under red short sleeve Polo*

## SPIRIT UNIFORM: To be worn only on Wednesday

### **Girls Spirit Day Uniform**

Khaki Slacks, Shorts with Black/Brown Belt  
Khaki Skort  
School Spirit Shirt  
Solid White Socks (at least 2" above ankle)  
Solid Black Tennis or Dress Shoe

### **Boys Spirit Day Uniform**

Khaki Uniform Slacks or Shorts  
School Spirit Shirt  
Solid White Socks (at least 2" above ankle)  
Solid Black Tennis or Dress Shoe  
Black/Brown Belt

<b>UNIFORM: Sweaters and Sweat Jackets</b>
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\*Boys may wear a solid navy-blue button-down sweater or zip front sweatshirt (no non-school logos) as part of their uniform in the classroom during the colder months of the year. ***\*ONLY navy sweaters and front zipper hooded sweaters are allowed to be worn inside the church, during cold days of late fall, winter, and early spring.***

\*Girls may wear a solid navy-blue button-down sweater or zip front sweatshirt (no non-school logos) as part of their uniform in the classroom during the colder months of the year. ***\*ONLY navy sweaters and front zipper hooded sweaters are allowed to be worn by girls inside the church, during cold days of late fall, winter, and early spring.***

\*COATS: We prefer navy colored coats. All the coats must be taken off inside the school or church buildings.

**ALL SKIRTS, JUMPERS, SHORTS AND SKORTS MUST BE NO MORE THAN 3 INCHES ABOVE THE KNEE.**

### **OUT OF UNIFORM CONSEQUENCES and PENALTIES**

Students will NOT be allowed to remain in the classroom when out of uniform. This includes acceptable hair styles for boys and girls in uniform.

Any student out of uniform will receive a written warning from their homeroom teacher. It will indicate that the student is "Out of Uniform".

***After 2 uniform violations the student will not be allowed to participate in the next NUD (No Uniform Day).***

If a student continues to be out of uniform more severe consequences will be administered.

If the student is not wearing a tie/belt and enters the classroom, he/she will be sent to the office to purchase and wear one (the cost will be added to the tuition statement as your child will be charged for the purchase). The child is responsible for informing the parent of the purchase. Every parent knows what the uniform code is, so please check your child before they leave the house each morning for proper and complete uniforms.

REMEMBER: The uniform is the hallmark of Catholic Education.

**Students not following the SHS Dress Code and Uniform Policy:**

WE RESERVE THE RIGHT TO RESCIND N.U.D./FREE DRESS PRIVILEGES FROM ANY STUDENT WITH REPEATED INFRACTIONS OF THE REGULAR S.H.S. UNIFORM.

**N.U.D. No Uniform Day or FREE DRESS DAY**

Students must come to school dressed in attire that is appropriate for an academic environment. Therefore, the following guidelines are to be followed when not wearing the required school uniform on a NUD or Free Dress Day. Students not in compliance will be provided with a school uniform.

- No baggy or oversized clothing styles are allowed
- No torn or cut up jeans
- No tank tops, leggings, jeggings, tight or revealing clothes
- No blue jean pants are permitted for any Picture Days
- Shirts or tops must use appropriate language and not promote anything inappropriate for a Catholic school with high moral and ethical standards
- No short shorts or short skirts (not even with leggings underneath); all shorts and skirts for girls must cover the thighs and be no shorter than 3 inches above the knees
- Shoes must be appropriate for walking up and down stairs as well as for playing in P.E.
- No sandals, flip-flops, or heels

**Discipline**

Effective discipline has been the hallmark of the Catholic education since its foundation. The seeds of good discipline are shown in the home by word and example and continued in school. A Catholic school has the unique opportunity and distinct advantage of explicitly incorporating a religious dimension in its Discipline Plan. The primary goal of discipline is to form in the student habits and virtues, which help him or her grow to be the person that God is calling them to be. Through constant care, attention and loving correction, it is hoped that students will eventually arrive at self-discipline, the true discipline.

The goal of discipline is not punishment, but rather the development of attitudes, which reflect courtesy, respect for others, cooperation and reverence for the dignity of each person.

At Sacred Heart School it is our goal that:

- Students will learn self-control by learning the consequences of their own behavior.
- Students will recognize what behavior is desirable and when it is required.
- Students will evaluate their own behavior.
- Students will solve their own problems.
- All levels of discipline will be viewed as a teaching opportunity, placing the responsibility for the control of the student within the student.

All students are under the direct supervision of the administration or the classroom teacher at all times. Students are expected to conform to school policies and to all class regulations. Failure to comply with the regulations set forth by the teachers and administrators will result in disciplinary action.

## **INTERNET/USE OF ELECTRONIC COMMUNICATION**

### **Internet**

Appendix: Technology Appropriate Usage Policy and Parent Permission Form and User Agreement

Terms, conditions, and regulations for students are as follows:

- Access privileges may be revoked,
- School disciplinary action may be taken,
- Appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

Schools must follow the state and federal laws regarding the use of filters on computers connected to the Internet.

### **Internet Safety**

Internet terms, conditions and regulations for employees, volunteers, and students are as follows: Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that is unethical and may constitute a criminal offense. Schools will follow the state and federal laws regarding the use of filters on computers connected to the Internet.

All staff, volunteers, and students are required to sign an Electronic/Internet Access Agreement Form before they are allowed to use the school's computers in order to abide by the Internet Safety Policy required by the Archdiocese of San Antonio.

### **Use of Electronic Communication**

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through email, text messages, or web site postings, or social media, whether they occur through the school's equipment or connectivity resources or through private communication, which:

- (1) are of a sexual nature (Sexting);
- (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community;
- (3) cause harm to the school community.

### **Internet Terms, Conditions, and Regulations**

**Acceptable Use Policy** - The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks.

**Unacceptable Use** – Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Unacceptable use includes; Political lobbying, pornography, information on bombs, inappropriate language and communications, flame letter, transmission of a sexual image, sexting, use of social media to further any unacceptable material, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

### **Cyberbullying**

Bullying that is done using any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Privileges** - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Acts of vandalism are prohibited.

### **Cell Phone & Electronic Devices**

All student cell phones and electronic mobile devices are to be turned OFF and turned in to the Homeroom (1<sup>st</sup> period) teacher before 8:10am. Phones will be kept in a box or bag until the end of the day. The cell phones will be returned to the student by the Homeroom Teacher at the end of the day.

#### **When, where, and how can cell phones be used?**

Before 7:50 am and after 3:30 pm

If a cell phone or electronic device rings, buzzes, or is used before 3:30pm without authorization from the school office or teacher; the cell phone or electronic device will be picked up and retained in the Principal's Office. The teacher or staff member will note the time of day the phone was retrieved from the student. The cell phone or electronic device will be returned to the child once a fine not to exceed \$15 has been paid. The owner of the phone or electronic device will bear all responsibility for the fine. Sacred Heart School is not responsible for any damages to a cell phone or electronic device brought to school by any student.

From 3:15-3:30pm a fine of \$1 for each minute before 3:30pm will be applied. Students may see the Principal to recover the cell phone or the electronic device. A receipt showing that you have paid the fine must be presented to the Principal. Sacred Heart School is not responsible for damages to cell phones picked up in violation of school rules or the agreement.

\* Cell phones may be used with SHS staff supervision in a designated area. Permission must always be sought and granted for any cell phone or electronic device to be used. Failure to comply will result in a fine not to exceed \$15.

### **Cell Phone Use on School Trips**

From our school to each destination cell phones may be used anywhere EXCEPT when at church or at the request of your teachers and adult chaperones to put the cell phones away. Those who

have cell phone privileges must follow the agreement above and abide by all staff or chaperone requests.

### **How should your cell phone be used?**

If you have obtained the privilege of having your own cell phone or electronic device by your parents, please consider what that means for our school community. We ask that you show respect when in the company of others and in common spaces when placing and receiving calls. Phone use and mobile electronic devices should be consistent with school guidelines which are based on cooperation with and consideration for all members of our school and community.

Under no circumstance should you use your cell phone or electronic device to send text messages, take photos, or record events that are inappropriate, offensive, or that could possibly hurt the feelings of another person. Your cell phone or electronic device must not be used to give information regarding homework, quizzes, or tests. When taking a photo you must obtain the consent of the individual(s) being photographed.

### **How can you lose this privilege?**

If you use your phone or electronic device at a time or in a way other than those indicated above, you will lose your privilege for the remainder of the year. If you lend your phone to someone else who misuses it, you will still lose your cell phone privilege and be responsible for paying the fine.

## **FINANCIAL POLICIES**

### **Tuition**

Appendix: Refer to the published tuition schedule for the current school year.

The tuition is subject to change on an annual basis as needed. The tuition is an annual amount collected over a ten-month period. The first payment is due August 1 and on the first of each month thereafter through May. All families are obligated to adhere to the Annual Tuition Contract Agreement Policy and Guidelines of the current school year in which they enroll. Contact the school office for the current tuition rate.

<http://www.shsdelrio.org/admissions/tuition.cfm>

### **Registration Fees**

Registration forms must be completed after the testing of a new student occurs. In order to reserve a place in the class, a **non-refundable deposit** towards the registration fee for a returning student is due *by April 30th*. Non-registered students or students whose registration fee is unpaid will not be guaranteed placement. *Registration fees are not refundable unless a family moves out of the area prior to the opening of school or the school is not able to place the student.* Registration is not complete until the fee is paid. Registration fees are due by the last business day in May with all completed registration paperwork for each child registered.

### **Payment Options**

In a further effort to accommodate our students and their families, Sacred Heart Catholic School offers three options for tuition payment. You may choose from the following options.

- One annual payment due August 1<sup>st</sup> (5% discount)
- Ten monthly payments due August 1<sup>st</sup> thru May 1<sup>st</sup>

Monthly payments are due on the first of each month. The account is considered delinquent after the 10<sup>th</sup> day of the month and a \$75 late fee will be assessed. If the account is not cleared by the end of the month, an additional \$10 per month will be assessed to the tuition statement after the last day of the month.

Every effort is made to send a monthly statement via the Homework Folder; however, payment is due whether you receive a statement or not. If a family is unable to meet its financial obligations, after the account has reached 60 days past due your child(ren) will not be allowed to return to school until the account is current.

All payment options may be set up on an Automatic Draft (EFT) which must be initiated by the parent/guardian.

(Note: Automatic Draft (EFT) is the preferred option for tuition payments; if not set up on automatic draft – cash, cashier’s check, or money orders are the preferred forms of tuition payments. All payments must be sent directly to the school office.

### **Tuition Discounts for Employees**

To the extent that local resources will allow, Sacred Heart offers an Employee tuition discount. Employee tuition discount rates apply to employees who are personally responsible for the tuition of a student in the school. The tuition discount rates will be promulgated at the time of employment and/or registration. Employee tuition discount rates and policies **shall be reviewed annually** by the Pastor/Authorized Agent, Principal and the school council to ensure equity.

### **Delinquent Tuition Accounts, Late Fees, and Returned Checks**

- Accounts are considered delinquent after the 10<sup>th</sup> day of the month. A \$75 late fee will be assessed on all accounts not paid before this date (no exceptions). If the account is not cleared by the end of the month, an additional \$10 per month will be assessed to the tuition statement after the last day of the month. The Finance committee will contact all families with delinquent accounts.
- Accounts that remain delinquent past 60 days will result in child(ren) not being able to return to school until the account is current.
- Accounts that remain delinquent past 90 days may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent/guardian.
- **EOY (end of the year) payment – Accounts must be paid in full no later than the 10<sup>th</sup> day in May of the current school year. If the account is not paid in full the student(s) will not be allowed to take final exams, participate in end of the year activities, and/or return to school after the 11<sup>th</sup> day in May.**
- Pre-registration will not be accepted for any student whose tuition account is past due.
- No student will be placed on a class list for the upcoming school year.
- A check that is returned by your bank for any reason will result in a fee of \$50 to your account. The charge will appear on your next tuition statement.

- If you are granted partial tuition assistance, the balance is due and payable monthly on the 1<sup>st</sup> of each month. If the account remains delinquent for 90 days from the date tuition was first due, you will forfeit any and all assistance/scholarships.
- All accounts must be current prior to attending any family funded events. Order of payments on delinquent accounts will be applied as follows: 1. Tuition 2. Extra-curricular Activities 3. Field Trips
- **For any delinquent account, a certified check or money order is required.**

**As per the policy of the Archdiocese of San Antonio no enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.**

### **Tuition Assistance**

Limited funds are available for tuition assistance to all currently enrolled students in the school through the Hope for the Future Scholarship Fund. Apply online to Hope for the Future Foundation at [www.hopeforfuture.org](http://www.hopeforfuture.org) and follow all their guidelines and requirements. All petitions for assistance should be directed to Hope for the Future. Notification should take place by the first week in June.

### **Scholarship Assistance Fund and Tuition Assistance**

The Scholarship Assistance Fund is a program that enables parents to offset the cost of tuition. If you participate in the Scholarship Assistance Fund program, we credit your account ONLY when we have verification. Please wait to see your credits reflected on your statement before you deduct the amount from your payment. If your credits are not reflected, we have not received them.

### **Other Fees**

Graduation Fee for Kinder and 8<sup>th</sup> Grade - \$30

First Communion Fee - \$25

In addition to the tuition and fees discussed, please be advised that there are additional expectations each grade or club is asked to participate in throughout the year. These examples can be found in the Parent & Student Handbook under fundraisers.

### **Fundraising**

There are two major PTC annual school fundraising events of which parents will be notified in August. These activities are ways to come together and celebrate that we are a Catholic School and Parish community. Funds raised through these activities are used for operational expenses, for special projects, and to fulfill the school's strategic plan.

No other monies whatsoever shall be collected from students or parents without the permission of the Principal. Neither may parents have school-related fundraisers without the written permission of the Principal.

### **Contributions through Fundraising**

On an annual basis, all families of Sacred Heart Catholic School are required to participate or contribute their fair share equal to the fundraising responsibilities of all the other parents of the school without exception. Parents must attend the bi-monthly PTC Meeting to remain informed and provide their input about school contributions, donations, or fundraising events that are required by all SHCS families. Attendance is taken at each PTC meeting and your input is greatly appreciated.

**NUD** - No Uniform Days participation is optional. If the students are not participating in the NUD Day fundraiser, then they must dress in the required SHCS uniform for that given day.

### **Fundraising – Required Student Participation**

Students in 6<sup>th</sup>-8<sup>th</sup> grade and National Junior Honor Society hold fundraisers for their classes, groups and clubs throughout the school year. All students in 6<sup>th</sup>-8<sup>th</sup> grade are required to participate in order to share in the success of the fundraiser for the common good of the class. The funds raised by the class will be designated to their class and used to offset expenses incurred throughout their Junior High tenure. Students in NJHS will be required to raise funds for the different events and charitable activities the Chapter supports.

### **Parental Obligations**

Prior to taking semester exams, participating in graduation, pre-registration, etc. all of the following must be cleared in the school office: tuition payments, After-School Care payments, library fines, lost or damaged text books, property damage, athletic uniform fees, and any other fee, debt or item incurred.

At the end of the school year, all financial obligations must be paid in order to maintain your child's place at our school for the following school year. This includes fundraising contributions.

If a student is transferring to another school,

All checks are deposited the day they are received. After 2 returned checks, we will require that payment be made in cash, money order, or automatic draft (EFT).

## **HEALTH and SAFETY**

The Texas Food Service Compliance Center requires that all food eating establishments post hand washing requirements in their facilities to remind everyone of the importance of hand washing and this includes the students.

If a student gets ill in school, the office will notify the parent/guardian and make arrangements for the child's early dismissal. When a parent cannot be contacted, persons who are listed on the child's emergency card will be contacted. Parents should not send sick (i.e. fever of 100 degrees or greater, vomiting within a 24-hour period, etc.) children to school. Students found to have head lice must be excluded from school immediately. They may not return until they are nit free. Nit free means the student is to be free of nits and lice on their head and person before returning to class. This is a medically excused 2 day absence.

After a student has been absent from school with a communicable disease, a note from the child's physician is necessary before that child can return to school.

### **Health File**

The Health Record/File for each child enrolled in Sacred Heart Catholic School must be kept up-to-date. All pertinent information (including immunization) is checked periodically.

Vision and Hearing tests are offered in the school each year to students in Pre- Kinder through 8th grade. Scoliosis Tests and Acanthosis Nigricans tests are performed to 5<sup>th</sup> and 7<sup>th</sup> graders. If abnormalities are noticed during screening, the student is referred with the results of the screening test to a physician.

Parents are required to provide the school with information regarding changes in their child's medical condition; such as asthma, heart disease, or seizures. Please submit a doctor's note to the school office immediately.

### **Immunization Requirements**

All schools are required to comply with the Texas Department of Health immunization requirements for students. Check with your family doctor, our Health Coordinator, or the Texas Department of Health for the required immunizations that must accompany each student admitted to our school. A student who fails to present the required evidence shall not be accepted for enrollment. You must provide proof that your child has received his/her immunization and booster shots. When children receive their "booster" shots, please inform the school so that the student's Health Record can be updated.

According to Texas State Law, all immunization requirements must be met before a child can be admitted to the school and continue attending school on a daily basis. Failure to provide proof of vaccinations to the school will result in your child not being allowed to return to school until the vaccinations are administered and the health records are updated.

### **Medication Policy**

Form: Medication Permission Request Form

Students are not allowed to carry medication on their person, including nonprescription medications. (The only exception is that, by physician direction, a student may be allowed to carry and self-administer medication.) Only medication which is necessary for a student to remain in school will be given during school hours. The *Medication Permission Request Form* must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal.

Each student's medication must be in its original container clearly labeled with the following

information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

The staff member who is designated by the principal to assist a student in taking his/her medication may refuse to do so at any time. No medication which has expired will be given. Medication will be returned only to the parent/responsible party by school personnel. By physician direction, a student may be allowed to carry and self-administer inhaler medication.

### **Child Abuse**

Link: Texas Department of Family and Protective Services (DFPS)  
<http://www.tdprs.state.tx.us>; [www.txabusehotline.org](http://www.txabusehotline.org)

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of *Texas Statutes Family Code Chapter 261*—Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

### **Reporting Abuse or Neglect**

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101*. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected.

The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect. Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: ([www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)). On-line reporting can be done at [www.txabusehotline.org](http://www.txabusehotline.org).

If the allegation of abuse is being made against a school employee, the Superintendent of Schools must also be notified immediately.

### **Reporting of Sexual Abuse**

Any allegation of sexual abuse that involves a school employee, volunteer, or student must be reported to the Office of Victim Assistance and Safe Environment (OVASE). The Superintendent of Schools must be notified of the reporting.

### **Student Accident Insurance**

Sacred Heart provides the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from all school-related activities. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off-season workouts) or school-sponsored overnight activities.

### **Student Transportation**

Volunteer drivers in personal vehicles must complete a Driver Information Packet including a Criminal Background Check and certificate of OVASE Training.

### **Local School Wellness Goals**

Schools will implement the Wellness Policy by developing local school goals based on the Guidelines for Implementing the Wellness Policy. A Wellness Committee will annually evaluate compliance with the Wellness Policy and local school goals. That evaluation will be shared with the Department of Catholic Schools.

### **Pediculosis (Lice) – DCS Policy \*8401: (i.e., Nit Free Policy)**

“Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.”

## **DROP-OFF & PICK UP SAFETY**

### **Morning Drop-Off**

In the morning students are to be dropped off on Mill Street through the gate area after 7:30 am. The school is not responsible for students on the playground or school premises before 7:30am unless they have been dropped off in the Early Morning Care (front hallway) at or after 7:15am.

### **Early Morning Care Program**

1. Early Morning Care begins at 7:15am and ends at 7:30am.
2. All students on the campus before 7:30am will be placed on the Early Morning Care Program.
3. They must enter through the Main Building and wait on the benches until 7:30am when they will be released to go outside to the playground area.

### **Afternoon Pick Up**

All student dismissal is at 3:15pm. Students are to be picked up from the cafeteria. Do not pick up your child or children inside the building because this is not a safe way to take your children from their teacher's class as they head outside.

For the greater safety of the students:

1. Your child must sit and wait with his or her assigned teacher in the designated area until picked up.
2. No child will be allowed to cross Mill Street in the middle of the street.
3. No double parking will be allowed.
4. All students who ride the "transportes" must walk to the designated area with the adult in charge and wait for their ride to come.
5. No children are allowed in the playground area or allowed to play with balls, ropes, hoops, paper airplanes or other devices.
6. Students will be discouraged from going to the restroom unless it is an emergency in order to have the children ready and waiting for their parents.
7. If your child/children are not ready when you come, please go around the block until they are ready. This will cut down on the congestion in the street.
8. No cell phones or electronic devices may be used until after 3:31pm without a teacher's permission and supervision.
9. Students who need to stay after-school to see a teacher or for an activity must do so after 3:31pm; while they wait, they are under the supervision and care of the after-school duty teachers.
10. After-School Care children must wait with their class until 3:30pm, until their After-School Care Teacher arrives.

### **After School Program**

If you are unable to pick up your child at the regular time of dismissal, then your child will be placed in the After-School Program. This program is offered to all families. The hours are from 3:30pm to 6:00pm. The cost is \$10.00 per child per day or \$40.00 per week. If you are interested in this program on a regular basis, please let the school office know. All students in grades PK through 8th will be placed in after school daycare if not picked up by 3:30.

**For the safety of the students there are no exceptions to this policy.**

### **After School Program Policies**

1. After School Program begins at 3:30pm and always ends at 6:00pm. A late fee of \$1.00 per minute will be charged per child for any child not picked up by 6:00pm. Late fees will increase to \$5.00 per minute for those individuals who are habitually late in picking up their child.
2. After School Program students are in a supervised study hall, and a recreation period on a daily basis located in the portal by the children's playground.
3. Students will be released to authorized adults only. Parents must sign out each child every day on the sign-out roster. Only a parent or guardian may sign out students. When signing out the child, the time must be recorded next to the parent's signature. If someone other than the parent or guardian is to pick up the child, the office must be notified that

morning. No student will be allowed to go out to a “honking” car/truck. Children who are not checked out properly will be asked not to participate in the program.

4. Students are not allowed to leave the school campus unless they have been released to an authorized adult. Should a student leave without permission, disciplinary action will be taken by the school administration.
5. Our After School Care Program is strictly a service for the registered families of Sacred Heart Catholic School. Be advised that students on the school grounds are the responsibility of the school. It is for your convenience and the protection of your children that this program exists. The students who attend the After-School Care Program must comply with all school rules and policies.
6. Every possible attempt will be made to contact the parent; after 6:30pm if no contact is made, the Police Department/CPS will be notified.

## **EMERGENCY PROCEDURES**

The Texas Catholic Conference Education Department requires that a system for scheduled drills including fire, tornado, and armed intruder must be implemented in order that the students are prepared for an emergency situation. Fire drills are held monthly. Disaster drills are held twice during the year. All students are informed of the proper manner in which to proceed to safe areas in the event of an emergency. The evacuation route is practiced with all children. The diagram of the evacuation route is posted in a prominent place in each room.

### **Crisis Management Plan**

Catholic schools are to use the “*Emergency Response Procedures*” guide as a resource in providing a safe school environment. School facilities are to be organized as to provide smooth and safe flow of pedestrian and vehicular traffic. All building exit doors are to open outward and be equipped with panic hardware. All exits are to be clearly marked and have legal exit lights. An exit plan is to be prominently displayed in each room. It is the principal’s responsibility to develop and publish a comprehensive plan for use in the event of emergency conditions. Areas to be considered, but not limited to, are: death of a student/teacher, natural or chemical disaster, drive-by-shooting, intruder on the campus, transportation accident, etc. Staff training must be provided. The plan should include:

1. Chain of command and responsibilities
2. List of all emergency numbers and contact person
3. Emergency email contact (before and after school)
4. Emergency email contact for notification of parents/guardians
5. A warning system different from the fire alarm
6. Designation of places to which the student will be taken
7. Practice drills at irregular intervals
8. Formation of a Damage Assessment Team and a SWEEP Team

### **Procedures for students**

- ✓ Keep hands at side.
- ✓ Walk in a single line.

- ✓ Keep silent.
- ✓ Use quick steady steps, never push, skip, or run.
- ✓ Stop at the designated place.
- ✓ Return to the classroom when a signal has been given.

### **Procedures for teachers**

- ✓ Carry your grade/attendance book from the classroom.
- ✓ Carry your cell phone.
- ✓ Make sure no child has been left in the lavatories or classrooms.
- ✓ Insist that all students follow their procedures and remain quiet.
- ✓ Make sure you turn off your lights and close your door.
- ✓ Check the attendance of your class and report any child who is missing from the group.

**Failure to comply with fire drill procedures constitutes a severe clause infraction.**

### **SIGNALS**

Fire and Disaster Drills & Codes will be spoken softly and calmly over the intercom.

- |             |   |
|-------------|---|
| Code Red    | <b>FIRE or EMERGENCY EVACUATION DRILL</b><br>We must empty the school building quickly and quietly within 2 minutes.<br>Go to designated areas on the school grounds. |
| Code Blue   | <b>DANGER ZONE</b><br>We must keep the children inside the classrooms. All students are to remain with their teachers.  |
| Code Orange | <b>TORNADO DRILL</b><br>Tornado or severe weather is dangerous. Take cover in the middle of the main buildings and secure all students.                               |
| Code Green  | <b>RETURN TO NORMAL</b><br>The danger has passed. Return to your normal routines. If you are outside, please enter the building calmly.                               |

### **Fire Drill:**

1. The designation of places to which students will be taken.
2. The supervision of practice drills at regular but unscheduled intervals.
3. If there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.

### **Tornado Warning**

If a warning is in effect in the locality of a school, students should be taken to a safe place.

1. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. If students are located in a portable building, they will be moved to the main building. Students in the Jr. High building will remain in the Jr. High building.
2. Students will be directed by the teacher to assume the accepted protective position - sit on the

floor - head between raised knees – clasped hands covering the head and neck.

3. Students are expected to remain in the assumed position and remain quiet until the all clear signal is given.

### **Lock Down Drills**

Lock Down drills are to be conducted periodically as a protection against intruders in the school, drive-by shootings, emergency situations around school property, etc.

1. Teachers are to lock the doors and turn-off the lights.
2. Students are instructed by the teacher to take a duck-and-cover position in the classroom, out of sight of anyone looking in through the windows or doors.
3. Students are expected to remain *silent* until the all clear signal is given.

### **Bomb Threat**

If a telephoned or written bomb threat is received by the school, the following procedures are to be observed:

1. Evacuate the school as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
3. Inform the Pastor/authorized agent and Superintendent immediately.

Please rest assured that all precautions will be taken to keep the students safe if they are at school. We will be in constant contact with local weather authorities to track the weather conditions.

Sacred Heart Catholic School will follow the decisions made by the local public-school district, regarding school closure (early dismissal, full day, or late start) because of inclement weather or any other emergency. When such conditions exist, we follow the same procedure. Check the school email, [shsoffice@shsdelrio.org](mailto:shsoffice@shsdelrio.org). Please listen to KDLK, KTDR, KTJK, KWMC, and Channel 39 or log on to [www.sfdr-cisd.org](http://www.sfdr-cisd.org). If the entire school district is closed due to bad weather or an emergency, then we are closed as well. There are two make-up days built into the school calendar that will be used if necessary.

### **Schools as Weapon Free Zones**

Schools must follow the regulations as stated in Texas State Law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents/guardians of any student who is arrested for violation of this statute.

### **Concealed Carry Weapons**

“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H,

CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.”

### **Openly Carried Weapons**

“PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.”

Students who violate this policy shall be subject to disciplinary action including expulsion.

## **PARENTS AND COMMUNITY RELATIONS**

### **Visitors**

All persons, including parents, visiting the school must immediately stop by the School Office so that they may be properly identified upon arrival. A driver’s license or other form of identification must be presented. All faculty and staff will require parents/guardians to check in at the school office before releasing a child. Unauthorized persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required to obtain a Visitor’s Badge. For the safety of the children, the doors to the Parish Hall (cafeteria) will be locked during school hours.

For the protection and safety of our students, any parent or other adult family member who wishes to observe or visit a classroom (does not refer to lunch visits) is required to call the school office at least 24 hours in advance of the visit to make appropriate arrangements. Any visitor to the school who wishes to visit may do so as an observer only not a participant in any activity unless otherwise invited by the teacher(s).

An observer may not interfere with the instruction or distract the children from the teacher. An observer may not interact with children other than his/her own and may not take pictures/video of other children anywhere on campus barring a special event when all parents are invited.

### **Parent-Teacher Club (P.T.C.)**

The purpose of the club is to foster a partnership between the home and the school and to aid the Principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the PTC Meetings and be available to the parents for consultation. The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Club. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation.

### **Parent Involvement**

Parent involvement inside and outside the school improves parent–child relationships, parent–teacher communication and the overall family–friendly atmosphere to improve the quality of

education. We need and appreciate parents, grandparents, or other relatives helping the school in any or all of the following ways:

- 1) Be Head Room Parent (to organize parties and class events)
- 2) Donate Items to your child's class with teacher & principal approval
- 3) Library Assistant
- 4) Book Fair Volunteer
- 5) Be a Volunteer Driver for sports, trips, etc.
- 6) Asst. coaching a sports event
- 7) Help with Robotics
- 8) Hold a P.T.C. office
- 9) Be a Reading or Math Tutor
- 10) Volunteer for beautification projects.
- 11) Assist with school webpage.

Your presence and help in the school, strengthen the school and home relationship making you an even more valued and appreciated part of the school community.

### **Volunteers**

Any volunteer serving at Sacred Heart in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal.

Volunteers agree to abide by policies and procedures of Sacred Heart Catholic School and the Archdiocese of San Antonio Department of Catholic Schools.

All persons volunteering at Sacred Heart Catholic School must stop by the School Office so that they may be properly identified upon arrival.

Please let the School Secretary know if you plan on volunteering on a regular basis. This is a very important precautionary measure for the safety and welfare of the students.

### **Safe Environment Training (OVASE)**

All volunteers must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

### **Criminal Background Check**

All employees, prospective employees and volunteers must be in compliance with the archdiocesan policy on criminal background checks. All volunteers must be screened every three (3) years based on the date of their first screening. No volunteer may begin work until a clearance is issued. The finding of an arrest and/or conviction record will not automatically eliminate an individual from consideration for volunteering. All relevant circumstances, such as how long ago the arrest or conviction occurred, and the crime involved, will be considered in relation to specific position responsibilities and requirements.

### **Archdiocesan Sexual Misconduct Policy (2106)**

All employees must fully comply with the Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio (available at <https://www.archsa.org/child-protection>). All employees and volunteers are required to receive orientation on the archdiocesan sexual misconduct policy.

### **Parent/Guardian Cooperation**

Parents, legal guardians and persons who have agreed to assume responsibility for their child(ren) enrolled at Sacred Heart Catholic School have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Cooperate with and show respect toward the school faculty and staff.
- Provide for the physical, emotional and spiritual needs of their child(ren).
- See that their child(ren) attends church on Sunday and Holy Days of obligation and receives the appropriate sacraments.
- Teach the child(ren) to listen to teachers and other school personnel and to obey all school rules.
- Be sure that their child(ren) attends school regularly and on time, and promptly report and explain absences and tardies to the school.
- Be sure that their child(ren) attends school tutorials when required or as the need arises.
- Encourage and lead their child(ren) to develop proper study habits at home.
- Be sure their child(ren) is appropriately dressed and groomed at school and school-related functions.
- Keep informed about school policies and events through reading, complying, and responding to school communications, most especially the weekly GREAT WEEK AHEAD, and weekly blog both web-posted.
- Allow their child(ren) to experience the consequences of his/her own poor choices.
- Discuss report cards, weekly posting of grades and school assignments with their child(ren). Sign and return all report cards, and notices requiring a parent signature.
- Participate in meaningful parent-teacher conferences to discuss their student's school progress and welfare.
- Bring to the attention of the teacher and administration any learning problems or conditions that may relate to their student's education.

- Communicate with the teachers in an appropriate manner by scheduling conference times through proper channels.
- Do not approach teachers to discuss a child or issue when the teachers are “on duty” or with the children.
- Participate in school-related activities.
- Maintain up-to-date work, home and emergency telephone numbers.
- Keep current with all financial obligations.
- Submit a signed statement that the parent/guardian understands and consents to all policies and information in the “Parent/Student Handbook.” (Statement included in the Handbook.)

### **Custody Issues**

Sacred Heart Catholic School will follow mandated custody court orders. Parents/legal guardians must submit a copy of the court order to be placed in the student’s file. SHCS staff will be informed of these orders.

### **Participation in Community Life**

Good public relations demand harmonious and friendly cooperation with the local public-school system and its officials. Schools shall make efforts to participate in activities of the community and to assist civic officials in projects aimed at the common good.

### **Use of School Grounds/Buildings**

The principal and/or pastor must approve the use of the school grounds and/or school facilities for any time that school is not in session. The schedule/availability of the gym and Parish Hall/Cafeteria use is the responsibility of the pastor’s secretary at the church office. Gym use must be approved by the pastor.

### **School Publications (5105)**

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the administration. All fund-raiser notices and bulletins are included in this policy.

### **School Website (5106)**

Sacred Heart Catholic School shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website.

Sacred Heart Catholic School must have written authorization from the parent/guardian before posting photos and videos on the school’s or any Archdiocesan website.

Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

### **School Sponsored Social Media (5107)**

Sacred Heart Catholic School maintains official school social media accounts to promote the

school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Sacred Heart Catholic School must have written authorization from the parent/guardian before posting photos or videos of students.

*Definitions* Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy

### **Media (5108)**

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School administration shall notify the superintendent if members of the media arrive on school property. The school administration shall approve communication with the media prior to any information being released.

### **Telephone and other Office Equipment**

Students may be permitted to use the office telephone with a pass from their teacher. Students with cell phones may use them on school grounds only with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

### **Messages/Deliveries**

The office staff is unable to leave the office unattended in order to deliver messages, forgotten items, or lunches. Parents may deliver forgotten lunches to the front office before 10:30. After 10:30, lunches are to be dropped off in the cafeteria, on the back table. Students who have forgotten homework, PE clothes, field trip money, etc. may pick these items up at the end of the day only. Items will not be delivered to the classroom. Any messages to students should be limited to emergency situations only. Balloons, flowers, etc. must be delivered to the school office. These will not be delivered to the student until the end of the school day.

### **Lost Items**

Lost or forgotten school items can be found in the "Lost & Found" corner in the cafeteria by the entrance. All personal items should be marked with student's name, so they will be easier to identify. All items with the student's names will be returned to the child. All unclaimed items lost and without names, but in good condition will be donated to the needy or to an organization that can benefit from them, at the end of each semester.

## **COMMUNICATION**

All aspects of school communication are very important. Parents are kept informed of school happenings and events through regular school bulletins. Parents are responsible for seeing that the students bring these bulletins home. Your child is the link between your home and our school. Please check your child's backpack on a daily basis from Pre-K-8<sup>th</sup> grade. It is your responsibility to train your child to consistently give you all notices, tests to sign, and

information that we send home. We will send home Communicators to assist us with this matter. Please sign and return the Communicator Folders by the following day.

### **Due Dates**

*We strongly encourage all parents to honor the dates we give them as due dates for activities, participation and permission forms and reservations.* We give you due date in order to plan and prepare for all of our students. If you come to us after a due date requesting that your child be included, it may be too late. We will do what we can to help your child participate, but we cannot guarantee anything, and your child could be left out. In general, it is better to turn in things early than to be late.

### **Conferences with Teachers**

Student Led Conferences are scheduled after the 1<sup>st</sup> and 3<sup>rd</sup> 9 weeks grading periods. Parents will be notified of appointment times and are asked to limit the conference to the time allotted. Parents may also call the school office to schedule a conference with a teacher at any time during the school year. It is best to schedule conferences during the teacher's conference period or after school.

### **Conferences with the Principal**

An academic or disciplinary situation involving a faculty member and a student, which causes parent concern, should first be handled by asking the student to go back to the teacher for an explanation or by the parent asking the teacher for an explanation. If this procedure does not eliminate the parent concern, then the parent should make an appointment to discuss the situation with the faculty member or the teacher.

Only after these steps have been taken, should the parent /student/ teacher concern be brought to the attention of the Administration. If the concern is still not resolved, then you may ask to meet with the faculty member and the Principal. If this does not resolve the problem, then the Principal will schedule a conference with the Pastor and the parents. Under no circumstances should a problem be directed to the Pastor, without first meeting with the Principal.

The Principal is available for conferences with parents and teachers. Conferences with the Principal are held by appointment made through the school office. Please check the calendar and call to schedule an appointment at other times if necessary.

### **Conferences with the Pastor**

Under no circumstances should a problem be directed to the Pastor, without first meeting with the Principal. The Principal will schedule any conferences with the Pastor and the parents.

### **Parent Electronic Portal**

Sacred Heart Catholic School utilizes FACTS. Parent portal is accessible through RenWeb Parent's Web.

### **P.E. Excuses and Notes**

In order to be excused from any P.E. activity, you will need a written parental excuse for one day and a written doctor's excuse for more than one day.

## **Library**

The Library is a very important support element to the total instructional program. All classes have a regularly scheduled period in the library each week. In order to ensure the best service from the library, the following rules must be observed:

1. The Library will be open from 7:30am to 3:15pm.
2. If the teacher needs more than the assigned time for her class, arrangements may be made with the librarian.
3. The library is a learning place, not a place to play.
4. All books taken from the library must be checked out at the Librarian's desk.
5. Returned books are to be placed on the cart at the entrance to the library.
6. A fine of twenty-five cents per day will be charged for overdue books.
7. If a library book is lost or damaged, the replacement cost must be paid to the library.
8. All library fines must be paid in a timely manner.
9. A student may be refused books from the library if he/she habitually has overdue books or fails to pay fines in a timely manner.
10. The use of the TV in the library must be scheduled through the librarian.
11. Students will be responsible for returning all materials to their proper place, including: placing chairs under tables, all books in the re-shelving cart, and all magazines in their place.

## **Copyright**

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law,
2. fair use guidelines,
3. specific licenses or contractual agreements, and
4. other types of permission.

Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

## **SCHOOL LUNCHES**

Students may bring a lunch box or a sack lunch from home, with their name clearly written on it, on a daily basis. Lunches must be dropped off to the designated area in the cafeteria beginning at 10:30 and during lunch periods (10:40-11:45). Please do not drop lunches off in the Office.

Parents are welcome to eat lunch with their child in the cafeteria. Please sign in at the School Office and obtain a Sacred Heart School Visitors Badge before coming to the cafeteria.

## **School Lunch and Milk Program**

A Child Nutrition Program, administered by the U.S. Dept. of Agriculture is not currently held at Sacred Heart Catholic School. Send a sack lunch on a daily basis and send food items that are easy to open.

## **Pre-Kinder 3 & 4 Lunches**

You will be required to send lunch or a snack for your child every day. Please pack food that is easy to open and eat.

### **Microwaves**

For the safety of your child, children in 1<sup>st</sup> grade or lower will not be allowed to use the microwaves on their own. Teachers cannot warm up food for children or prepare food for them unless they have a health permit from the City of Del Rio on file in the school office. Please send food that is ready to eat.

2nd-8<sup>th</sup> Grade students may use the microwaves to warm up their meals on their own if children have written parental permission on file at the school. Please sign the required form for each child and return to the school.

### **School Celebration**

**Class celebrations are scheduled for Thanksgiving and Christmas. These are the only classroom celebrations approved by the Principal.**

Each class must have a ROOM PARENT or a TEAM OF ROOM PARENTS to help coordinate the approved celebrations for the class. Parents may be asked to donate food dishes, paper goods, drinks, treats, or snacks as needed. **All food items must be store bought, NO homemade food is allowed.**

All parties and celebrations are under the direct supervision of the teacher and must comply with the guidelines established by the Administration in collaboration with the P.T.C. and the Room Parent(s). All celebrations will be held at specified times. Any other special activities or treats must be cleared through the office.

### **BIRTHDAY OR SPECIAL LUNCH CELEBRATIONS AT SCHOOL**

All birthday or special celebrations at school must be cleared with the classroom teacher at least **three days in advance and the parent must make a written request in the school office using the Birthday or Celebration Party Form.** The Principal must approve all parties. No birthday parties will be approved on the day of the monthly Pizza Sales.

All parties or celebrations must be held within the regular lunch scheduled time not to exceed 35 minutes. Parties or celebrations may not detract from or coincide with fundraisers. All birthday lunch celebrations will be held in the cafeteria so that the classrooms remain organized and clean. Parents hosting a birthday celebration are reminded that they must check in at the office for permission to proceed. Both the parents and the teacher are responsible for the students during celebration. Parents must clean up after all parties and celebrations.

Do not send invitations to parties outside of the school unless you send an invitation to **ALL** of the students in the classroom. The parent must get approval from the teacher and the principal to allow the child to deliver the invitations.

## **EVENTS AND PROGRAMS**

At appropriate times, students participate in programs both academic and spiritual. These may include:

- Academic Fairs including the School and Regional Science Fairs
- Spelling Bees
- Field or Fun Days
- Sports
- Rondalla
- Talent Show
- Christmas Program
- Sacramental Preparation
- Special Liturgies
- Service Projects
- Parades
- National Junior Honor Society
- Catholic Arts and Academic Competitions

Students engaged in after-school activities and events must abide by all school regulations and must have parental permission to stay after school. Those persons directing these after-school activities are responsible for the supervision of the participants.

### **NATIONAL JUNIOR HONOR SOCIETY**

Grades 6,7, and 8

The aims and purposes of the NJHS are to further develop to the fullest extent possible the five qualifications on which a student is judged in order to become a member of this organization.

Membership criteria include:

- **Scholarship:** Grade point average of 90% or higher in the seven major subjects
- **Leadership:** Demonstrates leadership, influences peers in upholding school ideals, contributes to civic life of school
- **Character:** Consistently exemplifies desirable qualities of behavior, courtesy, honesty and respect for others
- **Service:** Must demonstrate continuous efforts of service; must meet at least the minimum service hour expectation in Apostolic Service Program and Tutor Time requirements from the school organization.
- **Citizenship:** Understands importance of civic involvement and demonstrates mature participation in activities and events of the school.

An elected member of NJHS is one of the highest honors a student may receive. The school administration shall decide the time of the nomination, induction, and election of officers. The criteria for membership are specified in this “Handbook” and the “Chapter Constitution” which are commensurate with the National standards.

Students will be considered for memberships who exemplify the five pillars of the society:

- Scholarship, Leadership, Citizenship, Character, Service and who have been recommended by at least 3 of their upper unit teachers.
- Recommended students will receive an information packet and upon submission the packet will be reviewed by a faculty review committee.
- Students who have been inducted are eligible to run for officers' position after a semester of membership.
- NJHS members have required service hours.

## **EXTRA-CURRICULAR ACTIVITIES**

All students participating in extra-curricular activities will abide by the "No Pass, No Play" Ruling as established by the Texas Legislature. Any student not passing all subjects at the time of the activity will not participate in such activity until all grades have been brought up to a 70 or above. Conduct is also a major factor in allowing any student to participate in any extra-curricular activity. Their conduct must be maintained at O, S, or I level. If, for any reason, the student has a U for a conduct grade, that student will not participate until the conduct level improves to an I or better. Extra-Curricular Activities are defined as any outside classroom activities sponsored by the school.

If for any reason the student has a U for a conduct grade, that student will not participate until the conduct level improves to an "I" or better. Extra-Curricular activities are defined as any outside classroom activities sponsored by the school.

Students participating in the sports program must be examined by a physician and must have a Sports Physical on file as well as adequate insurance coverage. The school is not responsible for any injury received by the students.

### **4201 Activities Program**

The activities program, including sports, is the responsibility of the Principal and must be under his/her general supervision. Any activity or program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school.

### **Elementary School Athletics**

Activities are planned and directed by the school coach with the approval of the vice principal. Students who are interested in trying out for a sport should contact the head coach for that sport. League contests and all sports activities are governed by the rules and regulations of the Archdiocese Interscholastic Athletic League.

Grade eligibility for teams is as follows:

- Boys in grades 5th through 6th comprise the "B" Team.
- Boys in grades 7th and 8th comprise the "A" Team.
- Girls in grades 5th through 6th comprise the "B" Team.
- Girls in grades 7th and 8th comprise the "A" Team.
- Students in 6th grade with exceptional athletic ability may be placed on an "A" team with coach approval.

Sports offered each year will depend on student interest and will include volleyball, basketball, and track.

All participants in extracurricular sports are covered by the insurance required through the school at the beginning of the year. Eligible students who wish to participate in athletics must first secure parent/guardian permission. Blank forms for physician's permission may be obtained from the coach. After the proper signatures are recorded, these properly executed forms are to be returned to the coach. A medical release form for emergency treatment must be signed by a parent/guardian and must be returned to the coach. Students must pass their physical in order to participate in the sports program.

If a student receives In-School Suspension, he/she may not participate in any extracurricular activity on the day In-School Suspension is served. Any student who is absent a half-day (must be in school before 10 am.) or more from school on the day of the athletic event (game, practice, tournament, meet, etc.) will not be allowed to participate upon arrival at school or at the event site without specific permission from the administration.

The parents of the athlete must arrange transportation and supervision of younger brothers and sisters of the athlete. The school does not assume this responsibility. **Transportation for an off-campus athletic event should be provided by the parents of each athlete.** However, a note to the coach and the school office, dated and signed, **MUST** be provided by a parent or guardian if a student is to carpool with an approved parent volunteer driver to any off-campus event.

**Athletics Academic Eligibility/Ineligibility:**

A student athlete enrolled at Sacred Heart Catholic School that is in good and regular standing is permitted to participate in any sport. A student may not be failing more than one subject nor receive less than a 70% overall grade point average on his/her mid-quarter progress report or end of quarter report card. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed.

Eligibility Criteria does not apply to the following activities/organizations:

14. LITURGICAL CHOIR The choir consists of students in grades 3-8. Membership is open to students who desire to share their musical talent.

15. ATHLETIC BOOSTER CLUB The purpose of this club is to provide for the fellowship of the athletes and associated individuals at Sacred Heart Catholic School. In addition, the club provides the parents with an avenue of service to the athletic program whereby they may serve God, their church and community in a Christian-like manner. Only those parents/guardians whose child has participated or is participating in a sport is eligible.

During athletic events, both participants and spectators, including parents, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be displayed for coaches and players of both teams.
- Stand for prayer.
- Any image or model of a school mascot should be displayed before home fans only; it should not be paraded in front of the opposing team or their spectators.

- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.
- Note: WARNING!! A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire athletic program at Sacred Heart Catholic School. Students and parents are asked to solicit the cooperation of the spectators to protect the reputation of the school. What an individual may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for Sacred Heart Catholic School community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the field/gym.

## **FIELD TRIP POLICIES**

Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful and enjoyable learning opportunity. The principal must initially approve the planning of the field trip or outing.

The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of the school.
- Field trips should be related to the curriculum, meeting educational objectives and goals.
- The trip should be appropriate for the age and maturity level of the students.

The following requirements must be met when seeking approval for a Field Trip:

1. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Any student placed on Disciplinary Probation will not be able to accompany his or her class on a field trip, outing, or special event. The classroom teacher(s) along with the Principal will have the final decision on this matter.
2. Adequate transportation must be provided by the volunteer/parent drivers. Following all procedures as stated above.
3. Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school.
4. The student must have a signed and dated release form from the parent/guardian for each field trip and **turned in by the due date**, so transportation and activities can be planned. Any specific information such as purpose, activities, fees, emergency numbers, must be indicated or requested on the permission release form.
5. A Walking Distance Field Trip Form is to be signed yearly for field trips that require no transportation. Parents will be given advance notice of the field trips throughout the year.
6. The teacher and/or administration oversee all field trips, establish and approve itineraries and agendas. Chaperones are always expected to follow these plans and remain with the group. Chaperones are expected to provide leadership and cooperation with the teachers to ensure a safe and enjoyable time for everyone.
7. All chaperones **MUST** have completed the Safe Environment Training (OVASE) and have a completed Background Check.
8. Field Trip and School Release Forms are available for parents who make other arrangements for their child after a field trip, school event, or activity. Field Trip Forms must be signed and returned prior to the field trip.

9. All student emergency medical information or medication permission forms remain in effect during the field trip activity. The permission form and the medical forms must accompany the students on the trip. If the field trip is out of town and/or overnight, parents should be asked to submit more specific information as needed.

10. One day out of town field trips – Along with approval from the principal, the local School Council must be consulted.

11. Overnight field trips, out of state and out of country field trips – Along with approval from the principal, the local School Council must be consulted. In addition, the Office of Risk Management must approve if the ultimate liability coverage for the trip is carried through the Archdiocese. Unless the school specifically approves a trip, the school's name cannot be used. Trips that involve students will not be promoted or organized within the school.

### **Driver Information**

A driver's information form will be signed by each person transporting students and can be picked up in the school office. This form must be turned in to the office with necessary documentation for processing through the Archdiocese.

### **Drivers will adhere to the following guidelines:**

- Proof of insurance must be given, and drivers must have a valid driver's license.
- Inspection sticker must be current.
- All students must wear seatbelts. Only one child per belt and boosters when appropriate.
- Teachers will provide a list of occupants for each vehicle.
- *All cars will travel the same route in a caravan.*
- All drivers will exchange cell phone numbers.
- Each driver will carry an emergency information on the students. (parent contact info, allergies, etc.)
- Each driver will carry a basic emergency kit.
- No children, under 100 lbs., are allowed in the front seat.
- Car doors need to be locked while traveling.
- Drivers must strictly adhere to speed limits.
- Do not plan other errands while transporting students on a field trip.
- No texting, talking, or any other form of cell phone use by the driver while transporting students.
- Parents transporting students to and from field trips, it is required that two non-related adults travel in each car to help with supervision.
- **Make sure students are always accounted for when entering or exiting vehicles.**

**The school and its employees will not be held liable for accidents or injuries on a field trip. Non-school approved trips that involve students will not be promoted or organized within the school.**

### **School Sponsored Dances**

The Elementary and Junior High teachers can sponsor occasional school dances for grades 2-5 and 6-8. These dances are fundraisers. Particular policies govern these dances.

Elementary dances will take place after school, 3:30 – 5.

Transportation arrangements must be made prior to the day of the dance.

All invited Junior High Students are made aware of these policies before they plan the dances.

One teacher and one or more parents must sponsor class dances and be responsible for:

1. Opening and locking the Parish Hall.
2. Obtaining a minimum of 4 adult chaperones to be present during the entire dance.
3. Supervising the conduct of students and their guests (JH applicable).
4. Leaving the Parish Hall in order and set for cafeteria services.

The sponsor and chaperones will enforce all regular school rules and the following rules:

1. Students will not be permitted to leave the Hall.
2. If a student does leave, his/her parents will be contacted immediately.
3. Only the students sponsoring the dance will be allowed to go to H.E.B. or other stores to buy extra food or supplies. (JH only)
4. Tickets must be sold before the dance and tickets may be sold at the door.
5. Only students' guests approved by the Principal will be admitted to the dance (JH only).
6. The sponsor and chaperones will remain until all students have gone home.
7. The class sponsoring the dance is responsible for obtaining the appropriate music and/or D.J. for the dance (JH only)

## **MORAL ENVIRONMENT**

### **3601 Alcohol**

Employees/volunteers shall not report to work under the influence of alcohol. Consumption of alcoholic beverages on school property during regular work hours is prohibited. Any employee/volunteer who violates this policy will be subject to sanctions up to and including termination.

### **4608 Search and Seizure**

Since the legal relationship between the Catholic school and the student [or the student's parent(s) or guardian(s)] is one of contract law, the parent/student handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas. The School Principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession.

### **4603 Substance Abuse**

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

*Definitions:*

“**Use**” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“**Under the influence**” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy.

The transmittal sale or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled immediately from school.

## **ANTI-HARASSMENT PROCEDURES**

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect.

Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.)

This prohibition against acts of harassment applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. Each Catholic school is to develop or adopt a bullying prevention program and school policies to address bullying behaviors on and off school campus which directly impacts school climate. Each school should share their plan with teachers, staff, parents, and students. (See appendix recommended components of a bullying plan.) Schools shall also adopt specific guidelines for students who are readmitted to school if they have been suspended due to bullying behavior.

### **Procedure When an Allegation of Harassment is made against Laity**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against laity, the person reporting the complaint should be informed to notify the Human Resources Office who will in turn notify the Archbishop (or his designee). Their office telephone number is (210) 734-1689.

The Director of Human Resources will immediately initiate a preliminary investigation to begin a prompt and thorough evaluation of the alleged harassment. The alleged perpetrator will be placed on Administrative Leave with Pay (if an employee) or Suspension (if a volunteer) during

the evaluation process. Care will be taken to avoid endangering anyone's good name during this process. The Director of Human Resources will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

### **Procedure When an Allegation of Harassment is Made against a Cleric**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against a cleric, the person reporting the complaint should be informed to notify the Office of Victim Assistance and Safe Environment (OVASE) who will in turn notify the Archbishop (or his designee). The OVASE telephone number is (210) 734-7786 or 1-877-700-1888.

The Archbishop (or his designee) will initiate the preliminary investigation.

The Archbishop (or his designee) will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

### **Procedure When an Allegation of Harassment is Made against a Person Who is Not an Employee or Volunteer**

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, removal of the individual from participation in any school activities or programs.

### **Procedure When an Allegation of Harassment is Made against a Student**

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion.

## **ANTI-HARASSMENT ENVIRONMENT FOR EMPLOYEES/VOLUNTEERS**

All employees of the Archdiocese are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against person. For bullying to occur, there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can be further defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.) This prohibition against acts of harassment applies to all people engaged in all school-sponsored activities. Throughout the rest of this policy, the term "person" will be used to refer to lay employees, religious and clergy ministering in schools.

### **Procedure When an Allegation of Harassment is made Against Laity**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against laity, the person reporting the complaint should be informed to notify the Human Resources Office who

will in turn notify the Archbishop (or his designee). Their office telephone number is (210) 734-1689.

The Director of Human Resources will immediately initiate a preliminary investigation to begin a prompt and thorough evaluation of the alleged harassment. The alleged perpetrator will be placed on Administrative Leave with Pay (if an employee) or Suspension (if a volunteer) during the evaluation process. Care will be taken to avoid endangering anyone's good name during this process. The Director of Human Resources will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

#### **Procedure When an Allegation of Harassment is made against a Cleric**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. When an allegation is made regarding harassment against a cleric, the person reporting the complaint should be informed to notify the Office of Victim Assistance and Safe Environment (OVASE) who will in turn notify the Archbishop (or his designee). The OVASE telephone number is (210) 734-7786 or 1-877-700-1888.

The Archbishop (or his designee) will initiate the preliminary investigation.

The Archbishop (or his designee) will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

#### **Procedure When an Allegation of Harassment is made against a Person who is Not an Employee or Volunteer**

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, removal of the individual from participation in any school activities or programs.

#### **Procedure When an Allegation of Harassment is made against a Student**

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion.

## **MORALITY**

### **Pregnancy**

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian. The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the principal of that school must meet with him and his parent or guardian. The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program. If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider. The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

#### **4702 Abortion**

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

#### **4703 Marriage and Co-Habitation**

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

## **GRIEVANCE PROCEDURES**

#### **4606 Grievance for Student Expulsion**

The following grievance procedure must be published every year in local school handbooks. This policy and procedure shall apply only to instances of student expulsion.

#### **Procedure**

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the Principal ("conference") for resolution of the situation. If there

is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor within three (3) school days of the decision of the LGC. The pastor/authorized agent, will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor’s receipt of such an appeal. The pastor will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the pastor’s decision.
5. Pending outcome of the formal grievance, only the principal of the school, pastor/authorized agent may, with or without condition, abate the termination.

### **Local Grievance Council – Composition**

1. The LGC shall be composed of three to five members appointed by the local School Council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the LGC is for one year and is renewable.

### *Local Grievance Council – Duties and Process*

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC upholds the principal’s decision, then the process moves to No. 8.
3. If the decision of the LGC is such that it determines additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as an observer/advisor.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.

6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

### **Grievance for Non-Expulsion**

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters. Schools are to provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. Student complaints will be presented by the students in the presence of their parents/guardians. The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs. The Principal, Council, and Pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the Parent & Student and Employee Handbooks for that year.

## Notice of Asbestos

School: Sacred Heart Catholic School

Address: 209 E. Greenwood, Del Rio, TX 78840

Date: 8/16/2018

Dear Parents, Faculty, and Staff:

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office. The school's Management Plan is available, upon request, for review by parents, teachers and school staff.

In June/2017 (month/year), we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. Ms. Becknal can be reached by contacting (210) 828-9800.

From October – November 2017 and June – July 2018, acoustical plaster was removed from rooms 4, 14 and 19 (lower floor).

Sincerely,

Ms. Araceli Faz  
Principal

# Student and Parent HANDBOOK AGREEMENT

## ACUERDO DE MANUAL De Padres y Alumnos

### PRINCIPAL'S RIGHT TO AMEND / DERECHO DE ENMIENDA DEL DIRECTOR

Recognizing that a school is a dynamic and ever changing place that must be responded to, Sacred Heart School Council and/or the administration reserve the right to amend the policies and procedures noted within the current Parent Student Handbook as it deems necessary. Changes will become effective only after official notification has been made in a newsletter or by an email sent home to the parents.

Reconociendo que una escuela es un lugar dinámico simple cambiando al cual se le debe responder, el Consejo de la Escuela Sagrado Corazón y/o la administración se reservan el derecho de enmendar las políticas y procedimientos escritos dentro del actual Manual del Padre/Alumno según sea necesario. Los cambios se harán efectivos a partir que se emita una notificación en el boletín informativo por medio de una carta enviada por correo electrónico a los padres.

**PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT'S  
TEACHER WITHIN 5 DAYS  
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL  
ALUMNO DENTRO DE 5 DIAS)**

<i><b>STUDENT NAME/NOMBRE DE ALUMNO</b></i>	<i><b>STUDENT SIGNATURE/FIMA DE ALUMNO</b></i>	<i><b>GRADE/GRADO</b></i>

I HAVE READ AND UNDERSTAND ALL OF THE POLICIES AND PROCEDURES OUTLINED AND EXPLAINED IN THE HANDBOOK. I UNDERSTAND THAT THE SUCCESS OF MY CHILD DEPENDS UPON OUR JOINT EFFORT TO ENFORCE AND FOLLOW THE RULES AND REGULATIONS STATED. MY SIGNATURE BELOW IS AN ENDORSEMENT OF THE SCHOOL'S POLICY AND A PLEDGE TO UPHOLD AND ENCOURAGE MY CHILD'S COMPLIANCE WITH THE POLICIES OF SACRED HEART SCHOOL CONTAINED WITHIN THIS HANDBOOK.

HE LEÍDO Y ENTIENDO CADA POLÍTICA Y PROCEDIMIENTO DETALLADO Y EXPLICADO EN EL MANUAL. COMPRENDO QUE EL ÉXITO DE MI HIJO(A) DEPENDE DE NUESTRO ESFUERZO EN CONJUNTO PARA IMPONER Y SEGUIR LOS REGLAMENTOS ESTIPULADOS. MI FIRMA AL FONDO ES UN RESPALDO DE LA POLÍTICA DE LA ESCUELA Y UN COMPROMISO A SOSTENER Y ALENTAR EL CUMPLIMIENTO DE MI HIJO(A) CON LAS POLÍTICAS DE LA ESCUELA SAGRADO CORAZÓN EN ESTE MANUAL.

PARENT SIGNATURE/FIRMA DEL PADRE: \_\_\_\_\_

DATE/FECHA: \_\_\_\_\_

# Student and Parent INTERNET AGREEMENT

## ACUERDO DE USO DE INTERNET De Padres y Alumnos

PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT’S TEACHER WITHIN 5 DAYS  
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL ALUMNO DENTRO DE 5 DIAS)

<i>STUDENT NAME/NOMBRE DE ALUMNO</i>	<i>STUDENT SIGNATURE/FIMA DE ALUMNO</i>	<i>GRADE/GRADO</i>

**Internet and related technologies by all employees, volunteers and students is set forth below. Access privileges may be revoked, school disciplinary action may be taken, and or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.**

**Internet Terms, Conditions, and Regulations**

Acceptable Use – The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY ON INTERNET USE AT SACRED HEART SCHOOL. I UNDERSTAND THAT THE SUCCESS OF MY CHILD DEPENDS UPON OUR JOINT EFFORT TO ENFORCE AND FOLLOW THE REGULATIONS STATED. MY SIGNATURE BELOW IS AN ENDORSEMENT OF THE SCHOOL’S POLICY AND A PLEDGE TO UPHOLD AND ENCOURAGE MY CHILD’S COMPLIANCE.

**Internet y tecnologías relacionadas por todo empleado, voluntario y alumno se establece a continuación. Los privilegios de acceso pueden ser revocados, se puede tomar acción disciplinaria por la escuela, y / o acción legal apropiada tomado por cualquier violación que no sea ética y puede constituir una ofensa criminal.**

**Términos, Condiciones, y Reglamentos para Internet**

Utilización Aceptable – La utilización de Internet y tecnologías relacionadas debe ser en apoyo a la educación e investigación y consistente con los objetivos educativos de la escuela. La utilización de redes de otras organizaciones o recursos computacionales debe cumplir con las reglas apropiadas para esas redes.

HE LEÍDO Y ENTIENDO CADA POLÍTICA EN LA UTILIZACIÓN DEL INTERNET EN LA ESCUELA SAGRADO CORAZÓN. COMPRENDO QUE EL ÉXITO DE MI HIJO DEPENDE DE NUESTRO ESFUERZO EN CONJUNTO PARA IMPONER Y SEGUIR LOS REGLAMENTOS ESTIPULADOS. MI FIRMA AL FONDO ES UN RESPALDO DE LA POLÍTICA DE LA ESCUELA Y UN COMPROMISO A SOSTENER Y ALENTAR EL CUMPLIMIENTO DE MI HIJO.

PARENT SIGNATURE/FIRMA DEL PADRE: \_\_\_\_\_ DATE/FECHA: \_\_\_\_\_

# Permission / Permiso (Photo release/field trip/cellphone)

PLEASE RETURN THIS PAGE SIGNED AND DATED TO THE STUDENT'S TEACHER WITHIN 5 DAYS  
(POR FAVOR REGRESE ESTA HOJA FIRMADA Y FECHADA AL MAESTRO DEL ALUMNO DENTRO DE 5 DIAS)

<i>STUDENT NAME/NOMBRE DE ALUMNO</i>	<i>STUDENT SIGNATURE/FIMA DE ALUMNO</i>	<i>GRADE/GRADO</i>

**Photo Release**

Yes, I give permission for any school related photo that includes my child to be published or displayed strictly for the promotion of Sacred Heart School, which can include publication on our website.

No, I do not give permission for any school related photo that includes my child to be published or displayed.

**Publicación de fotos**

Si, Yo doy mi permiso para cualquier fotografía relacionada con la escuela donde se incluya a mi hijo(a) sea publicado o exhibida estrictamente para promoción del Sacred Heart School., la cual sea incluida en publicaciones o en el sitio web.

No, doy mi permiso para publicar ninguna fotografía escolar relacionada con mi hijo(a) ya sea pública o exhibida.

**Field Trip Release**

Yes, I authorize my child to attend school field trips during the day within a two mile radius of the school. The teacher should notify me prior to the trip and indicate who is responsible for my child.

No, I do not give permission for my child to attend any field trips during the school year.

**Forma Par Viajes Escolares**

Si, Yo autorizo a mi hijo(a) a realizar viajes escolares durante el ciclo escolar, cuando sea en un perímetro no mayor a dos millas de la escuela. El profesor(a) deberá avisarme con anticipación. Se me avisara quienes se harán responsables de ellos, ya sea de la Arquidiócesis de San Antonio, del staff del Sacred Heart School y/o padres que tengan la responsabilidad de ellos.

No, doy mi permiso a mi hijo(a) a realizar ningún viaje escolar durante el ciclo escolar de este año.

**Cellphone / Electronic or Mobile Device**

Yes, I give permission for my child to take his/her cellphone to school. We have read and understood the Cellphone/Electronic or Mobile Device policy and guidelines, procedures, and responsibilities outlined in the Student/Parent Handbook and agree to comply with them.

No, my child/ren will not be using his/her cellphone in school.

**Celular / Dispositivo electrónico o mobile**

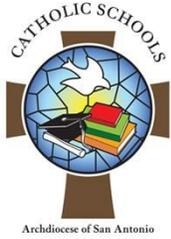
Si, le doy permiso a mi hijo/a para llevar su teléfono celular a la escuela. Hemos leído y comprendido los procedimientos y responsabilidades de la política y pautas que se describen en el manual para Padres y Estudiantes, y aceptamos cumplir con ellos.

No, Ni niño/a no usara su celular en la escuela.

STUDENT NAME/ GRADE: \_\_\_\_\_ CELL#: \_\_\_\_\_

STUDENT NAME/ GRADE: \_\_\_\_\_ CELL#: \_\_\_\_\_

PARENT SIGNATURE/FIRMA DEL PADRE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Department of Catholic Schools**  
*Archdiocese of San Antonio*  
 2718 W. Woodlawn Ave  
 San Antonio, Texas 78228  
[www.sacatholicschools.org](http://www.sacatholicschools.org)

**MEDICATION PERMISSION REQUEST FORM**

**Please fax form to SACRED HEART SCHOOL at fax number 830-774-2836 .**

According to the policies of the Archdiocese of San Antonio, students are not allowed to carry any medication on their person. (An exception may be allowed if, by physician direction, a student requires diabetic or rescue medication.) The principal designates a responsible person to supervise the storing and administration of medications at school. Medication may be administered by non-medical personnel. The school will be held harmless for adverse drug reactions and side effects of properly administered medication. The following steps must be taken before a student is allowed to take medication at school:

1. The prescribing health care provider (*either a licensed Physician, Dentist, Physician Assistant or Nurse Practitioner*) must complete this form so that medication may be given by school personnel.
2. **Parent/guardian** must present this completed consent form to the school
3. **Parent/guardian** must bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. If bringing a prescribed over-the counter, must be accompanied by prescription and in original, unopened container labeled with the student's name.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ School: **SACRED HEART CATHOLIC SCHOOL**

**TO BE COMPLETED BY HEALTH CARE PROVIDER**

Medication #1	Name	Strength	Dose	Route	Time (at school)	Duration
Medication #2	Name	Strength	Dose	Route	Time (at school)	Duration
Medication #3	Name	Strength	Dose	Route	Time (at school)	Duration

Allergies: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

Printed Name of Health Care Provider (MD/DO/PA/NP/DSS/DMD): \_\_\_\_\_  
 Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY PARENT**

I, \_\_\_\_\_, request that my child be given the above medication as directed. The school and its employees will be held harmless for adverse drug reactions and side effects of properly administered medication.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_



# Sacred Heart Catholic School Tuition Contract

## SECTION I. – ACCOUNT INFORMATION

Account Name: New/ Existing

Address: \_\_\_\_\_ City: \_\_\_\_\_ Country: U.S. / MX

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name	Grade	I-20 (Student Visa)	T-Shirt Size

## SECTION II. – REGISTRATION FEE

**Registration Fees must be paid by April 30<sup>th</sup>.**

**A \$50 Late Fee will be assessed to all Registrations turned in after this date.**

Student Registration                    **\$350** x \_\_\_\_\_ (number of students registering) =

Military/ Law Enforcement Registration    **\$300** x \_\_\_\_\_ (number of students registering) =

New Student Assessment Fee                **\$25** x \_\_\_\_\_ (number of students testing) =

*\*ALL REGISTRATION/ASSESEMENT FEES ARE NON REFUNDABLE*    **Total Registration Due:**        =

## SECTION III. – TUITION

Grade Level	Time in School	Yearly Tuition	10 Monthly Payment
<b>Pre Kinder Half Day</b>	7:55am – 11:45am	<b>\$2650</b>	\$265
<b>Pre Kinder Full Day</b>	7:55 – 3:15pm	<b>\$ 4350</b>	\$435
<b>Kinder – 5<sup>th</sup></b>	7:55 - 3:15pm	<b>\$ 4850</b>	\$485
<b>6<sup>th</sup> – 8<sup>th</sup></b>	7:55 – 3:15pm	<b>\$4950</b>	\$495

A 5% discount will be offered if annual tuition is paid in full by August 5<sup>th</sup>. Each additional child will receive a \$300 discount.

**TOTAL TUITION Due FOR 2018-2019 \$ \_\_\_\_\_**

## SECTION IV. – FUNDRAISING

Our family will participate in the school's fundraiser (ie. Selling tickets/ festival). We understand the total will not exceed \$500.

Our family would like the Fundraising Fee of \$500 to be included in our monthly tuition payment of 10 monthly payments (Aug. – May) of \$50.

## SECTION V. – TUITION ASSISTANCE / REFERRAL DISCOUNT

To be considered for tuition assistance, you must complete the online application at [www.hopeforfuture.org](http://www.hopeforfuture.org) The application and the required documentation must be submitted to Hope for the Future for processing.

**Our family will be applying for Tuition Assistance.**

**Family Referral Discount:** Our family has referred a family who has enrolled at Sacred Heart School.

# 2018-2019 Academic School Calendar



SCHOOL NAME: SACRED HEART CATHOLIC SCHOOL – DEL RIO

## PK-8<sup>th</sup> Grade

Legend	
	First Day of School
	No school
	Early Dismissal
A	The Assembly
C	Comp Day
G	Graduation
I	Inclement Weather Make-up Day
P	Faculty Prof. Dev.
R	Spiritual Retreat
W	Teacher Work Day (optional)
LG	Last Day/Graduates
L	Last Day of School

Month	Instructional Days	In-Service Days
Aug	12	5.5
Sept	19	.5
Oct	23	.5
Nov	17	1
Dec	15	0
Jan	17	1
Feb	19	.5
Mar	16	.5
Apr	20	.5
May	22	
June		
	180	10 days 70 clock hrs.

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8 P	9 P	10 P	11
12	13 W	14 R	15 W	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14 Convocation Mass  
16 First Day of Instruction

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day Holiday  
14 Friday PD PK-8<sup>th</sup> Grade (½ Day)

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 End of 1<sup>st</sup> Nine Weeks  
19 Friday PD PK-8<sup>th</sup> Grade (½ Day)

November 2018						
S	M	T	W	T	F	S
				1	2	3 <sup>A</sup>
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 THE ASSEMBLY  
19-23 Thanksgiving Holiday

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31 Christmas Holiday

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 R/W	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 New Year's Day Holiday  
14 End of 2<sup>nd</sup> Nine Weeks/1<sup>st</sup> Semester  
21 Martin Luther King Holiday/  
Inclement Weather Make-up Day  
27 - Feb. 2 Catholic Schools Week

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

8 Friday PD PK- 8<sup>th</sup> Grade (½ Day)  
18 President's Day Holiday/Inclement  
Weather Make-up Day

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 PD (½ Day) 6 Ash Wednesday  
11-15 Spring Break (most schools)  
25-29 IOWA/CogAT Testing  
27 End of 3<sup>rd</sup> Nine Weeks

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 C	23	24	25	26	27
28	29	30				

1-5 IOWA/CogAT Testing  
18 ½ PD Day  
19 Good Friday  
22 Assembly Comp Day (no school)

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 L	24 G	25
26	27	28	29	30	31 L	

23 Last Day/Graduates  
24 Graduation  
27 Memorial Day Holiday  
31 Last Day of School/End of 4<sup>th</sup> Nine Weeks

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						