

# Sacred Heart Catholic



## Handbook & Policy Guide

Sacred Heart Catholic School community provides a Catholic foundation which cultivates disciples of Jesus and fosters academic excellence for all God's children.

# Sacred Heart Catholic

## School Profile/Fact Sheet

1842 E. 8<sup>th</sup> Street  
 Jeffersonville, IN 47130  
 (812) 283-3123  
[www.sacredheartschool.us](http://www.sacredheartschool.us)

- Father Douglas Marcotte, Pastor, 812-282-2677
- Mr. Frank Barlag, Principal, 812-283-3123, Ext. 241 (C 812-374-4859)
- Mrs. Susan Wilson, Office Manager, 812-283-3123, Ext. 240
- Mrs. Sharon Satterly, Communications Coordinator, 812-283-3123, Ext. 245
- Mrs. Linda Meachum, Purchasing Coordinator, 812-283-3123, Ext. 245
- Mrs. Cathy Bremmer, Director of Technology, 812-283-3123, Ext. 257
- Mrs. BettyAnn Simpson, Cafeteria Manager, 812-283-3123, Ext. 246
- Mrs. Michelle Frossard, School Counselor, 812-283-3123, Ext. 244
- Early Childhood Learning through Grade 8
- Current Enrollment is 275
- School hours: 7:45 a.m. – 2:45 p.m.
- Office hours: 7:00 a.m. – 4:00 p.m.
- Preschool AM (7:45 – 10:45) and All Day (7:45 – 2:35)
- 2 Yr. Tots Class
- Beginners (3 Yr. Old) Class
- Jr. Kindergarten (4 Yr. Old) Class
- Grades K – 8
- All school staff follows the State of Indiana fingerprinting and background check protocol as well as the Archdiocese of Indianapolis guidelines
- All adult volunteers that work with students are required to participate in the Archdiocesan Child Protection Training (Safe and Sacred) and pass a background check.
- All teachers are state licensed.
- Sacred Heart Catholic is fully accredited by the State of Indiana and AdvancED. Teachers are degreed and licensed in accordance with the Indiana Department of Education regulations. Sacred Heart Catholic has also consistently received an “A” rating from the Indiana Department of Education annually. This rating from the state is based on Academic performance and demonstrated growth on the state standardized assessment, ISTEP+/ILearn.

## **NOTICE OF NON-DISCRIMINATION POLICY**

Sacred Heart Catholic School and its parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

- The records of the school affirmatively demonstrate that all of its programs and facilities are operated in a racially nondiscriminatory manner.
- All scholarship or other comparable benefits provided by the school are offered on a racially nondiscriminatory basis. The availability of such financial assistance is known throughout the general community being served by the school.

## **ARCHDIOCESAN MISSION STATEMENT OF CATHOLIC SCHOOLS**

With open doors, open arms, and open hearts, the Archdiocese of Indianapolis, Office of Catholic Schools supports the formation of young people through holistic, engaging, and academically excellent programming that integrates faith, culture, and life as modeled by our Lord and Savior Jesus Christ.

## **SACRED HEART CATHOLIC SCHOOL MISSION**

**OUR MISSION:** Sacred Heart Catholic School community provides a Catholic foundation which cultivates disciples of Jesus and fosters academic excellence for all God's children.

**OUR VISION:** Sacred Heart Catholic will be recognized as a faith-filled exemplary school where preschool through eighth grade students will come to know, love, and serve God. Our school in partnership with our parents will form students to become moral and just servant-leaders in the 21<sup>st</sup> century.

**OUR MOTTO:** Forming Saints and Scholars.

**OUR CORE VALUES:** Sacred Heart Catholic School's core values since 1954, have embraced a proud tradition of excellence in Catholic education. The school's success is driven by four core values:

1. **Prayer and Worship:** We celebrate a strong Catholic tradition while maintaining Christ centered academics and activities on a day-to-day basis. The presence of God is a constant at Sacred Heart Catholic. Together, with their parents, Sacred Heart Catholic introduces students to the long-standing legacy of the Catholic faith. This provides a strong foundation, instilling ethics, morals, and the love for Jesus Christ.
2. **Knowledge:** Focusing on the whole child, Sacred Heart Catholic has consistently ranked in the top-grade level (A) of the state. The school's above average scores on state tests are only one aspect of its quality education. The staff and faculty focus on the whole child, realizing the importance of spiritual, academic, physical, emotional, moral, intellectual, and social development. This comprehensive, whole child approach provides an environment where each student's unique abilities are both embraced and challenged, building the foundation for greater self-worth and life-long happiness.
3. **Service: Modeling Stewardship,** Sacred Heart Catholic faculty, staff, and families provide examples of stewardship as they care for their community, their school, and their students. Their benevolence for the students and the respect that the students learn by their example creates a cycle of stewardship. Our children learn to be stewards of the Catholic Church, the earth, the community, and their individual gifts. Sacred Heart Catholic is a training ground, teaching students to become good stewards both today and in the future.
4. **Community:** Sacred Heart Catholic is a dynamic experience for their students and their families. The students enter the school as individuals, but will soon become an integral part of the school, the Catholic Church, and the larger community. Becoming part of our school family involves the responsibility to strengthen these communities. Our students, and their families with the faculty and staff of Sacred Heart Catholic achieve this through volunteerism, good citizenship, and the outward love for Jesus Christ.

## **INTRODUCTION**

### **Sacred Heart Catholic School**

Sacred Heart Catholic is a Catholic school for early childhood learning (ages two through four and five) and grades kindergarten through eighth grade. The school is dedicated to the Catholic tradition of life. Liturgy, sacraments, prayer, doctrine, service, and family are the basis of this life and permeate all subjects and activities throughout the school day. The school emphasizes a personal, positive, warm, creative and safe environment of thinking, teaching, and learning while developing the fundamental academic subjects of reading, phonics, spelling, grammar, writing, math, science, social studies, and the fine arts of music and art. Technology and physical education are also a part of the curriculum. No course is optional.

Sacred Heart of Jesus and St. Augustine parishes have shown their commitment to Catholic school education since the 1800's through the sacrifices of its parishioners, the stewardship of its pastors, the generous service of the Dominican and Mercy Sisters, and the competency of dedicated lay women and men – upon whose hearts, and souls this school prospers and thrives.

Sacred Heart Catholic is named in honor of the Sacred Heart of Jesus Christ. All who enter our Catholic school will know that **Jesus Christ** is the reason for this school. He is the unseen but ever-present teacher in our classrooms. He is the model of our faculty and staff. He is the inspiration of our students. The 65-year legacy of Sacred Heart School is rooted in the gifts of sacrifice and dedication of pastors, parishioners, faculties, and staffs to Catholic school education in Jeffersonville.

The Educational Mission of Sacred Heart Catholic embraces the three-fold purpose taken from “To Teach as Jesus Did:” The teaching of the message, the building of community, and providing opportunities for active Christian service of God, Church, and neighbor. We believe that Sacred Heart Catholic affords the fullest and best opportunity to realize this three-fold purpose of Christian education by setting forth goals, practices and theories that support a deep awareness of the importance of Christian values, and principles of American Democracy. Sacred Heart Catholic strives to educate the whole person by promoting the spiritual, moral, physical, emotional, and intellectual development of each student in a value-centered environment. In a cooperative effort with parents, we challenge the individual abilities of each student in such a manner to enhance self-worth and to attain personal excellence. The specific objectives of the school follow the curriculum recommended by the Department of Education for the State of Indiana and the Archdiocese of Indianapolis for elementary schools.

“True education aims at the formation of the human person with respect to his or her ultimate goal, and simultaneously with respect to the good of those societies of which, as a man/woman is a member, and in whose responsibilities, as an adult, will share.”

### **Declaration on Christian Education. THE DOCUMENT OF VATICAN II**

**WHAT WE BELIEVE:** We believe in the total development of each child, including their cognitive, social, emotional, and spiritual development.

We believe our school is a calm, safe, diverse place of respect and acceptance where students are challenged by high expectations and through active learning.

We believe that student learning is a cooperative effort shared by parents, teachers, and students.

We believe in providing differentiation of instruction that supports and challenges each student to reach his/her fullest potential.

We believe in a school that models Jesus' teachings and a school that expects individuals to carry out Jesus' teachings in their words and actions.

## **PARENTS & STUDENTS**

### **Parents' Responsibilities**

**As partners in the education process, Sacred Heart Catholic expects parents and guardians to cooperate in ensuring their children are prepared to learn and in actively supporting the school and its mission.** Specifically, parents and guardians are to ensure that their child/children:

- Arrive at school well rested
- Arrive at school on time
- Dress according to the school dress code
- Complete class assignments on time
- Have money in their lunch account or bring a sack lunch
- Are picked up from school on time at the end of the day

Parents/guardians are further expected to do the following:

- Treat teachers, staff, administrators and other parents with respect and courtesy
- Support and cooperate with the school's discipline policy
- Meet all financial obligations to the school
- Notify the school office in writing of any changes of address or phone numbers and well-being
- Promptly provide the school with any requested information
- Provide written notification to the school when the student has been absent or tardy
- Read school notes and newsletters, and show interest in the school and the child's overall education
- Update information and stay current with child's progress on Jupiter
- To the extent possible, support school fundraising activities and capital campaigns to meet the essential building or other extraordinary needs of the school

The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

## **Students' Responsibilities**

It is imperative that we give our students a sense of self-control, self-reliance, and responsibility for one's self and one's action. Therefore, for students in 3rd-8th grades, we will only accept forgotten items that pertain to the student's health or emotional

well-being. (Certainly, if a child needs medicine or eye glasses, please do not hesitate to bring them to the office.) For students in Pre-K, Kindergarten, 1st and 2nd grades, we will accept lunches, backpacks, and school related items only. Please note that we will not accept sports equipment.

Students are expected to do the following:

- Learn to be a disciple of Jesus and cooperate in building the Kingdom of God.
- To treat people (including self) with respect, courtesy, and Christian kindness.
- To do the right thing by being responsible, honest, and authentic in all words and actions.
- To work the brain to one's fullest capacity and potential.
- To be healthy by striving to be well rested and maintaining proper nutrition and physical exercise.

## **GENERAL ADMINISTRATION**

### **Accreditation**

Sacred Heart Catholic is fully accredited by the State of Indiana and AdvancED. Teachers are degreed and licensed in accordance with the Indiana Department of Education regulations. Sacred Heart Catholic has consistently demonstrated academic performance and growth on State assessments.

### **Primary Goal – Catholic Education**

The primary goal of the Sacred Heart Catholic School is to provide a Catholic education to the children in the parishes of Sacred Heart and St. Augustine in accordance with the mission of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School. Kindergarteners through eighth graders attend Mass with their class on a regular basis.

### **Admission Policy**

Sacred Heart Catholic School under the guidance of the Roman Catholic Archdiocese of Indianapolis admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions

policies, scholarship and loan programs, and athletic and other school-administered programs.

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

### **Agree to Abide by the School Rules**

Upon admission, all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook. A contract agreeing to the policies and rules is included in the handbook, and must be signed by the parent(s) or the guardian(s) upon acceptance to the school. This process of agreeing to the School policies and rules is repeated annually.

### **Parental Involvement**

Parents must give evidence of sincere interest in their child's education by their willingness to participate whenever possible in school activities such as the Open House, Parent Organization (PSTS), Parent-Teacher Conferences, and other essential related activities. Parent involvement has always been a hallmark of our school and we firmly believe that our school is not complete without this component. Accommodation of Students with Special Needs: The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **Admission Selection Criteria**

Beginning with registration in January each year, without exception, students registering for our Tots program who are age 2, for our Beginners program who are age three, for our Jr. Kindergarten who are age 4 or for our Kindergarten who are age 5, by August 1<sup>st</sup> of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of previous grade.

Children who will be five years of age by August 1<sup>st</sup> of the current school year may be admitted to Kindergarten. Children must be six years of age by October 1<sup>st</sup> of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.



Birth Certificates are required for all new applicants. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the Pastor, Principal, and School Commission according to the following categories in order of preference:

1. Returning students and their siblings whose tuition payments are current.
2. Children of registered parishioners
3. Non-parishioners

### **Tuition Policy and Parishioner/Non-Parishioner Status for Tuition**

Tuition rates shall be established annually. There shall be two Tuition Classifications established, the Discounted Parishioner rate and the Non-Parishioner rate. The Discounted Parishioner rate shall apply to Catholic children of registered, active members of a Catholic parish. The non-Parishioner rate shall apply to non-Catholic children. To receive the Discounted Parishioner tuition rate, the following criteria must be met for families to be deemed “parishioners” for tuition purposes.

#### **Parishioner Criteria:**

1. The Family must have one parent who is a baptized and a practicing Catholic.
2. Must have a completed registration/commitment card on file with the parish office for the Catholic Community of Jeffersonville (Sacred Heart of Jesus Parish and St. Augustine Parish).
3. Attend Mass with the community on Sundays and Holy Days.
4. Active in the sacramental life of the Catholic Community of Jeffersonville through involvement in or more of the spiritual, educational, service, or ministries of Sacred Heart of Jesus or St. Augustine parish.

Practicing Catholic families outside of these two parishes must have a registration letter from their “home” parish stating their active participation.

All other families will be considered “Non-Parishioners” for purposes of tuition.

The school budget is recommended by the School Commission and approved by the pastor and his Pastoral Council. Its operational budget is provided from the general revenue of Sacred Heart of Jesus Parish and St. Augustine Parish, Parents Supporting Teachers and School (P.S.T.S.), tuition, registration fees, book/consumable fees, and cafeteria fees.

## **K- 8 Tuition and Fees**

### **Sacred Heart Catholic Tuition and Fees (Books, Supplies, Technology) for School Year 2018-2019 (Includes nonrefundable re-enrollment fee of \$200.00)**

#### **Discounted Parishioner Rate:**

\$5,000.00 per year - 1 Child  
 \$8,100 per year - 2 Children  
 \$11,000 per year - 3 Children  
 \$11,000 per year - 4 Children

#### **Non-Parishioner Rate:**

\$6,100 per year - 1 Children  
 \$9,750 per year - 2 Children  
 \$13,150 per year - 3 Children  
 \$13,150 per year - 4 Children

The goals of the tuition and fee schedules are:

- To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
- To foster a trusting, community relationship between the parish, the school and the Catholic family.
- To generate funds so the school has a solid financial base that can more effectively improve programs and services.

## **Payment Methods**

**Full Tuition Payment** due August 5, 2019.

**Semi-Annual Payments** due August 5, 2019 and December 15, 2019.

### **Monthly Payments**

Total tuition and fees are divided into 12 equal payments from August 2019 through July 2020 and paid monthly through FACTS management. For families of students enrolling in school after August 1, 2019, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of months remaining through June 2020.

**All tuition and fees contractual obligations for the prior year must be paid in full to insure a student's registration for the following school year.** Tuition contractual obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please, contact the principal.

### **Financial Assistance and Financial Responsibility**

It is the goal of the School and Parish to provide financial support to families who desire a Catholic education. The School offers its own Need-Based Financial Assistance Program and participates in the State of Indiana Choice Scholarship and SGO Programs (see school's website for more information). Families must first apply for admission (current families re-enroll) and apply for both types of Financial Assistance by completing the School's financial assistance application and FACTS Management application.

All School families must assume responsibility for paying the agreed upon tuition charges in full and on time in as prescribed by the School. Families of students who are not of the Catholic faith will be expected to assume their portion of financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by the School from contributions of parishioners.

### **Delinquency**

Non-payment of tuition may result in dismissal of the student. Tuition must be current by the end of the school year to assure the student's place for the following year. Tuition must be current at the time of registration in August or the student may not be allowed to register. All tuition and fees must be current for Sacred Heart Parish School to transfer information from our school to another school.

### **Registration**

Re-enrollment for current students begins in January each year. The deadline for registration/re-enrollment for the upcoming school year is the end of February. (All applications are to be accompanied by a re-enrollment fee per family.) For families whose children are returning to Sacred Heart Catholic, any registration that is received after the deadline will be viewed as a new student. Parents who do not submit the form and fee are not guaranteed placement of their child in the school for the next school year.

For families new to the School, registration begins February 1 of each year.

**All families are also required to give the school office updated emergency numbers, home, and work numbers so that parents or guardians can be notified quickly when a need arises.**

### **School Choice Lottery**

If, after offers of admission have been made to students according to the admissions policy, Sacred Heart Catholic has more Choice Scholarship students who seek to actually enroll by the school's enrollment date than the number of spaces that the school has available, then the school will hold a lottery. The deadline to enter the lottery is March 31st each calendar year. The lottery will be held on the first Monday in April in a public meeting.

The following lottery process occurs:

- For each grade, the students are divided into three groups:
  1. Children of active parishioners.
  2. Children with siblings already enrolled in the School.
  3. Children who are neither parishioners nor do they have a sibling enrolled in the school.
- Each student in each grade on the waitlist is assigned a number, and students and their families are informed of the student's number the day of the lottery.
- Each student's lottery number is placed in a lottery bin. Numbers are chosen from the parishioners' bin first, and then we go to the lottery bin containing lottery numbers for students who have a sibling already enrolled. Numbers will continue to be drawn until all numbers are drawn from all three bins.
- As numbers are chosen, a list is established.
- Two lists will be produced and published on the School's website. A list will be published for the School Choice Scholarship students who will be able to enroll at the School. And a second list will be published for the School Choice Scholarship students who will be placed on a waiting list. After the lottery date, anyone else who comes in for admission for the upcoming school year, goes on a waiting list (separated into three groups as above). **Parish families are always given first preference.**

### **Wait Lists**

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

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

### **Transfer Students**

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

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the school.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child at Sacred Heart Catholic.
4. Previous educational records have been supplied to the school including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

### **Withdrawal**

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

### **ATTENDANCE**

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

#### **Reporting an Absence:**

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

### **Absence During the School Day**

A pupil who is present for less than half of the morning or afternoon session shall be regarded as absent. Absences shall be recorded as either full day or one-half day." Depending on the reason for the absence, it will be excused or unexcused. If a parent would like their child to attend an activity on campus (ex: Kindergarten program or 8th grade award ceremony for sibling, funeral) they must send in a note to the homeroom teacher and then sign the child out in the school office.

### **Absences Other Than Illness**

To receive the best possible education, it is important for students to attend class regularly. Illness and unusual family circumstances are legitimate reasons for absence. In order to obtain an excused absence, a written request must be submitted to the school office a minimum of two weeks in advance of the proposed day(s) to be missed, except in the case of illness or in the event of an unusual family circumstance. Missing school for reasons beyond illness or unusual family circumstances are strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all school work missed.

**Excused Absence**

If the absence is excused by the principal, the following will apply: To the degree possible students will be given the homework and assignments PRIOR to their absence. (Students must be responsible for meeting with the teacher to obtain the work.) Students are responsible for checking Jupiter or Google Classroom for any changes in their assignments. Due to the unpredictable pace and direction of a class, the work given to your child may or may not be completed during the absence. The work your child completes during the excused absence will be turned in the day following the absence. Please know that your child may repeat the same activity if this is where the class is upon his/her return. If the class should unexpectedly move at a quicker pace, then your child would be responsible for any additional make-up work.

**Unexcused Absence**

If the absence is unexcused, the student must complete all class work and tests from the unexcused day(s), but failing grades will be recorded for this work. Teachers will use 69 as a perfect score and from there reduce points for any errors. All work is to be turned in on the day after the absence, unless otherwise cleared with the teacher. Students are responsible for checking Jupiter or Google Classroom for their assignments.

**Absences Pre/Post Holidays and ILearn Testing**

There will be no excused absences granted immediately prior to or immediately following Fall Break, Thanksgiving Break, Christmas Break, or Spring Break. When a student is absent from school on one or more consecutive days immediately prior to, or immediately following a school holiday period, the following will apply:

- The student must provide acceptable medical documentation for the absence.
- Such documentation must originate from a medical professional that has seen the student and diagnosed a legitimate medical reason for the student not to be in class. Documentation must be brought with the student on the first day the student returns to school.
- If the described documentation is not provided, the absence will be considered unexcused.
- Due to State regulations, the ILearn testing must be completed and shipped within the testing period. It is imperative that all students 3-8 are in attendance during this period. Therefore, no excused absences will be granted during that time. We also ask that no doctor appointments be scheduled during this time. Please see the school calendar for the ILearn testing period.

## **Tardy**

Students are recorded “tardy” if they are not in their homerooms by 7:45 a.m. All children must report to the office when they are tardy and obtain a “Tardy Slip”. Repeated tardiness implies a lack of growth in responsibility and causes disturbances of classroom routine.

Sacred Heart Catholic has the following Tardy Policy which is strictly enforced: To promote the best atmosphere conducive to teaching and learning, and since tardiness disturbs that atmosphere for both students and teachers, it is imperative that all students be here on time and ready to begin the learning process.

Individual cases of multiple tardiness will require a conference/communication with the administration. A possible result of this meeting would be a family/student attendance/tardy plan.

## **Truancy**

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

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

## **Perfect Attendance Award**

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

## **ARRIVAL/DISMISSAL**

### **Morning Arrival Procedures for Grades Pre-K-8**

During 7:00 AM – 7:40 AM: Parents drive on Helen Book Lane, go behind the school and turn right on Martha Ave and proceed to the far door at the end of



the Parish Activity Center. Students will enter through side door of the PAC to enter the school. Cars leave the drop off line by continuing forward on Martha Drive. There should be no parking on the back lot during morning arrival procedures.

### **Afternoon Dismissal Procedures for GRADES PreK at 2:35 PM**

Parents use Walpole Dr. and turn right on Martha Ave and proceed to the far door at the end of the Parish Activity Center. Be sure to have our tag hanging from your rearview mirror. Teachers and Assistants will bring the students to your car.

### **Afternoon Dismissal Procedures for GRADES K – 8 at 2:45 PM**

Drive on to Helen Book Lane, turn right and follow the parking attendant's instructions. We will be making 6 plus lines of cars facing the PAC (Parish Activity Center). **Pull up as far as you can and turn your car off.** The teachers will bring the children through the two back doors. You may get out of your car and stand next to it so that your children can see you, but you should not leave your car unattended. **Only kindergarten and first grade parents should walk up and get your child from the teacher.** If you need to come into school, you should park in the front parking lot. Be patient as the children fill the cars. Pull out slowly and carefully leaving by way of Martha Drive when indicated by the parking attendant. Do not go in reverse or try to back-up and go around other cars. **Do not enter the back-parking lot from Martha Drive. Do not park on Martha Drive.** Parking on Martha Drive causes much confusion for dismissal procedures. Teachers cannot see children getting into cars, and the residents of Martha Drive object to Sacred Heart Catholic using residents' parking places.

## **DAILY SCHEDULE**

7:00 - 7:30 a.m.	School building is open to students
7:30 - 7:45 a.m.	Students report to homeroom
7:45 a.m.	Homeroom with Morning Prayer and Announcements
10:45 a.m.	Morning Dismissal for half-day preschool students
11:00 a.m.–Noon	Lunch/Recess for Grades K, 1, & 2
11:30 a.m. - 12:30 p.m.	Lunch/Recess for Grades 3, 4, & 5
12:00 p.m. - 12:45 p.m.	Lunch/Recess for Grades 6, 7, & 8
2:45 p.m. -	Afternoon Announcements & Dismissal

### **Early Dismissal**

On occasion, Sacred Heart Catholic will dismiss early at 1:00 PM. Check the school calendar for early dismissal days.

### **Delayed/Canceled Classes**

In general, Sacred Heart Catholic has school regardless of the weather. If roads are hazardous, it is the parent's decision whether to send children to school. When

school is delayed two hours, parents will be informed via the school's website, radio and TV stations. If school is cancelled for any reason, classes will be made up on the next scheduled "snow make-up" date or at the principal's discretion. This information is on the school calendar that was sent home at the beginning of the new school year.

## **ACADEMICS**

### **Curriculum and Instruction**

Sacred Heart Catholic Parish School adheres to the directives and norms set up by the Office of Catholic Schools for the Archdiocese of Indianapolis. The textbooks are chosen from the texts approved by the OCS and the Indiana Department of Education. The curriculum at Sacred Heart Catholic shall include: Religion, Language Arts, Literature/Reading, Math, Science, Social Studies, Physical Education, Music, Art, Technology, Library Media Skills. Family Life and Circle of Grace programs are integrated in the Religion curriculum at each grade level.

### **Presentation**

Students attain knowledge in direct proportion to their study, concentration, cooperation and effort. The curriculum reflects the philosophy and goals of Sacred Heart Catholic. All subject areas are taught by the homeroom teachers in grades K – 5. Grades 6 – 8 are departmentalized. Technology, Art, Music, and P.E. are taught to grades K - 8 by specialized teachers.

### **Art**

The art curriculum for all grades is a qualitative, sequential, and meaningful program in which each grade explores the full range of art media. These areas encompass drawing, painting, printmaking, sculpture, photography and crafts. At the end of the year, the Festival of Arts displays a comprehensive exhibit of artwork from all grades.

### **Language Arts**

The language arts program develops the basic competencies of communication. These skills are integrated in the teaching of language, spelling, reading, literature, public speaking, and handwriting and are taught as a total language arts program.

### **Mathematics**

The math program is designed to provide a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences of the student.

## **Music**

The Music program is varied and consists of choral music, theory, and Orff instruments. Special emphasis is placed on Liturgical music in preparation for weekly Liturgies. Opportunities for performances are given both through seasonal programs throughout the year, and the weekly Liturgies.

## **Physical Education,**

Physical Education and Safety are integral parts of the school's total education program. The goal of the P.E. program is the development of physically, mentally, and socially fit individuals. The development of the qualities of sportsmanship, cooperation, and loyalty will be stressed. Safety awareness pertaining to home, school, and traffic situations will also be stressed. Both organized play and free play are recognized as valuable in the physical and social development of students. During physical education classes, the students participate in organized games and activities planned to develop physical strength and stamina. The activities are also planned to provide opportunities for interaction in group situations. Both physical and mental health instruction are a part of the science, religion, and physical education program in all grades.

## **Science**

The science program is designed to teach the art of inquiry along with basic scientific concepts. It is designed to give students an appreciation of science and its practical application.

## **Social Studies**

The basic purpose of social studies is to help students understand themselves, their values, the world around them, and to become responsible citizens with an emphasis placed on the dignity **and sacredness of the human person**.

## **Religion/Spiritual Growth**

Spiritual development is a primary concern of the Administration and Faculty of Sacred Heart Catholic. Frequent communication with parents, dialogue and directives from the Pastor, collaborative efforts with the Director of Faith Formation for the parish and classroom teachers, and daily prayer are considered basic to the success of the religious education program. Liturgy is scheduled weekly for the entire student body. Sacraments are received according to Archdiocesan and Parish directives. Meetings are scheduled to involve parents in the preparation process for the students receiving sacraments. Participation at these gatherings is considered an integral and essential part of a family's overall experience of preparation.

## **Technology Integration**

The goal of Sacred Heart Catholic is to integrate technology into the curriculum. Word Processing, Database, Spreadsheets, Keyboarding, Internet Safety, and Programming, etc. are some of the skills used in Computer Literacy classes. Besides having a tech class, the third through eighth graders are one to one with Chromebooks. Second grade is one to one with iPads and Kindergarten and First grade have class sets of iPads.

## **Acceptable Use Policy**

Access to the Internet and Electronic Mail enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to the students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages. To that end, the Archdiocese of Indianapolis and Sacred Heart School have set the following standards for using online information sources:

1. Students are responsible for appropriate behavior on school computer networks, just as they are in the classroom. Communications on the Internet are often public in nature. The Internet is provided for students to conduct research and communicate with others for educational purposes and should be limited to teacher directed use. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. Network administrators may review files and communication to maintain system integrity and ensure users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers are always private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or threatening others
  - Damaging computer systems or computer networks
  - Violating copyright laws
  - Submitting documents from the Internet as your own work
  - Using someone else's password
  - Trespassing in someone else's folder, work, or files
  - Intentionally wasting limited resources
  - Using the network for commercial purposes
5. Any communication originating from home and sent to school personnel must be appropriate in content and language.
6. Violations may result in loss of access or other consequences as outlined in the school handbook as to disciplinary action.

**For the complete Technology Responsible Use Policy, see Policies on the school's website under Current Families/School Information/School Policies.**

### **Library**

The purpose of the Sacred Heart Catholic Library is to support and enhance the education provided at our school. Material selections are made to support the curriculum, the teachers, and the students of the school community. All students will attend classes in the Library during the school year.

### **Individualization**

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

### **Co-Curricular and Extra-Curricular Activities**

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

## **Field Trips**

Field trips are planned by teachers to expand students' knowledge and experiences.

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

## **Academic Qualification**

For students to participate in athletic events or other extracurricular activities students must fulfill the following:

1. The student must have good attendance. Students that are absent from school should not participate in practices or games on that day.
2. The student must maintain a C average in all of the academic classes. If a student falls below the C average, they will be suspended from all practices and games so that they can concentrate on their studies and improve their grades. Weekly progress checks will be done by the teachers to keep the parent, coach, and student informed of his/her progress.

3. The student must be in good standing with the behavior program of the school. The principal or teacher will inform the parents and coaches if the student has violated the behavior program. Suspension from athletics will be decided based on the seriousness of the violation.

### **Homework**

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

### **Parents' Role**

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

### **Length**

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

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

### **Late/Missing Assignments**

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

**Illness**

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

**Appointments, Social/Sport Events, Vacations, Etc.**

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

**Testing**

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

**Progress Reports and Report Cards**

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

**Awards**

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



Students in grades 4-5 can earn FIRST HONORS each quarter if they have all A's, & M's. Each quarter the students can earn SCHOOL HONORS if they have all A's, B's, & M's.

Letter grade equivalents can be found on report card.

Students in grades 6-8 can earn FIRST HONORS each quarter if they have a G.P.A. between 3.5 and 4.0. Each quarter students can earn SCHOOL HONORS if they have a G.P.A. between 3.0 and 3.4. Letter grades are based on the report card's grading scale.

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

### **Grade Change**

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

### **Promotion**

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

### **Remediation**

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

### **School Records**

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

## Report Card Grading Chart

### Kindergarten and Grade 1

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

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

### Grades 6 – 8 = Letter grades and Grade Point Averages (GPA)

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

## CHRISTIAN DISCIPLINE

### Philosophy

Discipline is fundamental to all education. By following a code of conduct based on Christian principles, a student develops self-discipline and good judgment. A disciplined student body can then enjoy an environment of creative learning, mutual respect, trust, and cooperation. Sanctions for infractions of the rules and regulations will be imposed with dignity, fairness, consistency, and consideration for all. The teachers and the principal have primary responsibility for providing and implementing guidelines for good behavior. Together, parents and school share the goal of developing in each child a well-disciplined character. Parents will understand that teachers

supervise students in all that the State requires. Teachers cannot be responsible for students who disregard regulations made for their safety.

### **Due Process**

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

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

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

### **Teacher Consequences**

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

### **Suspension and Expulsion**

Students who are suspended are released from all school-related activities and classes for a length of time determined by the principal, not less than one day and not more than three days. The suspended students must do the assignments given by the teachers and the principal. The students are barred from extra-and

co-curricular activities during the suspended time. The suspension will take place at home under the direct supervision of a parent or a designated adult. The student will do the assigned class work and homework at home and show all assignments to the teachers and principal upon return to school. Students will then be readmitted to class. Expulsion means that a student is told to withdraw from Sacred Heart Catholic for a severe disciplinary reason or for excessive violations of a less serious offense. This student will not be readmitted to Sacred Heart School.

### **Unacceptable Conduct**

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

1. Serious immoral conduct or serious violations of Civil Law, e.g. but not limited to:
  - a. Possessing or using anything as a weapon, e.g., knife, gun, sharp object.
  - b. Possessing, giving-away, selling, or using any item the principal deems inappropriate in school, e.g., cigarettes, matches, lighters.
  - c. Vandalizing, abusing restroom facilities, defacing property belonging to anyone including anything of God's creation
  - d. Breaking, entering, using arson to destroy property.
  - e. Stealing, dishonesty, lying, cheating, and plagiarism.
  - f. Tampering with fire alarm system, using fire or bomb threats.
  - g. Engaging in sexual misconduct, obscene or questionable behavior, whether overtly or covertly, whether physical, verbal, written, gestured, or in dress.
  - h. Gambling, betting, or selling (other than school fundraisers).
2. Insubordination, defiance, disrespect, rudeness toward school authority, e.g., but not limited to:
  - a. Smarting-off, talking-back, uncooperative attitudes and/or behavior.
  - b. Encouraging or participating in unauthorized demonstrations or petitions.

- c. Refusing or failing to follow directions of school personnel.
  - d. Deceiving school personnel with silence, false, or misleading.
  - e. Lying to or withholding information from school personnel.
3. Severe, repeated disturbances in class or other areas, e.g., but not limited to:
- a. Skipping homework and class work assignments repeatedly.
  - b. Doing poor quality oral or written work.
  - c. Writing, passing, receiving notes mutually by hand or through technology.
  - d. Defying or refusing to adhere to dress code continuously.
  - e. Engaging in chronic discipline problems.
  - f. Being chronically tardy or absent.
  - g. Being truant or leaving school property without permission.
  - h. Violating the school's conduct, technology, and dress codes repeatedly.
  - i. Using body sounds, motions, and actions to irritate.
4. Disrespect of human beings, including self, and of creation, e.g., but not limited to:
- a. Bullying, harassing, being cruel and mean, ignoring, disgracing, spitting, fighting, demeaning, and giving the silent treatment.
  - b. Intimidating, scaring, teasing, name-calling, threatening, punching, biting.
  - c. Instigating/participating in serious fighting (assault and battery) and various degrees and manner of aggressive behavior.
  - d. Putting-down through written, drawn, spoken, sung words, or gestures.
  - e. Writing or drawing on self or others, giving or receiving tattoos.
  - f. Damaging or ruining another's reputation or character through various methods of communication.
  - g. Throwing things, including snowballs.
5. Covering-up, defending, or failing to report serious offenses, e.g., bullying, fighting, any form of aggressive behavior, stealing, cheating, lying, vandalism, drugs, weapons, sexual activity, defamation of character, and inappropriate use of technology.

### **Guidelines on Respecting Persons**

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian

principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

## **COMMUNICATION**

Parents and students are kept informed of school events through the weekly Newsletter and Jupiter Blasts, teacher web pages and notes (DoJo), the school website, the principal's blog, and other communications. It is your child's responsibility to bring home all school notes to you. It is your responsibility to check the websites and/or school/teacher e-mails. Communication is essential for good school relations. Respectful behavior and respectful verbal and written communications are essential and expected. Disrespect, verbal, physical, or written abuse, and/or harassment are unacceptable and will not be tolerated. Parents are requested to sign on the space indicated that they have received and read the contents of any school notes or letters.

Sacred Heart Catholic Faculty and Administration welcome any questions you may have regarding your child's school life. The method of choice for communication between parent and teacher is e-mail. The e-mail address for each faculty member is published in the school directory and on the website: [www.sacredheartschool.us](http://www.sacredheartschool.us). You may also call the school office and leave a message for an administrator. You may also send a note with your child. We will respond to you within 24 hours. If you do not hear back from the teacher within 48 hours, please alert the principal, as there may be a problem with the teacher's email. If there is an emergency, please relay the message to the secretary or the principal. Once the day has begun, a teacher is not required to check emails, as the priority is the instruction and supervision of our students. You are asked not to go to your child's classroom before the start of school or after the school day ends, unless you have an appointment. Interruptions during the school day are not permitted.

### **Communication Regarding Student's Progress**

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

### **Invitations**

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

### **Messages from Home**

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

### **Parents/Student/Teacher Conference**

These conferences occur once a year after the first quarter. Parents must sign up for a 15-minute appointment with the child's homeroom teacher, regardless of the child's progress. Conferences with other teachers are encouraged.

Students in grades 6-8 must also be present for this conference. Students in K-5 are not required to attend the conference unless requested by the teacher. It is not necessary to wait for the regular conference time if you have a special concern. Simply call the school office for an appointment with the teacher.

### **School Visits**

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

### **DRESS CODE**

Sacred Heart Catholic's school uniform for students in grades K-8 is in place to promote a sense of pride in our Catholic school identity and support a focus on academics. The enforcement of the dress code is a joint responsibility of students, parents, teachers, and administration. Parents must see that children leave the home properly attired, teachers and administrators must enforce the uniform code and the out of uniform and spirit wear policies. **Uniforms can be purchased on line or in person at RiverCity Workwear, 4020 Earnings Way, New Albany, Indiana. Uniform pants and shorts must match the "uniform style" at RiverCity Workwear. You can view these styles as well as place your order online via a link on our website.**

Grades K - 8 wear the uniform described below. Shorts and jumpers/skirts must be no shorter than 2" above the knees. The uniform is to be worn properly, appropriately, and modestly.

### General Appearance Guidelines

- **Shorts and Skirts:** Must follow guidelines of modesty and not be more than 2 inches above the knee when kneeling. The measurement is taken when child kneels and the hem is measured from the floor.
- **Clothing:** Free of designer monograms, insignias, symbols.
- **Jewelry:** One earring in each ear, no large hoops, dangling, or distracting jewelry is allowed. Boys may not wear earrings. Modest Jewelry such as a watch, ring, bracelet, and necklace may be worn. The items above must be small, and inconspicuous. No body piercings are allowed.
- **Makeup:** Students are not allowed to wear make-up. Girls may wear clear nail polish. Colored nail polish or false nails are not permitted.
- **Tattoos:** – Tattoos are not permitted.
- **Boys' Hair:** Must be off the collar and out of the face. Patterns, cut-in design, color streaks or colors are not permitted. Facial hair is not permitted. Hair must be neat, clean, groomed in style suitable for school.
- **Girls' Hair/Accessories:** Hair may not be colored, streaked, highlighted or frosted. Headbands and hair bows should be red, white, navy blue or uniform plaid. Hair accessories should not be large or distracting. Girls' hair should be out of the face.
- **Outerwear:** Sunglasses, hats, jackets, coats or other outerwear is not permitted in the classroom other than the uniform sweaters/sweatshirts.

### Boys in grades K – 8 are required to wear all of the following:

- **Pants:** Uniform navy blue pants (K-8); Uniform khaki pants (6-8 only).
- **Belts:** Plain navy, brown, or black (no glitter or sparkles) must be worn with the uniform pants or shorts.
- **Shirts:** Sacred Heart Catholic Polo Shirt with school logo (red or navy blue)
- **Socks:** Solid white, solid black, solid navy, or gray socks must be worn at all times.
- **Shoes:** Tennis/gym shoes of any color may be worn. They must have enclosed toes and heels and be tied or fastened securely on the feet at all times. Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel (no sandals or flip-flops).
- **OPTIONAL:** Navy blue cardigan sweater, navy blue sweatshirt with Sacred Heart Catholic logo, or Sacred Heart Catholic fleece, red or navy blue purchased at RiverCity Workwear.



### Girls in grades K – 8 are required to wear all of the following:

- **Pants:** Uniform navy blue pants (K-8); Uniform khaki pants (6-8 only)
- **Belts:** Plain navy, brown, or black (no glitter or sparkles) must be worn with the uniform pants or shorts
- **Skirts/Jumpers:** Sacred Heart's uniform plaid jumpers/skirts no more than 2" above the knees. Girls should wear some form of shorts under their jumpers/skirts that do not hang below the jumper/skirt. A uniform shirt must be worn under the jumper.
- **Shirts:** Sacred Heart Catholic Polo Shirt with school logo (red or navy blue)
- **Socks:** Solid white, black, navy, red or gray socks must be worn at all times. Girls may wear ankle length leggings (solid white, gray, black, or navy – NO RED) under their uniform skirts/jumpers during the winter months with their socks.
- **Shoes:** Tennis/gym shoes of any color may be worn. They must have enclosed toes and heels and be tied or fastened securely on the feet at all times. Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel (no sandals or flip-flops).
- **OPTIONAL:** Navy blue cardigan sweater, navy blue sweatshirt with Sacred Heart Catholic logo, or Sacred Heart Catholic fleece, red or navy blue purchased at RiverCity Workwear.

### Seasonal Uniform Policy

- **Shorts:** Uniform Navy blue (K-8) and uniform Khaki (6-8 only) (walking length – no more than two inches above the kneecap and not hanging below the knee) may be worn from the first day of school through October 31<sup>st</sup> and after April 1<sup>st</sup> through the last day of school.
- **Leggings:** Girls may wear ankle length leggings (solid white, gray black, or navy – NO RED) under their uniform skirts/jumpers during the winter months with their socks.
- **Boots:** Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel (no sandals or flip flops).

### Spirit Day/Faith in Action

One day each month (Wednesday) will be dedicated to a Spirit/Faith in Action Focus Day, as a way to display pride in our school and build our community.

- Students may wear Sacred Heart Catholic spirit shirts with jeans or uniform pants/shorts.
- Deanery team shirts **may not** be worn on spirit days because we are celebrating Sacred Heart Catholic.

- Jeans must be clean without holes or tears and without design. Jeggins **are not** permitted.
- These days will be announced on the general school calendar.

### **Out of Uniform Days**

Occasionally, students may earn an Out of Uniform Day. Clothes must always be modest and appropriate for Sacred Heart Catholic.

- Tops must cover the whole top part of the body and extend adequately below the waist.
- Tank or tube tops, sleeveless tops, spaghetti straps tops, low-cut tops, off the shoulder tops or bare midriffs are not acceptable.
- Pants must begin at waist or hips and not gather excessively around the ankles. Pants must not be excessively baggy, excessively tight or sloppy in appearance.
- Shorts may be worn from the first day of school through October 31st and after April 1st through the last day of school, but must meet the same guidelines as uniform shorts and be no more than 2" above the knee. Shorts must also begin at the waist or hips and not be excessively baggy/tight or sloppy in appearance.
- Leggings may be worn under dresses, skirts and appropriate length tops. Tops worn with leggings need to reach the end of the student's fingertips when they are at their side.
- Dresses and skirts must be no shorter than 2" above the knee.

**If you have questions in regard to any item being acceptable, please call the school before purchasing. Students not in proper uniform will be either given a gently used uniform to change into, or may need to contact parents to acquire proper uniform clothing. The principal reserves the right to determine when students are or are not in proper, approved dress code.**

**If you have a question about what your child is wearing, please pack their school uniform as a back-up.**

**Dress Code Enforcement:** The dress code will be enforced as follows:

1. Students must be in SHC dress code and wear it properly.
2. Teachers or principal will tell students respectfully if they have violated the dress code.
3. An **Out of Uniform Notice** will be sent home if the student has repeated to be out of uniform.
4. If the student repeats being out of uniform, s/he loses the privilege to participate in Spirit Wear Days/Out of Uniform Days.
5. If the student is consistently out of uniform a parent conference is required.

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

### **Secure School Building**

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

### **Safe and Sacred**

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

### **Seclusion and Restraint Policy**

The school has a trauma-sensitive, person-centered nonviolent crisis intervention plan in place. The team is trained to focus on prevention and de-escalation techniques and other alternatives to the use of restraints. There is a team trained in behavioral management to provide the less restrictive physical intervention needed to provide a safe environment to the entire school family.

### **School Emergency and Preparedness Procedures**

All drills (fire, tornado, earthquake, intruder, etc.) are held regularly to ensure that students will move quickly, quietly, and in an orderly manner to designated safety areas. Faculty and staff are trained each year in crisis management and emergency preparedness best practice. Teachers provide all instructions for the children. The faculty and staff know safety procedures and can control the students in potentially dangerous situations. Students will remain at the school during emergencies unless they can be released directly to a parent. All crises cannot be anticipated by safety drills. Faculty and staff are constantly vigilant for the protection and safety of the students. Those in authority and those in charge of the students will make emergency decisions in the students' best interest.

**Indoor Air Quality:** The school follows an “IAQ” program that is available for parent viewing in the school office. Parents should not leave cars idling in the school parking lot when waiting for students, but should turn off engines to diminish pollutants in the air.

### **Health Records**

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

### **Medication**

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

### **Sickness and Accident**

If a parent is aware that a student is ill or contagious, that student should be kept out of school until the illness passes or the student is no longer contagious. Students must be fever free, without the help of medicine, for 24 hours before returning to school. While at school, students are taught safety rules and are supervised carefully, yet accidents happen. In cases of accident or sickness, the school will follow the instructions given by parents on the emergency cards. The parent will be contacted before the child is permitted to leave the school, except in an emergency, when the principal will see that the child is taken to the hospital or doctor’s office. The school will continue to try to notify the parents.

### **Contagious Diseases**

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

## **AIDS**

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

## **Pregnancy**

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

## **Bullying**

In Indiana Code 20-33-8, Bullying is defined as "overt (intentional), repeated acts or gestures, including

- verbal or written communications transmitted
- physical acts committed and/or
- any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student."

Sacred Heart Catholic Parish School does not tolerate bullying in any form at any time, whether during the school day or at a school event. Our Code of Discipleship and/or classroom discipline plans will be enacted and enforced when a student bullies another. Such bullying acts include those submitted online or after school hours if they negatively influence the school's climate, and/or disrupt relationships among students while at school. Consequences will be applied to the bully and/or

offender and repeated acts of bullying may result in exclusion from Sacred Heart Catholic Parish School. Students are expected to report acts of bullying to teachers at the time of the event if possible, or soon after if more appropriate. Parents may also report acts of bullying to the teacher or principal if the acts persist.

### **Violent Behavior**

Sacred Heart Catholic will not tolerate questionable and serious, offensive or threatening behavior, sexual harassment, bullying, verbal abuse, whether perpetrated by students or by adults (including volunteers, visitors, parents, employees, employers).

Serious consequences include suspension and expulsion. The principal may request that a student be withdrawn or denied entry to the school, as appropriate. The teachers and principal are authorized to call the police when necessary.

## **OTHER SPECIFIC POLICIES**

### **Extracurricular Activities**

Extracurricular activities should enhance rather than interfere with the student's academic, social and spiritual growth. If extracurricular participation interferes seriously with a student's progress, and/or the student has disciplinary issues, a student is subject to probation or suspension from the activity until he or she improves. This policy includes extracurricular activities, such as After School Enrichment Classes, Sports, Scouts, Quick Recall, Field Trips, etc. that may interfere with academic success. The Sacred Heart Catholic School believes in educating the whole child body, mind, and spirit and encourages all students to be participants in extracurricular activities here at Sacred Heart Catholic as well as through outside programs. Christian formation and academics will always be our school's focus. Student grades and their code of discipleship will be monitored weekly. Parents will be contacted if there is an area of concern academically, behaviorally, or emotionally for your child. The school partners with you and your child to meet the individual needs of your child in the hopes that they may continue to participate in all chosen activities.

### **Cafeteria/Lunch Information**

Hot lunches are provided daily for the students by the school's cafeteria staff. The price of the meal deal (entrée, two sides and a drink) for the 2018-2019 school year is \$3.25. Cost for lunches must be paid using a lunch account set up and funded by you for your child/children. **\*\*NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM without permission from the Principal\*\*** If a student is bringing leftovers from a restaurant, it must be brought in an unmarked container (i.e. no Subway wrappers/McDonald bag).

Soft drinks may NOT be bought from vending machines before, during, or after school hours, unless authorized to do so.

The Federal Lunch Program has stringent guidelines that we must follow. The menus prepared must follow these norms and are sent home monthly. The Federal Lunch Program offers free or reduced lunches to those who qualify. Applications may be obtained from the office. All information is kept confidential. Applications are accepted at any time during the year.

Parents and extended family are welcome to eat with the students at any time. It is helpful for our kitchen manager to be aware of the need for extra servings. We ask that you call the school office to make a reservation prior to your child's/children's lunch hour.

### **Meal Charge Policy**

Sacred Heart School feeds all children who choose school lunch. We currently charge \$3.25 per day for a school meal. We serve Grades Pre-K through 8<sup>th</sup>

The goal of Sacred Heart School's lunch program is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals to all children, we must make sure we are financially secure. Parents and guardians play a key role in this effort, and are responsible for purchases made by their children in our school cafeteria.

We strongly encourage you to fill out an application each school year for free/reduced price meals, to determine if your child/children are eligible for this program. Applications and new income eligibility guidelines as determined by the USDA, will be available after July 1 of each school year.

Free and reduced lunch price applications may be picked up in our Food Service Director's office during regular school hours, or you can call or email the Director, Bettyann Simpson, at [812-283-3123](tel:812-283-3123)/[bsimpson@sacredheartschool.us](mailto:bsimpson@sacredheartschool.us), to request an application be sent home with your child.

All money on a student's account will be allowed to be used for any purchase, i.e., meals and a la carte items. If a parent/guardian wants to limit account purchases, they may do so by notifying the Food Service Director. We encourage you to create a "safety net" for your child's lunch account. Pre-paying for your child's meals is a simpler way of managing their account, and prevents unpaid meal charges. Paying for meals before the meal service also helps lunch lines move more quickly, giving children more time to enjoy their meal. **No student will be allowed to purchase "extras" once their account becomes negative.**

When a student's account has \$20.00 or less in it, a payment reminder will be sent home. These payment reminders are printed every Thursday and will be sent

home on Fridays, via classroom teachers. Parents will also receive a payment reminder notice via email, once a week on Tuesdays, when their child's account has \$20.00 or less in it. Please make sure your email address is current with our school office.

Parents may pay for meals with cash or check or they can go online to EZSchoolPay.com and add money to their child/children's account. You will need your child's student ID# in order to pay online. You can obtain their ID# from the school secretary or from the Food Service Director. There is a \$5.00 fee each time the online method is chosen as a form of payment. Parents may also check their child/children's balance at EZSchoolPay.com. There is no fee to check a balance.

At the end of each quarter, if any student's account is negative \$1.00 or more, the amount of the negative balance will be added to the parent/guardian FACTS account to collect payment. The negative balance may be paid off through FACTS or cash or a check payment may be sent in to school to cover the negative balance.

Negative lunch account balances do not carry over from one school year to the next, so it is imperative that you speak either with the Food Service Director or the principal if you are having financial difficulty and are unable to pay off the complete balance of your child/children's lunch account at the end of the school year. Either one of these individuals can assist you with a payment plan that will be beneficial for all involved.

We have several a la carte items for sale. Only grades 3-8 are allowed to purchase a la carte items. Grades K-2 may purchase an extra fruit or milk if they desire. The a la carte items that are "snack" type foods meet the Smart Snack standards as set forth by the USDA and the State of Indiana. Below is a list of each item.

- |                             |        |                       |
|-----------------------------|--------|-----------------------|
| • Yogurt                    | \$1.00 | Smart Snack compliant |
| • Bottled Water (16.9 oz)   | 1.00   |                       |
| • Sliced Pickles            | .50    | Smart Snack compliant |
| • Extra Salad               | 1.25   |                       |
| • Extra Fries, Wedges, Tots | 1.25   |                       |
| • Extra Entrée              | 1.75   |                       |
| • Extra Fruit               | .75    |                       |
| • Extra Vegetable           | .75    |                       |
| • Extra Pasta               | .75    |                       |
| • Extra Juice               | .75    |                       |
| • Extra Soup                | 1.00   |                       |
| • Extra Bread/Roll          | .50    |                       |
| • Granola Bar               | 1.00   | Smart Snack compliant |
| • Cereal Bar                | .75    | Smart Snack compliant |
| • String Cheese             | .50    | Smart Snack compliant |



- |                                 |      |                       |
|---------------------------------|------|-----------------------|
| • Chips                         | 1.00 | Smart Snack compliant |
| • Chocolate Chip Cookies        | 1.00 | Smart Snack compliant |
| • Cocoa Puffs Bar               | 1.00 | Smart Snack compliant |
| • Extra Milk                    | .50  |                       |
| • Extra Peanut Butter Cup       | .40  |                       |
| • Extra Crackers (2 pkgs.)      | .25  |                       |
| • Extra Ketchup (1 pkg.)        | .10  |                       |
| • Extra Ranch Dressing (1 pkg.) | .65  |                       |

Feel free to contact the Food Service Director with any questions or concerns you may have: Bettyann Simpson, [bsimpson@sacredheartschool.us](mailto:bsimpson@sacredheartschool.us), 812-283-3123.

### **Recess Policy**

Every child who is well enough to be in school is well enough to play outdoors at recess time. Recess is part of the whole school program. It is essential to the physical, social, and mental well being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold days, all students remain indoors. To insure the safety of the children on the premises, teachers, instructional assistants, and parent volunteers will be present to supervise.

### **Celebrations/Snacks**

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

Sacred Heart Catholic will:

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

With permission of the homeroom teacher, treats for the celebration of birthdays may be given out at school. All treats coming to school must be store bought with ingredients listed (Please check with the homeroom teacher concerning food allergies, etc.) Party invitations may only be distributed in school if there is an invitation for all members of the class. Thank you notes and any other personal correspondence, gifts, etc., are not to be distributed in school.

Parents are asked to send in a nutritious snack each day for their children.

### **Electronic Devices and Cell Phones**

Students are not allowed to use cell phones or any electronic device at school (including during extended school care), unless they have been given permission by the teacher. If one of these items is brought to school for any other purpose, it must be turned off and kept in the student's locker or with the teacher throughout the school day. If a student is texting, taking pictures, or their phone rings during the school day, the phone will be taken and given to an Administrator. A parent will be required to come to school to pick up the phone from an Administrator. A detention will be given each time a phone/electronic device is taken from a student.

### **Shadowing**

Students are encouraged to "shadow" at a high school only on the days when Sacred Heart Catholic is NOT in session. There are several days that could be used for shadowing prior to the High School Placement Test. For students who choose to shadow at a high school on a regular school day, the absence will be considered unexcused and the student will not be allowed to make up any test or work missed during the unexcused day(s), unless a parent submits a written or verbal request to 'Shadow' to the school office and a completed 'Shadow Documentation Form' is returned to the school office the day the student returns to school. All missed work is due the day the student returns from shadowing. Eighth graders will shadow at Providence High School in the fall (August –December).

### **Tutoring**

Teachers can be a great resource to our students and parents through providing educational services outside of the regular school day. · The school's administration encourages the faculty to donate their time and energy to support their current students with one-on-one or small group tutoring immediately before or after school in the areas in which they teach. This is to be done without payment. · Teachers may receive payment for tutoring students though Title I funding. Teachers must alert the administration to when this tutoring is occurring, which students are involved, and where this is taking place. Teachers must make sure they follow all Safe and Sacred rules when dealing with students they tutor.

### **Visitors**

Sacred Heart Catholic welcomes all parents and any other visitors who have a sincere interest in our school. All parents and visitors are required to sign in at the office when entering the building and to pick up a visitor ID tag. EVERY visitor (non-staff member) will be issued an ID tag to wear while in the school building. Parents and Visitors are asked not to interrupt class and must make an appointment to observe the class or meet with the teacher. All volunteers are welcome! All volunteers must go through the Safe and Sacred Training.

Volunteers (this includes parents) must enter the school from the main doors, sign in at the school office upon arrival, and receive a visitor ID badge. This is a safety precaution for our students. Anyone who would like to donate his/her time and/or talent for the benefit of Sacred Heart Catholic is encouraged to do so. (A Criminal Records Check must be done prior to volunteering.) It is up to the teacher's discretion as to the appropriateness of volunteers in the classroom during class time. Because this is a special time for students enrolled in our school, siblings may NOT accompany their parent(s) when they volunteer their time and talent. This includes parents who are Room Mothers or who come to school to help out during parties, crafts, etc.

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

### **Books, Materials, Property, Equipment**

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

### **Lockers and Desks**

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

### **Inspection**

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

**Lost and Found**

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

**Telephone**

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

**Use of Facilities**

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

END OF DOCUMENT