

Parent & Student Handbook 2020-2021



Sacred Heart Catholic School

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Del Rio, TX 78840

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Department of Catholic Schools

Archdiocese of San Antonio



Revised 7/29/2021

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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 2021

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 whereby 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 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

Amended: November 3, 2021

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

The Archdiocese of San Antonio Department of Catholic Schools and Sacred Heart School in Del Rio, Texas reserve the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary

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

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 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

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.

Principal

The principal is the Chief Executive Officer of the School Council as well as the Chief Administrator of the school.

As the instructional and curriculum leader of the school the principal:

Ensures that special student services such as counseling, library, cafeteria, and health are available to students.

As the managerial leader of the school, the principal:

Maintains a continuous program of supervision and evaluation of the faculty and staff, which should occur, at a minimum, of once per year.

Ensures that the physical plant is adequate, safe, clean, and conducive to learning and reports unsafe facilities to proper authorities, which includes, but is not limited to, Risk Management.

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.

Assistant Principal

Every school must have an Assistant Principal, hired, or appointed by the principal. 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.

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. Each Council shall be composed of elected, appointed, and ex-officio members as set forth in its constitution. Maintains appropriate confidentiality when addressing school-related matters including but not limited to personnel and student issues.

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 Certification³⁰⁰¹

The schools of the Archdiocese of San Antonio admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of San Antonio do not discriminate based on race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs. In cases, in which physical space makes it necessary to restrict the intake of students in each school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the principal or his/her designee.

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**. Exceptions will be made for military and law enforcement transfers only, subject to proof of transfer.

For currently enrolled students, all financial obligations must be paid in full to register for the following year.

Age Requirements³⁰⁰²

Form: Registration -3002A

Student Admission Checklist – 3002B

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:

PK3- 3 yrs. old by Sept 1

PK4 – 4 yrs. old by Sept 1

Kindergarten – 5 yrs. old by Sept 1

First grade – 6yrs. old by Sept 1

- The school observes the student’s chronological age in determining grade placement. Participation in a school’s 4K program **does not** ensure acceptance into kindergarten.
- A student must 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. 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.

Document Requirements:

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

1. Official Birth Certificate
2. Baptismal certificate
3. A copy of the student’s Social Security card is required.
4. Official cumulative record or transcript of previous grade
 - a) to include any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
5. Health Record/ Emergency Information Card
 - a) Immunization record
 - b) Illness record
 - c) Acknowledgment of participation in the school health program.
6. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
7. I-20, for International Students (when applicable)
8. All new families transferring into Sacred Heart School from another private school must have a letter of recommendation clearing all their financial obligations from the previous school.

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 take 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 based on past performance, including academic standing and social behavior.
- A copy of the most recent report card and achievement test scores is required.
- At the time of the entrance exams, 6th – 8th grade students need to write a personal narrative on why they would like to attend Sacred Heart Catholic School.
- 6th-8th 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.

Missing Children Program³⁰⁰³

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency.

If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of the municipality or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing.

A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

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.**

Admission of Students Transferring from Schools within the Archdiocese³⁰⁰⁴

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved.

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 Schools³⁰⁰⁵

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 Schools³⁰⁰⁶

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 International Students and Exchange Visitors (SEVIS)³⁰⁰⁷

Data Form (3007A)- Required to Request I-20

Admission of students transferring from foreign schools must be determined by the principal. Before an I-20 form can be completed, the student must be formally accepted by Sacred Heart Catholic School and in compliance with all the school's admission requirements. Sacred Heart will should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process.

The acceptance letter will identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student will be kept on file with the school. Sacred Heart School will use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

All international students will complete a grade level and language proficiency assessment to determine eligibility and placement.

Admission of Students with Special Needs³⁰⁰⁸

Schools, if able, will provide students with special needs an opportunity for admission. 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. Schools should have a process and policy in place for documenting accommodations and modifications.

Accommodations and modifications should be communicated to parents and reviewed, at a minimum, on a yearly basis. 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 having the ability to effectively serve their 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.

Students Transferring into the 8th Grade

Due to the nature of Catholic Education, only students transferring from another Catholic School are in compliance with our school guidelines concerning Sacramental preparation and discipline. All information required will be contained in the Catholic School transcript.

Students transferring from a non-Catholic School must provide the following information.

- A letter showing good standing from their parish. Proof of child's faith formation – (i.e. a letter stating that they have attended at least one year of faith formation during their middle school).
- A letter of recommendation from their school detailing their behavioral history.
- Will be required to take a Religion entrance assessment in addition to the Math and Reading entrance assessments.

Releasing Students during School Hours³¹⁰⁴

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released. The individual to whom the student is being released must come into the school, show identification, and sign the student out.

Release of Students to a Law Enforcement Officer³¹⁰⁵

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

ARRIVAL AND DISMISSAL OF SCHOOL

7:50 am-3:30 pm	Monday - Friday for PK-8th Grade
7:50 am-11:45am	Monday – Friday for PK Half Day

Prayer for the day begins at 8:00am. Teachers will be in their classrooms to receive their students.

On Fridays (or Holy Days of Obligation) the entire school and staff will attend Mass at 10:30am. The office will be open until 10:15 and reopen after Mass on Fridays. If your child is late, please escort your child to the church.

Daily Schedule

A school day, as defined by TCCB ED, is seven hours in length with a required minimum of six hours for instruction, except for full-day Pre-kindergarten and Kindergarten with a minimum of 5 hours, 20 minutes of instructional time. A school day for a half-day Pre-kindergarten is a minimum of 3 hours in length with a required minimum of 2 hours, 40 minutes of instructional time. Any time set aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instruction time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the superintendent. Class schedules are planned according to the time allotments specified by TCCB ED. A master schedule is retained in the school office.

ATTENDANCE

Student Attendance³¹⁰¹

State law requires students be in attendance 90% of the school year to receive credit. **The 90% rule applies to all absences, including excused absences.** A student is not considered absent if he or she is on an authorized school function.

An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused.

In all cases, students are responsible for all work missed. After ten (10) excused or unexcused absences or tardies, the school administration will give a parent/guardian written notification that their student has accumulated excessive absences/tardies.

Absences

The student must bring a written note from his/her parent or guardian explaining the reason for the absence. Students *have (2) two days in which to bring a written excuse.* All doctor and dentist appointments should be scheduled after school, when possible.

Full Day Attendance: To be counted present for a full day of school, a student must be in school for a minimum of **four (4) instructional hours (240 minutes)** of the instructional day.

Half Day Attendance: To be counted present for a half day of school, a student must be in school for a minimum of **two (2) instructional hours (120 minutes)** in the instructional day.

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

Amended: November 3, 2021

- quarantine of illness
- dangerous travel due to road or weather conditions
- international bridge closures
- a signed note from a (United State) doctor or dentist appointment
- a natural disaster
- unusual circumstances approved 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. This would include family trips and special events. Teachers will not be required to provide work prior to the student's invalid absence. All work missed will be required to be made up upon return and will be subject to a 20% penalty for all work including tests/quizzes. Notifying the teacher of upcoming unexcused absence **DOES NOT** excuse the absence. However, the work missed during the absence is expected to be completed.

Appointments with a health care professional

We encourage parents to schedule appointments outside of school hours when possible or during Lunch periods.

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 an excuse. They must do this before school begins at 8am.

Missed Work and Make-Up Work Due to Absence

Make-up work will only be allowed for excused absences, a written excuse must be presented to the office, upon returning. It is the responsibility of the student to request any missed assignments immediately and return all assignments within three school days.

Parent can request that homework be prepared for pick-up if it is requested by 9 am. The work can be picked up after 3:45 pm in the office.

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 *two days in which* to bring in a written excuse. Both the teacher or 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 second (2) day, the absence will remain "UNEXCUSED" the remainder of the year. *Make-up work, see above Unexcused Absence*

Excessive Absences

Any student who has been absent **three (3)** or more consecutive school days, must provide a U.S. doctor's excuse for all subsequent absences. The note must include a re-admission notice. 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 attend the summer school program to recover credit, at the parent's expense.
- c. The student may be placed on probation, suspended, expelled and/or denied readmission for the upcoming year

Tardies ³¹⁰³

Students who arrive after 8:00am will be recorded as tardy. Arriving late more than **twice** 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 (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 3/4 of a class, he or she is absent from that class. It is very important that students develop the habit of being on time. Pre-K to 8th grade students who arrive late interrupt the class and miss instructional time. A student who arrives after morning announcements have begun is considered tardy. Students must go to the School Office for an Admit Tardy Slip, which must be presented to the teacher. **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.

STUDENT RECORDS

The school will retain a student'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. Records will be released only when any outstanding financial debt owed to the sending school by the parents is liquidated. 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^{3202/8106}

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.

Amended: November 3, 2021

Parents must 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.

Publication of Addresses⁵⁰⁰³

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 Interviews⁵⁰⁰⁴

Appendix: Consent to Photograph and/or Interview

Students' photographs and interviews may not be taken or used without written parental and administrative permission. Schools are to apprise parents of their procedures in the school's registration packet and/or handbook.

Permanent Record³²⁰¹

Form: Permanent Record Card -3201A

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)(Form 3201A)
- academic testing
- health records (unless kept in a separate health office)
- 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 Records³²⁰³

Link: Family Educational Rights and Privacy Act (FERPA),1974

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Parents and students are afforded 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.

In the absence of a court order to the contrary, a school 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.

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 twentyfour hours' notice and can require the parent to make the request in writing

Release of Records³²⁰⁴

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.

Non-Custodial Parents' Access to Records

Amended: November 3, 2021

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 Records³²⁰⁵

Form: Request for Records-3205A

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.

Official School Documents³⁷⁰⁶

Diplomas, transcripts, school records, and any other official documents of the school ("Official School Documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of the student's enrollment. Official School Documents are historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the Official School Documents may be issued in the following format: "Original Name, n.k.a., New Legal Name.

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 resources for subjects in the foundation curriculum (i.e., English, and Spanish language arts and reading, math, science, social studies) shall be reviewed once every eight years. Review of curriculum resources for the enrichment curriculum may occur less often. Enrichment subjects are languages other than English, health, physical education, fine arts, career and technology education, technology applications, religious literature, and personal financial literacy.

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Curriculum Documents⁷⁰⁰¹

All Catholic schools must have curriculum documents, which at a minimum utilize the Texas Essential Knowledge and Skills (TEKS) and Archdiocesan Standards, in place for use in instructional planning as well as a process for assessing and documenting student mastery of curricular objectives.

Curriculum Objectives⁷⁰⁰²

Curriculum implementation for all schools should follow the standards of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) and aligned with national curriculum standards with the integration of Gospel values and the teachings of the Catholic Church.

Curriculum Requirements⁷⁰⁰³

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 TCCB-ED requirements.

Local Curriculum Development⁷⁰⁰⁴

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 ⁷⁰⁰⁶

Movies and other media, regardless of the students' grade level or whether the movie, film or program is in a theater, downloaded or streamed, are to be age appropriate and pertinent to curriculum. Any movie or program that is not rated "G" or "TV-G" must be previewed by the faculty member wishing to show the movie or program and receive prior approval from the administrator. There are no exceptions to this policy unless approval is given by the Superintendent.

Copyright⁷⁰⁰⁵

Appendix: Copyright Law Overview

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

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2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

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

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

6th-8th grade students will be required to participate in as many service programs sponsored by Sacred Heart School.

PK3- 5th 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. All lost and/or damaged books must be replaced and will be charged the catalog price. 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.

Archdiocesan Testing Program⁷⁴⁰¹

Sacred Heart School will test according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability

Starting 2019 school year, Sacred Heart School has adopted the NWEA Map Growth program as the school's assessment instrument.

NCEA ACRE (Assessment of Catechesis/Religious Education)

The NCEA ACRE is a religion program assessment required by the Archdiocese, which is given in grades 5th and 8th grade. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

Progress and Report Cards

Regular communication between parents and teachers ensures that parents are aware of the student's needs, to ensure students success.

Grades for Kinder through 8th are available on Ren-Web. PK and Kinder 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 Student-Led Conferences. Final Report Card will be issued the last day of school.

Evaluating and Reporting⁷¹⁰⁴

Appendix Student Support Process – 7104A

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.

Elementary schools shall use the grading scale provided by the Department of Catholic Schools. Electronic grade books must include the same information noted on the archdiocesan grading scale. Elementary schools shall use the electronic report card template approved by the Department of Catholic Schools

Period and Reports Cards⁷¹⁰⁵

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 Kinder thru 8th grade

For 3K, 4K, the following evaluation keys are used

- E** = Excellent
- S** = Satisfactory
- P** = Progress
- N** = Need Improvement
- N/A** = Not Applicable

For grades Kinder 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**

SR = Summer School Required
SE = Summer School Enrichment

For PK3 through grade 8, conduct grades are indicated in the following manner:

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

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 SHS anything extracurricular activity. He or she may be denied continued attendance at SHS.

Promotion Policy⁷¹⁰⁶

Appendix: Summer Make-up Work -7106A

Per TCCB ED, social promotions and skipping grade levels are prohibited. 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. A student’s parent or guardian shall be given appropriate notice and warning of their child being at risk for retention. Factors leading to the decision made by the superintendent and principal, in consultation with the 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: A student must have at least a “70” final average in Reading and Mathematics.

1st-5th: 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.*

6th-8th: 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.

Secondary Level Schools must follow the credit requirements for graduation established by TCCB-ED. 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.

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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.

Students with Learning Differences

Sacred Heart School will provide students with special needs the opportunity for a Catholic education. If Sacred Heart is unable to provide the necessary facilities or services for the child to be successful, they will be referred to other schools and programs which can effectively meet the child's needs.

Sacred Heart shall decide 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.

Tutoring

If your child needs additional support, after trying to complete all assignments and has participated actively in the classroom, the student can make an appointment with their teacher for extra instructional support before or after school. The teacher will notify the parent of the appointment via an email, or phone call.

Homework⁷¹⁰⁸

Homework is a reinforcement of what has been taught, making it a very essential part of the learning process. 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 K – 8th

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

Homework Notice will be sent by the teacher to notify the parent of missing work. Please sign and return the Homework Notice and school assignment immediately. By doing this, you help your child take on the responsibility of turning in assignments on time.

3rd-8th Grade Late/Missing Work

There will be *five (5) points* taken off for late homework or class work during the 1st 9 weeks of school.

- For the 2nd 9 weeks there will be *ten (10) point* deduction for late class or homework assignments.
- For the 3rd 9 weeks there will be a *fifteen (15) point* deduction for late class or homework assignments.
- For the 4th 9 weeks there will be a *twenty (20) point* deduction for late class or homework assignments.

Reading Logs

All students are required to read at home or to be read to each day for a minimum of 20 minutes. For grades PK3 – 2nd parents will sign the reading logs daily. Grades 3rd -8th grade will turn in weekly summaries. The student will be receiving a weekly grade.

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.

Student Awards⁷¹⁰⁵

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-8th grade)

Students in Grades 1st-8th *

All A Honor Roll	All grades 94-100
A & B Honor Roll	More A's than B's and no grade below 85

****The core subjects (not to include Specials) will be used to determine the student's eligibility for honor roll in grades 1st and 2nd. Grades 3rd – 8th, will include all subjects, including Specials.***

Semester Exam Passes

Students' 6th - 7th grade who maintain an overall class average of 94 before semester exams. Students in 8th grade with a class average of 94 will be exempt from taking both semester exams in all core classes except in Math, Reading, English, and Spanish (in order to qualify for high school credit.)

8TH Grade Recognitions

8th Grade Valedictorian

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

8th Grade Salutatorian

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

8th Grade Longevity Recognition

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

8th 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 5th grade.

8th Grade Religion Award

This award is given to individuals who complete the 8th grade Religion course of study, apply, 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 8th 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 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. We are not responsible for the denial of credit due to a grade lower than an 85 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."

School Liturgies

Weekly children's liturgies are an important part of our school life. Students attend weekly Mass on Fridays, however, if a Holy Day of Obligation falls during the week, the Mass for that week will fall on the Holy Day. Students in grades 1st -8th rotate in preparing and assisting at these liturgies.

All students must attend Mass, please make sure your child is with his/her teacher by 8:00 am to avoid being counted tardy.

Going to Mass with Your Child

Parents are invited and encouraged to be present to pray with their children and to teach the importance of the Mass by their presence. You are welcome to sit by 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.

Catechesis in Human Sexuality and Sexual Morality⁶⁰⁰⁷

The Department of Catholic Schools has approved programs of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. These programs should be used by each school at every grade level (K – 8) to facilitate education 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.

Vocations⁶⁰⁰⁹

All Catholic schools encourage Church vocations through annual programs.

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.
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

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.
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.
5. *JUSTICE* —Listen to others first before you make a judgment or react. Put yourself in their place and feel what they feel. Always include everyone. Don’t allow one person to make your day fall apart. Working together is better.
6. *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.

Expectations and Responsibilities for Students

Remember that people judge Sacred Heart by the way you behave. Your conduct always should be respectable, and all school rules should continue to be observed in the presence and supervision of schoolteachers, staff, and parents.

Respect:

1. Follow directions the first time they are given.
2. 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.
3. Use your “inside voices” in class and in the halls.
4. 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**.
5. No public affection between students may be demonstrated while at school or while on any field trip or school sponsored event.

Responsibility:

6. English is the required language for both in and out of class activities at Sacred Heart School. We expect all students to always speak English.
7. "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.

8. For the safety of all there will be no running in the buildings and halls or sliding down the banister or emergency slide.
9. Students will not be allowed to leave the school or be in restricted areas during the day without permission.
10. 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.
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. Students will not be allowed to chew gum on school sponsored events, outings, field trips, or games.
14. 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.
15. Students are not allowed to throw objects, such as 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.
16. 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.

BULLYING PREVENTION

The Bully Prevention Plan is Subject to changes at any time and will become effective immediately

Bullying/Harassment/Violence and Human Sexuality³⁷⁰²

All Sacred Heart School's students are expected to represent themselves, their parents, and the school always with respect, pride, integrity, moral character and as a child of God. All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated.

Definition Bullying- means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within

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or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property.
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

Definition of Cyberbullying - means bullying that is done through the use of 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.

Definition of Harassment - is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Types of Bullying-Persistent or other extenuating Circumstances:

1. Physical bullying is physical acts of aggression such as hitting, kicking, tripping, or pushing.
2. Emotional bullying is causing harm to someone's self-esteem or feeling of safety.
3. Relational/Social bullying is spreading rumors, intentional exclusions of others, passing harmful notes about another person.
4. Verbal bullying is threats of physical bullying, name-calling, or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
5. Internet (Cyber) bullying is spreading harmful information or lies about others through e-mails, social media apps, chats, text messages, online blogs, cell phones, and camera. This includes but is not limited to: Facebook, Instagram, Snapchat, WhatsApp, and using another student's password/account.
6. Sexual bullying is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene gestures.

Prohibition Against Bullying and Harassment

As defined by the above-mentioned behaviors, bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

Examples of Bullying- bullying of a student may include hazing, threats, taunting, teasing, confinement, and assault, demands of money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

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Retaliation

Sacred Heart School prohibits retaliation by a student or employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation- examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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/ harassment or believes that another student has experienced bullying/harassment should immediately report the alleged acts to a teacher, 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 administration.

Complain 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.

Reporting any type of Bullying complaint may also be done anonymously through School Website (this also allows individuals to upload any supporting documentation such as photos, letters, screen shots, and text messages.)

- 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 fully maintained 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 investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten (10) 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.

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.

The teacher on a personal level will discuss academic deficiencies and minor classroom infractions. Parents are to contact their child's teacher first to resolve any issues. If problems continue, parents can contact the school to schedule a conference with Administration and the teacher. Teachers will send home daily Behavior Charts to communicate with parents if the child needs it.

Corrective Behavioral Procedures for PK-1st GRADES

Warnings are a serious matter in the guidance and formation of our Sacred Heart School students.

Classroom Corrective Procedures

1. Using positive and authentic praise
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. If behavior does not improve after parent/teacher conference, administration will be notified, and further action will be taken.

Severe Clause

A child that endangers others or self 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-1st 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.

Consequences

If the student chooses not to abide by the Corrective Procedures, Phases 1 and/or 2 will 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. The following consequences may apply:

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:** Suspension. The student will be suspended from school beginning the day of the incident and up to three (3) school days.

CORRECTIVE BEHAVIORAL PROCEDURES FOR 2ND – 8TH GRADE

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.

Classroom Corrective Procedures

1. Using positive and authentic praise.
2. Give the students an individual VERBAL WARNING.
3. WRITTEN WARNING #1 – student's name and infraction are logged on the Respect & Responsibility Logbook (R&R book)
4. WRITTEN WARNING #2 – student's name and 2nd infraction is logged on the R&R book
5. WRITTEN WARNING #3 – student's name and 3rd infraction is logged on the R&R book; 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. Parents must sign the Demerit Slip and return to students' teacher the following school day

Excessive Classroom Warnings

Amended: November 3, 2021

Excessive Warnings are when a student accumulates 9 classroom warnings in a 9-week period even though he or she may not have earned a demerit.

Excessive Warnings for poor conduct, misbehavior, poor choices, *speaking Spanish*, 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. *Therefore, any student with 10 or more documented warnings will be excluded from attending or participating in any extracurricular activities, including school dances, class trips or field trip events that occur within that quarter.*

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. A copy of the signed demerit is kept by the teacher, and one given to the Asst. Principal or Principal. *Any student with 2 or more documented warnings will be excluded from attending or participating in any extracurricular activities, including school dances, class trips or field trip events that occur within that quarter.*

Discipline Consequences

The discipline records of the students of grades 2nd-8th grade are monitored through three different levels as follows:

Phase 1 - 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.

Phase 2 - If the student's behavior does not improve as demonstrated thru accumulating more warnings and demerits, a second conduct referral will be issued and recorded in the student's permanent conduct record. A parent conference will be scheduled with the teacher, the principal and/or the Asst. Principal. This may result in the student receiving In-School Suspension (at a cost to parents), not to exceed three (3) school days. This will result in disciplinary probation which includes discontinuing representing Sacred Heart School in any extra-curricular event. This includes sports, parties, plays, dances, choir, academic competitions, etc.

Phase 3 - If the student continues to receive warnings or demerits returning from suspension, a conference with the student, parents, teacher, and Administration will be scheduled to determine eligibility at Sacred Heart Catholic School.

Each case will be brought before a disciplinary committee, considering severity of the behavior and/or actions which may result in the student being expelled from the school.

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.

WARNING --- Automatic Demerits in 2nd-8th Grades

1. Being disrespectful to a substitute teacher or a parent volunteer when they post the student's 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)

SCHOOL SUSPENSION POLICY

Suspension ³⁴⁰²

Suspension is the temporary removal of a student from his or her regular school program for a specified period. Suspension is a very serious method of discipline and is used rarely.

In School Suspension (ISS)

An In-School Suspension where the student is removed from his/her classroom and placed in another part of the building for a period to work on instructional material. The time frame is no more than 3 days.

In-School Suspension is used as disciplinary measures by the school administration as an alternative to off-campus suspension and 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 for that semester.
- Students in In-School suspension must arrive at school by 7:50am and report directly to the office. Students will be dismissed after the rest of the student body at 3:35pm 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 **\$100 per day** 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.

Off Campus Suspension (OCS)

An Off-Campus Suspension may be issued to a student for one serious infraction, for repeated infractions, or for three (3) In-School Suspensions.

- Parents/guardians will be notified of any OCS via phone call and/or in-person conference.
- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction. An all-day suspension (not to exceed 3 days) requires a meeting with a parent upon the student returning to school.

- The student will be ineligible for extracurricular activities during the days the OCS was served and will receive a “U” in Conduct on the report card.
- The student is responsible for completing all class and homework assignments on the due date.
 - A student serving a two (2) or three (3) day off campus suspension will be placed on probation for the remainder of the school year. The student may not participate in extracurricular activities.
 - If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.
 - If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, Administration can expel the student. **Absences resulting from suspension from school are unexcused and all grades for the days are zeros.**

The OCS process and policies apply to all students in grade PreK3 through 8th grade. Serious Infractions For any infraction, it is the judgment of the principal or designee to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the principal and/or pastor.

Example of Unacceptable Behavior that can lead to In-School/Off Campus Suspension

The following are examples of, but not limited to, the types of behaviors that are not tolerated at Sacred Heart School at any time:

- **Forbidden Items** - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to laser beam instruments, aerosol sprays, electronic games, radios, MP3 players, handheld games, iPods, iPads, Smart watches, fidget items such as spinners, blocks, or any other similar item (unless pre-approved by Administration) etc. Any faculty or staff member has the right to confiscate such item and deliver to the Administration. Items collected will only be given back to the parent.
- **Cheating/Dishonesty**- giving or receiving any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student(s) will then be subject to disciplinary action.
- **Plagiarism** - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying, and pasting articles from an encyclopedia or website.
- **Bullying** – A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:
 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or

2. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education and substantially disrupts the operation of a school.

• **Harassment:** Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

• **Physical Aggression or Horse playing** - may or may not be malicious but is an act which can result in a child being hurt, i.e., pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.

• **Disrespect** – any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent, faculty, or staff member. This includes any posting on any social media or social networks.

• **Vandalism/damaging of school or someone's belongings**- damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.

• **Graffiti** - any defacing of school property or the property of a student or teacher.

• **Forgery** - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; a parent or guardian may not give their child permission to sign the parent's or guardian's name.

• **Gambling** - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.

• **Substance Abuse** - using, possessing, or distributing any type of controlled substance including alcohol-based hand sanitizer.

• **Theft** - taking or possessing any article of value that belongs to another person.

• **PDA** - any public display of affection to include kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.

• **Cell phones** – use of cell phones during school hours is prohibited unless is requested by teacher for part of lesson (includes Before School Care and After School Care).

• **Smart Watches**- use of any type of smart watch during school hours is prohibited (includes Before School Care and After School Care). I.e. Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.

- **Chronic Disruptive Behavior** - Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.

Expulsion ³⁴⁰³

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 basically hostile attitude. When such a serious case arises, the following procedures are followed:

- 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.
- 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.
- 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. 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:

- participates in disruptive activities by a group such as a gang.
- possesses, uses, or delivers narcotics, dangerous drugs, or alcohol on school property or at school sponsored activities.
- smokes or uses any tobacco product on school property or at a school-related activity.
- 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.
- threatens bodily injury or harm to student/school personnel.
- assaults a student, parent, or any school personnel.
- vandalizes school property or the property of others.
- engages in chronic or repeated behavior which disrupts the learning environment.
- Any cyberbullying, or inappropriate use on any social media

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, which will promote dignity, cleanliness, and good health. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

Students not following the SHS Dress Code and Uniform Policy:

We Reserve the Right to Rescind N.U.D (no uniform day)/Free Dress Privileges from any Student with repeated infractions of the Regular S.H.C.S Uniform.

Remember: The uniform is the hallmark of Catholic Education.

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 **Dennis Uniforms**, San Antonio Tx
- No hats or sunglasses may be worn with the uniform, but they can be worn outside during PE

It is the responsibility of the child to keep track of his or her sweaters, jackets, scarves, mittens, coats, ties, and belts.

	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.*

GIRLS

- 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.*
- **Hair must be tied back (new)**
- 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, eyeliner, 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**

BOYS

- 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**

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.

ALL MASS DAYS WILL BE FORMAL UNIFORMS

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)

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

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
Solid White Socks (at least 2" above ankle)
Solid Black Tennis or Dress Shoe

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

Wintertime:

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

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

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

Wintertime:

**A long sleeve Red Polo
Solid red turtleneck 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

Amended: November 3, 2021

Sweaters and Sweat Jackets

- 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 sweat jackets 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 sweat jackets are allowed to be worn by girls inside the church, during cold days of late fall, winter, and early spring.***

*COATS: **Must** wear navy-colored coats. All the coats must be taken off inside the school or church buildings.

Out of Uniform Consequences and Penalties

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.

No Uniform Day (N.U.D.) 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 given appropriate attire for the day.

- 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

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 learn self-control by learning the consequences of their own behavior.

- Students recognize what behavior is desirable and when it is required.
- Students evaluate their own behavior.
- Students 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 always under the direct supervision of the administration or the classroom teacher. 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 COMMUNICATION²⁰¹⁴

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:

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

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.

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 ³³⁰²

Bullying that is done using any electronic communication device, including using 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 (1st period) teacher before 8:00am. Phones will be kept in a box or bag until the end of the day.

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

(Before 7:50 am and after 3:45pm)

If a cell phone or electronic device rings, buzzes, or is used before 3:45 pm without authorization from the school office or teacher; the cell phone or electronic device will be picked up and retained in the Administration 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.

Students may see administration to recover the cell phone or the electronic device. 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.

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 ⁴⁴⁰²

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 unless other arrangements are made thru FACTS or thru School Office. 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/admission>

Registration Fees ⁴⁴⁰⁶

Registration forms must be completed after the testing of a new student occurs. To reserve a place in the class, a **non-refundable registration fee will be required. Exceptions** to the refund policy apply to active Military and Law Enforcement families who are transferred out of the area prior to the opening of school.

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 5th (5% discount)

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- Fall Semester (1/2 of annual tuition) and Spring Semester (remaining ½ of tuition)
- Ten monthly payments

Families are required to participate in the FACTS Tuition Management Program. Parents will be able to select due dates using the FACTS Program. FACTS do not charge a fee for automatic deduction of payments through a bank checking or saving account. A 2.85% processing fee is charged with the use of a credit card or debit card.

See FACTS Tuition Management Policy for additional information.

If changes in payment need to be made, you must contact the school at least 4 business days before payment due date to avoid \$30 nonrefundable return payment fee.

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.

Delinquent Tuition Accounts, Late Fees, and Returned Checks

- See FACTS Tuition Management Policy online for past due account and fees
- EOY (end of the year) payment – Accounts must be paid in full no later than the 15th 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 15th day in May.
- Pre-registration will not be accepted for any student whose tuition account is past due.
- 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 1st of each month. If the account remains delinquent for 90 days from the date tuition was first due, you will forfeit all assistance/scholarships.
- **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 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 8th Grade - \$35

Retreat & First Communion Fee- \$40

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. se 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 fundraiser, then they must dress in the required SHCS uniform for that given day.

Fundraising – Required Student Participation

Students in 6th-8th grade and National Junior Honor Society hold fundraisers for their classes, groups, and clubs throughout the school year. All students in 6th-8th grade are required to participate 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

At the end of the school year, all financial obligations must be paid 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 Catholic School, please request the academic records of the student(s) only after you have fulfilled all your financial obligations to Sacred Heart School.

ADMINISTRATION OF THE SCHOOL HEALTH AND WELLNESS PROGRAM

Texas Catholic Conference Education Department School Health Manual ⁸⁰⁰¹

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

Role of Principal ⁸⁰⁰²

The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations

Role of School Health Coordinator

The Health Coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service-related duties for which they are trained.

Role of Health Screener ⁸⁰⁰⁵

A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and followup findings on student's health records. Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

Role of Teacher ⁸⁰⁰⁶

The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

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 decide 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.**

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

Pediculosis (Head Lice)⁸⁴⁰¹

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. School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized.

The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCED Health Manual.

To prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention. Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

TREATMENTS AND CARE PLANS

Allergies⁸³⁰¹

Form: Food Allergy & Anaphylaxis Action Plan – 8301A

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy. It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child's allergist.

The school does not assume responsibility for treatment in the absence of such a protocol. The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students. Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form (Form 8201A), to the school nurse or health coordinator for use in case of an emergency. Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

Asthma⁸³⁰³

Form: Asthma Action Plan – 8303A

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and any other personnel who regularly supervise the student of their child's asthma. The diagnosis of asthma should be noted on the student's Student Health Form (Form 3202B) and within their Health Record. See also TCCB ED Health Manual. It is the responsibility of the student's parent to complete and submit

to the school nurse or health coordinator an Asthma Action Plan (Form 8303A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Asthma Action Plan is meant for parents, physicians, teachers, and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

Diabetes⁸³⁰⁴

Forms: Diabetic Care Plan – 8304A Appendix: Worksheet for Insulin Dependent Diabetics on Insulin Pump – 8304A Worksheet for Insulin Dependent Diabetics – 8304B

It is the responsibility of the diabetic student's parents to inform the school principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the children begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (Form 8304A) and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). See TCCB ED Health Manual.

All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person. The school nurse, health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate, or dose for their insulin, should document the diabetic student's levels using either the student data management system (e.g., Renweb) or worksheet (Appendix 8304A or 8304B)

Health File⁸¹⁰⁶

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 PK – 8th grade. Scoliosis Tests and Acanthosis Nigricans tests are performed to 5th and 7th 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 daily. 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 inhaler 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 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.

SAFETY

Child Abuse⁸⁶⁰¹

Link: Texas Department of Family and Protective Services (DFPS)

<http://www.tdprs.state.tx.us>; 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.

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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 person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report.

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
- 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). On-line reporting can be done at 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 (except for spring or summer training or off-season workouts) or school-sponsored overnight activities.

Student Transportation⁸⁶⁰²

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

Local School Wellness Goals⁸⁷⁰¹

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.

DROP-OFF & PICK UP SAFETY

Morning Drop-Off

There will be **NO Parking** in the drop off zones to escort your child into the building **The school is not responsible for students on the playground or school premises before 7:30am.**

- PK and Kinder students are to be dropped off in the front entrance and will be escorted to their designated classroom.
- Parents with single children are also to be dropped off in the front entrance. Parents with multiple children are to drop the children on Mill Street through the gate area after 7:30 am.
- 6th-8th grade students will be dropped off in the front of the Junior High building.

Afternoon Pick Up

Student dismissal is at 3:30pm. Students are to be picked where they were dropped off in the morning.

For the safety of the students:

1. Please collect your child at the designated pick-up area
2. Your child must sit and wait with his or her assigned teacher in the classroom until picked up.
3. No child will be allowed to cross Mill Street in the middle of the street.
4. No double parking will be allowed.
5. No children are allowed to play in the playground area afterschool unless part of the ASC or other school activity.
6. 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.
7. No cell phones or electronic devices may be used until after 3:45pm without a teacher's permission and supervision.
8. Students who need to stay after-school to see a teacher or for an activity must do so after 3:45pm; while they wait, they are under the supervision and care of their homeroom teacher.

9. After-School Care (ASC) children must wait with their class until 3:45pm, 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 3:45pm to 6:00pm. The cost is \$10.00 per child per day. If you are interested in this program on a regular basis, please let the school office know.

After School Program Policies

1. After School Program begins at 3:45pm and 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 daily located in the main building.
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. If someone other than the parent or guardian is to pick up the child, the office must be notified that morning. 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 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.

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

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. Fire drills are held monthly. Disaster drills are held twice during the year. All students are informed of the proper way 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

Amended: November 3, 2021

Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty, staff and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to a safe area until it is safe to return to the campus. Usually, emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled. The campus has emergency fire pull handles to be activated in an emergency.

Sacred Heart has adopted the Safety Response Protocol (SRP). *The “I love u guys!”*
Foundation

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. There are four specific actions that can be performed during an incident. Each response has specific student and staff action. SRP demands will be spoken softly and calmly over the intercom.

HOLD	In your room or area. Clear the halls.
SECURE	Get inside. Lock outside doors
LOCKDOWN	Locks, lights, out of sight
EVACUATE	A location may be specified
SHELTER	Hazard and safety strategy
RETURN TO NORMAL	The danger has passed. Return to your normal routines. If you are outside, please enter the building calmly.

Fire Drill⁵²⁰⁴

Schools must comply with the state Fire Marshal’s mandatory school fire exit drills that requires that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs.

The fire drill/response plan shall be included in the school’s crisis response plan and shall include:

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 Warning⁵²⁰⁵

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.
2. If students are 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.

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

Lockout Drills⁵²⁰⁷

Lockout drills are to be conducted periodically to prepare for safety issues outside of the school, such as, a stray dog on property, report of a shooting in the area, or any threat outside of the school, etc.

1. Any students and or staff outdoors will come inside.
2. Teachers and or staff will lock all exterior doors.

Lockdown Drills⁵²⁰⁶

Lock Down drills are to be conducted periodically as a protection against intruders inside the school.

1. Teachers are to lock the doors and turn-off the lights.
2. Students 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 all clear signal is given.

Bomb Threat⁵²⁰³

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 the designated area, or school gym.
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.

Inclement Weather or Emergency

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. Please listen to KDLK, KTDR, KTJK, KWMC, and Channel 39 or log on to 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 Zones⁵²⁰⁸

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.

Active Shooter Training

All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERRT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified. At the start of each school year, Principals should review with staff the active shooter protocols and the schools Crisis Management Plan.

PARENTS AND COMMUNITY RELATIONS

Visitors

Any person visiting the school must first stop by the School Office to be properly identified and checked in upon arrival to be given a visitor’s badge. A driver’s license or other form of identification with photo must be presented.

Unauthorized or unidentified persons will be asked to leave campus immediately. Police intervention will be used when necessary.

For the protection and safety of our students, any parents/guardian who wishes to observe or visit a classroom (does not refer to a lunch visits) is required to call the school office at least 24 hours in advance of the visit to make appropriate arrangements and have a cleared background check on file. Any visitor to the school who wishes to visit may do so as an observer only, not as a participant in any activity unless invited by the teacher(s).

Parent-Teacher Club (P.T.C.)¹⁴⁰³

Every school must have a Parent-Teacher Club. The purpose of the club is to foster a partnership between the home and school and to aid the principal in providing programs and

financial resources for the improvement of the educational programs of the schools. All teachers must attend the meetings and be available to schedule a conference at a parent's request.

The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Clubs. 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.

The Parent-Teacher Club is financially accountable to the principal and pastor/authorized agent. All organization funds shall be deposited into the school's main operating account and made available to the Parent-Teacher Club when the funds are needed. Funds held for the organization should not be used for the school's operating expenses unless the organization specifically designates the funds for that purpose. As with any other school organization, specific approval must be granted by the principal and pastor/authorized agent for the Parent-Teacher Club to maintain a separate bank account. The approved, separate bank account must use the school's name and be recorded in the Archdiocesan mandated accounting system. The principal and pastor/authorized agent must be listed as signers for the account.

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 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 Competition events, ie. CAAC
- 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 (OVASE) 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 office personnel 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)²¹⁰⁷

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.

Background Investigation²¹⁰⁶

All employees, prospective employees and volunteers must follow 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.

Participation in Community Life⁵¹⁰³

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 Publications⁵¹⁰⁵

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.

Media⁵¹⁰⁸

Amended: November 3, 2021

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 to deliver messages, forgotten items, or lunches. **Parents may deliver forgotten lunches to the cafeteria and not the front office.** 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 main hallway. 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 other items lost and without names, but in good condition will be donated to the needy or to an organization that can benefit from them.

COMMUNICATION

All aspects of school communication are very important. Parents are kept informed of school happenings and events through regular school email, bulletins, and monthly calendars. Please check your child's backpack daily for additional information sent by the teachers or the main office.

Conferences with Teachers

Student Led Conferences are scheduled after the 1st and 3rd 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.

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 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 **only** by appointment made through the school office. Please check the calendar and call to schedule an appointment at other times if necessary.

P.E. Excuses and Notes

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. To ensure the best service from the library, the following rules must be observed:

- The library will be open from 7:30am to 3:30pm.
- If the teacher needs more than the assigned time for her class, arrangements may be made with the librarian.
- The library is a learning place, not a place to play.
- All books taken from the library must be checked out at the Librarian's desk.
- Returned books are to be placed on the cart at the entrance to the library.
- A fine of \$0.25 per day will be charged for overdue books.
- If a library book is lost or damaged, the replacement cost must be paid to the library.
- All library fines must be paid before a student can check out any other books.
- 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.

SCHOOL LUNCHES

Students must bring a lunch box or a sack lunch from home, with their name clearly written on it, daily. Lunches must be dropped off in the office.

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 daily or parents may purchase lunch.

Microwaves

Pk-1st grade students **Will Not** be allowed to use the microwaves. 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-8th 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 Halloween, Thanksgiving and Christmas.

Currently, due to local health protocol all parties and class celebration are on hold. Sacred Heart School will notify teacher and parents when changes are made.

When celebrations can be held, each class must have a ROOM PARENT or a TEAM OF ROOM PARENTS to help coordinate the approved celebrations for the class. **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 during the class lunch time. Any other special activities or treats must be cleared through the office.

Birthday or Special Lunch Celebrations

These celebrations are on hold currently. Parents will be notified if there are any changes.

When celebrations can be held then the following will apply:

No birthday parties will be approved on the day of the monthly Pizza Sales. Parties or celebrations may not detract from or coincide with fundraisers

All birthday or special celebrations at school must be cleared by the school Principal at least **3 school days in advance and the parent must fill out a written request in the school office.**

All parties or celebrations must be held within the regular lunch scheduled time not to exceed 35 minutes. All birthday lunch celebrations will be held in the cafeteria. Parents hosting a birthday celebration are reminded that they must check in at the office prior to setting up in the cafeteria. 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** 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- Catholic Arts & Academic Competition (CAAC)
- School and Regional Science Fairs
- Field or Fun Days
- Sports
- Rondalla
- Talent Shows
- Christmas Programs
- Sacramental Preparation

- Special Liturgies
- Service Projects
- Parades
- National Junior Honor Society

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 develop further fully possible the five qualifications on which a student is judged 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 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 at the end of their 6th grade year are eligible to run for office at the end of their 7th grade year.
- Any of the eligible members must have completed their required service hours in addition they must complete their required commitment to Tutor Time (five hours)

Sports Program

Students participating in the sports program must be examined by a U.S. 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.

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. A student athlete enrolled at Sacred Heart that is in good and regular standing is permitted to participate in any sport.

Grades- A student may not be failing any 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.

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 or has received a demerit, 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.

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 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 (AIAL).

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

Varsity team with AIAL 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.

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 to participate in the sports program.

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. If a student is absent the day after an athletic event, it will be unexcused absent.

Transportation for an off-campus athletic event should be provided by the parents of each athlete.

The school does not assume the responsibility of supervision of younger brothers and sisters of the athlete. Parents must provide a note to the coach and the school office, dated, and signed by a parent or guardian, if a student is to carpool with another parent 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 must not be failing any subject at the time of event. 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.

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.

An athletic fee of **\$100.00 per sport** will be assessed to the family and must be paid in FACTS within one week starting with the first day of try-outs/practice. If the fee is not paid after the one-week period, the athlete will not be able to continue to practice or play until the fee is paid.

In addition to the fee, the parent/guardian is required to serve at least 2 shifts working the admission gate or concession stand during a season game. **If the parent/guardian does not show up for their work shift, a cost of \$20.00 will be billed to the parent/guardian per shift.**

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.

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.

Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the field/gym.

Field Trip Policies⁷¹⁰⁹

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 – must be approved by the principal.
11. Overnight field trips, out of state and out of country field trips – must be approved by the principal 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.
- 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

Any teachers can sponsor occasional school dances. These dances are fundraisers.

Policies govern these dances:

Teacher(s) are the sole sponsors of any class dance and are 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.
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.
4. Only students' guests approved by the principal will be admitted to the dance.
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.

MORAL ENVIRONMENT

Drug and Alcohol²⁰¹³

In compliance with the Drug-Free Workplace Act of 1988, the Archdiocese of San Antonio has a longstanding commitment to provide a safe, and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Archdiocesan employees and its guests and facilities. For these reasons, the Archdiocese of San Antonio is committed to the elimination of illegal drug and alcohol use and abuse in the school.

Any employee, volunteer, or guest who violates this policy will be subject to sanctions up to and including termination.

Search and Seizure³³¹⁰

The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices, and other items in a student's possession.

Substance Abuse³³⁰⁹

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Definitions -A prohibited substance is defined as:

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. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content.
3. Alcohol or any alcoholic beverage.
4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or
5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior, or alertness.

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. The student need not be legally intoxicated

ANTI-HARASSMENT PROCEDURES

Amended: November 3, 2021

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 and Volunteers

All employees and volunteers of Sacred Heart Catholic School 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. Throughout the rest of this policy, the term “person” will be used to refer to lay employees, religious and clergy ministering in schools.

MORALITY

Pregnancy³³⁰⁴

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.

To ensure 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 like 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.

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.

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 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

Expulsion³⁴⁰³

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 basically hostile attitude. 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.

Procedure

Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website.

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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. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Regarding 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 a 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.

Grievance for Student Expulsion³⁴⁰⁴

The following grievance 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 (i.e., 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 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/authorized agent 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

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meeting will take place within seven (7) school days of the pastor's/authorized agent's receipt of such an appeal. The pastor/authorized agent will then render his decision within five (5) school days.

4. The LGC's finding are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the pastor/authorized agent retains the right to abate the expulsion or not, in his or her sole discretion.

5. If the aggrieved party remains unsatisfied with the decision of the pastor/authorized agent, they may contact the Superintendent of Catholic Schools.

Local Grievance Council – Composition:

1. The LGC shall be composed of three (3) to five (5) 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 (1) member may be a present or former school council member. The other two (2) members should have no direct relationship to the school.

4. The appointment to the LGC is for one (1) 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 is to uphold the principal's decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved).

3. If the decision of the LGC is such that it feels that 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 will act as an observer/advisor. The observer/advisor need not be an attorney.

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 closed session to consider the oral and written presentations.

7. The LGC may recall 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-Expulsion³⁴⁰⁵

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. 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.

HUMAN SEXUALITY

Reasons for a Policy on Human Sexuality³⁷⁰¹

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. Our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the Godgiven irrevocable dignity of every human person.

These truths extend into every facet of our lives, including-and perhaps especially--- our sexuality. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363).

By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also

knowable using properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22).

We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Chastity³⁷⁰³

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic, or sexual displays of affection are generally not permitted at school.

Sexual Orientation and Same-Sex Attraction³⁷⁰⁴

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

Gender Dysphoria (Transgenderism)³⁷⁰⁵

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school documents (*See Policy 3706 Official School Documents*).

If a student's expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

Notice of Asbestos

School: Sacred Heart Catholic School

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

Date: 8/21/2021

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.

In June/2019 (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.

Amended: November 3, 2021

Sincerely,

Ms. Araceli Faz
Principal