

August 2017

Dear Parents of Sacred Heart School:

This Parent/Student Handbook contains policies, regulations and services relative to Sacred Heart School (SHS). Please read and keep this handbook readily available throughout the year.

The Parent/Student Handbook is a means of communicating between the school and home. Close cooperation is essential to promote the best interest of the child. Parents are encouraged to visit school and attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is meaningful exchange of information between home and school. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

As always, we appreciate your cooperation and interaction with us at SHS.

Blessings!

SACRED HEART SCHOOL

2017 - 2018



43- 775 Deep Canyon Road
Palm Desert, CA 92260
www.sacredheartpalmdesert.com

School Office	760-346-3513
Pre-School	760-674-3000
Fax Number	760-773-0673
Parish Office	760-346-6502

PARENT / STUDENT HANDBOOK

The Sacred Heart Parent/Student Handbook serves as a guide for parents and students. School policies, standards, services and administrative operations are included. Policy statements are necessarily general and the administration reserves the right to amend and make adjustments as circumstances arise. Parents* will be given notification of significant changes made. Please read this handbook carefully and keep it for reference during the year.

The term "parent", as used throughout this handbook, shall mean to include "legal guardians".

**SACRED HEART SCHOOL
2017-2018 SCHOOL YEAR**

AUGUST	28	Open House Meet & Greet 8:00am – 3:00pm
	29	First Full Day (Parent Club Reception in gym 8:00)
SEPTEMBER	1	First Friday-Dismissal 12:00
	4	Labor Day Holiday (No School)
	8	Ice Cream Social
OCTOBER	6	First Friday-Dismissal 12:00
	27	Diocesan In-Service No School
	29	Fall Carnival
<i>Parent/Teacher Conferences will be schedule by teacher over October and November</i>		
NOVEMBER	3	First Friday-Dismissal 12:00
	22	First Trimester Ends
	22	Thanksgiving Break Early Dismissal 12:00
	23-24	Thanksgiving Break-No School
DECEMBER	1	First Friday Dismissal 12:00
	9	Christmas Luncheon and Bazaar
	20	Christmas Program (PreK-5)
	21	Minimum Day Dismissal 12:00
	22-1/5	Christmas Break No School
JANUARY	8	School Resumes
	15	Martin Luther King Day No School
	19	Snow Night (TENTATIVE)
	28-2/4	Catholic School's Week
FEBRUARY	2	First Friday Dismissal 12:00
	9	Diocesan In-service No School
	17	Gala
	19	Presidents' Day No School
MARCH		First Friday Dismissal 12:00/ Second Trimester Ends
	3	JH Academic Decathlon
	16	Walk-A-Thon
	28	Passion Play
	29	Holy Thursday Dismissal 12:00
	30	Good Friday No School Easter Break No School
APRIL	2-6	Easter Break No School
MAY	4	First Friday Dismissal 12:00
	19	Family Picnic
	25	Field Day
	28	Memorial Day No School
JUNE	1	Graduation First Friday Early Dismissal 12:00
	8	Last Day of School-Early Dismissal

This calendar allows for 180 school days. Faculty meets every First Friday afternoon. School is dismissed at 12:00pm. Dates are subject to change; check for weekly updates.

(August 2017)

INDEX

The handbook is divided into thirteen sections:

<u>Section</u>	<u>Page</u>
I. Introduction: (Philosophy, Mission Statement, School-Wide Learning Expectations, History, Daily Schedule, Accreditation, Role of Parents, Community of Believers)	5
II. Governance: (Administration, Organizational Chart, Parent’s Club, School Board)	10
III. Admission: (Non-Discrimination Policy, Student Admissions, Immunization, Age, New Students, Class Size, Registration, Background Check)	12
IV. Academics: (Curriculum, Evaluation, Students with learning disabilities, Homework, Promotion/Retention, Report Cards, Awards, Sanctions for Disciplinary Violations, Student Records, Student Supplies)	16
V. Attendance: (Absences, Medical Appointments, Tardy, Visitation)	22
VI. Communication: (Confidentiality, Appointments, Calendars, Weekly E-Blast, Communication, Parent/School, Room Parents, Telephone)	25
VII. Discipline: (Discipline Policy, Harassment, Suspension/Expulsion/Transfer, Student/Family, Behavior, Citizenship, Parent Responsibilities)	27
VIII. Health: (Emergency Information, Illness/Injury, Insurance, Medication, Pets, Screening)	32
IX. Safety and Welfare: (Bikes, Closed Campus, Custody Issues, Disability Issues, Disaster/Emergency, School Property, Supervision, Traffic)	34
X. Student Services: (Altar Servers, Mass, Mission Program, Retreats, Technology, Use of School Grounds, Use of Student Pictures, Outreach, Extended Care, Field Trips, Lunch, Intra-School Competition, Library, Lost & Found, Music/Choir, PE, School Pictures, Student Services, Student Council, Art, National Junior High Honor Society)	37
XI. Tuition: (Policy, End of Year Payments/Transfers, Parent Involvement, Rates)	44
XII. Uniform Policy: (Standard Uniform, PE Uniform, Mass Attire, Rules for all Grades, Free Dress, Out-of-Uniform Notice)	50
XIII. Parent Agreement: (must be signed and returned to the school)	55

2017-2018 STUDENT HANDBOOK (K-8)

I. INTRODUCTION

Statement of Philosophy

Sacred Heart School serves a diverse student body from many parishes and makes a significant effort to include children from all socio-economic, ethnic, and racial backgrounds. The school strives to provide a stable, safe and healthy environment wherein a positive self-image and sense of morality are enhanced. Our hope is to instill a committed love for God and of knowledge to enable each student to reach his/her highest potential in all areas: spiritual, apostolic, moral, intellectual, academic, physical, social and cultural.

We believe that the school exists to integrate the learning of each student with Catholic faith formation as embodied in the Gospel message and experienced in the school's faith community.

We acknowledge that the home is the child's first experience of life-giving community and that parents have been and will remain the prime educators of the child. In a shared effort, our parents, Priests, Sisters, teachers, aides, staff and students cooperate with and assist each other, striving to make our living community unique, contemporary and oriented to Christian service.

We believe that the Gospel message is reflected in the provisions of a core curriculum aimed at developing a totally integrated person. As age and development permit, students are encouraged to use critical thinking processes, communication and life-experience skills for continued intellectual growth. Committed to our Catholic philosophy, we root our community in Christ, the source of our faith, hope and love. We believe that Christian values underscore the school's task of forming individuals capable of living their choices responsibly and truthfully. This will give students a direction and stability that will sustain them through life, as they serve the Church and the world, as Christian adults in the twenty-first Century.

Mission Statement

TO TEACH AS JESUS DID

The Sacred Heart School Community is committed to modeling and teaching Catholic Christian morals and values, while creating a caring, respectful environment which promotes academic excellence and fosters a love for learning.

School-Wide Learning Expectations

In order to lead a Gospel-centered, well-informed life, a graduate of Sacred Heart School shall demonstrate the knowledge, skills, and attitudes essential to declare that:

I am a faith-filled person who

- ◆ A) recognizes God's presence in all creation
- ◆ B) demonstrates stewardship to all God's creations
- ◆ C) witnesses and practices Catholic values through words and actions
- ◆ D) participates in sacraments/liturgy of the church
- ◆ E) serves in the community

I am a life-long learner who

- ◆ A) seeks and implements information for continued academic growth
- ◆ B) is able to access and apply technology
- ◆ C) strives to imitate Christ in his/her whole person
- ◆ D) performs as confident individual as well as a team player

I am a loving person who

- A) respects differences of culture, beliefs, and individuality of others by practicing Christian values.
- B) accepts responsibility for his/her actions and consequences of those actions upon others
- C) responds to community needs

SACRED HEART SCHOOL HISTORY

Sacred Heart School has been in existence since 1984 when its' doors on Deep Canyon Road and Fred Waring were opened to receive students in Kindergarten and First Grade. The building had been constructed as a parish hall with three classrooms for religious education. With twenty-one (21) students in Kindergarten and First Grade in 1984, the school continued to add a new class each year. Enrollment growth was clearly foreseen.

The need for additional classrooms and a new school site was addressed in 1991. In the interim, a small staff worked with combined Grades 1-6 in the old school. Kindergarten was housed in the back of the old church.

Once the new school site and size were decided, the pastor of Sacred Heart Parish began fundraising efforts. Parishioners and visitors were very generous in supporting the drive to start the much needed building. Finances were in place and the new building was ready by September 1993. Provisions were made for larger classrooms for students in K-8. The computer room, library, offices and faculty space were great improvements over our earlier limited areas. On September 8th 1993, opening day for the new school, the expanded staff of eight (8) teachers in Kindergarten – Grades 7th/8th combination, welcomed a student total of 210. Soon afterwards, in

1994-1995 the computer room and library were staffed and running. Sizeable grants had enabled Sacred Heart School to develop its technology program earlier than was anticipated. Parents' Club Ways and Means Committee worked hard to match each annual grant received. School and programs were debt free by 1997. By 1999, school enrollment reached 291, close to capacity of 310.

In 2001 and 2002, the staff involved in K-8 at Sacred Heart School consisted of nine classroom teachers, a full-time computer teacher, and five part-time teachers in Advanced Math, Music, Spanish, library and P.E., and teacher-aides in K-5. Each year new students were tested and registered in the spring. A growing interest and provision for intramural sports and for music resulted in boys' and girls' teams in competitive sports and junior and senior choirs.

In 2002 the original Parish Hall was remodeled and opened as a four room, 83 student capacity pre-school. In 2009 we added an afternoon pre-K class of ten students bringing the enrollment in the preschool to 93 children. That same year plans were put into place with the intention of doubling the school size over the coming years. In 2002 the first set of classrooms were opened as junior high rooms allowing us to double kindergarten through third grade. In 2006 the new kindergarten and first grade classrooms were opened which gave us the space to double fourth and fifth grade. This expansion also included break out rooms, a multi-purpose room, a large play field and parking lot. In March of 2009 the final four classrooms and second library were completed allowing for the doubling of sixth through eighth grade. In May of 2009 the Parish Hall/Gymnasium opened including a new eating area for the children and a full service kitchen. With the school now hosting double grades enrollment hovers around 600 students and 475 families. The growing valley coupled with a reputation for academic excellence offered in a nurturing religious environment has blessed the parish with tremendous opportunities.

After many years of hard work, Sacred Heart School applied for and was awarded the National Blue Ribbon Award. The designation by U.S. Secretary of Education Margaret Spellings is the highest to be bestowed on a select number of schools in the nation each year, and places Sacred Heart School among one of 250 schools across the nation to be so recognized in 2006. SHS is the first school under the direction of the Office of Catholic Schools of the Diocese of San Bernardino to receive the award.

Non-Discrimination Statement for STUDENTS

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective school. The schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance and athletic and other school administered programs.

DAILY SCHOOL SCHEDULE

School Office Hours: The school office is open for business from 7:30 a.m. until 3:30 p.m. each day that the school is in session.

KINDERGARTEN, FIRST, SECOND GRADES

07:00- 07:45 a.m.	Extended Care
07:45- a.m.	1 st bell
08:00 -a.m.	Morning Prayer
10:00- 10:15 a.m.	Recess K, 1, & 2 grade
11:30 - 12:10 p.m.	Lunch (K-2)
12:10 p.m.	Class resumes after lunch recess
02:50-3:00 p.m.	Dismissal

GRADES 3-5

07:00- 07:45 a.m.	Extended care
07:45- a.m.	1 st bell
08:00- a.m.	Morning Prayer
08:10- a.m.	Core subjects, Religion, Math, Reading Literature/Language Arts
10: 15 -10:30 a.m.	Recess 3 rd , 4 th and 5 th Grades
10:45 a.m.	Core subjects, Reading, Literature/Language Arts (as needed), Science or Social Studies
11:50- 12:30 p.m.	Lunch 3 rd through 5 th Grades
12:30 p.m.	3 rd – 5 th Grades
12:30 – 1:00 p.m.	3 rd – 5 th Silent reading
1:00 – p.m.	Classes resume (3-5)
	Computer, Library, P.E., Music, (K -5 th Grades), Art, Spanish Social Studies or Science
02:50- p.m.	Bell to signal preparation for dismissal
03:00 p.m.	Bell to signal the end of the school day -dismissal
03:00- 05:30 p.m.	Extended Care

JR. HIGH

07:00 – 07:45	Extended Care
07:45 – a.m.	1 st Bell
08:00 – a.m.	Morning Prayer
08:10 – a.m.	Core subjects, Religion, Math, Reading, Literature/ Language Arts
10:30 – 10:45	Recess
10:45 a.m.	Core Subjects, Reading, Literature/ Language Arts (as needed), Science or Social Studies
12:10 – 12:45	Lunch
12:45 p.m.	Classes resume
	Computer, Library, P.E. Spanish, Social Studies or Science
02:50 – p.m.	Bell signal preparation for dismissal
03:00 p.m.	Bell to signal end of day – Dismissal
03:00 – 05:30 p.m.	Extended Care

Students who arrive before 07:45 a.m. must report to Extended Care. After dismissal (03:00 p.m.), students may not remain on campus unless they are in Extended Care. After school sports participants are allowed on campus only when supervised by an authorized adult.

Accreditation

Sacred Heart School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Role of Parents

The Church's vision of the parents' role in educating their child/children is put forth in the following passage from the Declaration of Christian Education, Vatican Council II:

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

Community of Believers

A Catholic school is not, a **place where**, but a **people who**. Catholic schools create for children an educational adventure, permeated by our Lord's Gospel. As a community of learners, Sacred Heart Parish School educates each child's whole heart, whole soul, whole mind, and whole strength. As a community of believers, we grow together in our Christian faith to love God and our neighbors.

II. GOVERNANCE

Sacred Heart School is part of the Catholic school system of the Diocese of San Bernardino. The Catholic school system encompasses 27 elementary and 3 high schools which are located throughout the Riverside and San Bernardino counties

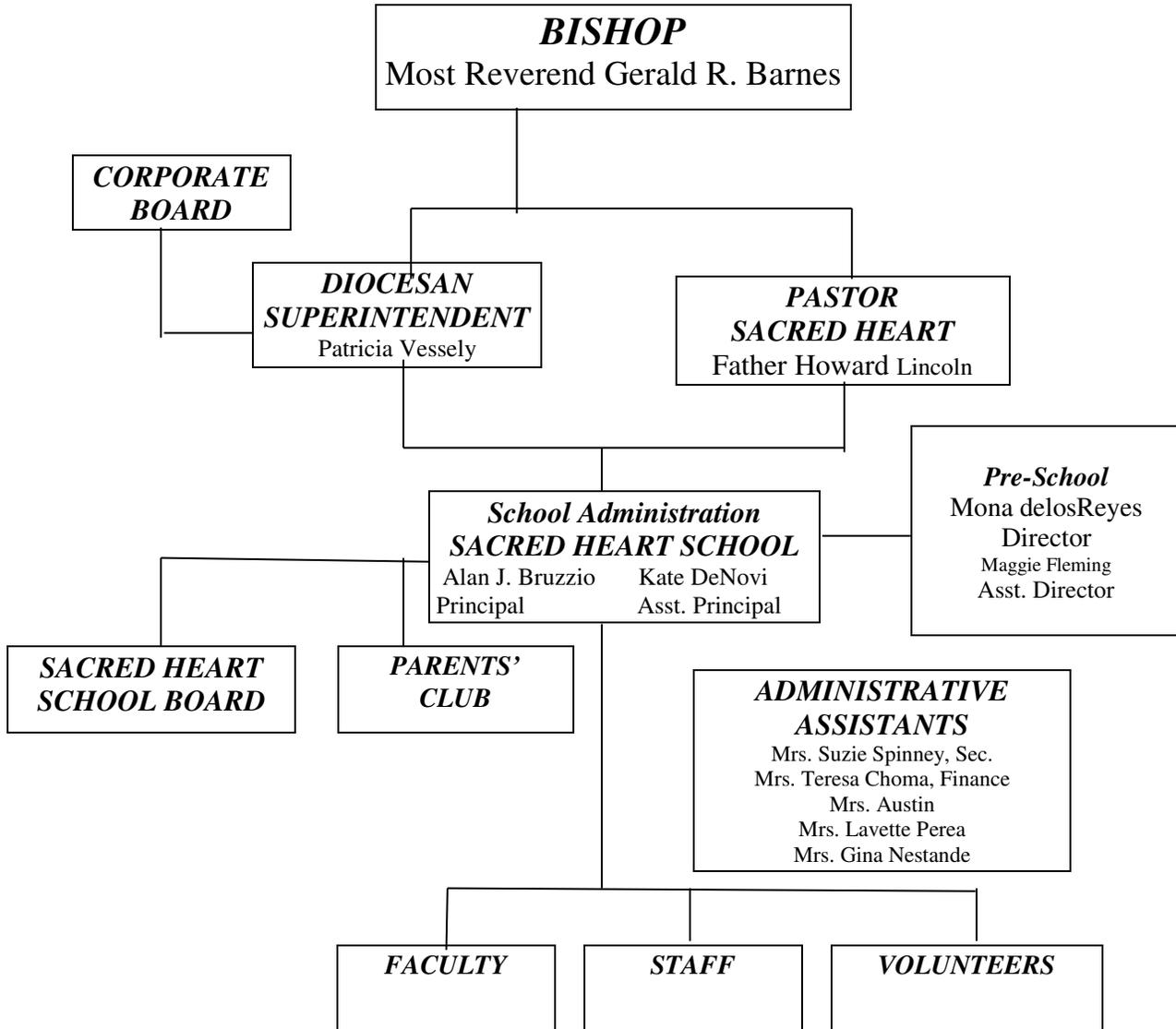
The Diocesan Office of Catholic Schools and the Office of the Superintendent are located in San Bernardino, as is the Bishop of the Diocese of San Bernardino. Under the authority of the Pastor of Sacred Heart Parish and the Diocesan Superintendent of Catholic Schools, the Principal is the Administrator of Sacred Heart School. The Principal is responsible for the building of a Catholic community, supervision of the instructional program, administration of school operations, marketing and public relations.

The Principal's leadership of Sacred Heart School is based upon prayerful discernment and the wisdom of the Pastor and advisory groups. In addition to faculty and staff, two consultative bodies are available to insure an active presence of the entire school community in our Catholic educational program:

- A. Sacred Heart School Parents' Club
- B. Sacred Heart School Board

Mindful of our families' instructional and financial interests, the full support and participation of these groups, both individually and collectively, help the Principal in administering Sacred Heart School. On the following page you will find an organization chart which illustrates the governance hierarchy.

Organizational chart
Diocesan School Organization Chart
SACRED HEART SCHOOL



PARENTS' CLUB

The purpose of the Parents' Club organization is to bring about a closer relationship between the school, the home and the parish through combinations of volunteer work, fundraising, education and special activities. The organization strives to bring parents together, as a community, to support and develop the school through active participation in the school "Parent Involvement Program" (participation in this program is a mandatory requirement by the school). By getting involved, parents make the most of the opportunity to meet other parents and become an active part of their child's school life. As parents get better acquainted with other parents, they will find a refreshing diversity among them, as well as shared beliefs and values.

It cannot be over-emphasized how important each individual and combined effort is, to the support of the school and parish programs. Without parent involvement, our school could not function efficiently. The Parents' Club is headed by an Executive Board which spearheads and promotes participation in the club's activities. The Board also advises the Principal on school activities and services, excluding personnel and curriculum.

The club's objectives include, but are not limited to the following:

- A. To develop a closer relationship between the home and the school so that parents and teachers may cooperate intelligently in the education of each child and become partners in the educational thrust of the school.
- B. To support the school philosophy and promote an appreciation of Catholic education.
- C. To support the school, utilizing the Parent Involvement Program.
- D. To provide occasions for experiencing a sense of community and communication between home and school; through occasions such as community service, meetings/celebrations and hospitality events.
- E. To strengthen integration with and support of Sacred Heart Parish, and parish life in general.
- F. To sponsor fundraising activities in order to provide whatever is needed by Sacred Heart School.

See the school office for a list of current Executive Board Officers. The parent Involvement Program requirements are provided to each family in the school registration packet. **By registering your child(ren) at Sacred Heart School, you are agreeing to accept and fulfill your mandatory requirements in the Parent Involvement Program. Extra copies of the program are available in the office.**

SCHOOL BOARD

Sacred Heart School Board is an advisory group, selected by the Pastor and Principal. The purpose of this Board is to advise the Principal on long range planning and policy matters. The School Board does not involve itself with the daily operations of the school. The Board sets policies, as needed, for the best administration and operation of the school such as, but not limited to:

- Finance
- Development
- Long range planning
- Marketing
- Social Action
- Scholarships
- Building and Grounds

The School Board is comprised of representatives from Sacred Heart School Parents' Club, Sacred Heart parents at large, Sacred Heart Parishioners, members of the community at large and ex-officio members.

III. ADMISSION

Sacred Heart School adheres strictly to a policy of racial and sexual non-discrimination as dictated by the Diocese of San Bernardino which reads as follows:

Non-Discrimination Policy

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the respective schools. These schools do not discriminate on the basis of sex, color, national or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Sexual Non-Discrimination Policy

Coeducational schools shall in no way discriminate against any student because of his or her sex.

Student Admission

The schools of the diocese are established as religious schools; therefore, preference in admissions shall be given to practicing members of the diocesan Catholic community. In cases of parish elementary schools, preference shall be given to the admission of children of parents actively engaged in the parish.

No one shall be admitted as a student in any Catholic school unless that person and/or his/her parents subscribe to the local schools philosophy and agree to abide by the educational policies and regulations of the school and the diocese.

The student admission policy of Sacred Heart (SHS) Catholic School will follow these priorities:

- SHS parish children with siblings attending SHS Catholic School and children of teaching staff of SHS Catholic School.
- Children of families moving into the area that have been committed to Catholic education in their previous place of residence.
- SHS parish children with no siblings attending SHS Catholic School.
- Catholic out-of-parish children with siblings attending SHS Catholic School.
- Catholic out-of-parish children with no siblings attending SHS Catholic School.
- Non-Catholic children with siblings attending SHS Catholic School.
- Non-Catholic children with no siblings attending SHS Catholic School.

The waiting list for grades at capacity adheres to the same priorities.

Immunization Requirements

The California School Immunization Law requires that children be up to date on their immunizations to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten **through** 12th grade and all students advancing to 7th grade before entry. (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075)

To attend school, your child's Immunization Record must show the date for each required shot. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption. A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsforSchool.org. You must also submit an immunization record for all required shots not exempted.

Required Immunizations:

Polio (OPV or IPV) - 4 doses (3 doses OK if one was given on or after 4th birthday)

Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT) 5 doses (4 doses OK if one was given on or after 4th birthday)

Tdap (7th Grade Entry) 1 dose of Tdap (Given on or after the 7th birthday.)

Measles, Mumps, and Rubella (MMR or MMR-V) 2 doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)

Hepatitis B (Hep B or HBV) 3 doses

Varicella (chickenpox, VAR, MMR-V or VZV) 1 dose 1 dose for ages 7-12 years. **2 doses** for ages 13-17 years.

Age Requirements

Students may enter the kindergarten of this school if they will attain the age of five (5) years on or before September 1st of the year in which they are seeking enrollment. Students may enter the first grade of this school if they will attain the age of six (6) years on or before September 1st of the year in which they are seeking enrollment.

New Student Admissions

For the admission of a Kindergarten or First Grade child, parents are required to present the child's (a.) birth certificate; (b.) Baptismal certificate; (c.) evidence of compliance with immunization requirements; (d.) the mandated health assessment form; and (e.) social security number .

For the admission of students beyond First Grade, parents are required to present the child's (a.) birth certificate; (b.) Baptismal, First Holy Communion and Reconciliation certificates; (c.) the proper transfer or some appropriate notification from the school previously attended; and (d.) a copy of the last report card. The office requests cumulative records from the previous school.

New students will be accepted on the basis of readiness testing and on the recommendation of the previous school of attendance. All students will be on probation for their first year of attendance. Students who have been accepted either conditionally or non-conditionally and who prove to be discipline problems and/or are uncooperative will be asked to withdraw.

New students will be officially enrolled upon completion of all required forms and payment of all fees. Additionally, all parents must sign and return the Contract Page for the current school year (colored sheet located inside the back cover) acknowledging that they have read this handbook and agree to abide by the policies, rules, regulations and philosophy of Sacred Heart School and the Diocese of San Bernardino.

CLASS SIZE

Currently the maximum class size will be 25 - 30 students in grades K-2, 28 - 32 students in grades 3-5 and 32 - 35 in grades 6-8. . Thereafter, children will be put on a waiting list. Exception to the policy will be made at the discretion of the principal and/or pastor.

REGISTRATION

Registration is held in the spring of each year. Families with children attending Sacred Heart School are given first option to register for the next academic year; new students are then invited to fill any vacancies in accordance with the school's Admissions Criteria. Once all vacancies are filled, applicants are placed on a waiting list according to both their readiness for the grade and the priority list.

In order to assure a place for new and returning students, the registration packet must be completed and all fees (registration and material) must be paid during spring registration to confirm students' position. New students who apply after spring testing will be required to pay fees on the day of acceptance.

In the case of returning students, all outstanding tuition must also be paid before confirmation of enrollment for the next school year.

Registration fees apply to all students. The fee covers a diocesan assessed per capita tax, office fees for registration, standardized testing and student insurance.

Materials Fees apply to all students. The fee is used to purchase all textbooks, workbooks and consumables used in each classroom.

Registration and Materials fees are payable at the time of registration. **Registration and Material fees are non-refundable.**

Any child who transfers to another school at any time must have his/her tuition and any other outstanding fees paid in full **BEFORE THE LAST DAY OF ATTENDANCE** at Sacred Heart School. The tuition is considered earned for that month that the transfer takes place; all other prepaid tuition will be refunded.

Background Check

All parents are required to have a background check prior to any involvement with school children. All new volunteers (as of November 1st, 2011) must fill out the back ground check form and submit to the office with a \$30 fee and once clearance is received usually within two to three days they are allowed to volunteer on campus. As per Community Care Licensing Preschool parents are also required to do the Livescan background check. (Check with office for local locations.)

IV. ACADEMICS

CURRICULUM

Sacred Heart strives to offer a well-rounded academic program following the guidelines given by the Diocese of San Bernardino. We incorporate the areas of:

- Religion
- Family Life
- Language Arts (Reading/Literature, Grammar, Phonics Spelling, Hand Writing, Composition and library)
- Math
- Social Studies
- Science
- Art
- Music
- Physical Education
- Computer Literacy
- Spanish

EVALUATION

Teacher evaluation of students, oral and written, is on-going. Standardized tests, Iowa Test are administered to students in grades 2 through 8 in mid October. Standardized testing in the core subjects is also conducted in late spring to measure yearly growth. Teachers will give you the Iowa test results and discuss the comparison between achievement in class and potential achievements. Direction will then be set for optimum progress and, if necessary, future conferences or student monitoring can be scheduled.

Parent/Teacher conferences are held at the time of the first progress report time. Conferences can be arranged, on prior request, as needed.

Should the situation arise that Sacred Heart School cannot properly serve the needs of a child, we will do all we can to help guide parents in placing the child in a school that can best accommodate his/her educational needs.

STUDENTS WITH LEARNING DISABILITIES

At Sacred Heart School we have two resource teachers on staff to assist with students who have any learning disabilities. An application for the resource program must be completed by the parents after meeting with the classroom teacher and if necessary, the resource teacher. The student's current documentation of a disability or special need must be attached. Acceptable documentation includes a full psycho-educational assessment conducted by a qualified professional or a current IEP. **A doctor's letter is not sufficient documentation for resource services.** Current documentation is considered to be within the past three years and includes an academic and cognitive ability test, along with a detailed history, diagnosis, and recommended accommodations based upon that diagnosis. Resource services are provided based upon the recommendations contained in the report and determined by the Student Support Team which includes the resource specialist, classroom teacher, administration, and any additional student support providers.

We, as a school community, recognize that different students have different needs, educational, emotional, social, and behavioral. These needs should be addressed on an individual basis to create a learning environment that best matches each student. We strive to make certain each child can learn when provided with an appropriate learning environment through instruction, encouragement and collaboration between student, school, and home. We know that for students to be successful in the classroom, the curriculum and methods of teaching is dictated by what the students need and are able to learn. Instruction of this curriculum is determined by the way in which a child learns the best and will be dictated by the resource specialists, teachers, and parents working as a team. Accommodations for these students do not affect their ability to earn Honor Roll.

Once it has been determined that a student needs a fidget to help keep focused, the resource teacher and the Assistant Principal should be notified. Students may choose a school approved fidget. Fidget spinners or boxes are not allowed on campus.

HOMEWORK

Homework is an integral part of the student's total learning experience. It helps students grow in responsibility, form good study habits and reinforce or improve the skills or concepts learned in class. We expect students to do their best job on their homework. We expect homework to be neat, accurate and that assignments will be turned in on time.

While student ability and concentration will vary, general suggested time allotments for homework are:

Kindergarten	20-30	minutes
First and Second Grade	30-45	minutes
Third and Fourth Grade	45-60	minutes
Fifth Grade	60-90	minutes
Sixth, Seventh & Eighth Grades	90 -120	minutes

Homework will be assigned Monday through Thursday nights. Generally, no homework should be given over weekends or during vacation time except for long range projects. Jr. High students can expect homework over the weekends. All students should be reading on weekends and breaks. If parents have any questions about homework, a conference with the teacher should be arranged. This can be scheduled upon your request, with office personnel or directly with the teacher. Dismissal is not the time to discuss your child's progress or homework.

If your child is absent for one day, please do not request homework, refer to Gradelink to see assignments. After the child returns to school, he/she will be given one day for each day absent to make up missed work. Extended illness may call for other considerations. When over extended periods of absenteeism occur, it is the responsibility of the parent(s), in cooperation with the teacher, to make sure that the child has learned the missed material covered in class.

If homework is late or not turned in, consequences will be based on grade level policies. Work must be requested a minimum of 2 days prior to an anticipated absence. Work is due on the first day back from absence.

Grades 2-8 will be utilizing Gradelink for their "Homework Board." When signing on to Gradelink, please find the calendar icon just right of the center of the screen. It is a white box with the number date indicated (for instance, today is the 28, so the icon is a "28.")

- Click on the icon
- Monthly view will show
- Click on "week" in the top right corner
- Assignments will appear at the top of the calendar week
- Assignments appear on the DUE DATE! Not date assigned.
- If the blue assignment is listed on the 28th, that means that it is due that day and the homework should be completed the night/nights before
- Clicking or hovering a specific assignment gives more detail
 - For instance, the blue box may say "Current Event"
 - When hovering, it will indicate the topic the teacher has chosen

www.sacredheartpalmdesert.com/mrs_walton Provides Junior High students with information regarding upcoming tests and projects.

These resources are NOT a substitution for a student Agenda and may not provide the most up-to-date information. The agenda is always the best!

PROMOTION / RETENTION / PLACEMENT

Promotion -Only the students who have successfully completed the work of a particular grade will be promoted to the next grade level. Students will not pass just because they come to school. They must do all the classroom work, homework and pass the tests and evaluations given by each respective teacher.

Retention -In cases of slow progress retention may occur. Each situation will be considered individually by the teacher and principal. Any decision concerning retention shall be made after considering the student's emotional, physical, social, intellectual and academic development. The deciding factor will be what is best for the student.

Placement —If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retentions / placements, physical size, chronological age, siblings in the same/next grade, academic ability, learning disability, attitude of student, and social considerations. Questions regarding student placement are to be directed to the principal. Placement to the next grade level may result in a student receiving a certificate rather than a diploma upon completion of the eighth grade.

REPORT CARDS

Report cards are issued each trimester. They are sent home in an envelope; the report cards are to be reviewed and retained by the parent(s). The report card envelope must be signed and returned to the office to verify receipt of the report cards.

Absences of 40 (approximately 13 per trimester) or more days during the year may result in the holding of the report card until the work is made up. The term “incomplete” may be entered on the report card. There could be additional consequences due to high absenteeism.

HONOR ROLL

Placement on the Honor Roll is a very special recognition for academic achievement. At the end of each trimester, Honor Roll certificates are awarded to those students who meet the required criteria.

All core subjects for the school year will be included. P.E., Music, Art and Spanish (in 3-5) are part-time subjects and are not included. Spanish is included in the Jr. High calculation for honor roll. Technology grades and Accelerated Reader, if included in core subject areas, are part of the honor roll requirements

3 rd -8 th Grades	
Gold Leaf Honor Roll	3.9 - 4.0
"A" Honor Roll	3.5 - 3.89
"B" Honor Roll	3.0 – 3.49

To merit Honor Roll, the student must, in addition, have commendable conduct. Students must earn an “A” in conduct for Gold Leaf and at least a “B” in conduct for “A” and “B” honor roll.

We hold our honor roll students up as role models for other students to follow, and as representatives of Sacred Heart School, we consider a student's long term behavior just as important as the student's academic achievement. Outstanding record of behavior is defined as not having received any disciplinary notices within a marking period.

STUDENT RECOGNITION AWARD REQUIREMENTS

To merit awards, the student must, in addition, have commendable conduct and have no conduct grade lower than "G" (Good). Sacred Heart School holds its award students up as role models for other students to follow.

Each Trimester students will be recognized in a schoolwide Student Learning Expectation Award Ceremony. Teachers will choose a student to receive an award for Lifelong Learner, Loving Person and Faith Filled Person.

A Lifelong Learner is a student who seeks and implements information for continued growth. They are able to access and apply technology. The student strives to imitate Christ in his/her whole person and performs as a confident individual as well as a team player.

A Loving Person respects differences of culture, beliefs and individuality of others by practicing Christian values. They accept responsibility for his/her actions and consequences of those action upon others. The student responds to the community needs.

A Faith-filled Person recognizes God’s presence in all creation and demonstrates stewardship to all God’s creations. They witness and practice Catholic values through words and actions. The student serves in the community.

Our PE Coaches also recognize students from each grade who demonstrate good sportsmanship.

Sportsmanship Award is for students who display good sportsmanship, effort and integrity. They strive to imitate Christ in his/her whole person by including and sharing their talents and gifts with others. The student performs as a confident individual as well as a team player.

The Principal recognizes students from each class with the Principal's Award.

To receive this award, teachers recommend a student who has set a commendable example of outstanding citizenship reflecting Catholic values. The Principal then chooses which students will receive this award.

HONOR ROLL REQUIREMENTS (3 -8 GRADE)

Gold Leaf Honor Roll

1. GPA of 3.9 to 4.0.
2. "A" in conduct.

"A" Honor Roll

1. GPA of 3.5 to 3.89
2. An "A" or "B" in conduct.

"B" Honor Roll

1. GPA of 3.0 to 3.49
2. An "A" or "B" in conduct.

Core subject classes are made up of Religion, Language Arts, English, Math, Science, Social Studies, and Spanish (6-8 only). Since the work done by students in the Library and Computer Room is reflected in one or more of the core subject classes, these too, become part of the Honor Roll requirements.

The teacher can not just give a grade because of class participation or conduct. The grade has to be determined by documentation of class assignments (work) and tests given.

SANCTIONS FOR DISCIPLINARY VIOLATIONS

Suspension from school may assume various forms depending upon the circumstances:

1. The student may attend class but lose the right to participate in certain activities.
2. The student may receive an in-school suspension. This form of suspension requires a student to report to school and complete all work in the office. They will not be allowed to attend any classes with their fellow classmates. Students will receive credit for all work completed.

3. The student may receive an out-of-school suspension. This form of suspension requires the student to stay home from school for the allotted suspension time frame. All class work and tests are required to be made up however students will receive no credit for the work.

In certain circumstances the School Administration has the right to make decisions about whether a student will be given credit for the work.

STUDENT RECORDS

All official transcripts will be sent to a new school only on the written request of the receiving school.

Students' records are not given to parents or students. However, parents may have access to their child's records for review; at least one day's notice is appreciated.

STUDENT SCHOOL SUPPLIES

Students are responsible for purchasing most of their own consumable supplies. A list of supplies is provided prior to the start of each school year and these items are to be brought on the first day of school or at the teacher's discretion.

In order to assure that all classrooms have clear doorways **all** backpacks must be small enough to fit inside the provided cubbies in the classrooms. If students choose to have a rolling style backpack it must be able to fold and fit inside the cubby space that is provided for each student. **Backpacks may not be stored outside of the classroom or anywhere other than the provided cubby. Zuca Backpacks are not allowed on campus at any time. Back packs can be searched at any time.**

V. ATTENDANCE

State law requires regular student attendance for classes in school. Unless excused for a valid reason, students are expected to be on campus from 08:00 a.m. until 03:00 p.m. Students may not leave the campus for any reason without parent/guardian permission, office notification and approval.

ABSENCES

Excuses for dismissal for appointments, vacations and illness, are the parents' responsibility. Careful consideration should be given to having a child miss school for a reason other than illness or family emergency. Parents and students are asked to keep absence to a minimum and abide by the following rules:

- A. Parents must call the office before 08:00 a.m. to state the reason for the student's absence. If the school has not heard from the parent, you will be called. A parent must call each

day of the absence, unless the length of the absence is known in advance (by submitting written note to the office, signed by a parent).

Jr. High students are required to get an absence pass from the office before they are allowed to go to class. This will assist them with obtaining all missed classwork from their teachers.

- B. Notes for a student to be excused from school during the day should be addressed to the teacher, signed and dated by a parent. Include the time and reason for dismissal with the request. Parents must go to the office to sign the child out; staff will then request the student to be dismissed from class and report to the office to be released to the parent.

If students are absent 13 days in a report card period, they will not receive their grades unless a satisfactory make-up plan is agreed upon and conditions met.

MEDICAL / DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents must pick up and sign-out their children at the office. A note from parents should be given to the teacher on or before the morning of the appointment to advise the teacher; the note should include the time and reason for the absence.

TARDY

Attendance and punctuality play a huge role in increasing children's academic success. When students are not in class they miss out on information. Research shows that children with consistent school attendance learn more. If our students are to fully benefit from the many opportunities our school offers them, regular school attendance is vital. Children who are late or absent can copy notes or make up an assignment, but they can never recover what is most important: Morning Prayer as a class and school, the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive.

While punctuality will promote learning, arriving late to school can also be very disruptive for the child, the teacher, and the other pupils in the class. When the child grows up he will quickly learn that employers seek reliable, dependable and responsible people to fill employment positions. Regular attendance at school is also important in promoting social development and enabling students to keep up to date with the workload. Developing positive attendance and timekeeping habits at a young age will serve the child well throughout his/her life. Your role to help your child come to school every day and to arrive on time is pivotal.

Please note the following school rules and guidelines regarding Tardiness and Leaving Early.

- Tardiness is a serious matter as it affects not only the tardy student, but also the students whose learning may be interrupted by late arrivals or by leaving school early. Seeing that all children arrive on time for school is the responsibility of each parent.

- All students should report to their classrooms at 7:55 a.m. and be prepared to begin at 8:00 a.m. If the student is not on time and in their classroom when the 8am bell rings, they will report to the school office to receive a tardy pass
- For the safety of our students ALL students arriving before 7:45 a.m. must be dropped off at Extended Care.

Excused Tardy: -a valid reason for being tardy, examples would be: illness, medical appointments, unexpected major traffic delays, car problems or flooding / natural disaster.

Unexcused Tardy: -reasons such as oversleeping, parent's fault, etc. Students (K-8) who are tardy 5 times or more per trimester will be charged \$5.00 for each tardy thereafter. Our primary goal is not to collect your money, but rather to encourage every child to be on time and present for the entire school day.

The Principal shall take appropriate action when a student is absent or tardy without validation or if there is reason to suspect the validity of the excuse.

VISITATION

All parents, volunteers and visitors to the school must sign in at the office and get a nametag before entering a classroom for any reason (field trip driver, room parent, birthday, speaker, etc.). Parents must also have background clearance prior to entering a classroom.

While on campus we ask that you keep all cell phones in silent mode and do not use them while in the classroom volunteering. As the prime role models for our children, we kindly ask that all parents please respect the school's dress codes when volunteering, visiting, attending school functions or coming on to campus for any reason (including dropping off in the morning and picking up in the afternoon). Clothing for all adults should be modest and appropriate in according to Diocese of San Bernardino Diocese Catholic school standards. We respectfully ask that shorts, skirts and/or dresses must come down to the top of the knee. Strapless, spaghetti straps, backless, revealing and/or tops with low necklines may not be worn in the school buildings, at Mass or at school functions. We thank you for your cooperation.

Younger siblings are not allowed to be along when volunteering on campus.

Class Interruptions -Only in the case of an emergency are teachers and students to be interrupted during school hours. Parents should leave messages or forgotten articles at the office; late delivery lunches are placed on the bench near the office door.

All messages to students will be given to them during morning or noon recess.

Parents are not allowed at any time to approach students to discuss negative issues.

VI. COMMUNICATION

CONFIDENTIALITY

Parents expect that school officials will give them necessary information concerning the health, life and safety of their children. An exception – is a student shares that they are going to harm themselves or others, the person must reveal that information even if confidentiality was promised. The school faculty/staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

APPOINTMENTS

Parent / Teacher Appointment -Teachers want you to keep in touch and welcome your interest in your child's education. Do not let a concern become a problem due to lack of communication. Questions or concerns regarding your child should begin with your child's teacher. Teachers are available between 7:45- 8:00 a.m. to ask a quick question or to set an appointment and 03:15- 03:30 p.m., if you need a brief, informal conference. Should you want a formal conference; parents are advised to set an appointment with the teacher to insure readiness and ample time to confer. **PLEASE DO NOT SPEAK WITH YOUR CHILD'S TEACHER DURING DISMISSAL. TEACHERS ARE RESPONSIBLE FOR THE SUPERVISION OF ALL STUDENTS DURING THESE TIMES AND MUST NOT BE DISTRACTED FROM THIS VITALLY IMPORTANT TASK.**

Teachers can be contacted by e-mail. However, these should be kept to a minimum as 25+ e-mails from each student's parent each night would be impossible to answer. Please save e-mails for significant issues. You can expect a response within 24 hrs.

If there is a need for further assistance, then the Principal should be contacted in the manner described below:

Parent / Principal Appointment -In order to serve you in a more efficient manner, it is suggested that you call the office or come in personally to schedule an appointment with the Principal. Every effort will be made to see you in a timely manner. Understandably, appointments will be made to work around the Principal's schedule of tending to students, classes, meetings, observations, faculty, staff and other important administrative affairs.

When you phone for an appointment, please provide the following information: (a.) your name and phone number; (b.) the name of your child(ren); and (c.) the purpose of your appointment.

CALENDARS

A yearly calendar is provided to parents at the beginning of each school year.

WEEKLY E-BLASTS COMMUNICATION

Our weekly newsletter is digital. The newsletter will be sent via e-mail every Thursday afternoon to the addresses you have provided in your registration paperwork. The weekly E-Blast will be a direct and efficient form of communication between the school and parents. Hard copies of the newsletter, as well as any forms referenced electronically, will also be available in the school office.

PARENT/SCHOOL

Communication between parents and school is of utmost importance. In order to facilitate this communication, parents are responsible for:

- A. Reading this handbook and understanding the school's policies, rules and philosophy.
- B. Signing pertinent documents (progress reports, permission slips, etc.)
- C. Attending all Parents' Club "Open" meetings and participating in the Parent Involvement Program.
- D. Discussing and offering suggestions/solutions to any problem or concerns they may have regarding their child or the school.

ROOM PARENTS

This program focuses on assisting the teacher and acting as a liaison between the teacher and parents. Duties vary, but could include: helping in the classroom, coordinating field trips, planning parties, arranging speakers, etc. As a room parent, you are the coordinator/contact for the classroom in connection with class/school events. Being a room parent is strictly voluntary and is a very rewarding experience. Attendance at all scheduled room parent meeting is essential to continuing in this position. Parents of students new to the school are ineligible to be room parents. The Director of Special Projects, working from the office facilitates all volunteer activity. All communication from the Room Parent to the Parents must be approved through the office before it can be sent home.

TELEPHONE

Students do not usually use the office phone. Should a student need to use the phone, the call should be of a serious nature. A permission slip from the teacher must accompany students

wishing to use the office phone. After school arrangements may not be made using the school phone. Cell phones are preferably left at home. **NO CELL PHONE USE IS PERMITTED ON CAMPUS BY A STUDENT.**

Students in Jr. High will be required to put their cell phones in the cell phone holder in their homeroom each morning. All cell phones must be turned off. There are no exceptions to this rule. If a student is found in violation of this policy their phone will be taken to the office and their parents must pick it up. A second offense will result in the phone no longer being allowed at school. Back packs can be searched at any time.

Apple watches or like devices may be worn provided they are in the school uniform colors and are used for telling time purposes only.

If a parent wishes for their student to wear a Watch Phone they must request permission to do so by the School Administration.

VII. DISCIPLINE

Discipline in the Catholic school is considered an aspect of moral guidance and it is best achieved in an atmosphere of cooperation between home and school. The purpose of discipline is to teach the value of being responsible for one's own choices and actions. In correcting our students, we try to do so in a loving, but firm way, so they realize that their behavior is unacceptable by others, while they, as an individual, are loved. The dignity of each student is taken into consideration in all matters.

DISCIPLINE POLICY

In order to avoid misunderstandings regarding school rules and regulations, the principle violations which result in disciplinary action and possible suspension / expulsion from school have been summarized below:

- A. Lack of respect for and lack of cooperation with teachers, staff, aides or adult volunteers assisting at school.
- B. Open and persistent defiance of the authority of the school, either in action or language, in or out of the classroom.
- C. Refusing to comply with reasonable request by a teacher, in or out of the classroom.
- D. Leaving the school premises without office permission (includes leaving the campus to retrieve playground equipment).
- E. Habitual tardiness, cutting class or truancy.
- F. Fighting or behavior which might provoke a fight on or off campus.
- G. Defacing or destroying school property. Students and/or parents are held liable for the cost of replacement or repairs as required by law.
- H. Stealing, cheating, copying, plagiarizing or forgery.
- I. Use of vulgar or profane language or possession of pornography.

- J. Possession of anything that might harm another person, (firecrackers, knives, guns, laser light pens, etc.).
- K. Possession and/or use of tobacco, narcotics or alcohol, on or in the vicinity of the school grounds.
- L. Harassment or threatening (physical, verbal, racial, sexual).
- M. Actions gravely detrimental to the physical, moral and spiritual welfare of others. Any disrespectful behavior which demeans or intimidates another person (verbal or physical); poor sportsmanship.
- N. Habitual or repeated violation of school rules.
- O. Bullying or threat of student violence.
 - A. There shall be no tolerance of threats of violence. Any and all threats to inflict serious harm to self or others must be taken seriously. This will include the presence of threat of using weapons or accessing internet web sites dealing with weapons or destruction.
 - B. Whoever hears of, becomes aware of any threat made by a student should immediately report it to the principal or his/her delegate. In all cases, the superintendent of schools must be kept apprised of such situations and their proposed resolution.
 - C. The school should immediately notify the police when the threat is made or the school becomes aware of such threat.
 - D. A student who has made a threat should be kept in the school office under supervision, separated from his/her belongings, until the police arrive.
 - E. The parent/guardian of any student who has made the threat should be notified immediately.
 - F. Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing as a potential victim should be notified immediately.
 - G. The student who has made the threat should be suspended and not be considered for readmission to school unless and until the following steps have been completed:
 - 1. If the parent/guardian of the student wants the child to be readmitted to the school, he/she must give the school requested permissions (as listed below) and fully cooperate with the school officials.

primary
psychologist

2. A psychiatrist or psychologist must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the evaluation, he/she shall determine the necessity to utilize a primary psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessment is the responsibility of the student's parent/guardian.
 3. The school shall provide the mental health care professional (psychiatrist or psychologist) with the written permission of parents, with all relevant facts, including but not limited to aggressive behavior details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 4. The mental health care professional, with written permission of the parents/guardians of the child, shall provide the principal a written comprehensive, detailed evaluation report and documented treatment plan stating the basis upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the principal to the mental health care professional.
 5. The evaluation report and all subsequent reports shall be made available to the principal who shall share them with the school's pastor/pastoral coordinator, the superintendent of Catholic schools, and any legal and/or mental health consultants including the school counselor assisting the principal in his/her decision regarding the readmission of the student.
 6. With the concurrence of the pastor and the superintendent of Catholic schools, the principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 7. The mental health care professional shall provide the principal a follow-up assessment within 30 days of readmission to the school. The follow-up assessment shall inform the principal if therapy, counseling and/or other treatment will be needed or provided.
- H. Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.

- I. Documentation from the mental health professionals concerning any student is to be placed in a separate, confidential file and should not be part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation.
- J. This policy should be communicated clearly to all faculty, staff volunteers, parents/guardians and students on an annual basis. Each school will provide for a sign off process to indicate awareness of this policy by all the above mentioned individuals.
- K. This policy will be reviewed periodically or as needed to accommodate changes, as the mental health care professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Each level and each teacher establishes and sends home his/her own individual classroom rules and procedures for dealing with inappropriate behavior for a particular age group.

HARASSMENT

The Diocese of San Bernardino affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, gender, physical or mental ability, or life style choice. Often times, especially with young children, harassment may occur for no particular reason, other than meanness on the part of the bully or harasser. Harassment of any student by any other student or staff member for any reason is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity. Any bullying or harassing behavior that brings scandal and/or harm to the reputation of the school or diocesan community will be disciplined. It is acknowledged that these policies may differ from the Education Code under which public schools operate.

APPROVED: EDUCATION AND WELFARE CORPORATE BOARD
DATE: AUGUST 2007

5156.61 BULLYING

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. When a group of students come together and become a negative voice and/or their actions reveal a unified deviant behavior, this will be interpreted as gang behavior. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms:

- Physical Bullying: Hitting, punching, pushing, tripping, or blocking movements
- Verbal Bullying: Teasing, name calling; or threat of retaliation
- Nonverbal (Emotional) Bullying: Intimidation using gestures, or social exclusion
- Cyberbullying: Sending insults or threats by e-mail, cell phone, picture phone, or other electronic media; use of internet, cell phone, or other electronic device to intimidate, threaten, or harass

Also see #5230 – Threat of Student Violence

APPROVED: EDUCATION AND WELFARE CORPORATE BOARD
DATE: AUGUST 2007

5156.62 SEXUAL HARASSMENT

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written Harassment: Suggestive or obscene letters, notes, or invitations
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement
- Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters

APPROVED: EDUCATION AND WELFARE CORPORATE BOARD
DATE: AUGUST 2007

SUSPENSION / EXPULSION / TRANSFER

Suspension -is defined as temporary removal from school for a designated period. A student who receives two (2) suspensions during the school year may be expelled. The actions/behavior listed in the discipline policy above will warrant suspension(s). Work missed while on suspension could be recorded as a zero in the teacher’s grade book.

In-School Suspension- The principal may elect to have a student serve a suspension on school property. Students serving in-school suspensions will be allowed to do class work that is brought to them throughout the day; students will be given full credit for work completed during in-school suspension.

Expulsion -

The final decision to expel a student rests with the Principal and the Pastor.

- A. Full credit shall be given for work accomplished by the student prior to the time of expulsion.
- B. Only in exceptional cases will expulsion be imposed for a student who is in the eighth grade and has been enrolled in the school for three or more years.
- C. Expulsion or recommended transfers will usually be made at the end of the semester, unless the severity of actions requires immediate resolution.

STUDENT TRANSFER DUE TO FAMILY BEHAVIOR

Proper Catholic education and care of each child requires mutual trust and cooperation of the school and family. Ordinarily, a child is not penalized for actions of parents or family members. However, the Principal may recommend and/or require the transfer of a student for any of the following reasons:

- A. When parent(s) have been persistently and overtly uncooperative with the school staff.
- B. When parent(s) have repeatedly failed or refused to comply with school policies, regulations or programs.
- C. When parent(s) have repeatedly caused school personnel undue aggravation, annoyance or distress.
- D. When parent(s) have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their children or others.

After reasonable effort to elicit the minimum requisite parental cooperation, and after appropriate consultation, the Principal may recommend transfer. If the parent(s) refuses the recommended transfer, the Principal will order a mandatory transfer of the student from school, following the procedure of (a.) the notification to parents; (b.) a conference with parents; and (c.) written documentation of all events related to the transfer.

STUDENT BEHAVIOR AND RESPONSIBILITIES

The responsibility for basic behavior development rightfully belongs with the student and his/her parents. Parents will be expected to cooperate with and assist the school in promoting and maintaining acceptable moral and social standards of conduct. The Christian identity of our School resides in the actions of our students.

In accordance with diocesan guidelines, it is the responsibility of the student:

- A. To comply with the rules of the school.
- B. To pursue the prescribed course of study.
- C. To respect and respond to the authority of the school personnel.
- D. To respect the rights and property of others and expect the same.

“In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.”

STUDENT CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Their best conduct is expected in the halls, lunch areas, playground, and classroom or upon leaving the school grounds and at activities where students are representing Sacred Heart School. Teachers want students to become good citizens, therefore, expect teachers to remind students of their shortcoming.

Teachers will give special emphasis to Christian practices of honesty, morality, courtesy, obedience to the law and respect for our country's flag. Appreciation of the Constitution, respect for parents and home, recognition of the dignity and necessity of honest labor, are characteristics desired and expected of all students. Character is our hallmark. We must stand up for honesty and justice.

PARENT RESPONSIBILITIES

Parents are the primary educators of their children and can encourage Christian behavior by maintaining a Catholic atmosphere at home by:

- Encouraging regular family prayer and a wholesome home environment.
- Fostering in the student a Christ-like concern for all classmates and their reputations.
- Helping to develop in the student the Christian attitude of respect for their own belongings and the property of others.
- Regularly attending Mass on weekends.

Parents are not allowed at any time to approach other students to discuss negative issues.

VIII. HEALTH

Sacred Heart School is equipped with a Health Room located in the school office. It has *basic* first aid supplies and two rest beds.

If a child has a health problem, (diabetes, allergies, asthma, etc.), it is absolutely essential that this information be given to the office and to the classroom teacher EACH YEAR.

EMERGENCY INFORMATION

By law, the school is not authorized to treat a sick or injured student. In order to properly attend to the student, parents are required to complete the emergency portion of your online registration each year; this must be on file on/or prior to the first day of school. All information in the emergency portion must be current and updated whenever any information is changed. Most importantly, among the information requested, the school requires parents' home and work phone numbers and two emergency contact persons (other than parents). This completion and submission is mandatory. **IT IS THE RESPONSIBILITY OF PARENTS TO KEEP EMERGENCY INFORMATION CURRENT.**

ILLNESS OR INJURY

In accordance with diocesan policy, should a student become injured or ill, the parents shall be contacted. No student shall be permitted to go home before this contact is made. If the parent cannot be reached, such designated persons named on the student's EMERGENCY

INFORMATION shall be contacted. If there is serious injury and parents cannot be contacted immediately, the physician listed on the EMERGENCY INFORMATION will be contacted. In extreme emergency situation, the school may need to contact paramedics or other such professional medical personnel.

All injuries must be reported to the school office immediately.

Here at Sacred Heart School, when students are ill, they are sent to the office and are monitored by the office staff for a short period. The student's temperature is taken and his/her parent is called.

If at any time the staff attending the student is unsure of the condition of the child, the parent shall be called for direction. A student who is sick before leaving for school should not be brought to school. The school office is not always a quiet and restful place.

INSURANCE

All students attending parochial schools in the Diocese of San Bernardino have student accident insurance with the insurance carrier chosen by the Diocese of San Bernardino. The insurance premium is paid from your registration fee. Parents are given opportunity to purchase additional insurance at the beginning of the school year for a nominal fee.

When a student has sustained an accident that is covered under the terms of the policy, the school must be advised of the injury within 24 hours, if you choose to file a claim. School insurance claim forms are available in the office; claims must be filed by the parent/guardian.

MEDICATION

School personnel may not administer any type of medication (even non-prescription) to students without WRITTEN PERMISSION from parents and WRITTEN AUTHORIZATION, ORDERS AND INSTRUCTION from a doctor. Parents must complete a Medication Authorization Form for each medication (a copy of this form can be obtained in the school office). Any medication must be provided in its original container and must be delivered to the office by the parent. If your child needs to take medication of any kind (including cough drops and lozenges) during school hours, the above conditions must be met.

MEDICAL RELEASE FOR CONTAGIOUS ILLNESSES

Students who contract a contagious illness or health problem (chicken pox, measles, lice, etc.) must obtain a medical release certifying their fitness to return to school. This release must be presented to the school secretary BEFORE a child will be admitted to his/her classroom. This

policy has been designed to protect the health and welfare of students and staff. It will be followed without exception.

In circumstances where students contract lice, in order to return to school they must be completely nit free and able to return to school. (The office will no longer be checking and giving clearance). No exceptions will be made.

PETS

For liability and health reasons, no pets are allowed on the school grounds without permission (in advance) from the Principal.

SCREENING

The school regularly schedules screening tests (hearing, scoliosis, vision, dental, etc.). Parents are notified of test dates and are given the opportunity to have their child tested. These tests are voluntary and require a consent form provided by the office.

IX. SAFETY AND WELFARE

BICYCLES

Bicycles are permitted on campus for older students. Bicycles must always be walked on campus. In the interest of safety, bike riding on school property is not permitted at any time. Bikes are locked on the rack at the west side of the school behind our offices. **REMEMBER, HELMETS MUST BE WORN BY ALL BIKE RIDERS** as required by Law.

CLOSED CAMPUS

Sacred Heart School is a closed campus. After 8:00 each day all gates are closed and locked. All visitors must ring the door bell at the main gate. This bell will ring into the office and the office will grant access. **All visitors must sign in the office in order to be on campus. Volunteers or visitors must wear a yellow name badge at all times.** Students are taught that if they see anyone on campus without a name badge they are not to talk to them but to tell an adult so we can assure their safety. Students are expected to stay inside the school boundaries. At no time are students free to leave the school grounds during school hours without written permission from parents and administration. All students must be signed out at the office before being released to parents. Students who walk to school must provide written permission, signed by the parent, authorizing such.

CUSTODY ISSUES

In the event that your family may have custody issues please make sure the office has updated court papers stated what the specific custody issues are. The school is required to follow all court ordered custody agreements. Without court ordered paperwork students can be released to either parent or legal guardian.

DISABILITY ISSUES

Sacred Heart School has parking spaces that are reserved specifically for anyone who has any disabilities. We ask that parents please respect these spaces and keep them for those individuals who have state authorized Handicapped Parking passes. We also provide handicapped ramps at all entrances and walkways to assist any wheelchair guests or students. All bathrooms are equipped with Handicapped bathrooms as well.

DISASTER/EMERGENCY

Students are trained for fire drills and earthquake drop drills, which would be used in the event of a fire or natural disaster. During drills, all students, staff and volunteers must participate and vacate the building. If a disaster were to occur during school hours, the students would be kept at school until called for by a parent or authorized guardian.

All parents and volunteers on campus at the time of an emergency must report to the incident commander as they may be asked to fulfill the duties of a staff member not present. In case of an earthquake, a two-hour waiting period is advised to allow the city time to clear the roads of electrical wire and check broken gas lines. Each family must complete the Emergency portion of the online registration and it must be on file in the office at the beginning of each school year. **IT IS THE RESPONSIBILITY OF PARENTS TO KEEP THIS INFORMATION CURRENT.**

In time of local, regional or national emergency, Sacred Heart School will most often follow local Public School policy with regard to closing.

Each child is provided with an earthquake kit in school. The kit has a shelf life of five (5) years and will support life (with the proper proteins and vitamins) for three (3) days.

SCHOOL PROPERTY

The learning environment that the school strives to create is one which fosters an appreciation of education. Christian behavior among students, respectful attitude toward fellow students and school authorities, and respect for all property is expected of all Sacred Heart students.

- A. Books -Books are school property. For this reason, lost or damaged books must be reported and replaced at family or student expense. Textbooks must be kept covered at all times. If a textbook is damaged the students will be charged for the replacement cost of the textbook.
- B. IPADS /Laptops– IPADS are used in every classroom on a daily basis. The students are given instructions on how to use and handle the IPADS. Should your student damage an IPAD/Laptop they will be responsible for the replacement cost or the cost to fix it.
- C. Facilities -The buildings, grounds and equipment are to be treated with the greatest respect. Students are expected to take care of school property. If through carelessness or willful destruction, any property is damaged, those responsible are required to replace or repair the item.

WE WANT TO BE PROUD OF OUR SCHOOL; PLEASE TAKE CARE OF IT.

- D. Food, Drink and Gum -Because of the maintenance and safety problems posed to floors and furniture, eating and drinking inside the classrooms should be kept to a minimum.. NO GUM IS ALLOWED ON THE SCHOOL CAMPUS.

SUPERVISION

The school (Principal and Faculty) is responsible for adequate supervision of students during the regularly scheduled school day. The school day is defined as 08:00 a.m. - 03:00 p.m. For those students enrolled in extended care, the hours are 07:00 a.m. -05:30 p.m. Adequate supervision is provided by the school through support staff personnel. Parents and volunteers are always welcome. No student is allowed to run or play before or after school, on school grounds.

TRAFFIC PATTERN

Drop-Off and Pick-Up Procedures:

It is important to use the following guidelines when dropping your child off at school in the morning: **The only morning drive thru drop off available is in the back parking lot. We have staff and parent volunteers at this drop off to assure for the safety of the children. The front parking lot by the office is to be used for parents wishing to park and walk their children in. This lot is not a drive thru drop off.**

For after school pick up we ask that you use the following guidelines to help us better assist you with picking up your child:

For the Kindergarten and First Grade children, we ask that you use McNellis St. and use the drive through method at the end of the cul-de-sac. If you choose to park and walk up to get your child, please park in the first rows of the back parking lot so you are not interfering with the Grades 2 – 5 drive thru pick up. The Kindergarten and First Grade classes are dismissed about 2:50 p.m.

For Grades 2 – 5, the drive thru pick up is in the back parking lot behind the gym. There are three lines for pick up. It is important to **not** get out of your car, but rather let us put your child in the car. This allows us to keep the flow of traffic moving and helps us to provide for the safety of your child. If your child is already in your car, it is helpful to the person directing traffic if you can give them a thumbs up sign. This will allow us to keep directing you towards the exit and do not take time looking for your child. We try to get all children dismissed and into their cars in 5 to 7 minutes. If you have students in grades 2-5 and Jr. high students we ask that you utilize the Jr. High pick up area and have your grades 2-5 students go to that dismissal area. If you choose to walk up to get your child, please let them know ahead of time and we will send them to the front gate by the office to wait with assigned staff members until you arrive. We ask that you park away from our Junior High pick up area. If you wish for your child to be escorted to the Junior High pick up area to wait with an older sibling, please be sure to communicate this with the office ahead of time.

For Junior High Students, the drive thru pick up and walk up pick up is located in front of the amphitheater, between the gym and the Church. Please enter the drive thru lanes from Deep Canyon Drive. There are two lanes for you to get your student. We ask that you do not get out of the car but rather allow us to get your child to you. This will help to keep the flow of traffic moving and allow us to get the children dismissed as quickly as possible. If you choose to walk up to get your child we ask that you park away from the drive thru area. Please remember that Junior High students do not reach the pick-up area until 3:05 p.m.

Reminder to All: The fire lane in front of the school must be kept clear at all times. *Cars may not park along the red curb.* We kindly ask that anyone needing to come in to the school office, park in a designated parking space. *For the safety of all our students, we remind everyone that cars must be turned off and keys removed before you exit your car and enter our school property for any reason.*

X. STUDENT SERVICES

ALTAR ASSISTANTS

Students from Sacred Heart have the privilege of serving on the altar at the Eucharistic celebrations (Mass) under the training and supervision of Sacred Heart Parish personnel. Beginning in the fourth grade students are eligible to serve. We highly recommend that every Catholic student, in this age bracket, be involved in this service to their church. Daily Mass at 7:45 a.m. provides this opportunity.

MASS

Each First Friday, a school-wide Mass is attended by all Sacred Heart School students. In addition, weekly Mass is attended by all Sacred Heart Students each Wednesday morning. Each class takes responsibility for preparing the liturgy and having an active part in at least one Mass during the school year. Parents are invited and encouraged to attend these Masses which start at 8:30 a.m. on First Fridays and 8:30 a.m. on Wednesdays. (Note: During the first week of the month, students will attend Mass on the First Friday rather than on Wednesday.)

All students must wear their Mass Attire (dress uniform) on First Fridays (refer to Uniform Policy). Students must wear Mass Attire for Wednesday morning Mass. Students who participate in P.E. (Physical Education) classes that day may bring their P.E. uniform to change into during recess. We expect parents to support the dress uniform policy by insuring that their children leave home properly dressed for Mass, as well as all school days.

We also look forward to seeing all our families at Weekend Mass. This is one way of putting into practice what is taught in school. Family Masses are at 9:30 and 11:00 on Sunday morning. Student choir provides singing at the 9:30 Mass. Sacred Heart School student readers are selected to read at these family Masses, alternating weekends with students from the CCD program. Parents are invited and welcome to bring up the gifts or to be otherwise involved in these Masses. Please inform the school office if you are interested and would like to participate.

MISSION PROGRAM

Sacred Heart School actively supports the Holy Childhood Association, which is a world-wide mission program, to raise funds for underprivileged children in underdeveloped countries. It is very important for students to grow in awareness and generosity for those blessings they have received.

RETREATS

Each trimester students participate in spiritual retreats. These are done at the different grade levels to assure that the topics are age specific. (K-2, 3-5 and Jr. High) The retreats are facilitated by the teachers and presented by the students.

TECHNOLOGY

We have a state of the art computer lab where an entire classroom is able to go onto the computer at the same time. Students are taught basic computer skills as well as the ability to do power point presentations. Students are encouraged to do research in the computer lab for other subject area projects. We also have a cart of 30 I-Pads in each of our classrooms, grades 2 - 8 that can be used in the classroom to facilitate further technology. The students each sign an internet safety agreement at the start of each school year. All computers are monitored for proper usage and each computer has blockers for internet safety reasons. Any student misusing the computer internet policies will be subject to disciplinary actions.

USE OF SCHOOL GROUNDS

For safety purposes we do not allow the grounds to be rented out or used for personal parties or events. Any person wanting to get permission to use the school grounds must contact the Church Office to see if they are available for private use.

USE OF STUDENTS PICTURES

There are times throughout the school year when the local television or local newspapers would like to cover events or activities that are happening on our campus. Each year parents are asked to sign a waiver allowing your child's photos to be used for any publicity reasons. You are able to state whether or not you will allow your child's photo to be used.

OUTREACH PROGRAM

Families are involved in an on-going outreach program that includes:
Visits to Angel View which assists with the young who are physically challenged.
Visits to the Elderly in retirement/convalescent homes.
Martha's Kitchen –Brown Bag Friday program and helping serve the hungry.
Donations to Catholic Charity organizations.

EXTENDED CARE

This service is provided for the convenience of Sacred Heart School families who have working parents and for emergency situations. All students participating must have the necessary forms completed and on file with the extended care supervisor. Payments may be sent utilizing the family envelope system. Extended care is available before school beginning at 7:00 a.m. and also at 3:00 until 5:30 p.m. If your child is not picked up at 5:30 p.m. the extended care late fees are \$5.00 per minute per child.

FIELD TRIPS

Field trips of educational and cultural value are encouraged and are arranged by the classroom teacher. Field trips are a privilege not a right. A School Activity/Field Trip Parent Consent Form must be completed by the parent for each student and for each field trip or school-sponsored activity. This consent form is the parents' authorization for their child to attend the field trip. In addition, it releases the school from liability. If the consent form is not received prior to departure time, the student will remain in school. Neither telephone calls nor faxed notes will be accepted in lieu of the signed consent form.

For liability reasons, only students enrolled at Sacred Heart School can attend field trips; siblings of students are not allowed to accompany them. Field trips are considered part of the planned curriculum; however, the principal, teacher, or parent may restrict a student's participation due to a failure to meet academic or behavioral requirements. If a child's participation is declined, the child will remain at school to do work provided by the teacher.

Drivers for field trips must complete the necessary forms (background check, safe environment and DMV driving record check) and have them on file in the office in order to be authorized to drive. A seatbelt for each person is required.

All parents participating on a field trip must have their background check completed. Please see the office staff if you have not completed this requirement.

Sacred Heart School supports field trips for its students as a means of enrichment, education and fun. The privilege of participating in field trips comes with specific student responsibilities. Failure to follow the school rules of conduct on field trips could mean the loss of future field trip attendance. It is important that all students follow the rules so that we can continue to participate in these activities. In addition, students may be denied the privilege of participating in field trips, social (school dances, ect.) and/or extracurricular activities (Field Day, ect.) if said students have been disruptive, violated the school code of conduct, have excessive absences, or have failed to conform with school rules and regulations. Students must meet all of the following requirements to participate in a field trip, social or extracurricular activity:

1. Have a minimum of a 2.0 GPA
2. Have a Conduct Grade of a C or higher
3. Be present the entire day prior to the activity

The Principal, with input from the appropriate staff, shall make the final decision on whether or not the student may participate.

LUNCH

Students may bring a box or sack lunch or may purchase “hot lunch”. Students in grades K-5 have the option of purchasing a box lunch. Students in grades 4-8 have the option of bringing money to school and purchasing off an ala cart menu.

Sacred Heart Preschool is a NAP SACC (Nutrition and Physical Activity Self-Assessment for Child Care) certified preschool and even though the Main school does not enforce all the strict guidelines set with the NAP SACC program we do ask that you send in nutritious snacks and lunches for your children. We offer many healthy choices for our students to purchase. When choosing a birthday snack we ask that you keep it healthy and keep portion control in mind. (Send in mini muffins or fruit skewers instead of large cupcakes.)

Parents who bring a lunch before the scheduled lunchtime are to mark the student’s name on it and place it on the bench located by the office.

Parents bringing a lunch after the lunch period begins are asked to take it to the office for delivery. Students are not allowed to pick up lunches in the parking lot. We discourage delivery of fast food lunches by parents and disallow delivery by outside vendors to students at lunchtime since it creates unwanted problems. If you must drop off a “forgotten lunch”, it must be one that has preferably been prepared at home. All lunches must be dropped off by 11:30am.

Hot Lunch is prepared by our Kitchen Manager here on property with the help of parent volunteers. Our Kitchen Manager takes great pride in preparing healthy, homemade lunches and snacks. Lunches are available at school for purchase Monday through Friday. Students in grade K – 5 may order a box lunch. Each month a calendar and order form will be sent home for students to order from. The due date marked on the calendar is strictly held to. No late orders will be accepted. Students in grades 4 – 8 will be allowed to bring money to purchase their lunch from an ala carte style menu.

All measures are taken to inform parents of those days in which your child will not need to order lunch in the up coming month, (i.e. field trips). However it is the parent’s responsibility to cross reference classroom newsletters and calendars so that they are not paying for uneaten lunches.

Kindergarten, Grade 1 and Grade 2 students begin their lunchtime at 11:30; Grade 3 – Grade 5 students will begin lunch at 11:50; Jr. High students begin their lunch at 12:15.

The following lunch rules apply at all times: all students must go to lunch area with their class at the **time and to the place** the class is assigned.

A. Students will say grace as a class before proceeding to lunch area.

- B. Students must remain at the lunch tables for at least 15 minutes to allow adequate time to eat.
- C. Older students need to pace their own eating time; at least 10 minutes. No student is to be released to play until his/her eating area is clear and clean.
- D. Teacher or Aides in K-2 may dismiss students to play beginning at 11:50 a.m., if the students are ready.

“Individual” place clean-up and trash disposal is required.

Lunch Hour is as follows:

Grades K -2	11:30 a.m. to 12:10 p.m.
Grades 3 – 5	11:50 a.m. to 12:30 p.m.
Jr. High	12:15 p.m. to 12:45 p.m.

INTRASCHOOL COMPETITION

All students are eligible to participate and represent our school in a variety of activities. Basketball, Football, Volleyball and Soccer programs are offered to our junior high students. There is a \$20 participation fee for each sport activity. Additionally, the Riverside Catholic Schools Track Meet is held once a year and is open to all students in first through eighth grade. This is a great opportunity to meet other Catholic Schools in our nearby area and compete for trophies and ribbons. Students are also eligible to compete in the annual Geography Bee, Science Fair, Spelling Bee and Academic Decathlon. Palm Desert Art & Essay competition is provided annually. All these are wonderful opportunities for fun competition and intra –school social interaction.

Eligibility: To participate, students must maintain a “2.0” average. Eligibility checks will be done periodically throughout the school year to determine eligibility. The principal, at his/her discretion can determine the eligibility status of a student. The eligibility standard pertains to all extra-curricular activities.

LIBRARY

All students have access to the library at least once a week at scheduled times. All students are responsible for returning books on the due date. The Accelerated Reading Program, which entails students reading books and taking a comprehension “review”, is in full operation. Students in grades 2 through 5 are required to participate in this program. Accomplishments or lack thereof, are reflected on report cards.

LOST AND FOUND

All personal items must be permanently labeled with name and grade. Clothing, school bags, lunch boxes, notebooks, etc. should be properly identified. "Lost and Found" is located on the cart next to the drinking fountain. If clothing items are not marked with the students name and are not claimed, they will be sold through the school's used uniform sales.

SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR LOST ITEMS

MUSIC/CHOIR

Music is taught twice a week in the classroom (Grades K-5). A select choir starts in late September. Practice is held at a time and place decided when the group first meets, usually after school or 12:30- 01:30 p.m. once or twice weekly.

PHYSICAL EDUCATION

P.E. classes are held twice a week for 45 to 50 minutes per class for all students. Students must wear their P.E. uniforms.

SCHOOL PICTURES

Pictures are taken each fall and spring. There is no obligation to purchase them. Students will wear their Mass attire for pictures (refer to Uniform Policy). These pictures will be used in our school's yearbook and cumulative files. We also offer optional spring pictures in non-uniform attire available for purchase.

STUDENT SERVICES

Offsite counseling is available through Catholic Charities Counseling.

STUDENT COUNCIL

The purpose of the student council is to provide service to the school community, to develop leadership and to encourage student involvement in all aspects of school life. The student council meets regularly and plans activities for the students under the supervision of a moderator. These students are invited to take part in the Student Leadership Program held each summer at Aquinas High School in San Bernardino.

ART

Art classes are offered in all grades and taught by each classroom teacher in grades K-1. Classes are taught by an art instructor weekly in 2-5 and offered as an elective in junior high.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Students in the 6th through 8th grades, if eligible, are invited to apply to the (NJHS). Invitations are offered after the 1st and 2nd trimesters. Sixth graders are not eligible until after the second trimester. Students must have an acceptable GPA and demonstrate a high degree of character, citizenship, leadership and service. Please see the NJHS staff advisor for additional information.

TUITION

Catholic Schools are a blessing as they strive to be affordable so that any child can have the opportunity for a Catholic education. Catholic schools in our diocese must be financially responsible organizations in order to survive. School operations, maintenance, supplies and staff salaries are dependent upon tuition, fees, and fund-raisers and the loyalty and generosity of parents, grandparents, patrons and friends of Sacred Heart School. To keep the school affordable, parent/family participation is essential and vital to the successful operation of our school.

Parochial schools, such as ours, were previously supported by the parish. Sacred Heart School in its earlier years benefited heavily from such parish endowment. Our new school, which opened in September of 1993, was built from parish-procured fundraising monies. We are fortunate to have a very supportive pastor, but Sacred Heart School must strive to be self-supporting; this is a diocesan directive.

TO ASSURE A VIABLE CONTINUED OPERATIONAL BUDGET, TUITION MUST BE PAID ON TIME.

STANDARD PAYMENT POLICY

Tuition may be paid yearly, semi-annually or in ten or eleven equal monthly payments, June or July through April inclusive. Monthly installments will be made through FACTS. (See FACTS Information Sheet). If tuition is not paid by the due date, an automatic LATE CHARGE will be added to your account. If tuition is past due and satisfactory arrangements for payment have not been made, parents will receive a letter from the bookkeeper and/or the principal. Failure to comply with their request for payment can result in parents being asked to take their children out of school.

A \$20.00 school handling fee will be charged for each check that is RETURNED by the bank for any reason (in addition to applicable FACTS returned payment fees and/or any bank service fees charged.) After a check has been returned by the bank, the school will accept **ONLY CASH PAYMENTS** from that family, at the discretion of the principal. *Post dated checks cannot be accepted by the school at any time.*

No deductions will be made from the monthly tuition fees for days missed from school by a student.

END OF YEAR PAYMENTS/TRANSFERS

At the end of the school year, each child's tuition fees must be paid in full by the first week in April (the final tuition payment month) of that school year.

Transfers –Any child who transfers to another school at any time must have his/her tuition fees, and any other fees, paid in full BEFORE THE LAST DAY OF ATTENDANCE at Sacred Heart School.

The tuition is considered earned for that month that the transfer takes place; all other prepaid tuition will be refunded. Transcripts, report cards and/or awards may be withheld until tuition and any other fees are paid in full.

PARENT INVOLVEMENT PROGRAM

Over and above the paying of tuition, parents are expected to adhere to the Parent Involvement Program, which is responsible for helping support the school financially, as well as assisting in a variety of areas. With respect to tuition, the fund-raisers provide monies which directly affects the tuition paid by each family by reducing the amount charged. Fundraising proceeds are used to meet school expenses and to assist with on- going development of our school programs. Without parent involvement in fundraising, our tuition rates would have to carry these expenses. All families bear their fair share of the responsibility for reasonable tuition.

With respect to support services, the parent involvement program assists by providing volunteers who help in the daily operation of the school. These services range from the maintenance of the school to the daily operation of the office, library, computer and the hot lunch program; services which would otherwise require the employment of additional staff (which would have to be paid for by increasing tuition) or simply doing without them.

By reviewing the parent involvement program activities, you are made aware of the needs of the school and, as a result of parent involvement, why our tuition is so affordable in comparison to private schools in the area.



TUITION SCHEDULE 2017-2018

Sacred Heart School offers three options for tuition.

Payments can be made Annually, Semi-Annually or monthly through FACTS Tuition Management.

CHOOSE AND INITIAL ONE OPTION:

Option A _____ Basic Family Rate

This option includes a family annual tuition rate (see schedule below) plus completion of the FFA, Scrip and Parent Involvement Hours.

Kindergarten through Eighth Grade only:

	<u>Annual</u>	<u>Semi-Annual</u>	<u>10 Months</u>	<u>11 Months</u>
ONE Child	\$ 6,000.00	\$ 3,000.00	\$ 600.00	\$ 545.45
TWO Children	\$11,385.00	\$ 5,692.50	\$ 1,138.50	\$ 1,035.00
THREE Children	\$16,250.00	\$ 8,125.00	\$ 1,625.00	\$ 1,477.27
FOUR Children	\$20,285.00	\$10,142.50	\$ 2,028.50	\$ 1,844.09
FIVE Children	\$24,530.00	\$12,265.00	\$ 2,453.00	\$ 2,230.00

Preschool only:

ONE Child	\$ 6,850.00	\$ 3,425.00	\$ 685.00	\$ 622.72
TWO Children	\$12,835.00	\$ 6,417.50	\$ 1,283.50	\$ 1,166.81
Tuesday/Thursday	\$ 3,000.00	\$ 1,500.00	\$ 300.00	\$ 272.72
Monday/Wednesday/Friday	\$ 4,215.00	\$ 2,107.50	\$ 421.50	\$ 383.18

Option B _____ Scrip Free Family Rate

This option includes a family annual tuition rate (see schedule below) plus completion of FFA and Parent Involvement Hours. There is no Scrip profit requirement.

Kindergarten through Eighth Grade only:

<u>Months</u>	<u>Annual</u>	<u>Semi-Annual</u>	<u>10 Months</u>	<u>11</u>
ONE Child	\$ 6,400.00	\$ 3,200.00	\$ 640.00	\$ 581.81
TWO Children	\$11,785.00	\$ 5,892.50	\$ 1,178.50	\$ 1,071.36
THREE Children	\$16,650.00	\$ 8,325.00	\$ 1,665.00	\$ 1,513.63
FOUR Children	\$20,685.00	\$10,342.50	\$ 2,068.50	\$ 1,880.45
FIVE Children	\$24,930.00	\$12,465.00	\$ 2,493.00	\$ 2,266.36

Preschool only:

ONE Child	\$ 7,250.00	\$ 3,625.00	\$ 725.00	\$ 659.09
TWO Children	\$13,235.00	\$ 6,617.50	\$ 1,323.50	\$1,203.18
Tuesday/Thursday	\$ 3,400.00	\$ 1,700.00	\$ 340.00	\$ 309.09
Monday/Wednesday/Friday	\$ 4,615.00	\$ 2,307.50	\$ 461.50	\$ 419.54

Option C _____ Premium Family Rate

This option includes a per student annual tuition rate (see schedule below).

There are no additional Parent Involvement Hours, Scrip or Fundraising obligations for the year.

Preschool and Kindergarten through Eighth Grade rates:

	<u>Annual</u>	<u>Semi-Annual</u>	<u>10 Months</u>	<u>11 Months</u>
ONE Child	\$10,000.00	\$ 5,000.00	\$ 1,000.00	\$ 909.09
TWO Children	\$20,000.00	\$ 10,000.00	\$ 2,000.00	\$ 1,818.18
THREE Children	\$30,000.00	\$ 15,000.00	\$ 3,000.00	\$ 2,727.27

REGISTRATION FEES (Non-Refundable)

\$250.00 per student

MATERIALS' FEES

\$250.00 per student

TOTAL ANNUAL FEES due at time of registration

\$500.00 per student, preschool – grade eight

STANDARD PAYMENT POLICY

Sacred Heart School strives to make Catholic education available to all families, even if all families cannot meet the full cost of tuition. Tuition increases, necessary due to the rising costs of education, are not meant to alienate anyone. To facilitate this goal, the school administration will meet with families who have a concern with any and/or all financial obligations.

All matters relating to individual tuition assistance are held in the strictest confidence between the receiving family and the school administration.

SACRED HEART SCHOOL FUNDRAISING

All Sacred Heart School families* are required to generate \$1,000 in fundraising each school year. Of the \$1,000, a minimum of \$300 must be profit from participation in the Scrip program. The remaining \$700 can be achieved by participating in various fundraisers that run throughout the year. All families will receive Scrip and Family Fundraising Account (FFA) updates periodically during the school year.

SCRIP

- ___ Cash and Carry Scrip (gift cards that we carry on hand) will be sold Monday and Friday in front of the school office between the hours of 7:45am and 8:15am;
- ___ Scrip special orders received by 9:00am on Monday morning will be ready for pick up on Friday afternoon that same week;
- ___ Each family is responsible for tracking their own E-scrip activity and reporting credit totals to the office;
- ___ Grocery store / loyalty cards lag behind in their reporting time and, while they can add to your Scrip profit, they should not be relied upon to achieve your Scrip requirement;
- ___ Once the \$1,000 fundraising requirement has been met, including the \$300 in Scrip profit, 50% of any additional scrip profit will be credited to your tuition account for the following school year;
- ___ Scrip profit may be credited to another school family if the request is made *at the time of your Cash & Carry sale or at the time an order is placed.*

Additional Contributions

- _____ Contributions to fundraisers during the year will be credited to your FFA.
- _____ Underwriting of budgeted expenses will be credited to your FFA. This includes, but is not limited to, Fall Carnival, Christmas Luncheon, Spring Gala, miscellaneous Preschool programs.
- _____ If a family has not met the *additional contributions* portion of their FFA by the last day of the school year, they will be billed the shortage .

Within Sacred Heart School's Parent Involvement and Fundraising Programs, a single parent is defined as the following:

"One parent, not living with a spouse or partner, having all of the day-to-day responsibilities in raising the child/children; the parent who is the sole caregiver; the parent the child/children have residency with all of the time and who is 100% financially responsible for the child/children, with no involvement by the second parent."

UNIFORM POLICY

Students are best prepared for school when they are properly dressed and groomed. They are expected to follow standards of cleanliness, neatness and modesty in everything they wear. Students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. We take pride in our school and the uniform provides a means of identity for the students with our school. In all fairness to other students and their families who honor the policy with the designated uniform, we sincerely hope that you respect the uniform policy, which will be strictly enforced.

Parents and students both share in the responsibility for seeing that the uniform policy is appropriately observed and maintained.

STANDARD UNIFORM

Distributor:

Norman's Uniforms
371 W. 6th Street
San Pedro, CA 90731
Phone Orders: (310) 832-8342
Fax Orders: (310) 832-1410
Internet: www.normansuniforms.com School Code: 43775

Grades K-5

Boys: Mass attire – **Norman's Uniform** navy shorts/pants and white uniform oxford shirt
Everyday – **Norman's Uniform** navy shorts/pants and gray or white polo shirt.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants.

Girls: Mass attire – Grades K – 4: **Norman's Uniform** white SHS blouse and plaid jumper.
Grade 5: **Norman's Uniform** white uniform oxford shirt, plaid skirt.
(We request that all girls wear black or white bike shorts under their jumpers and skirts.)
Everyday – **Norman's Uniform** white SHS blouse, white or gray polo shirt, shorts/skort/pants.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants.

Jr. High

Boys: Mass attire – **Norman's Uniform** navy (not tan) shorts/pants, white oxford shirt.
Optional navy sweater vest.
Everyday – **Norman's Uniform** shorts/pants, navy or tan, white, gray or navy polo shirt.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy or black mesh shorts/sweatpants.

Girls: Mass attire – **Norman’s Uniform** white uniform oxford shirt, plaid skirt. Optional long sleeve blouse with vest attached or navy sweater vest.

Everyday – **Norman’s Uniform** white, gray or navy polo shirt, tan or navy shorts/pants, tan or navy skort. Any of the required mass shirts may also be worn with the shorts, pants or skorts.

P. E. days – **Norman’s Uniform** gray SHS t-shirt, navy or black mesh shorts/sweatpants.

Please remember....

- The old SHS logo is no longer acceptable.
- The navy sweaters/cardigans are the only acceptable outerwear items allowed to be worn in Church.
- Only Sacred Heart Uniform outerwear may be worn in the classroom.
- 8th Grade Privilege shirts are the only non-uniform item allowed.
- Parents wishing to embroider uniform items must adhere to the following restrictions:
 - Student’s name only.
 - Embroidered items are restricted to outerwear uniform items only.
 - Size of name must fit within a 1 inch high by 3 inch wide box.
 - May only be placed at the back, center, top portion of the uniform piece.
 - Any variation must be approved by the school administration.

Uniform Socks
Grades Preschool – 8th Grade

Boys and Girls:

- Socks must be **white**.
- Students coming to school wearing socks not in compliance will receive an Out of Uniform notice to be signed by a parent and returned the next day. A replacement pair of socks will be given to the student and families will be charged \$5.00.
 - Students must return the signed Out of Uniform notice and \$5.00 to the school office the next morning before proceeding to class.

Uniform Shoes
Grades Preschool – 8th Grade

Boys and Girls:

- All students must wear athletic shoes in white, gray or black. The shoes may have simple swooshes or designs provided they are in white, gray or black.
- Shoes must be secured by shoe laces. (Laces may be white, black or gray only)
- Velcro shoes will be acceptable in Grades Preschool-2nd only.
- **No buckle or slip-on shoes will be permitted.** (Girls may wear buckle Mary Jane style shoes to Mass)

- Students coming to school wearing shoes not in compliance will be sent to the office and will not be allowed to return to class until acceptable shoes are brought to school.

Haircut Policy
Grades Preschool – 8th Grade

Hair styles must be neat, clean, simple styles. Hair must be natural in coloring. Highlights of any kind are not allowed. No fad haircuts are allowed. This includes fad hair accessories such as feathers or hair extensions. Hair cuts should not be distracting.

Boys' hair length must be cut above the ears, eyebrows and shirt collar.

No facial hair or side burns are allowed.

Hair bows and accessories are limited to navy, black, gray or white only and any hair accessories sold by Norman's Uniform.

RULES FOR ALL GRADES

- A. All shirts and blouses must be buttoned with no more than the top button, unbuttoned.
- B. All shirts and blouses must be tucked in; nothing is to be tied or rolled around the waist (sweaters, sweatshirts, etc.)
- C. No turtlenecks or long sleeve shirts are permitted.
- D. Sweaters and sweatshirts must be uniform if worn in the classroom; in cold weather. Non-uniform attire (jackets, winter sweaters, etc.) may be worn outdoors only.
- E. Uniforms should be replaced when worn, torn or faded; all uniforms should be appropriately sized:

Boys:	Shorts length must be to or above the knee
Girls:	Shorts and skorts must be no more than 3 inches above the knee
	Skirt, and jumper-length must be no more than 2 inches above the knee. Girls' skirts must display/convey modesty in dress.

- F. No make-up or nail polish is allowed; no jewelry (except for post earrings-one in each ear. Ear rings must be in the lower part of the ear lobe). No rings or bracelets may be worn. No acrylic nails are allowed. Colored watches can only be navy, black white or gray.

- G. Hair styles should be neat, clean, simple styles. Hair must be natural in coloring. Highlights of any kind are not allowed. Hair cuts should not be distracting. Boys' hair length must be above the ears, shirt collar and eyebrows. No sideburns.
- H. Any undershirt worn must be solid white.
- I. It is recommended that girls wear bike shorts under their skirts and jumpers.
- J. Tights or non-lace ankle length leggings may be worn during colder weather. Socks must cover the bottom of the leggings. (Solid white, navy blue, black or gray only)

OPTIONAL (FREE) DRESS GUIDELINES:

When permitted by the Teacher and Principal, students may have the opportunity to have a free dress day (meaning that they do not have to wear their uniform). Parents and students are expected to use good judgment in student dress; if you or your child has a question regarding whether or not an item of clothing is appropriate for school, please discuss it first with your child's teacher or the principal. The following are guidelines to help when selecting your child's dress:

- A. Clothing must be neat and respectable.
- B. No tight-fitting, baggy or short shorts. (Shorts must be no more than 3 inches above the knee)
- C. No tight-fitting, baggy or long pants. (**Shorts or skirts must be worn over leggings**)
- D. Jeans may not be ripped, frayed or torn.
- E. No low necklines halter tops, bare midriffs, spaghetti straps, tank tops or mini skirts.
- F. Respectable T-shirts or sweatshirts without offensive slogans.
- G. Shoes must be closed toe and appropriate for recess or P.E.
- H. Shoulders must be covered. No tank tops.

The school's guidelines on make-up and jewelry will be in effect on free dress days. The administration reserves the right to make the final decisions regarding appropriate dress and personal appearance.

OUT –OF-UNIFORM NOTICE

If a student is out of uniform, a notice will be sent home to advise parents. Parents may also be called in to bring the proper uniform to school. Repeated infractions may result in more serious disciplinary action.

RULE FOR PARENT(S)

As the prime role models for our children, we kindly ask that all parents please respect the school's dress codes when volunteering, visiting, attending school functions or coming on to campus for any reason (including dropping off in the morning and picking up in the afternoon). Clothing for all adults should be modest and appropriate in according to Diocese of San Bernardino Diocese Catholic school standards. We respectfully ask that shorts, skirts and/or dresses must come down to the top of the knee. Strapless, spaghetti straps, backless, revealing and/or tops with low necklines may not be worn in the school buildings, at Mass or at school functions. We thank you for your cooperation.

School/Principal's Right to Amend the Handbook:

The School/Principal has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

RESOURCES AVAILABLE

The following resources are available in the office should you need them.

Shaughnessy, Sr. Mary Angela, SCN – The Compendium of NCEA Notes “Legal Issues”, Articles 1990-2010

Shaughnessy, Sr. Mary Angela, SCN – **School Handbooks: Legal Considerations**, Second Edition 2004
Shaughnessy, Sr. Mary Angela, SCN and Huggins, Michael – **The Internet and Social Media**, A Legal and
Practical Guide for Catholic Educators, NCEA 2011.
Huggins, Michael L., EdD – **The Internet and Social Media**, What Parents Need to Know, NCEA 2011

2017-2018
Sacred Heart School Parent/Student Handbook Agreement:

I have received the Sacred Heart School Parent/Student Handbook. By signing this form I acknowledge I have read the handbook and agree to follow the policies as stated.

Family Name

Mother/Guardian Print & Date

Father/Guardian Print & Date

Mother/Guardian Signature & Date

Father/Guardian Signature & Date

Please sign and return this form by Friday, September 29, 2017