



# **Sacred Heart Catholic School**

*A University of Notre Dame ACE Academy*

## *2017-2018 FAMILY HANDBOOK*

Revised July 2017

Sacred Heart Catholic School is fully accredited by the Florida Catholic Conference and is a member in good standing of the National Catholic Educational Association.

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**THIS HANDBOOK HAS BEEN REVISED.**  
PLEASE READ THE ENTIRE HANDBOOK, SIGN THE ACKNOWLEDGMENT FORM,  
AND RETURN IT TO SCHOOL BY THE INDICATED DATE.

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics.”  
*(The Religious Dimension of Education in a Catholic School, 1988, para. 25)*

## INTRODUCTION

### POLICIES AND PROCEDURES

The fact that a child has been registered at Sacred Heart Catholic School (SHCS) indicates that its policies, rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians or with others in general. Education is a partnership. The parent is the primary educator: the school supports the parent in this endeavor. However, in the view of the administration, if there is a breakdown in this partnership, parents may be asked to remove their child from the school.

#### **Mission Statement:**

*Sacred Heart Catholic School is a Notre Dame ACE Academy, where our goals are College and Heaven. Our school provides a challenging, faith-filled, educational environment that serves as the foundation for a life-lived in service to Jesus, the church, and community.*

#### **Our Root Beliefs:**

*God is Good  
Jesus is the Center  
The Holy Spirit Inspires us to Excel*

#### **Our Core Values:**

*Seek, Persist, Excel, Love, and Serve*

#### **Our Shared Purpose:**

*To make God known, loved, and served.*

# CHAPTER ONE

## ENROLLMENT, ADMISSIONS, AND REGISTRATION

### PARENT/SCHOOL COVENANT

*As parents of children in Sacred Heart Catholic School, we promise to read carefully and support the philosophy of the school, as stated in the handbook. We promise to attend weekend Mass and Holy Days of Obligation, as a family when possible. We promise to provide prayer experiences in our daily living and set a Christian example for our children. We promise to help our children with their lessons and take an active part in their education. We promise to support with regular attendance at Home and School meetings, to fulfill our required volunteer hours, and to assist with fundraising. We promise to follow the designated stewardship plan for the parish and use the envelope system for our offering to help the parish acknowledge our accountability. We understand that our reception of the Diocesan subsidy for tuition throughout the year is dependent upon our fulfillment of the covenant.*

### ADMISSIONS POLICY

Sacred Heart Catholic School gives preference of admission to students in the following order:

- Siblings of students currently enrolled in the school
- Children of families who are registered, practicing, and contributing members of Sacred Heart Parish
- Catholic children whose families are registered, practicing, and contributing members of parishes other than Sacred Heart
- Other applicants

**The administration reserves the right to deny admission to any student upon review of his/her academic or conduct record for just cause.**

### Pre-K and KINDERGARTEN ADMISSION

- Since Pre-K and Kindergarten are integrally incorporated into Sacred Heart Catholic School, their programs follow the same philosophy and objectives, rules and regulations as the rest of the school. There are no commencement exercises for Pre-K or Kindergarten, since there are no sequential breaks.
- In order to be admitted to Pre-K, children must have attained the age of at least four years on or before September 1 of the current school year and have proof of the necessary immunizations and physical examination. In order to be admitted to Kindergarten, children must have attained the age of at least five years on or before September 1 of the current school year and have proof of necessary immunizations and physical examination.

### CONSENT TO EXCHANGE INFORMATION

No information regarding a current or former student may be exchanged with any non-school based party without a signed, written **Consent to Exchange Confidential Information** except in situations of suspected abuse, neglect, exploitation, endangerment or medical emergency. This form is available in the school office and must be signed by the parent/guardian.

### EXTENDED DAY PROGRAM

Sacred Heart Catholic School offers an Extended Day program for children in Pre-K through 8<sup>th</sup> grade. This program begins at dismissal and ends at 6:00PM sharp. Students attending Extended Day must be registered. There is a yearly registration fee for each child enrolled in the program. Registration information is available during orientation and in the office. A daily record of attendance is kept; therefore, written notice is encouraged when a student withdraws from the program or will be participating in a sport.

A penalty fee per student will be assessed to parents picking up their children after 6:00PM. The program will be available on all regular school days and early dismissal days, except for the last day of school. Extended Day fees are payable in advance on yearly or quarterly basis. **Fees are payable by cash, check, money order, or MasterCard/VISA.**

**Checks must be clearly marked Extended Day program. Contact the school office for applications, information and rates.**

No electronic devices are permitted during the Extended Day Program. In addition, all policies and procedures that apply during the school day apply to the Extended Day Program as an extension of the school day.

### **IMMUNIZATIONS**

Florida State Law requires that school-aged children are immunized against communicable diseases. Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization. This policy is effective as of the 2011-2012 school year. The immunizations are not optional and must be fulfilled in order for your child to be enrolled in school. Records of immunization must be submitted to the school on the DH 680 state form (blue card) on or before the first day of school. Pinellas County requires the following schedule of immunizations for school aged children:

- **Pre-K** - Varicella ( Chickenpox or history of disease), Hepatitis B Series, Hib, DTP (appropriate # for age), Polio (appropriate # for age), MMR (appropriate # for age)
- **K – 3** - Varicella (Chickenpox or history of disease)
- **K – 6** - DPT (5 doses Diphtheria, Pertussis, Tetanus), Polio (4 doses IPV, OPV), MMR, (2 doses Measles, Mumps, Rubella), Hepatitis B Series (given over 6 month period)
- **7 – 12** - DPT (5 doses Diphtheria, Pertussis, Tetanus), Polio (4 doses IPV, OPV), MMR, (2 doses Measles, Mumps, Rubella), Hepatitis B Series (given over 6 month period), TD (1 dose)

### **NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a court order specifying non-release of a child to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce decree.

### **TITLE IX**

Sacred Heart Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **NONDISCRIMINATION POLICY**

The Catholic schools of the Diocese of St. Petersburg admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship programs, athletic programs, or any other school administered programs.

### **REGISTRATION**

Re-registration for current students takes place in early spring. In consultation with the Office of Catholic Schools and Centers, the principal has the sole right to deny acceptance of registration or re-registration for any reason.

### **ACCOMODATIONS FOR STUDENTS WITH EXCEPTIONALITIES**

Parents of students with suspected or diagnosed special needs should contact the school Principal or Guidance Office for assistance. Sacred Heart Catholic School may accept students with exceptional needs, though the school is not required to do so, if following discussion with the parent(s) and other advisory faculty, school administration believes the child’s needs may be met. An academic, medical and/or psychological evaluation from a licensed practitioner may be required to make the determination for enrolling a child. If possible, accommodations for a child diagnosed with learning

disabilities or other exceptional needs will be made within the regular classroom. Additional services that may be offered include the school resource program, speech/language therapy (provided through the School District of Pinellas County), and Title I tutoring. Concerns about a currently enrolled child's academic progress should be brought to the attention of the classroom teacher. If a learning disability or other exceptional need is suspected, a meeting will be scheduled with the School Counselor, resource teacher, and involved teacher(s).

### **PROBATIONARY REPORTS**

All new students or students promoted conditionally will be placed on probation for a **nine (9) week period**; if warranted, probation will be extended for an additional six (6) weeks. Reports are sent to parents every **third (3<sup>rd</sup>) week**, to allow families and the school time to assess whether placement at Sacred Heart Catholic School is the best placement for the child. The probationary period is for both academics and behavior. Prior to the end of the probationary period, the administration will conduct an informal evaluation to determine if the student's needs are being met and if the placement is appropriate. Administration and/or teachers may recommend that a student presently in the school be placed on probation at any time, if academics or behavior become consistently unsatisfactory.

### **TRANSFERS**

Parents are asked to come in person to the school office to complete a Withdrawal Form in advance of date of transfer. Upon request from the receiving school, the Office Manager will mail out the transfer, transcript of scholastic record, and standardized test results, duplicate of health record – directly to the school – provided that:

- All texts and library books have been returned to the school
- All tuition, fines, and book bill payments have been completed.

### **WITHDRAWAL**

Acceptance at Sacred Heart Catholic School implies a commitment by the school to the child according to its mission. It likewise implies that parents make a commitment to the same.

The decision to withdraw a child from SHCS is a serious one. It is generally considered permanent and should be made only after due consideration, consultation with the school and other professionals familiar with the child's needs. If a parent fails to re-register a student by the due date for re-registration, the school will immediately consider other students' applications for admission for the next school year.

When a student leaves Sacred Heart Catholic School, he/she will be given a "re-admittance eligibility" status. One of the following conditions will be assigned based on the circumstances surrounding the withdrawal of the student.

**Eligible for Re-admittance** – one of the following situations would render the student/family eligible for re-admittance – given that a spot is available in the grades requested. Student withdrew because:

- Family's financial situation that the school cannot support.
- Family relocated out of the area.
- Based on mutual agreement between the parents and the school administration – it is in the best interest of the child to move them (e.g., child needs to repeat a grade, or receive temporary specialized services).
- When withdrawing a student for any of the above situations, the school must be given at least 30 days notice prior to the transfer or to the last day of the school year. (an exception can be made in the case of a job relocation).

**Ineligible for Re-Admittance** - if a family/student withdraws under any of the following conditions, the student will not be re-admitted to the school:

- Student is asked to leave for violation of the school policies or for disciplinary reasons.
- Family withdraws from the school, is re-admitted and withdraws again, for reasons other than financial or family relocation.

- There is a potential or actual conflict between the school and the student and no effort is made on the part of the family to resolve it with the school administration – the child is simply withdrawn.

## **CHAPTER TWO**

### **ATTENDANCE AND DAILY SCHEDULES**

#### **ABSENCE / ATTENDANCE:**

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

All absences must be reported to the school by 9:00AM the day the child is absent. Parents must notify the school office at 727-544-1106 prior to 9:00AM. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents.

Parents/guardians must notify the school office of a child's absence at (727) 544-1106 prior to 9:00AM. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, parents should call the office before 8:30AM for missed class work and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules, it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor and homeroom teacher will be mandatory.

Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day. In order to participate in any after school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from Sacred Heart Catholic School.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

It is the responsibility of the student and parent to see that the work is completed.

#### **School Hours\***

**Daily: 7:45AM – 3:15PM**

**Half Day: 7:45AM – 12:00PM**

**\*Regular attendance has an important bearing on a child's success in school. Except in the case of illness or severe weather conditions, a child should be in school and arrive on time.**

#### **APPOINTMENTS**

Dental-Medical: These should be made outside school hours when possible. If they must be attended to during school hours, the parent will provide the explanation at the time the student is signed out.

#### **ARRIVAL**

**The school day begins promptly at 7:45AM.** Supervision in the Parish Hall begins at 7:15AM. All students upon arrival report directly to the Parish Center. Those arriving later than 7:45AM are marked tardy. All students arriving after 7:45AM, a parent must park and walk them into the school office to sign in their child as tardy. Sacred Heart Catholic School assumes no responsibility for children arriving earlier than 7:15AM, unless approved by the School Principal.

Since morning assembly is the time when the entire school prays together, pledges allegiance to our country, hears a spiritual thought for the day as well as the daily agenda and the upcoming events of the week, it is essential that each child be present at these events **from their beginnings it is encouraged to have your child dropped off by 7:40AM, so they are seated and ready at 7:45AM.**

Parents/Guardians who wish to walk their children into the Parish Center or who have business in the school office must park in the church parking lot. **Parents/Guardians should not park in the front and back driveways between 7:15AM and 3:00PM. It is important to keep these lanes clear of traffic in case they are needed in an emergency.** Parents/Guardians may pull through the circular drive in front of the school in order to drop off their children. Safety Patrols are on duty by 7:15AM to assist students.

**NO CHILD SHOULD BE DROPPED OFF ON 46<sup>TH</sup> WAY, 46<sup>TH</sup> STREET, OR 80<sup>TH</sup> AVENUE.**

#### **DISMISSAL**

**Dismissal takes place at 3:15PM.** Students in Grades Pre-K-8 are walked to the church parking lot for dismissal. Parents/Guardians should display the Authorized Driver sign in the passenger side window. All students will be dismissed from the church parking lot. **Children in VPK are walked to a designated area in the parking lot for pick-up. Children in grades K through grade 2 and their older siblings** will wait for their cars at the west end of the parking lot (closest to Morning Star Catholic School). Parents/Guardians must enter the southwest corner of the parking lot from 46<sup>th</sup> Way. Cars should line up, keeping the drive lane open for emergency vehicles. Children are helped into cars by Safety Patrol and faculty members starting with the inside line. We strongly urge parents/guardians to place child seats on the passenger side of their cars.

**Students in grade 3 through 8** who do not have a sibling or car pool member in a lower grade wait for their cars at the eastern end of the parking lot. Drivers enter at the southeast entrance to the parking lot along 46<sup>th</sup> Street and form four lines facing the Parish Hall. Faculty members are there to supervise the dismissal of students. All parents/guardians are required to follow the dismissal procedure. Please do not park and exit your car. Parked cars interrupt the procedure

for the safe and orderly dismissal of students. No student will be loaded into a vehicle without a seatbelt or if a faculty member deems the vehicle to be unsafe.

**IMPORTANT – NO STUDENT WILL BE DISMISSED IN THE LAST ½ HOUR OF A SCHOOL DAY (2:45PM ON A REGULAR DAY AND 11:30AM ON A ½ DAY) UNLESS IT IS A FAMILY OR HEALTH EMERGENCY OR UNLESS THE SCHOOL HAS BEEN CALLED OR GIVEN WRITTEN NOTICE 24 HOURS IN ADVANCE.**

**CELL PHONE USE BY DRIVERS DURING ARRIVAL AND DISMISSAL IS PROHIBITED FOR REASONS OF SAFETY.**

**RAINY DAY DISMISSAL:**

Administration will decide if rainy day procedures are necessary. Cars stack up 2 by 2 in the South West corner of the church parking lot (closest to Morning Star and will follow directions of the school staff). You will enter the main circle in the opposite direction of standard morning drop-off, pick up your student, and proceed South on 46<sup>th</sup> Way.

A written note from a parent or guardian is required whenever a change, (including method and/or pickup by a person not listed on the Emergency Information form), in dismissal procedure occurs. Students will not be permitted to call home to make afternoon arrangements. Students who are not picked up by 3:30PM will be placed in the Extended Day Program **and a fee will be assessed.** Sacred Heart Catholic School assumes no responsibility for children staying later than 3:30PM unless the student has signed in at Extended Day. Parents and teachers must make arrangements before a child is allowed to stay after school for any other purpose. Students are not permitted to leave the dismissal area and later return to the school grounds.

Students involved in school-sponsored after school activities must be supervised by an adult at all times. **ONLY CLUB OR TEAM MEMBERS MAY STAY FOR MEETINGS OR PRACTICE. There are NO spectators. BROTHERS, SISTERS, AND FRIENDS MUST GO HOME AT THE REGULAR TIME. The coaches are responsible for their teams and cannot attend to spectators.**

Students who leave the school grounds in school uniform are expected to follow the rules of the school as if they were still on the property. Disciplinary measures may be imposed for students in school uniform not behaving in a manner in keeping with the School Management Plan even if they are not on school grounds at any time before or after school.

Any student who remains after school following club or team events who do not have written permission from a parent to walk or ride a bike home will be sent to the extended day program and the daily rate will be charged.

If it is necessary to pick up a student before 3:15PM (See Dismissal above), a written note from the parent notifying the teacher is required the morning of the early dismissal. Upon the parent's arrival at the School Office, the parent will sign their student out. The student will then be called over the P.A. If a student will be going home with another parent that is an authorized pick-up, the parent must call the school office or email the teacher before lunch. If the other parent is not an unauthorized pick-up, a written note is required. **At NO TIME is a parent permitted to go to the classroom to pick up a child without permission from the office.**

Dismissal on the last day of the school year is immediately after Mass, usually **11:00AM.**

**BIKERS & WALKERS**

Written permission must be sent to school by the parent for a child to be released by school personnel to walk or ride a bike home after school or after team/club events.

**EMERGENCY DISMISSAL/SCHOOL CRISIS PLAN**

Parents reporting to the office to pick up their child(ren) should sign in on the list at the front desk and then wait until their child(ren) are called.

In case of total school evacuation, students will be escorted by SHCS staff to Sacred Heart Catholic Church.

In the event of a crisis at Sacred Heart Catholic School, a diocesan crisis intervention team may be called in to assist administration, faculty, staff, students or parents as the situation warrants.

The school crisis plan, by Florida Law, is not a public record and will not be released for viewing by parents or anyone other than the faculty and the school crisis team members.

### **TARDINESS**

Morning assembly is the beginning of the school day for all students and it is important that they be present and on time. Morning assembly is the time we gather together as a school family for a thought for the day, morning prayer, the Pledge of Allegiance to our country's flag and to rededicate ourselves daily to our mission as a school. **The tardy bell will ring at 7:45AM. Students arriving after this time will be marked tardy and will sit at the table with Coach Cleppe until dismissed.** Students in grades 3-8 who accumulate four or more tardies in the same month will be denied the privilege of dressing down for Spirit Day.

In the Middle School classes (6-8), students who are not in their seats at the beginning of each class will be marked tardy. The accumulation of three class tardies will result in a one point conduct slip.

## CHAPTER THREE STUDENT UNIFORM AND APPEARANCE

**CHILDREN'S NAMES SHOULD BE CLEARLY MARKED ON ALL OF THEIR CLOTHING AND PERSONAL BELONGINGS, INCLUDING SNEAKERS.**

**Provider:** Lands' End School Uniforms is the official Sacred Heart Catholic School uniform provider.

**Purchase Uniforms:** School uniforms may be purchased at:

**Online Ordering:** The custom shopping site for Sacred Heart Catholic School is may be viewed here: <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900167636>

**Westfield Countryside Mall Ordering:** You may also visit the Westfield Countryside Mall Sears Store which has a Lands' End department for sizing. All Lands' End regular store clothes are sized the same as the school line. At this point in time, orders can only be placed online, there are no uniforms available at the Mall. If you need any assistance, please see come to our front office at the school.

**Westfield Countryside Mall  
27001 US 19N  
Clearwater FL, 33761  
727-791-5201**

Online Ordering: Go to [Landsend.com/school](http://Landsend.com/school) and create or sign-in your account. Include your student and school information in My Account (find your school using the school preferred number search **900167636**.)

### **UNIFORM REQUIREMENTS:**

**Pre-K:** Students do not wear a uniform. Socks and comfortable shoes are required. Sandals are not considered appropriate footwear and are not permitted.

#### **Girls:**

- Maroon and gray plaid A-Line skirt (K-8)
- Gray solid A-line skirt (K-8)
- Gray walking shorts or slacks
- Black, brown or gray belt
- White or maroon interlock/mesh polo with SHCS logo
- Gray/Maroon sweatshirt: crew neck (k-8); hooded sweatshirt (6-8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

#### **Boys:**

- Gray shorts or slacks
- Black , gray, or brown belt
- White or maroon interlock/mesh polo with SHCS logo
- Gray/Maroon sweatshirt: crew neck (k-8); hooded sweatshirt (6-8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

**Girls/Boys: All slacks, shorts and skirts must be worn at the waist. All shirts must be tucked in so the waistband or belt can be seen.**

#### **Cold Weather Clothing:**

- Clothing without the SHCS logo can be worn **to and from** school **ONLY**. **ONLY** gray or maroon **sweaters, fleece, hoodies, or sweatshirts** with the SHCS logo may be worn in the classrooms, hallways and offices of SHCS. Black, White or gray turtlenecks or long-sleeve shirts may be worn

underneath the polo shirts. **No other jackets, sweaters and/or sweatshirts may be worn at any time during the school day.**

**Shoes and Socks:**

- Solid black shoes or sneakers ONLY (No logo visible): white/tan soles are approved, but not colors or logos can be visible on the shoe.
- White, black or maroon socks or tights – Socks must exceed the ankle bone and not exceed the knee.
- Sandals and wheeled shoes are prohibited – Heels are prohibited

**For safety reasons, all shoes must be tied/velcroed**

**Physical Education Uniform:**

- SHCS tee shirt with Sacred Heart logo
- Solid black uniform shorts from Lands' End with school logo
- **Solid black shoes: ONLY comfortable/supportive low topped, solid athletic shoes** \*No dress shoes, heels, flats, wheel shoes or Mary Janes are allowed.
- Black, Maroon or gray sweatshirts and sweatpants on cold weather days

**Body Tattoos/Body Piercing, Make-Up and Nail Polish:** Prohibited

**Jewelry:**

- 1 wristwatch (Please note: NO smartwatches of any kind (i.e. Apple Watch, Android Watch, etc.) may be worn at any time; Smartwatches may not be worn, even if their “smart” functions can be ‘turned off.’)
- 1 religious bracelet (WWJD or another)
- 1 **thin** (3mm) chain with a **religious** cross or medal
- Medical ID bracelet if appropriate
- 1 pair post earrings, 1 in each lower lobe only (girls only)
- No rings

**Spirit Day:** P.E. T-shirts OR ND ACE Academy College and Heaven shirts with **uniform** shorts/skorts/pants OR jeans and **sneakers (only PE appropriate shoes allowed)**. **All other uniform rules apply.**

**Sunday's Best:**

Girls:

- Dress or skirt, 2-inches above the knee or below
- Shoes: closed toe shoes only; heels are prohibited
- Shoulders must be covered: no sleeveless dress or blouse

Boys:

- Dress pants: Black, brown, gray, green, blue slacks (no shorts or jeans)
- Polo shirt or button down dress shirt
- Ties allowed, but not required
- Same shoe requirements as standard uniform

**Book Bags and Backpacks:** Student backpacks should be large enough to accommodate student supplies as is grade level appropriate.

**OVERALL APPEARANCE:**

**Hair:**

- Hair should be neatly combed. Extreme hairstyles (i.e. mohawks, feather braids and died hair) as determined by the administration and artificially colored hair that is distracting is not permitted.

Beaded hairstyles and specialty braided in excessive design (i.e. “hair braid party”) styles are not permitted. Girls’ hair accessories should be kept small and not be a distraction. Parents should provide neutrally colored (black, brown, tortoise) hair accessories or in the school colors of maroon, grey or white. Head bands with scarf “tails” are not permitted. Hair should not hang over the eyes. The length of boys’ hair must be above the top of the collar when the head is held in an upright position. Earrings on boys are not permitted. Make-up and nail polish on girls is not permitted, including artificial nail tips and French manicures.

**Jewelry:**

- For reasons of safety and security, no hanging jewelry, hair wraps or ornamental chains or rings are permitted. **ONE religious** medal on a **small** (maximum 3mm width) chain is permitted. Girls with pierced ears may wear **one** small post earring in each ear; **no hanging or hoop earrings** are allowed. If French back earrings are medically required, please submit a note from your child’s physician to be kept in the student’s health folder.
- Jewelry in violation of the uniform guidelines will be sent to the school office and held until the **parent** comes to get it.

**Privilege of Sacred Heart Uniform:**

- It is a privilege to wear a Sacred Heart Catholic School uniform. It should be worn properly, be in good repair and be complete. Uniform items with holes are to be repaired or replaced. Students are required to return home as they were sent to school, i.e., orderly and in full uniform. All shorts and skirts should be worn so that they **fit** at the waist, not rolled at the waist or hanging down around the hips. Sweat pants may be worn under or over school uniforms, only on extreme cold days. All students have the option of long uniform pants on cold weather days.
- Defacing a school uniform is considered a suspendable offense.
- Students who are out of uniform may be removed from class and parents will be called to bring a complete uniform. Uniform infractions are a disciplinary offense.

## CHAPTER FOUR

### ACADEMIC PROGRAM

#### BOOKS

Students must have respect for their own property and that of others. Children should take care of all books. Hardback books should be treated with particular care, since they are utilized by students over a period of years. Students should place books/items in their bags with care in order to preserve book bindings and overall book condition.

It is best practice to keep all hard bound books covered, and the covers are to be kept clean and in good repair. Covers should NOT be taped to the inside of the books. At no time should a textbook be covered with clear contact paper. The child's name and grade are to be written neatly on the paper cover of all books in ink. It is considered a disciplinary infraction to have books that are not covered properly.

**Students are responsible to pay a fine or replacement fee for damaged or lost textbooks and library books.**

#### Grading Policy

##### Office of Catholic Schools and Centers

##### Diocese of St. Petersburg

#### A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

#### B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

#### C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

##### Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

## Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom

## D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

## E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester/semester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the trimester/semester grade. They will account for no less than 80% of the trimester/semester grade. Formative assessments will account for no more than 20% of the trimester/semester grade.

Criteria that are not a direct measure of student learning will not be included in the academic grade. These attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*

## F. Reporting Grades

Individual assignments will be either assessed traditionally or by using a rubric. When traditional grading is used, 50% will be the lowest failing grade recorded. The following generic achievement descriptors will serve as a scoring guide.

### SCORING GUIDE

Letter Grade	Descriptor	% Score
A	The student provides evidence of deep understanding and fluent application of the target standard(s).	90-100
B	The student is close to meeting the target standard(s).	80-89

<b>C</b>	The student meets part of the target standard(s).	70-79
<b>D</b>	The student is just beginning to address the basic ideas of the target standard(s).	60-69
<b>F</b>	The student provides little to no evidence of addressing the target standard(s), including missing or incomplete work.	50-59

At the end of the marking period (trimester or semester), the mean of all assessments (with appropriate weights) is matched to the scoring guide for a final letter grade and the awarding of corresponding quality/grade points (if applicable).

**G. Reporting Conduct and Approaches to Learning**

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

**Approaches to Learning (ATL)**

While schools may create their own rubric for ATL, the principles of Organization, Communication / Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/ Collaboration and Reflective Thinking.

*Organization*

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

*Collaboration & Communication*

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

*Reflection & Personal Initiative*

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

*\*Please see example of a rubric for the reporting of ATLs on the following page.*

The following is an example of a rubric for the reporting of ATL.

	<b>Organization</b>	<b>Collaboration &amp; Communication</b>	<b>Reflective Thinking</b>
4 Exceeds	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
3 Meets	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2 Developing	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1 Rarely	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

## H. Other Matters on Assessment and Grades

### 1. Honor Roll (Grades 6-8 only)

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

1. Grades in all subject areas
2. Approaches to Learning (ATL's) in all classes
3. Conduct in all classes

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

#### Principal's Honors

- All A's
  - High Schools -- 4.0 GPA\*
- 3 or 4 in ATL's
- 3 or 4 in Conduct

## Honors

- All A's and B's
  - High Schools -- 3.5 GPA, with no grade below a B\*
- 3 or 4 in ATL's
- 3 or 4 in Conduct

## Exams

Final exams are administered to students in grades 6 through 8 in May. These exams are generally cumulative and are not returned to students and will be kept on file by the teacher for one school year.

## Graduation Requirements

To graduate from Sacred Heart Catholic School, a student must have maintained a passing average (minimum of 60%) in all subjects in eighth grade and have met all financial obligations of tuition and fees.

### 2. Make-Up of Academic Work during Absence

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50.

In the case of prolonged absence, three or more days, parents should call the office before 8:30AM for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10am to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

### 3. Make-Up of a Scheduled Summative Assessment during Absence

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

### 4. Retakes

*The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. Retakes support this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.*

\*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

## 5. Zeros

Missing work and the use of zeros. Teachers understand that a zero (on the 100-point scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. A score of 50 represents the lowest failing score. Any assessment that is not turned in on the due date, the student will receive an automatic 50.

### INTERNET USAGE BY STUDENTS

All students must have a signed Technology Acceptable Use Policy form (provided by the school) in order to access the Internet or utilize the computers on school property. Parents are expected to closely monitor student use of Internet sites, blogs, chat rooms, instant messaging, electronic mail and the like at home. Due to media release guidelines, no school related videos or pictures are to be posted on YouTube or any other online sharing site without the stated permission of the school administration.

Students will be taught proper writing and research techniques, especially as it pertains to the legitimate documentation of print and electronic sources. Students who have been proven to plagiarize (definition of plagiarism = to take and use ideas and passages from another's work without giving proper credit) by a teacher's due diligence will be subjected to the following: One, they will receive an automatic zero on that assignment and two, they will receive a conduct slip of up to three points depending on the severity of their offense. Please go over these guidelines, as well as the information presented on the Technology Acceptable Use Policy form, with your student/s. Infraction of the rules set forth in this document, as well as the Technology Acceptable Use Policy form, can result in permanent suspension from Internet use by the student at school.

### PROMOTION / RETENTION / SUMMER SCHOOL

Sacred Heart Catholic School strives to insure that each child has a valid formation in the basic skill areas that will render him/her capable of living in society as a responsible citizen. Therefore, in order for a student in the primary grades (1 & 2) to be promoted to the next grade, he/she must demonstrate mastery in the areas of Language Arts (Reading, Grammar, Composition, Spelling) and Mathematics skills as indicated by an "O" or a "G".

The core subjects for students in grades three through eight in the Catholic Schools of the Diocese of St. Petersburg include: **Religion, Math, Language Arts, Science and Social Studies.** A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
  - By a teacher certified in the subject area contracted by the parent and approved by the principal
  - In a remediation program which has been approved by the principal

\*Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor or provide remediation for a student.
2. Prior to the beginning of the next school year, the principal must receive:
  - Validation of attendance
  - Proof of proficiency in the subject area(s), including work samples and test scores

**\*Failure to meet remediation guidelines will result in retention.**
3. The following documentation guidelines will be followed after meeting remediation guidelines:
  - The original failing grade is recorded on the permanent record and may not be altered
  - Proof of proficiency in the subject area must be recorded separately on the permanent record card.

**Sacred Heart Catholic School reserves the right to withhold a student's report card and RenWeb Parent Portal privileges if tuition and/or additional fees are not current, Home and School Meetings not attended, or parent-teacher conferences not attended.**

Children who have exhibited unsatisfactory conduct during the year will not be accepted back into Sacred Heart Catholic School for the following year.

## **RELIGION**

Religious training is of the utmost importance and forms an integral part of school life. Students attend daily Religion classes that provide the foundation for a clear understanding of Catholic faith and living.

The student body has the opportunity for Reconciliation, Mass, and Eucharist on a regular basis. Para-liturgical celebrations are also scheduled for special feasts.

Every effort is made to lead the student to live his/her Christian commitment daily in all he/she does. Parents are asked to cooperate in the faith formation of their children, especially through the example of their own Christian living in the circumstances of each day and in their faithful observance of the Sunday obligation.

## **REPORT CARDS**

Report cards are distributed three (3) times a year and will be distributed at the November and February parent-teacher conferences. The final report card will be given to students on the last day of school.

## **STUDENT RECORDS**

The student permanent record card contains the following information: student's full name and any known changes thereto due to adoption; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parents or guardian; name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and a record of achievement; date of graduation; standardized test results; health data, sacramental information, divorce decree, and custodial information, if applicable.

If parents, guardians, or an eligible student (18 years or older and self-supporting) wishes to view this record, this request must be made in writing and submitted to the school with no less than twenty-four hours notice. The inspection and review of the record will be held in the presence of the school principal.

## **STANDARDIZED TESTING**

NCEA ACRE (*Assessment of Catechesis/Religious Education*): is designed to assist in the evaluation of catechetical/religious education programs in Catholic schools and parishes. As an integrated assessment tool, NCEA ACRE provides faith knowledge questions (cognitive domain) and questions related to religious beliefs, attitudes, practices, and perceptions (affective domain). Sacred Heart students are required to take the ACRE tests in grades five and eight. Individual student test results are available to parents/guardians.

IOWA ASSESSMENT: Schools in the Diocese of St. Petersburg participate in the Iowa Assessment which are administered in the spring. The IOWA Assessment is a standardized achievement and abilities testing program, promulgated by the Diocese. Sacred Heart students are required take the Iowa Assessment in grades two through eight. Individual student test results are available to parents/guardians.

## **CHAPTER FIVE CONDUCT**

### **SCHOOL BEHAVIOR MANAGEMENT PLAN**

- CONDUCT
- GENERAL RULES
- SEVERE OFFENSES
- DOCUMENTATION
- Conduct Grades (Grades Pre-K–2)
- Conduct Points (Grades 3-8)
- CONSEQUENCES

### **CONDUCT**

The students of Sacred Heart Catholic School are expected to behave in a manner that will reflect favorably on the school during school hours and at any out of school planned activity. Students are expected to take responsibility for their behaviors by accepting any disciplinary action as described in this School Management Plan.

The fact that a child has been registered at Sacred Heart Catholic School indicates that its policies, rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), parents, guardians or with others in general.

### **GENERAL RULES**

In order to help the children learn the mature self-control proper to their age, Sacred Heart Catholic School seeks to establish a safe, calm, respectful, orderly atmosphere for all students, staff and adult volunteers. Sacred Heart Catholic School has four general rules:

- Keep hands, feet, and other objects to yourself.
- Talk respectfully; no answering back, name calling, teasing, cursing or unkind words.
- Adhere to all school rules and follow directions the first time.
- Bring required books, supplies and homework to class.

### **SEVERE OFFENSE**

Severe violations of conduct include, but are not limited to the following:

- Refusal to obey directions of administrators, teachers and other school personnel.
- Disrespect towards school personnel, students, or parent volunteers.
- Threats, assault, battery or physical injury to students, school personnel or volunteers.
- Harassment/bullying.
- Use of profane or abusive language.
- Defacing school uniform.
- Leaving school premises without Principal's authorization.
- Possession or distribution of obscene pictures, magazines, books, music or other materials that contradict Catholic moral teachings.
- School disruptions.
- False fire alarms and bomb threats.
- Theft, damage or misuse of school and private property.
- Unlawful protest, marches, and picketing.
- Possession or use of tobacco products.
- Possession or use of alcoholic beverages, drugs or narcotics.

- Possession or use of weapons and dangerous objects.
- Engaging in any assaultive or dangerous behavior or selling, distribution or possession of drugs with 500 yards of the school campus.
- Failure to appear for a scheduled detention.
- Other inappropriate conduct.

**CONDUCT EXPECTATIONS**

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

*Respect*

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

*Responsibility*

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*.

	<b>Respect</b>	<b>Responsibility</b>
<b>4 Exceeds</b>	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
<b>3 Meets</b>	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
<b>2 Developing</b>	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
<b>1 Rarely</b>	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

**Consequences for misbehavior in the classroom may include:**

1. loss of recess time/privileges
2. notes home
3. mandatory parent conferences
4. referral to guidance
5. referral to administration
6. probationary periods imposed by administration
7. suspension or expulsion for severe offenses

***Conduct Grades (K-2)***

Students in the primary grades will receive a conduct grade on their report card that reflects how successfully they have complied with the rules, policies and procedures of the school. Teachers will keep age-appropriate accountability logs in their classrooms that document how well students manage their behavior.

### **Conduct Grades (Grades 3-8)**

Students obtain conduct points for infractions of school rules. A single overall conduct grade will be recorded on the report card based on the grade scale below. Students will receive a formative grade on four times throughout the quarter, following the rubric below. The conduct grade counts as a major subject area grade for awarding honors and for sports eligibility. (See GRADING SYSTEM; SPORTS)

#### **Minor Offenses – warrants a reduction in level in the classroom (repeated offenses may be sent to administration).**

Minor offenses include, but are not limited to:

1. excessive noise or disruption to class
2. consuming gum, candy or food at inappropriate times
3. note passing during class
4. respect for school materials
5. improper cafeteria/hallway/bathroom behavior
6. being out of designated area, tardy to class (Gr. 6-8)
7. other inappropriate behavior. Includes, but not limited to: possession of a cell phone or other electronic device anytime during the school day; improper voice levels; improper spirit of excellence (SOE) line conduct.

*Note: Before a reduction in conduct points is given, there are usually at least two warnings; however, a teacher may not give a warning, if behavior warrants a conduct report. A conduct report is a signal that the behavior needs to stop and communicates the behavior to parents and administration to support the child.*

#### **All Major and Severe Offenses are sent to administration:**

##### **Major Offenses – Administration Level**

Major offenses include, but are not limited to:

1. talking back to teachers, staff, substitute teachers or adult volunteers
2. disrespect toward adults or other students
3. teasing or mean behavior
4. unacceptable language
5. inappropriate behavior in church or during religious events
6. copying work
7. rough play
8. defacing property
9. exchanging money for services, foods, goods or for play
10. other inappropriate conduct

*Note: 2 point conducts rarely receive a warning due to their severity.*

##### **Severe Offenses – \*minimum of 3 conduct points**

Severe offenses include, but are not limited to:

1. cheating on assessments, plagiarism, academic dishonesty
2. serious disobedience by word, action or gesture
3. harassment/bullying/threats
4. stealing
5. fighting: initiating and/or fighting back
6. profanity or foul language
7. destruction of property
8. other offenses as listed under Severe Offenses

***The administration has the discretion and final authority to assess the number of points the student obtains for disciplinary offenses. Independent of the School Management Plan, any offense, which is considered a severe offense by the administration, is subject to suspension or expulsion if the seriousness of the offense warrants it.***

## **CONSEQUENCES**

In addition to the assessment of citizenship grades or consequences imposed in the primary grades, any infraction of school rules or class procedures will result in corrective action for the student(s) involved. These actions include detentions, extended detentions, mandatory probation, suspensions or expulsion. Parents will be notified on or before the previous school day of any detention or suspension.

### **Possible Consequences at the Administrative Level:**

- Detention/Loss of Privilege
- Detention/Loss of Privilege
- Mandatory Parent Conference
- Extended Detention as determined by Administration
- In School Suspension / Mandatory Parent Conference / Probation Imposed

### **Detention**

Detentions are assigned for the accumulation of conduct points or at the discretion of the administration. Detentions are supervised by the Principal or Vice Principal, they may include community service. Students will serve detention during lunch, recess or after school, which is determined by the principal or vice principal. **Detentions may not be rescheduled or missed. Failure to appear for a scheduled detention will result in further disciplinary action.**

### **Extended Detention**

Extended Detentions are assigned for the accumulation of conduct points or for individual offenses at the discretion of the administration. These detentions are served on the day(s) and time(s) determined by the administration. Students will serve detention(s) as assigned on the campus of Sacred Heart Catholic School. Students will be assigned schoolwork, and/or school service or other assignments.

### **Mandatory Parent Conference**

Upon receipt of the notice that the student has accumulated five (5) points, the parent should call the school office for a conference appointment or phone conference as determined by the administration.

### **Mandatory Probation**

Mandatory probation is assigned for the accumulation of conduct points as described above, or at the discretion of the administration for severe or repeated offenses. The terms and conditions of the probation will be determined by the administration. Failure to meet the terms and conditions of the probation by either the student or the parent may result in suspension or expulsion.

### **Suspension**

Suspension is the temporary removal of the student from his/her regular program for a period not to exceed ten (10) school days. The times of suspension may be served either in or out of school. Suspension from school is a severe disciplinary procedure and is imposed only for major or severe misconduct.

### **In-School**

In-School Suspensions are assigned for the accumulation of conduct points as described above, or at the discretion of the administration for severe or repeated offenses. Students will be assigned schoolwork for that day, school service and/or other assignments. Any class work missed will be the responsibility of the student to complete. Tests will be administered to the student during in-school suspension. The student is responsible for meeting all class deadlines independent of suspension. In-school suspensions may result in a failing (F) conduct grade, depending on points assigned by the administration.

### **Out-of-School**

Out-of-School Conduct Suspensions are at the discretion of the administration for severe or repeated offenses. Students will have the opportunity to make up any work or grading opportunity missed on the day(s) of the suspension,

depending on the decision of the administration. This includes class work, homework, tests, exams or other assessments due on that day. Out of school suspensions may result in a failing (F) conduct grade, depending on points assigned by the administration.

### **Expulsion**

Expulsion is the permanent removal of the student from the school. Expulsion of a student from a Catholic school is serious and is invoked only as a last resort. After two formal suspensions, a student is subject to expulsion. If the serious nature of the situation warrants, (e.g., drugs, alcohol, assault, vandalism, lack of parent support, etc.) expulsion may be invoked against a student for a first time offense. The Principal and Pastor have the discretion and final authority regarding expulsion of students. The Pastor and diocesan office will be consulted in all situations where expulsion is warranted.

Diocesan policy specifies an appeal process for students in cases of serious disciplinary matters. Academic issues are not included in this appeal process. This process must be initiated by the student or parent(s)/legal guardian as a written request to the school administrator. It must be made within five (5) business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing before the school's panel within these five (5) business days forfeits the right to a hearing. Further information regarding this process is available in the school office.

### **SCHOOL AMENDMENT OF MANAGEMENT PLAN**

*The school retains the right to amend the Management Plan for just cause. Parents will be given prompt written notification if changes are made.*

### **BULLYING/HARASSMENT**

The educators at Sacred Heart Catholic School are committed to educating the whole child and to providing both an academically stimulating and socially safe environment in which they can learn. We must, however, acknowledge that bullying occurs within our community and it hurts everyone – the bully, bystanders, and victims alike.

In their normal interactions, children will joke with one another as a form of play. They may not be aware at the start that what they are doing could lead to bullying, teasing or harassing, but the perception of the students on the receiving end must be acknowledged. These activities can be hurtful and cause others to feel isolated from their peers and, if continuous, make them feel intimidated, helpless to stop it and even angry enough to strike back. What starts out as “good-natured ribbing” can turn to more hurtful forms of interacting. With this in mind, the administration, faculty and staff of Sacred Heart Catholic School recognize the following with regard to bullying/harassment.

- Both boys and girls can be bullies. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional actions.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating or excluding the victims by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.

Bullying sometimes occurs outside the physical school grounds yet these actions still impact the safety of our students as if they had occurred on school grounds. The school will address bullying behavior demonstrated at school or outside of school that impacts our school community. Examples of bullying outside the school include, but are not limited to:

- E-mails, instant messaging, or other electronic communications that include physical threats and/or malicious gossip and slander.
- “Hit lists” via e-mail or other methods of communication naming specific students or teachers.

- Changing other people's email profiles.
- Hazing or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining a formal or informal group.

Specific bullying behaviors and characteristics may include:

### **Physical Aggression**

- Pushing/shoving
- Spitting
- Kicking /hitting
- Stealing
- Defacing own or others' property, including clothing, book covers, book bags, lunchboxes, etc.
- Physical acts that are demeaning and humiliating
- Physical violence against family and friends
- Threatening with a weapon
- Hazing or any ritual that degrades, humiliates, threatens of physically hurts another person as a pretext for joining a formal or informal group.

### **Social Alienation**

- Gossiping
- Rumor spreading
- Setting up to look foolish or embarrass
- Ethnic slurs
- Threats regarding social standing
- Setting up to take the blame
- Publicly humiliating
- Deliberately excluding
- Isolation, exclusion (repeatedly not acknowledging a peer's presence), and rejection by peer group

### **Written/ Verbal Aggression**

- Mocking/taunting
- Unwanted name calling
- Teasing about appearances, possessions, ethnicity, or socio-economic status.
- Intimidating or persistently unwanted phone calls, e-mails, text or instant messages or other electronic communications
- Verbal/written threats of aggression against property or possessions
- Verbal/written threats of violence or infliction of bodily harm

### **Intimidation**

- Graffiti
- Daring self or others to do something inappropriate
- Taking possessions
- Threats or coercion against family and friends
- Extortion

### **Sexual Harassment**

- Sexual or dirty jokes
- Inappropriate remarks, gestures, or sounds
- Spreading sexual rumors
- Physical acts that are degrading and demeaning

- Cornering, blocking, standing or following too close

We urge you to read and discuss the above with your child(ren) on their level so that they may be aware of what constitutes bullying. Reports of bullying will be addressed by the school through consequences and interventions including, if warranted, disciplinary action. Depending on the severity of the offense, suspension and/or expulsion from school activities including clubs and sports or suspension and/or expulsion from the school itself may occur.

We all want our students to feel safe, valued and respected. As a school family, it is our duty to provide opportunities to respond to our Gospel calling to see each person as valued, made in the image of God and benevolently as “another self.”

## **GUM**

Gum chewing is not permitted anywhere on the school premises and is considered a disciplinary infraction (see School Management Plan). Careless disposal of gum in drinking fountains, on furniture, and floors causes sanitary and cleaning problems and necessitates costly repairs.

**\*\*Please Note: Because it is impossible to foresee all behavior problems which may arise, the administrator(s) reserves the right, when necessary, to take appropriate disciplinary action in response to these problems, even though that action may not be specified in this Handbook. This action may include, but is not limited to: immediate placement of the student in a higher disciplinary phase, in/out of school suspension, or removal of the student from the school after administration’s consultation with the Superintendent. Such disciplinary actions will include documentation of the infraction and of the actions taken in response. A copy of the documentation will be given to the parent(s), to the student’s homeroom teacher, and a copy will be placed in the student’s personal folder. If a difference of opinion occurs between the administrator(s) and the student, or his/her parent(s) or guardian(s), and no other approaches to resolution of this difference of opinion are appropriate or successful, the administrator(s) will offer the family the appeals process established by the Diocese of St. Petersburg’s Office of Schools and Centers.**

## CHAPTER SIX SCHOOL COMMUNICATIONS

### COMMUNICATIONS

All communications relating to Sacred Heart Catholic School activities, events, personnel, or students whether oral or written, created to be distributed to the parish, school families, the community at large, or the media, must be submitted in advance and approved by the principal. This includes press releases, photography, video, film, newsletter, solicitation letters, bulletins, annual publications, and video productions. Communications between the school and the home takes place through a variety of ways:

#### 1. Electronic Mailings

Newsletters, messages, updates and Information Packets will be sent via email or text message with possible PDF attachments. Families are encouraged to print and/or read and disseminate the information accordingly. Other communications may be emailed as needed.

#### 2. Parent-Student Handbook (attached to school website)

The Handbook contains the rules, expectations and other pertinent information of Sacred Heart Catholic School. Families and students will be expected to sign off that they have read and understood this handbook in order to attend Sacred Heart Catholic School.

#### 3. Home and School Meetings (attendance is required)

The general Home and School meetings are held three times a year in a general assembly or information booth at a parent night. The dates for the meetings are printed on the calendar and disseminated via the electronic updates. General assembly meetings are held in the school building and in the Parish Center and begin promptly at 6:00PM and end by 7:30PM; information booths will be in the school building during parent conferences.

#### 4. Conferences

Conferences are held to promote healthy dialogue that helps families better understand and assist student learning. There are two mandatory conference days held in November 2017 and February 2018 respectively. (Please see annual calendar). Other conference days are optional. Teachers will often request conferences with parents should a child be in academic jeopardy or if they have concerns. Conference schedules are prepared and issued by the classroom teachers well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with individual teachers. Appointments may be scheduled by writing or emailing the teacher, or in urgent matters, through a telephone call to the School Office.

Please refrain from calling teachers at their homes or showing up to school without a planned conference. Teachers have been instructed NOT to engage in conferences of this type. **All teachers should be given the professional courtesy of preparing for a conference before it is held. Therefore, the teacher(s) should be provided the courtesy of being made aware of your specific concern prior to the conference.** Impromptu discussions in homeroom/hallway/carline and/or unannounced visits for a conference are never appropriate. Sacred Heart Catholic School reserves the right to ask that students NOT attend a parent-teacher conference; however, teachers may request for students to be present.

#### A. Guidelines for Conferencing

Because Sacred Heart Catholic School strives to be a faith community, parental cooperation and good parental relations are essential. Our first instinct should be to assume that each of us – teachers, administrators, parents/guardians, and other care givers – have the child’s best interest at heart. While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents are asked to show similar respect. This way, positive resolutions can be reached.

While conferencing:

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is never helpful. If you disagree with a teacher, please request a conference in private (without the child).
- Try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontation with the teacher and unwise decisions.
- **Discuss difficulties in the classroom with the teacher *before* bringing your concerns to the attention of the Assistant Principal and/or Principal.** This includes problems such as routine procedures, (homework, class assignments), classroom or playground behavior, or student-to-student problems. Teachers can be contacted for appointments by email or with a phone call to the School Office. Teachers are available for conferences before and after school and in rare cases at other scheduled times.
- If the difficulty cannot be solved between the classroom teacher and the parent, the parent may request a conference with Administration:
  - Due to school responsibilities, the Assistant Principal and /or Principal may not be available immediately. Patience in setting appointments or in expecting return phone calls are appreciated and expected. Please allow 24 hours for email and phone call responses during the school week. **An appointment is necessary to conference with the Assistant Principal and/or Principal.** There is no exception to this policy. Please call the School Office to arrange an appointment time. It is the policy of administration NOT to have students present when conferencing about difficulties in the classroom. Administration may call the student down for a personal interview following the parent interview if needed.
  - The administration will NOT entertain notes that are not signed or callers that do not identify themselves.

All faculty/staff members of Sacred Heart Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. Communication is the most effective method of understanding and problem solving. Communication and cooperation between student, parent, teacher, and administration is essential. If at any time a parent has a concern pertaining to their child in a school situation, we ask that the child's teacher be contacted as soon as possible.

## **B. Conference Request Sequence**

### **Sequence Guidelines Regarding Conduct/Discipline Concerns**

1. Teacher or Staff Member
2. Assistant Principal / School Counselor (if needed)
3. Principal
4. Principal and Superintendent

### **Sequence Guidelines Regarding Academic/Classroom Concerns**

1. Teacher or Staff Member
2. Principal / Assistant Principal / School Counselor (if needed)
3. Principal and Superintendent

**Parents should discuss with the classroom teacher or staff member before going to the next step.** This includes problems such as routine procedures (homework, class assignments), classroom or playground behavior, or student-to-student problems. Parents stating that they do not have a good relationship with a teacher or that they have already held a conference with the teacher with regards to another problem ARE NOT deemed as sufficient reasons to skip steps. Teachers should be afforded the professional courtesy of a conference before parents speak with the Assistant Principal and/or Principal.

## **5. Telephone Calls**

Telephone calls should be limited to emergencies. Students may not be called to the phone. They should know before school what they are expected to do for the day. Only in cases of emergency will messages be relayed to the student. In case of illness or injury, parents of the students will be called. **It is essential that any change in home or work phone number be communicated to the office manager.**

If for some unforeseen circumstance, an after-school activity is cancelled, with the Principal's authorization, students will be allowed to use the office phone. **No student is permitted to use or possess cell phones during school hours all cell phones that are brought to school must be turned into the main office at the beginning of the day and will be returned to the student at the end of the day.**

**Please note: read all school information carefully,** so that phone calls to the school office can be kept to a minimum.

## **6. Parent to Staff Messages – Student Delivery**

Enclose all correspondence to school staff in a sealed envelope with the name of the recipient clearly marked on the front. Envelopes addressed to school staff may not be opened by students.

## **7. Advertisements**

Only flyers provided by the community for not-for-profit organizations which relate to services/activities for children or families of Sacred Heart Catholic School will be included in the monthly electronic mailings.

## **8. School FAX Machine – (727) 544-1737**

Parents should not send time-sensitive information such as dismissal changes to the school FAX machine. Any time-sensitive information should be sent in writing to the teacher or called in to the school office.

## **9. Internet**

Website: [www.sacredheartpinellaspark.org](http://www.sacredheartpinellaspark.org)

The SHCS monthly calendar, menu, teacher pages and other information may be found at the website.

## **10. RenWeb: School Information System**

RenWeb is a secure, online communication tool. The objective of the RenWeb site is to provide information to parents about attendance, assignments, and numerical grades and to increase communication between the school and home. At the beginning parents are given instructions about how to log on to the website along with a user name and password for secure access. This communication replaces all paper progress reports in grades 3-8. Teachers will post grades at minimum every two weeks. Parents should periodically check their child's progress and communicate any concerns to the teacher. Families that are not current with tuition and/or fees or who have not attended mandatory meetings may lose their RenWeb privileges. The homepage for logging on can be found on Sacred Heart's homepage.

## **11. Instant Alert System**

Instant Alert broadcasts instant voice and Email messages using a database of parent or guardian contact information. To participate in receiving Instant Alerts: email or text messages, parents need to supply contact information on their child's registration. Instant Alert is utilized through RenWeb and is designed to help eliminate phone tie-ups, miscommunication, unnecessary trips, and other pertinent information that needs to be communicated home, or during an emergency or unplanned event. Any questions regarding the Instant Alert System should be directed to the main office.

## **12. Media Release & Permission**

In order for a student's image to be used for any video production or print media which will be seen outside the school, a signed media release form (provided by the school) must be on file in the school office. All media personnel must have prior written consent from the pastor to film, interview, or photograph anyone on parish grounds.

### **13. Calendar**

The official school calendar, which is in compliance with the diocesan school calendar, is posted on the school website. **Any changes and/or additions to the calendar are updated as needed. It is wise to consult the Calendar (on the school website) regularly since this is where changes will be shown.**

## CHAPTER SEVEN

### STUDENT LIFE AND RESPONSIBILITIES

#### FIELD TRIPS

At the discretion of the classroom teacher, field trips of an educational nature may be taken during the school year. Field trips must be within the Tampa Bay area and must take place within the school day hours. For reasons of safety, supervision and liability, trips to recreational and theme park venues are excluded. For security reasons, students may NOT be picked up from, brought late or left behind with parent chaperones at any field trip location, but must leave and return to the school with the predetermined chaperones, unless prior approval is made with the principal. An exception will be made for students who get ill on field trips. These students must be picked up at the field trip by a parent or designated adult.

The identity, number of and role of trip chaperones are determined solely by the classroom teacher in advance of the trip. Siblings or other children not in the class are not permitted to attend. Additional parents are not permitted to visit the same venue(s) of a class trip while the students are present. Parents must be willing to assume responsibility for students other than their own child and to follow the teacher's directives for the day. Care is taken to judiciously group students with each other and their chaperones. We do expect parents to be gracious and accepting of those students assigned to them for the field trip.

Parent drivers may not make extra stops with their groups before or after field trips. No food/drink is to be provided to students on the way to or from the field trip unless this was pre-arranged by the teacher. Participation is a privilege and may be denied to a child who does not abide by classroom and school rules. Written parental permission on the school form is required before a student may participate. Only this form will be accepted. This form will be sent home at the appropriate time. **PARENTS WHO CHAPERONE MUST FOLLOW GUIDELINES SET BY THE DIOCESE OF ST. PETERSBURG AND THE SCHOOL.**

#### VOLUNTEER

Diocesan policy dictates "...that any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care or supervision of children...be screened. " Volunteers will be asked to complete a Level II Federal Background Screening (fingerprinting). Fingerprinting information is available at [www.dosp.sofn.net](http://www.dosp.sofn.net).

**Any adult chaperone or volunteer must also complete the Safe Environment Training mandated by the Diocese.**

#### VOLUNTEER DRIVERS

The Diocesan policy concerning volunteer drivers is as follows:

Anyone providing transportation for school/center activities must have a valid Florida driver's license and his/her own automobile liability insurance with limits of at least \$100,000 bodily injury for each person and \$300,000 bodily injury for each accident, and property damage liability limit of \$50,000. The vehicle to be used must be in safe operating condition and occupancy must not exceed the maximum number of occupants for that vehicle. The Diocese of St. Petersburg does provide insurance coverage, but only as a secondary source to your own insurance since Florida Law requires the owner of a vehicle to be insured. In order to be covered under the Diocesan plan, proof of insurance must be furnished. A photocopy of the volunteer's **driver's license, automobile registration and insurance card** is required.

Sacred Heart Catholic School adheres to this policy. Therefore,

1. The driver must have come into the school office to complete the Volunteer Driver form and submit their driver's license, automobile registration and insurance card for copying. (This must be updated each school year.)
2. It is helpful to complete the Volunteer Driver form and submit documentation of insurance, registration and driver's license several days prior to the event.
3. The Volunteer Driver regulations apply not only for school field trips but also for

any school sponsored events, club outings and/or other events for which the school distributes a permission form.

### **FORGOTTEN ITEMS**

Students may not call home for forgotten items. No forgotten items may be brought to the school by anyone after the school day has begun nor are any students permitted to return to school to retrieve a forgotten item. This includes school work, supplies, projects or clothing. Forgotten lunches/lunch money are accepted.

### **FUNDRAISING**

Fundraising using the school name or premises must first be approved by the Principal. The purpose of fundraising activities must support the mission of Sacred Heart Catholic School. The school relies on fundraising activities to help defray the rising cost of educating your child/ren.

### **LOST AND FOUND**

Anything not claimed will be given away on a bi-weekly basis. Parents are encouraged to label everything with the students' name to facilitate distribution of lost items.

### **LUNCH**

Children may bring their own lunch to school or buy it in the cafeteria. All lunch payments must be paid with cash or checks made out to J.W. Foods. Outstanding lunch balances with J.W. Foods, are considered outstanding balances with the school. Lunches and drinks can be purchased utilizing lunch tickets available in the school office. **No lunches are served on early dismissal days. NO SPECIAL LUNCHES** – e.g., McDonalds's, Burger King, etc. – are to be brought to school by **anyone**. No parent may pick up a child during lunchtime to take them to lunch off campus. Parents are welcome to secure a visitor's pass and have lunch with their children at the regularly scheduled time.

Students celebrating birthdays may bring in a small snack, which is easy to distribute, such as cupcakes or cookies, to be shared with the class during lunch break or snack time. The teacher must approve this snack and time of distribution. Do not send in birthday cakes or any items requiring preparations. Party lunches with special foods and snacks for individual groups are not permitted.

The microwave may not be used by any child.

### **PARTIES AND INVITATIONS**

Invitations to private parties may be distributed at school only under certain conditions. All children in the class must be invited and they must be given **to the teacher** for distribution. Reserving rooms, halls, facilities or equipment in the name of Sacred Heart Catholic School is forbidden.

Sacred Heart Catholic School assumes no responsibility for any private parties. Such private parties are not school functions and parents accepting such invitations shall be responsible for all risks associated with such private parties.

The school office, school faculty or staff will not accept gift deliveries, i.e. flowers, balloons, etc. for students.

### **PROGRAMS/SPECIAL ASSEMBLIES**

Parking for guests attending assemblies, programs, Masses, and special events is the church lot.

Following all afternoon school events, students will report back to their classrooms for the remainder of the school day and will be dismissed at the regular time and dismissal area. Parents may not sign out for early dismissal children, their siblings, or carpool members following afternoon programs and events.

### **SPORTS**

Boys' sports include flag football, soccer, basketball, and track. Girls' sports include volleyball, soccer, basketball, and track. Students participating in sports will be given information from our Athletic Director, specific to that sport.

**Forms:** Parents of athletes who make the team must complete an application for athletic participation and a warning and release form and provide an original, notarized certificate of satisfactory health from an examining physician. **No FAXED copies are acceptable.** Sport fees are communicated by the Athletic Director where they apply.

**Eligibility:** Participation on a varsity team is a privilege that requires a student to balance practice times, games and their academic responsibilities. Students will be screened prior to try-outs. Students who do not meet the eligibility standard will not be permitted to try out for a varsity team. In order to participate on the team during the sports season, team members must maintain a satisfactory average in all major subject areas and in conduct in all classes. Eligibility is reviewed.

In order to participate in a game on a given day, the team member must be in school that day, or the Friday before a Saturday game.

As representatives of Sacred Heart Catholic School, all team members and their parents are expected to reflect credit and honor upon their school by their **ACTIONS** and **ATTITUDES**.

**Junior Varsity Eligibility:** Although no formal eligibility screening exists for junior varsity teams, the administration may deny eligibility to junior varsity team members due to poor academic performance or conduct.

**Uniforms:** Team uniforms are obtained on a rotating schedule as directed by the Athletic Director through the school unless other directives are given. The parents must purchase uniform accessories such as caps, socks, knee/elbow pads, etc. Any accessory to the uniform bearing the name of Sacred Heart Catholic Schools or SAINTS or the like must be approved for team wear by the athletic director in consultation with the Principal. Team members are responsible for their uniforms and must keep them clean and in good repair at all times. If loss or damage occurs, members must pay for their repair or replacement of parts or the whole. At the end of the year, team members must personally turn in their uniforms to their coach fully cleaned.

**Athletic Calendar:** A calendar of the dates and times of practices and games will be issued to parents and team members at the beginning of the sports season. It is the responsibility of the team member and the parent(s) to arrange to attend practices and games and provide transportation. Should a game or a practice be cancelled, team members will be under the supervision of their coach until they are picked up.

## **STUDENT ACTIVITIES**

The Sacred Heart Catholic School community desires to join in students' recreation, share with them in friendly conversation, and enjoy the gift of life that God grants. To that end, activities are offered at various stages of a student's life here at Sacred Heart Catholic School to help students develop in a well-rounded, holistic way.

## **CHAPTER EIGHT**

### **PARENT/GUARDIAN PARTNERSHIP AND RESPONSIBILITIES**

Enrollment at a parochial school such as Sacred Heart Catholic School is a privilege, not a right. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents/guardians. However, a situation may arise in which the uncooperative or destructive attitude, actions, or words of parents/guardians so diminishes the effectiveness of the school that the family may be required to withdraw from the school. Parental support of a child's defiance of the school rules is completely unacceptable and will not be tolerated. Therefore, the following *Code of Conduct* has been promulgated by the Office of Catholic Schools and Centers for use in diocesan Catholic schools within the Diocese of St. Petersburg.

*"In Unity We are One in the Lord"*

***A Code of Conduct for  
Parents, Guardians, Caregivers, Volunteers, and Visitors  
of Catholic Schools in the Diocese of St. Petersburg***

***"Search Me, O God, and Know My Heart"***  
***-Psalm 139***

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

#### **Code of Conduct for Catholic Schools in the Diocese of St. Petersburg**

**The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in relationship" (Putney, 2005).**

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law, Canon 796, Para. 2*).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis, 1965, para. 3*).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

### **The Gospel and Our Values:**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19); **Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-460); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

### **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

### **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that 'giving of your very best' is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Cast off gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media

- Do not smoke or use offensive language on school premises

**Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

**Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

**Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

**Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:**

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

***Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.***

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school’s policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.*

## **HOME AND SCHOOL ASSOCIATION**

All parents of Sacred Heart students are members of the Home and School Association, which meets throughout the year to facilitate communication and cooperation between home and school. Parents are required to attend these meetings that are general assembly, or visit the Home and School booth at parent-teacher conferences. In order to ease the financial burdens faced by the school, the Home and School Association pledges to raise a determined amount of money each year. This can be done only through your support of Home and School fundraising events and your cooperation in the Service Hour Program.

**Service Hours:** At the time of registration each parent agrees to give twenty (20) hours of service (40 for each household or 20 per parent in single households) to the Home and School Association by May 15<sup>th</sup> of each school year. **These twenty (20) hours per parent include six hours at the annual fall and/or spring festivals, two (2) hours for the yearly auction and six (6) additional hours; OR (12 hours per household at festival; 4 hours per household at auction; 12 additional hours).**

The Home and School Association and the School’s main office will maintain records of all qualified service hours. It is the parent’s responsibility to submit service hours either by signing-in and signing-out at a particular event or by coordinating the number of hours served through the chairman of the event. Notice of all volunteer hours served will be provided to each family at the end of the school year. During the month of May, the Home and School Association/Main Office will submit a list to the Principal of the names of any families who have not completed their required hours and the number of hours owed by each family. **Each parent will be billed \$25.00 per hour for the unfulfilled hours.**

## **HOMEROOM PARENTS**

Each class has one or two volunteer parents who will assist the teachers for special projects. Home and School Association and teachers direct the activities of the homeroom parent.

## **VOLUNTEERS**

Diocesan policy dictates “...that any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care or supervision of children ... be screened.” Volunteers will be asked to complete a Volunteer Application Form and submit it to Sacred Heart Catholic School for processing through the Florida Department of Law Enforcement. In addition, the Diocese of St. Petersburg mandates Safe Environment Training for all volunteers.

All volunteers must report to the school office upon arrival where a visitors’ pass will be issued. This pass must be visible at all times while on campus.

## CHAPTER 9 SAFETY AND SECURITY

### ANIMALS

For reasons of safety, no pets from home may be brought to the school for show and tell or for any other reason. The only exception to this directive will be afforded to those who rely on the use of service animals (e.g., service dogs that help the blind and the deaf) and who are thus protected by civil law. Class pets in cages are permitted.

### ASBESTOS MANAGEMENT

The Facilities/Maintenance Department maintains the Sacred Heart Catholic School Asbestos Management Plan which is available for review upon request.

### CHILD ABUSE REPORTING

More than 1 million children are victims of child abuse and neglect each year, according to state child protective service agencies. Many victims don't receive help because they are not reported to the system. These abused and neglected children span all ages, races, religions and socio-economic backgrounds. Child maltreatment includes actions that result in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitation of a child under age 18 by a parent or caretaker.

Teachers and school staff are trained to recognize signs of abuse and neglect. If a student should report what is suspected to be abuse or asks for help in this regard, the school staff member is **REQUIRED** to make a report to the Department of Children and Family Services (DCF). It is not the responsibility of the school to launch a full investigation. DCF will make the determination of whether the report requires further investigation.

**Florida Statute, 415 states that “any person, including, but not limited to, physician, osteopath, medical examiner, chiropractor, nurse, or hospital personnel, other health or mental health professional, practitioner who relies on spiritual healing, school teacher, official or personnel, social worker, day care center worker, or other professional child care, foster care, residential or institutional worker, law enforcement officer who knows or has reasonable cause to suspect, that a child is abused or neglected shall report such knowledge or suspicion to the Florida Abuse Registry immediately.”**

The professional staff in a Catholic school has a moral and ethical mandate to ensure the safety of each child by state of Florida certification standards, National Catholic Education Association guidelines, Florida Catholic Conference Accreditation standards, Southern Association of Schools and Colleges standards and Diocesan guidelines.

The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation or endangerment of a child to the Department of Children and Families. (F.S., 415) According to this law, those professionals, acting in good faith, who report such allegations to proper authorities under the law are held harmless.

Once a report is made, the investigation is in the hands of DCF. The school will follow all directives given them by this agency and any other law enforcement officers or judicial entities. A request will be made by the school to DCF to notify the parent of the report. DCF may deny this request.

### HARASSMENT POLICY

Sacred Heart Catholic School, Pinellas Park, Florida strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Sacred Heart Catholic School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy.

## **HURRICANE PREPAREDNESS**

Diocesan policy requires that in case of closure due to hurricane warning or aftermath that two closure days will be forgiven and any days missed beyond two will be made up. The school calendar denotes the holidays that may be used as Hurricane Make-Up Days. If Pinellas County Schools are closed due to threat of hurricane/bad weather/flood, SHCS is closed as well. To ensure student and staff safety if conditions warrant, the Principal, in consultation with the Superintendent, may choose to close the school regardless of Pinellas County's actions.

## **INSURANCE**

Each child is covered for student accident by a secondary insurance coverage provided by the Diocese of St. Petersburg. Participation is mandatory and is paid for through the annual school fees. Coverage applies during all school activities, and includes accidents that occur when the student is traveling between home and school. Accidents should be reported directly to the Sacred Heart Catholic School office. The office will then send the necessary claim forms. Only in case of difficulty with this company should the diocesan office be contacted.

## **MEDICATIONS / ILLNESS / INJURIES / LICE**

Please do not send children to school if they have fever or have been sick during the night. If a child becomes ill or has an injury during school that requires more than basic first aid, parents will be notified by phone to pick up the child. For this reason, parents must complete a School Emergency Card. It is essential that any change in home or work phone number be communicated to the school secretary.

Children who have been excluded from physical education by their doctor must present a physician's note to this effect. A physician's note is also required when they are able to resume their physical education activities.

**PARENTS ARE REQUIRED TO PERSONALLY DELIVER TO SCHOOL ANY MEDICATION TO BE ADMINISTERED AT THE SCHOOL. CHILDREN ARE NOT PERMITTED TO KEEP MEDICINE IN THEIR POSSESSION AT ANY TIME.**

When the medication is delivered, a release form must be completed authorizing the school representatives to dispense medication to the child. For your convenience, a form is provided on the SHCS website. Please copy it as needed. The medication must be delivered in the bottle or container in which it was dispensed and must be labeled with the student's name, dosage, frequency of administrations, and physician's name. Parental as well as physician authorization is required before any medication can be administered to your child. This includes over the counter medications such as Tylenol or Motrin. In addition to the release form, please include a note for the teacher advising that a medication is required at a specific time and the duration of the prescription.

Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school. If the parent has filled out the proper forms, the office will call children to the Clinic for forgotten medications.

If your child has special health needs (e.g., asthma or breathing problems, severe allergies, chronic illness, heart disease, diabetes, eye or ear problems) complete information must be submitted to the office in writing on the Medication Form. It is imperative that the parent makes sure there is a supply of emergency medication in the Clinic, or if necessary, in the classroom should the student require it. Parents should also make the teacher aware of any special health needs.

The school will notify the parent any time lice or nits are found on a student. Parents will be given information regarding proper treatment for the removal of lice and nits from the scalp and the home environment. After treatment, the parent must accompany the student to the school office. Students will be reexamined by authorized school personnel upon returning to school after treatment. Students will be excluded from school until **COMPLETELY** free of both lice AND nits.

Sacred Heart Catholic School is not authorized to allow staff to assist in administering special treatments, procedures or therapies; it can only provide supervision for these. Therefore, children in need of such specialized treatments, etc. must be capable of self-administration. If a child cannot self-administer a parent is required to come to school and personally do so.

The Cronauer Room is a designated area in the school office for children to relax while waiting for parents to pick them up in the event of illness or injury, to receive basic first aid, or to receive dispensed medications which must be taken during school hours. A school designee is available to assist children and to dispense medications in accordance with the instructions given by the physician or as contained on the bottle or container of medicine.

**The Cronauer Room is not a medical facility and therefore does not contain equipment, supplies or expertise to provide more specialized medical care.** Therefore, children with needs which require special equipment, treatment, procedure or therapy (such as a nebulizer) must bring to school the required equipment or supplies. Students must be trained for self-administration and, will do so in the presence of the school representative. In a case where a student is not trained to self-administrate such treatment; the parent must come in to do so for the child.

**In cases of emergency requiring immediate medical attention, a school representative will call 911.** Attempts to notify the parent will follow.

#### **SAFE SOCIAL ENVIRONMENT**

Sacred Heart Catholic School is committed to protecting the dignity of all SHCS stakeholders (students, faculty, staff and parents) and ensuring the respect they should be afforded as God's creations. This initiative is rooted in our Mission Statement and Statement of Beliefs. A safe social environment focuses on age appropriate boundaries that surround a person's physical, intellectual, emotional and spiritual well-being.

#### **SAFETY PATROL**

The Safety Patrol is on duty before and after school. All students are expected to follow the directions of the patrol members and all safety rules. Parents are asked to follow the patrol guidelines and the traffic procedures as outlined in this handbook.

#### **SMOKE-FREE POLICY**

Sacred Heart Catholic School and Parish Center have been designated smoke-free environments. Smoking is not permitted in the school, Parish Center, or on school grounds during regular school hours or at school sponsored events. Adults wishing to smoke must step outside the Parish Center's north side entrance only (facing the church).

#### **SEARCH AND SEIZURE**

Sacred Heart Catholic School reserves the right to search desks, lockers, students and personal belongings in order to insure the safety, health, and property of the school, students and staff.

#### **SCHOOL'S RIGHT TO AMEND**

The Superintendent, Principal, and/or the School retains the right to amend the Family Handbook for just cause, and the parents/guardians will be promptly notified of changes through the website or through a special written notice.

FAMILY NAME (please print): \_\_\_\_\_



# Sacred Heart Catholic School

## *Family Handbook Signature Page*

### Parent/Guardian and Student Acknowledgement Form

2017-2018

I/We, the undersigned, have read with my child(ren), understand, and agree to comply with the philosophy of Sacred Heart Catholic School, a Notre Dame ACE Academy, and the policies and regulations of this *Family Handbook*, as well as additional policies that the administration may communicate in writing during the course of the school year. I/We understand that these policies and regulations are based on the guidelines set forth in the Diocesan Administrative Handbook for the Diocese of St. Petersburg. I/We further understand that the Principal and Diocesan Office of Catholic Schools and Centers have the right to interpret all policies.

I/We agree to, as well as agree that our child(ren) will, adhere to the rules and policies set forth in this *Family Handbook*.

**Note: Signatures of both parents are required. Exceptions are single parents, deceased parents, or cases where one parent has sole legal custody. All students in Grades 5-8 must also sign.**

_____ Parent/Guardian name (please print)	_____ Parent/Guardian signature	_____ Date
_____ Parent/Guardian name (please print)	_____ Parent/Guardian signature	_____ Date
_____ Student name (please print)	_____ Student signature	_____ Date
_____ Student name (please print)	_____ Student signature	_____ Date
_____ Student name (please print)	_____ Student signature	_____ Date
_____ Student name (please print)	_____ Student signature	_____ Date

**DUE DATE: Please complete and return this page to school on or before Monday, August 28, 2017.**