

EDUCATING YOUNG HEARTS AND MINDS SINCE 1960



PARENT-STUDENT HANDBOOK

2019-2020

5752 Blanding Boulevard
Jacksonville, FL 32244
(904) 771-5800
<https://www.shcsjax.org>

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August 2019

Dear Parents and Students,

Welcome to the 2019-2020 school year at Sacred Heart Catholic School! As I begin my first year as principal, I am excited and deeply committed to working with you to make a positive difference in the lives of our students. We will accomplish this by setting high academic and spiritual expectations for all our students and providing supportive systems to ensure they are met.

We, the faculty and administration, have prepared this handbook in an attempt to draw us all together in a common understanding of our mission. You are your child's first and most important teacher, and we are grateful that you have entrusted us to share in your commitment to provide your child with a Catholic education. Please know that if we are to succeed as your child's second teacher, we need your support and encouragement, especially in the enforcement of our school's policies. You will find that the procedures and regulations written in this handbook are established to create the best possible atmosphere for everyone.

Communication will also be vital for a successful school program. Please know that my door is always open; feel free to contact me with your questions, concerns, suggestions, and ideas to improve our programs. As we strive to carry out our mission, let us work together in a spirit of mutual cooperation and understanding.

Our school's focus is on three key elements: Reverence, Respect and Responsibility. First and foremost, SHCS is a Catholic school in which spiritual life, values, and religion are taught and expected to be practiced by everyone attending our school. It is important to us that our students feel safe and welcomed at school and in the classroom. It is equally important for faculty and students to make teaching and learning a priority each and every day.

May God bless you always! I am looking forward to working with you and am praying for everyone to have a great school year.

Yours in Christ,

Mrs. Regina Code and Faculty

The mission of Sacred Heart Catholic School is to instill a rich Catholic tradition and the core values of "Reverence, Respect, and Responsibility." Our goal is to become lifelong learners as we prepare today for the challenges of tomorrow.

Sacred Heart Catholic School Beliefs:

- each student is a unique child of God.
- be actively involved in every aspect of the learning process of each child.
- encourage students to become an integral part of the church's mission to proclaim the gospel message of Jesus, to celebrate through worship and service to others, and to build strong faith communities.
- provide a safe, nurturing, and supportive learning environment where students can achieve their full potential and individuality.
- foster all students' understanding and respect of cultural diversity; including different religions, peoples, and cultures.
- show mutual respect among and between the staff and school families in order to create a wholesome learning environment reflective of Christian values, which includes social justice and peace.

What should a graduate look like?

A Catholic school graduate is a knowledgeable, compassionate individual, dedicated to service and able to face the future with faith, hope, and love.

SPIRITUAL FORMATION AT SACRED HEART CATHOLIC SCHOOL

Integration of Faith & Reason - Sacred Heart Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. We strive to shape the character and cultivate the spiritual life of our students. For this reason, SHCS provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every SHCS student to become his or her best self.

Spiritual Retreats - Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. Whenever possible, students are given the opportunity to participate in a school-sponsored retreat annually.

Religion Curriculum - Roman Catholic Doctrine is essential to our school; therefore, it is incorporated every day in all grade levels. It is presented as a living experience of knowledge and faith that teaches our students that they are created by God, in His image, and that He is the author of all that is, seen and unseen. The goal is to help each student realize that a relationship with God is truly possible, so that he or she may grow in and live from that relationship.

Liturgy & Worship - The living person of Jesus Christ is the model for all Christians. This means that liturgy and worship are not merely salutary activities for our students, faculty and staff, but that they are the summit of our pursuit of truth and goodness. The Eucharist "is the source and summit of the Christian life" (*Lumen Gentium*, 11). Students

in Pre-K4 through 8th grade attend the 8:15 a.m. Mass on specified days in the Church. All parents and friends are invited to join us for worship.

Sacramental Programs - Preparation for the reception of the Sacraments of First Reconciliation, First Communion, and Confirmation are included in the Catholic curriculum at SHCS.

Christian Attitude - A student at SHCS is expected to respect his or her own human dignity and that of others, abiding by proper norms for manners. Students are expected to make eye contact, engage amicably, and respond politely and decorously when greeted. Students are expected to cooperate with school personnel at all times.

I. PARENTAL RESPONSIBILITIES

The cooperation of parents/guardians represents one of the major factors in the success of the students, the teachers, and the school. By choosing Sacred Heart Catholic School to be your partners in education, you become an integral part of our ministry and spirituality. More specifically, a positive and supportive attitude on the part of the parents/guardians toward the policies, instructional programs, faculty, staff, and administrators is necessary for the accomplishment of all our objectives. The role that you play in the school as a parent/guardian is crucial in following and supporting the policies and programs of our school.

Parents are responsible for:

- Modeling and supporting your child's practice of the faith by being an active member of the faith community and bringing your son/daughter to Mass on Sunday on a regular basis.
- Supporting school policies and the authority of the administration and teachers.
- Encouraging your son/daughter to complete all assignments on time and monitoring his/her progress.
- Insisting that your son/daughter obey the regulations and principles of good behavior.
- Making sure your son/daughter arrives at school on time and avoids unnecessary absences.
- Discussing problems with the person(s) concerned and avoiding criticism of teachers and school policy.
- Paying all fees (tuition, lunch, extended day, etc.) on time.
- Demonstrating the appropriate moral and social behavior, being always mindful of both appropriate language and appropriate attire while on campus.

Please note: Misconduct on the part of a parent, guardian or other family member (including, but not limited to harassment of a staff member, student, or other parent; intimidating any member of the school community in person or in writing; or blatant disregard for the rules and policies of Sacred Heart Catholic School) may lead to a

warning or one of the following actions: limiting or refusing permission to come on the school's campus or refusing to allow the child to re-register for the following school year.

Parent/Guardian Service Hour Requirement- All parents are required to give *10 volunteer hours per semester for a total of 20 hours per school year* per family. A minimum of two of the second semester hours MUST be earned by volunteering at the Sacred Heart School annual carnival. All proceeds from this major fundraiser go directly to the school to support our spiritual and academic program. Families who have not completed the service hour requirement will be assessed \$10.00 for each un-served hour or a total of \$100.00 by Dec. 1st and \$100.00 by April 30th. Please watch for updates on the website and for information sent home with your child for parent volunteer opportunities. Anyone who volunteers in the classroom during school hours must have attended the *Protecting God's Children Program* (www.virtus.org) and must be fingerprinted to volunteer on campus.

School's Rights - Sacred Heart Catholic School is a private institution. *If, in the opinion of the administration, a parent/guardian's behavior seriously interferes with the teaching and learning process, mission or philosophy of Sacred Heart Catholic School, the school will not tolerate such infringement and will exercise the right to dismiss the family from the school or not invite them back to register for the following school year. Attending Sacred Heart School is a privilege and not a right.*

II. ADMISSION POLICIES

Sacred Heart Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Admission is made through formal registration and the following documents/fees are required for new students:

- Non-refundable registration fee due at the time of registration
- Copy of birth certificate
- Copy of Baptismal, First Communion, and Confirmation certificates if applicable
- Emergency Medical Authorization Form
- Current Immunization Record
- Health form signed by a Florida physician
- Copy of psychological assessments, IEP, 504 plan or other special education reports
- School transcripts, standardized tests and last report card
- Custody Information, if applicable
- Parent/guardian signature on Agreement of School Policies Form
- Social Security numbers for VPK and FLorida Scholarship students

We reserve the right to deny enrollment if :

- transcripts are not released because of fees due to the previous school or
- fees are not current at the time of registration

PLEASE NOTE: All newly accepted students will automatically be placed on a 45-day probationary period in order to insure that they exhibit grade-level appropriate behavior and academic performance. Sacred Heart Catholic School reserves the right to withdraw any new student's acceptance within that 45-day period if his/her grades or behavior indicate that the student will not meet our criteria for grade-level success

Preschool Registration - We abide by State law regarding minimum age requirements. In order to enter the *Sacred Heart Catholic Pre-School Program* for three- and four-year- olds, the requirements are as follows:

- **PK3** - (for three-year-olds) A child must be three years old by September 1st and must be toilet trained.
- **VPK** - (for four-year-olds) A child must be four years old by September 1st and must be toilet trained.
- Correspondingly, a child must be five years old by September 1st in order to enter Kindergarten

Special Education Needs - We strive to provide quality education and to help all children reach their full potential intellectually, morally, emotionally and spiritually. Sacred Heart Catholic School accepts students of different abilities and will meet their needs whenever possible. However, limited resources prevent us from accepting students who would require more than simple accommodations. In the event that a student accepted at Sacred Heart Catholic School demonstrates that he or she cannot successfully perform in a mainstream setting, the school reserves the right to withdraw the student's acceptance at any time so he or she may be placed in a more suitable learning environment.

Re-Registration - Every family in Pre-K through 7th grade must re-register each year for the following school year. However, the administration reserves the right to deny re-registration for reasons including but not limited to the following:

- instances of extreme, persistent, or unresolved discipline problems
- failure to follow school rules and regulations
- refusal to complete assignments at home or at school
- inability of the school to provide for the educational needs of the student
- behavior contrary to the philosophy, rules and policies of the school
- outstanding tuition or financial obligations have not been cleared

The final decision for admission or readmission rests with the Principal.

Withdrawal Policy- Parents/guardians who decide to withdraw their child from school must come to the school office to complete and sign a Notice of Withdrawal form.

Sacred Heart Catholic School will not transfer any records unless this form is completed. Parents/guardians are required by state law to sign a release form requesting SHCS to send their child's permanent record file to the school to which she/he is transferring. Students' records will not be released until all school bills are paid and textbooks and library books are returned. Tuition and any fees paid to the school are non-refundable.

Proof of Child Custody- In the event of a separation, divorce or shared parenting, it is the responsibility of the custodial parent or guardian to provide SHCS with pertinent documentation and current information about the divorce, separation or shared parenting decree dealing with custody of the child. *A certified copy of the court order along with any shared parenting plans and any other judgment entries are to be sent to school.* This information will help school personnel determine when, if ever, the child or information regarding the child can be released to the non-custodial parent. In addition, the school will not act as a liaison between parents. It is the parents' responsibility to handle all legal matters at home.

Change of Address/Vital Information- It is imperative to notify the school office in writing if there are any changes in information of address, cell or phone numbers. It is extremely important to have accurate information to contact you in case of illness, emergency or accident.

Immunizations- Florida law §1003.22(4) states that a physical examination and a health certificate are required for all Pre-Kindergarten and Kindergarten students and those entering SHCS from another school. All new students must present a current immunization form and health form signed by a Florida physician prior to entering the school. Florida law also states that Kindergarten, Seventh, and Eighth grade students are required to have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster before **August 2, 2019**. All students must be in compliance before the first day of school in August **Students will not be allowed to be in school until this State requirement is met.**

III. TUITION and FEES

While education at SHCS is primarily a ministry, it is also a business for which bills must be paid. Therefore, if at any time of the year parents/guardians decide to withdraw their child(ren) from school, they are required to pay any fees and/or the full year's tuition for which a contract has been signed at the time of registration. TUITION AND FEES ARE NON-REFUNDABLE. Fees include but are not limited to technology, lunch, extended day, books, library books, etc.

- A non-refundable annual registration fee is required to hold a place in class. Each family is required to complete a FACTS Tuition Management Application and/or FACTS Tuition Management Payment Preference Form as part of registration.
- FACTS Tuition Management requires four business days to hold tuition payments, change account information or make any other adjustments.
- If your checking or savings account is closed without prior notification to SHCS, your child will not be permitted to return to school until current account information is submitted to the school along with any missed payments.
- Any student whose tuition and/or fees are not up to date after two months will be refused admittance into the classroom until the balance has been paid or arrangements have been made with the Principal.
- Transcripts, awards, report cards, progress reports, access to RenWeb and other school records will be withheld until tuition and/or fees are paid in full.
- Checks that are returned because of NSF will be subject to a \$30.00 fee. We will no longer accept personal checks if more than two checks are returned because of non-sufficient funds. Any tuition and/or fees due to the school because of a returned check must be paid by money order or cash.

Tuition - All payments must be received by the date agreed with FACTS. A \$20.00 late fee will be posted to the account for tuition received after this date. Delinquent tuition accounts for two months or more may lead to withdrawal of the child from SHCS. The *First month of tuition for new families* is due at the time of registration.

Accounts with a negative balance at the end of each quarter including lunch, library fees, etc. will result in report cards being held in the office until arrangements have been made with the Principal. In addition, any fees owed on the last day of the school year will result in withholding the student's records. Payment in full will be required in order for your child to begin the following school year.



SACRED HEART CATHOLIC SCHOOL

2019-2020

TUITION & FEES

TUITION	Per Student, Kindergarten thru 8 th grade	\$6,600.00
Tuition may be paid in full prior to August 1, 2019, 2 equal payments (August & January) through FACTS <u>or</u> 10 monthly payments though FACTS		Scholarships are available!

REGISTRATION FEE	Returning Family	By April 15, 2019	\$300.00
	Returning Family	After April, 15, 2019	\$350.00
	New Family		\$350.00

TECHNOLOGY FEE	Per Family	By July 1, 2019	\$300.00
	Per Family	After July 1, 2019	\$350.00

ENRICHMENT FEE	Per Student	By July 1, 2019	\$300.00
	Per Student	After July 1, 2019	\$350.00
	New Student		\$300.00
Includes rental books, workbooks, student planner, and TerraNova Test. All textbooks will remain the sole property of Sacred Heart Catholic School and must be returned to the classroom by the last day of the school year.			

SUPPLY FEE	Per Student (K-3 rd)	By April 15, 2019	\$120.00
	Per Student (4 th -8 th)	By April 15, 2019	\$150.00
Returning families will incur a \$50 late fee per student after April 15, 2019.			
Includes: all classroom supplies that your child will need throughout the school year.			
Excludes: personal items such as backpacks, lunch boxes, paint shirts, blankets, towels, and calculators.			

8TH GRADE EXPENSES	Per Student, entering the 8 th Grade	\$300.00
8 th Grade Expenses may be paid in full prior to August 1, 2019		
<u>Or</u>		
3 monthly payments of \$100.00 applied through FACTS (September, 2019 –November, 2019)		

FEES & TUITION FOR <u>PRE-KINDERGARTEN</u>		
○ PreK-3 (7:45 a.m. – 2:45 p.m.)		
○ Registration		\$300.00
○ Enrichment Fee		\$250.00
○ Annual Tuition		\$4,100.00
○ VPK		
○ Voucher (8:00 a.m. – 11:00 a.m.)		\$0.00
○ Extended day (11:00 a.m. – 2:30 p.m.) Annual Fee		\$3,000.00

Tuition and Fees are Non-Refundable.

FACTS - Is under contract with the Diocese of St. Augustine to provide a reasonable assessment of the ability of each family to pay for the education of their children at private independent elementary and secondary schools. Applications are available online.

Scholarships - SHCS accepts the Step Up and AAA Scholarships, the Gardiner Scholarship, and the McKay Scholarship, which typically pay for registration, tuition, and books. It is the parent's/guardian's responsibility to pay any other fees incurred (i.e. technology, lunch, uniforms, field trips, lost or damaged book fees, electronic devices, extended day fees, etc.)

Sacred Heart Parish Scholarship- Sacred Heart Parish scholarships may be available. These scholarships, if available, will be for families who are **Catholic and are considered an Active Member of the Parish**.

**An Active Catholic Parishioner:

- Is properly registered and on the parish rolls
- Faithfully attends Mass on Sundays and Holy Days
- Participates in parish activities when possible
- Contribute a minimum of \$20.00 per week, using envelopes or Faith Direct - online giving.

Books- Students are expected to take good care of any textbooks loaned to them by the school. Parents will be required to pay the full price of damaged books to replace them.

IV. HOURS OF OPERATION, ARRIVAL, AND DISMISSAL PROCEDURES

Doors Open:

School office 7:15 a.m. - 3:15 p.m.

Before School Care location:

PK/VPK (in classroom) 7:15 to 7:45 a.m. \$ 10.00 per week
K - 8th (in the Gym) 7:05 to 7:30 a.m.

Classes begin:

Pre-Kindergarten (Three Year Olds) 7:45 a.m. – 2:45 p.m.
Pre- Kindergarten (VPK morning) 8:00 a.m. – 11:00 a.m.
Pre-Kindergarten full-day 8:00 a.m. – 2:45 p.m.
Kindergarten – Eighth Grade 7:45 a.m. – 2:45 p.m.

All students are to be in their seats when classes begin and prepared to start the day. Students who are dismissed at 2:45 pm must be picked up by 3:00 pm.

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Sacred Heart Catholic School is not responsible for the safety of any child left on campus prior to 7:00 a.m. or after 3:00 p.m.

ARRIVAL/DISMISSAL PROCEDURE - Please make sure that passengers are wearing a seatbelt and young children are in proper car seats. *The speed limit on school grounds is 5 M.P.H. and must be observed in the parking lot at all times.*

ARRIVAL: Between 7:00 – 8:30 a.m. and 2:00 - 3:30 p.m., all traffic must **enter** from Blanding Boulevard and exit onto 105th street (between the convent and PK building.)

ENTER from Blanding Blvd in a single line. Traffic will THEN divide into 2 *one-way* lanes once you pass St. Vincent de Paul's. Please refer to the map at the end of this handbook for further details. If available, a traffic volunteer will be at the fountain to direct traffic.

Before School Care—*Students will go to the gym (K-8th) or the PK building.* Drop off will be along the curb from the gym to the school office. Please stay in line and pull all the way forward to the car in front of you. Your child will exit your car when it comes to a stop along the curb. Please remain in the line until it moves forward—do not pull around the cars in front of you. There will be adults to supervise the children along the sidewalk.

Parking - If you choose to park, know that the first two rows in the parking lot are reserved only for faculty and staff. Please DO NOT park in these designated spaces. You are to escort your child through the parking lot and across the designated crosswalk.

- There are two crosswalk zones. The first is closer to the elementary building and the second is located near the main office. Both areas have marked safety zones for you and your child to cross the traffic lanes.
- For security purposes, parents are not to enter the school building at regular drop-off and pick-up, but rather wait at the door for a staff or faculty member to escort their child into or from the school building.

Drive-Thru- Parents will bear right once they pass the St. Vincent de Paul's entrance. Please follow the curb around. Once you pass under the church portico, you will move left.

- The right hand lane is for people exiting the school property.
- Children are to exit the car from the ***passenger side only***. Students may not access the trunk of the vehicle for any reason.
- If your child needs to access the trunk or needs to exit from the driver's side, you will need to park.

At dismissal - To avoid delays, please plan to arrive between **2:40 p.m. and 2:45 p.m.**

- While waiting for your child, we ask that you do not block the entry ways and sidewalks. This will permit teachers to move their classes to and from the classroom for arrival and dismissal in a safe and timely manner.

- **Parking** - If you park, you must cross over to the sidewalk and walk to your child's teacher for student release. *No child will be permitted onto the crosswalk or in the parking lot without an adult.*
- **Drive-thru** - Once you have picked-up your child, use your left turn signal, so that the traffic volunteers know you are ready to exit.

Dismissal Preschool—All Preschool parents will be required to follow the same procedure as above. Please use the designated crosswalk area when dropping off and picking up your child. Please see additional information regarding parking.

Exit—Please follow the signs to exit. In the parking lot, all traffic moves toward the gym, turns left and then exits via the last row in the parking lot **to exit onto 105th St.** (Please see map for further details and follow the directions of the traffic volunteer.)

Remember:

1. By state law, all cell phone use is strictly prohibited in a school zone, which certainly applies while driving in the parking lot to the student drop-off and pick-up line.

2. All children MUST be accompanied by an adult in the parking lot.

Afternoon Pickup- Students must be picked up promptly at 2:45 p.m. All students must leave the school grounds as soon as school is dismissed unless they are taking part in supervised extra-curricular activities. Siblings of students in afterschool activities must be picked up at dismissal or must go to After School Care.

Students need to know who is picking them up each day. **Please be sure to have your carpool tag visible and hanging from your rear view mirror.** This not only speeds up the dismissal process because it alerts the staff working during dismissal to know which students need to be called to the line, it also increases the safety of the dismissal procedure as staff members learn the faces and cars to expect in the line each afternoon. Every driver of a car without a sign will be reminded to get one.

Any student left on campus after 3:00 p.m. will automatically be taken to the After School Care Program for his or her own safety. However, parents will be charged a "walk-in" fee (per student) of \$9.00 until 4:00 p.m, \$12.00 until 5:00 pm, and \$15.00 until 6:00 pm.

V. ATTENDANCE

In compliance with Florida Catholic Conference Education Department (FCCED) and the policies of the Saint Augustine Diocese, schools have 180 instructional days for students each year. Students are expected to be in attendance 150 school days to qualify for promotion to the next grade level. Both excused and unexcused absences are included in this calculation. Under conditions that warrant special consideration, the Principal will make the final decision concerning promotion for students whose absences exceed the maximum days allowed for a given school year after discussions with the parents, teachers and the Pastor. Students arriving after 11:30 a.m. or leaving prior to 11:30 a.m. will be marked one half day absent. Students who arrive at school after 11:30 a.m. may NOT participate in school sponsored, after-school extracurricular activities (e.g., athletics or any other.)

Perfect Attendance- Perfect Attendance Awards are presented to students who have no absences, late arrivals, early dismissals, or who have not left during school hours regardless of the reason. This award is given at the end of the school year.

Absences- EXCUSED ABSENCES include illness, accident, or death in the immediate family, or due to a similar emergency circumstance. A written note must be presented to the homeroom teacher upon return to school. For absences of 3 or more consecutive days, a doctor's note is required for the absence to be excused. Parents must call the school to notify the office of the child's absence, and should call by 8:30 a.m. to request make-up work.

Because a mid-year vacation is not an emergency, this would be deemed an unexcused absence. We observe this discipline in order to encourage students to make good academic choices and to train them on the value of responsibility. Students may not obtain assignments in advance for a planned unexcused absence. Faculty may elect, at their discretion to do so in some cases, but this is neither a right nor a privilege.

Any other extenuating circumstances may be addressed with the Principal of SHCS. Students who have been absent are strongly encouraged to submit any missed assignments by the start of the next full day of school. Students will have as many days as they were absent to make up tests, quizzes, and class work missed.

Tardiness- All tardy students must be brought to the front office by a parent to be signed in for the day. *Parents are then expected to escort **tardy students** in grades PK through 4th to their building.* The only tardies that will be marked "excused" are doctor or dental appointments; however, an official doctor's note must be presented upon arrival at school for it to be considered excused. Students may not be allowed to make up work missed due to unexcused tardiness. Habitual tardiness has a negative effect on school performance and will lead to appropriate disciplinary action. *Tardiness prohibits a student from receiving a Perfect Attendance Award.*

Early Dismissal- If it is necessary for a student to be dismissed early, please send a written note with a parent/guardian signature to the school office requesting permission to leave class early. Please also call the office at least 3 hours before a child is dismissed. Parents who just show up at school to pick up a child without giving sufficient notice to the teacher cause disruption to the learning process of the students in that class who may be taking a test or engaged in other classroom lessons or activities. If a student is participating in a lesson, activity or taking a test and a parent shows up unannounced, the parent will have to wait until the student is finished. *In case of an emergency, however, the student(s) will be dismissed promptly.* Parents/guardians must come to the school office to sign-out their student before the student will be released. In addition, if a child will return to school after an appointment, a parent/guardian must accompany the child into the front office and sign him/her back in.

VI. HEALTH POLICIES AND EMERGENCIES

Hygiene - It is most important that your child comes to school clean and well groomed. This will not only help his/her self-esteem, but it also shows consideration for others. We expect your child has already developed and will continue to use good hygiene practices. Properly washing hands after using the lavatory, brushing teeth every morning, covering the mouth and nose with a tissue when sneezing or coughing, and not borrowing combs or caps are some examples of good basic hygiene.

Illness - Students may not remain in school if they have symptoms of conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. If your child has any of these symptoms in the morning before coming to school, please do not bring him/her to campus. A student who has been ill may not return to classes until a 24-hour period has passed in which he or she is free from all conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. The administration reserves the right to send home any child who exhibits symptoms of being ill or contagious in any way. If an illness or infection required medical treatment, a doctor's clearance note must be submitted to the front office before the student can return to class.

Lice - The Diocese of St. Augustine has a "no nit policy" regarding re-admittance of students after head lice infestation. Students who had lice must come to the front office, accompanied by a parent, and be checked to ensure that they are nit/egg-free before returning to class.

Medication - Students needing prescribed medication while at school must have a "Parent Permission for the Administration of Medications" form filled out and signed by the parent/guardian and physician. **All medications must be sent in the original**

container with name, required dosage and time to be given. Medicine must be left in the school's office and will be dispensed by office personnel.

Medicine that must be carried around by a student, such as an inhaler or epi-pen, requires a separate diocesan form completed by the parent **and** physician to be given to the office.

Over-the-counter medication is not to be sent to school without a doctor's note and "Parent Permission for Administration of Medications" form. The doctor's note must specify dates medication is needed. No student should have medication of any type, including throat lozenges and cough drops, in his/her possession at any time.

Sacred Heart Catholic School will only administer medication when:

1. All appropriate diocesan forms have been correctly filled out, dated, and signed by the parent/guardian and physician and are on file in the school office.
2. The medication, over-the-counter or prescription, is in the original container with a current label and prescription.
3. Written instructions from a licensed physician or dentist are secured.
4. If only a half pill is to be given, the pill must be cut by either the parent/guardian or by the pharmacist. Sacred Heart Catholic School staff will not cut pills.
5. If there are any changes with medication, dosage or time, a new form must be completed.

Asthma Inhalers and Epi-Pens - Parents may authorize students who need prescribed inhalers or epi-pens to self-administer, and these items may be kept by the students in the classrooms. Parents will need to complete the Diocese of St. Augustine permission form **annually** which will be kept on file in the school office. Forms may be obtained in the school office.

Emergency Closing - The decision to declare an emergency closing due to inclement weather will be made by the Superintendent of Catholic Schools in the Diocese of St. Augustine. The superintendent will remain in constant contact with the county's emergency services in order to determine the safest course of action for all schools. When a decision is made to close the school, you will be notified via email and the Parent Alert system. Updates on closings and re-openings will be put on the diocesan website as well (www.dosafl.com).

Emergency Drills - Emergency codes have been established and every teacher, staff member, and student knows how to react if an emergency situation arises. Drills for fires, tornadoes, and intruders on campus are practiced regularly. Our weather radio alerts us to severe weather conditions. Intercoms and telephones connect all school buildings with the office. Everything possible will be done to plan for the safety of our children in an emergency. If evacuation is necessary, any visitors on campus will accompany the class to the designated assembly point.

Lunch Program - The lunch program offers students the opportunity to purchase a nutritious lunch. Students are not permitted to bring candy, chocolate, or soda as part of their lunch. Beverages must be water, milk, or 100% juice. Students may choose which days to purchase lunch at school or bring a lunch from home. Monthly menus may be accessed online. All lunches must be prepaid through the student's lunch account before the due date. In the event that a child forgets to bring his or her lunch from home or does not have sufficient funds in his or her lunch account to purchase lunch, a school lunch will be provided to the child and billed to the student's account for repayment.

Lunchtime is part of the educational program and provides an opportunity to show healthy eating habits. Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the school rules and regulations, there are also lunchroom rules by which all students are expected to abide. Respect and obedience is expected at all times to the adults involved in the lunch program.

The following list is expected behavior in the cafeteria:

- Walk single file to the serving lunch line.
- Go directly to your assigned table if lunch is brought from home.
- Once seated, stay seated.
- Use indoor voices to talk with students at your table.
- Ask the lunch monitor or teacher for permission if you need to leave your seat.
- After eating, dispose of your trash in the proper trash can.
- Make sure the area around your seat is clean.
- Balls and recess equipment should be left near the exit door during lunch.
- Be respectful and responsible by cleaning your space and following directions.

VII. COMMUNICATIONS

Open communication between home and school is essential if students are to develop a positive attitude toward learning and school. Parents are encouraged to meet with teachers to discuss concerns about their child's progress. Conferences can be easily arranged by contacting the school office and requesting an appointment with the teacher. The teacher will respond to your request within twenty-four hours, except for holidays or on weekends. All notes sent to the school should be in a sealed envelope with the recipient's name and the sender's name to assure confidentiality and accurate delivery. Diocesan policy requires that emails between teacher and parents must be copied to the Principal. Communication with the student will only be class work related and shared via Google Classroom through the student's school account.

Parent-Teacher Conferences- Effective parent and school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the following means to communicate:

- School and class newsletters and calendars
- Updated information on the school's website
- Daily and/or weekly folder and notes from the teacher in the student planner

- Parent Orientation Night in August
- Parent-Teacher Conference at the end of the First Quarter and other times by appointment
- Student tests and projects sent home for parent review
- Renweb's ParentWeb access

Conflict/Resolution - Every effort will be made to resolve situations through direct verbal communication so that the educational process of the child will not be affected. If a parent seeks resolution for a situation relating to a student, the following steps should be taken:

- Contact the student's teacher first (make an appointment to present your concern)
- If further clarification is needed, arrange a conference with the Principal (call the office to request an appointment)
- If you are not satisfied with either the teacher or the principal you may then contact the Pastor at the Rectory.

Birthday Treats/ Party Invitations- Party invitations are not to be distributed at school unless the entire class will receive one. If you wish to provide treats for the entire class, **you may send store-bought and individually wrapped treats to be distributed at the end of the day for the students to take home.** Students and parents are NOT permitted to bring items that are not individually wrapped to share. Flowers, balloons, or cookie bouquets are not to be sent in for birthdays or holidays. Gifts for students, including stuffed animals, jewelry, electronics, etc. should also not be sent to school.

INTERNET ACCEPTABLE USE (DIOCESE OF ST AUGUSTINE POLICY)

In virtue of the values professed in all Catholic Schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of an electronic device and the internet is a privilege, not a right, any inappropriate use will result in a suspension or cancellation of that privilege.
 - There is no expectation of privacy in accessing the internet while on school property.
 - Users may not access personal email, use Instant Messaging (IM) programs, or chat rooms.
 - Users may not log on and use any internet sites such as blogs, games, etc.

- If a student does not adhere to these expectations, the student, the device or the internet access will be suspended.
3. Do not post personal contact information about yourself or other people. Personal contact information includes complete name, home address, telephone number, school address, and credit card information. Do not agree to meet with someone you have met online.
 4. Be polite and use appropriate language. Do not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. All messages that are inappropriate or make you feel uncomfortable should be promptly reported to your teacher. Remember that email is not private. Incoming email will be received through a classroom account and may be reviewed by your teacher or school's Technology Coordinator.
 5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teachers. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
 6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use them without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. The school does not allow file sharing or loading of any software onto school computers.
 7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without citation is plagiarism.
 8. *Electronic communication is not permitted (email, texting, blogs, etc.) between faculty/staff and students. Teacher/parent electronic communication is strictly limited to the school's website and this will only be a brief message.*
 9. *Users may not post on personal internet sites (ex. Facebook, Instagram, Twitter, Snapchat, etc.) to which they have access away from school grounds and may not post any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.*
 10. The school is not responsible for texts, electronic posts, emails, etc. that take place off school grounds on home/personal computers. However ***the school does maintain the right to discipline/dismiss a student found "bullying" others using digital methods. Consequence for this action will be according to the Principal's discretion.***

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Electronic Devices and Cell Phones- Students are not to bring cell phones, electronic games, etc. to school. If a student needs a cell phone for after school activities, an exception to the cell phone rule may be arranged between the Principal and the parent

of the student. **After an agreement is reached**, the student may bring the cell phone to school and turn it into the homeroom teacher in the morning and pick it up at the end of the day. The cell phone must be turned off. **At no time while on campus should a student have a cell phone in his or her locker or bookbag.** Students who do not follow this rule will have their phones confiscated. It is the student's responsibility to notify his or her parents when this occurs. The phone will be held until the parent or guardian picks it up from the Principal. At no time while on campus should a student use his or her cell phone; this includes while in morning care at 7:00 a.m. and at dismissal time.

The school is not responsible for lost or stolen cell phones or any other electronic devices.

VIII. DRESS CODE

Research shows that school uniforms encourages pride in personal appearance and in the school. Uniforms eliminate the daily distractions of unregulated school clothing, as well as peer pressure associated with "label competition." Uniforms set the tone for proper work attitude in the classroom, reduce behavior problems, and improve student performance.

Our students are expected to wear their uniforms in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full, appropriate school uniform each day. Modesty in attire is expected for students and volunteers supporting any event on SHCS property and at all school sponsored activities off campus. If a student is not in complete uniform, he/she might not be admitted to class. The parent/guardian will be called, and the student will wait in the office until the parent/guardian can bring the required uniform.

The School's dress code is to be maintained throughout the entire school day. Dress code infractions include, but are not limited to:

- Incomplete uniform, including clothing, shoes, belts, socks, unwashed or inappropriately styled hair
- Unclean or slovenly dress (including but not limited to rolled skirts, wrong colored or improperly worn socks, etc.)

Any student who does not meet the dress requirement will receive a dress code violation notice requiring teacher and parent signatures with next day return. If the infraction is not corrected, the parent will be contacted by the teacher for a conference.

Pre-K 3 and VPK uniforms

Please see your child's teacher for uniform information

K-8th Grade Boys Uniform:

	School Uniform Warm Weather August-October & April-May	School Uniform Cold Weather November-March	P.E. Uniform Warm Weather August-October & April-May	P.E. Uniform Cold Weather November-March
Shirt	Official short sleeved red knit polo shirt with SHCS logo. White undershirt may be worn	Official short/long sleeved red knit polo shirt with SHCS logo. White undershirt may be worn	Official SHCS P.E. shirt. White undershirt may be worn	Official SHCS P.E. shirt. White undershirt may be worn with SHCS P.E. sweatshirt
Pants	Black uniform dress pants or Black uniform shorts	Black uniform dress pants	Official SHCS P.E. Shorts	Official SHCS P.E. shorts with official SHCS P.E. sweatpants
Belt	Solid black or brown	Solid black or brown	N/A	N/A
Shoes	Solid black or brown dress shoes or solid black or brown Sperry Shoes	Solid black or brown dress shoes or solid black or brown Sperry Shoes	Athletic Shoes with non-marking soles	Athletic Shoes with non-marking soles
Socks	Solid black or white above the ankle or solid black or white crew socks	Solid black or white above the ankle or solid black or white crew socks	Solid black or white above the ankle or solid black or white crew socks	Solid black or white above the ankle or solid black or white crew socks
Jacket/Sweat-shirt	N/A	Official red sweatshirt or red fleece jacket with SHCS logo	N/A	N/A

K-8th Grade Girls Uniform:

	School uniform warm weather August-October & April-May	School uniform cold weather November-March	P.E. uniform warm weather August-October & April-May	P.E. uniform cold weather November-March

Shirt	short sleeved red knit polo shirt with SHCS logo. white undershirt may be worn.	short or long-sleeved red knit polo shirt with SHCS logo. white undershirt may be worn.	official SHCS P.E. shirt white undershirt may be worn.	official SHCS P.E. shirt official SHCS P.E. sweatshirt
Skirt/ Jumper	grades k-4 school issued plaid jumpers grades 5-8 school issued plaid skirts	grades k-4 school issued plaid jumpers grades 5-8 school issued plaid skirts	official SHCS P.E. shorts	official SHCS P.E. shorts with SHCS P.E. sweatpants over the shorts
Shoes	solid black or brown dress shoes or solid black or brown sperry shoes.	solid black or brown dress shoes or solid black or brown sperry shoes.	athletic shoes	athletic shoes
Socks	red or white knee high socks	red or white knee high socks or black or white tights	red or white knee high socks or white above-the-ankle socks	red or white knee high socks or white above-the-ankle socks
Jacket/ Sweat-shirt	N/A	Official red sweatshirt or red fleece jacket with SHCS logo	N/A	N/A

Additional Guidelines for Attire & Appearance

Please label all articles of clothing with the first and last name of the student.

Shirts - SHCS shirts must be purchased from the school’s selected uniform company. Shirts are the approved short-sleeved red knit or long-sleeve red knit shirts with the school’s logo. Boys and girls uniform shirts must be tucked in at all times. Boys must have the belt showing. Undershirts must be plain white.

Jackets/Sweatshirts - The school-approved fleece jacket with SHCS logo is the outerwear of the regular school uniform, and the P.E. sweatshirt is the outerwear of the P.E. uniform. If a student chooses to wear a coat or jacket in addition to the fleece jacket or P.E. sweatshirt, he or she may do so provided that the coat or jacket is worn over the jacket/sweatshirt and not in place of it. Coats and jackets worn to school must be removed in the classroom and stored. Please label all garments and shoes legibly with the student’s first and last name.

Pants- Boys must wear black dress pants. “Dickies” brand is not permitted. No jeans or pants with pockets attached outside may be worn. Pants must fit properly and may not be oversized or “skinny.” Faded or torn pants must be replaced. Black shorts are a

warm weather option for boys (August-October and April-May). Shorts must be above the kneecap, not be cut-off pants, and must be worn with a belt.

Jumpers- Official SHCS jumpers must be purchased from the school's selected uniform company. Shorts must be worn under the jumper. Jumpers must extend to right above the knee.

Skirts- Official SHCS skirts must be purchased from the school's selected uniform company. Skirt length must be *modest*, mid-knee or right above the knee and kept this way from the beginning to the end of the school year. The shorts that are sewn into the skirt must not be removed. The uniform skirt may not be altered and must be worn with waistband at the natural waist above the hip bone.

Shoes- Solid black or brown polishable leather or solid black or brown Sperry Shoes must be worn. Shoes must have a tie, buckle, or Velcro closure. No slip-on/backless shoes or sandals are permitted and heels must not exceed 1" in height.

Socks and Tights- Red or white knee socks must be worn and must be pulled up to the knees at all times. Black or white tights may be worn as part of the cold weather uniform.

Hair- A student's hair must be in a conservative style, well-groomed, simple and the natural hairline color. Boy's hair is to be neatly trimmed and above the collar, and not worn in a ponytail. Fad cuts, razor designs and hair dyes as well as extreme/distracting styles are not acceptable for boys or girls. Partially shaved hair will need to be completely shaved until it grows back to an even length. No spiked hair styles are allowed. Students should keep hair pulled away from the face. Bandanas, worn in any manner, are not allowed. Girls hair accessories must be discreet. **Hair bows, scrunchies, barrettes, etc., must be school colors: red, white or black only.**

Jewelry- For boys and girls: A watch, a chain with a crucifix or religious medal, and a religious pin are the only jewelry items permitted. The number of items worn may NOT exceed one of each of these. Additionally, girls may wear one pair of small stud-type earrings only.

Makeup- Makeup, nail polish or fake nails of any kind are not permitted at school. Students may not wear temporary tattoos or write/draw on themselves while at school.

Cold Weather- All students must wear their approved school uniform as the first layer before they wear additional coats/jackets as needed. Please note that they must wear their official SHCS sweatshirt/fleece jacket then add the additional layers. Girls may wear tights or leggings; however, sweatpants are not permitted under the girls jumpers/skirts. Please be sure to purchase your student's sweatshirt/fleece early to ensure he/she has the proper cold weather attire. On cold weather days, an announcement will be made for the students to wear their official SHCS sweatsuit. In

this case, students are expected to wear their entire P.E. uniform in an effort to stay warm for the day.

Physical Education Uniform- P.E. uniforms are purchased through the school's uniform company and students may bring them to school in a separate P.E. bag. Athletic shoes must have non-skid soles and must have either shoe laces or Velcro fasteners.

Non-Uniform Days- Students must wear modest clothing deemed appropriate for a SHCS student. Clothing must fit correctly and not be too tight. If a student chooses not to participate in the non-uniform day, he or she must wear the regular school uniform.

When in doubt, don't wear it.

LOST AND FOUND- All clothing items, books, lunch boxes, etc., are to be marked clearly with the name of the child. Lost items may be claimed from the "Lost and Found" in the front office. Unclaimed items may be donated after a month.

IX. ACADEMICS

Sacred Heart Catholic School is a member of the National Catholic Education Association and fully accredited by the Florida Catholic Schools Accreditation Association. The basic curriculum includes: Catholic Doctrine, Language Arts (English, Spelling, Reading, Writing), Social Studies, Math, Science/Health, Physical Education, Fine Arts, Spanish, and Computer Science.

Academic Honesty - Each student is expected to maintain a high level of integrity and honesty in his or her schoolwork and in every other aspect of scholastic life. Handing in tests or assignments as one's own which have been done by another person or with answers taken from another student violates academic honesty and is therefore strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition, without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the work. In addition, further disciplinary action may be taken at the discretion of the Principal.

Language Arts- Grade-level objectives in the elementary language arts curriculum for catholic schools in the Diocese of St. Augustine are divided into the following strands:
Strand 1 – Word Analysis Fluency and Vocabulary Development
Strand 2 – Reading Comprehension
Strand 3 – Writing Strategies, Applications, Conventions of English Language
Strand 4 – Listening and Speaking
Strand 5 – Portfolios

Mathematics- Mathematics is taught in grades pre-kindergarten through eighth with emphasis on understanding concepts, learning basic facts, using computation skills efficiently, and selecting and applying appropriate problem-solving skills.

Music- The music program focuses on several aspects of music education. Students learn to sing, dance, and play a variety of instruments. In grades four and five, students learn to read music by playing the recorder. The program also enhances knowledge by exposing students to different composers and musical time periods.

Physical Education- P. E. provides opportunities for students to develop their physical wellness through the use of physical activity and skill development appropriate to their grade level. Students learn basic skills common to team sports and individual fitness activities.

Catholic Doctrine- The study of Catholic Doctrine is a comprehensive discipline covering topics among others the Bible, sacraments, morality, Church history, and the life of Jesus and Mary.

Science- Our Science program focuses on facts, concepts, and skills. Emphasis is on the practical uses of scientific discovery and how it correlates to everyday life.

Social Studies- Students are taught concepts of time, history, and geography. The program progresses through the grades becoming more detailed. Global skills, an overview of civilizations, U.S. history, World history, and democracy are studied as well as human rights, peace, and justice.

Computer Science- The computer science program is a comprehensive program that teaches skills necessary in today's world. These skills are intensified as the student progresses through the grades. Students are expected to use the technology available in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, cyber bullying or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, **even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.)**

Students must:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.

- a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher, or network administrator.
 - c. Refrain from accessing, damaging, or destroying data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Refrain from accessing the network with personal devices, unless approval from school administration has been attained.
 - f. Refrain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
- a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of the parish and school community.
- a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (i.e. cyber bullying) to a school administrator, teacher, or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Refrain from accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Refrain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral content or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*** Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

Consequences for Violation- Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources will be disciplined depending upon the severity of the situation.

Supervision and Monitoring - School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no privacy with respect to the use of technology resources. Administrators reserve the

right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student, person, or property.

The school administration has the right to access any electronic device brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed. For the first violation, electronic devices will be confiscated if used during school hours without prior consent and it will be the responsibility of the parent/guardian to come to the principal's office at the end of the day to retrieve the device. If a student violates school policy regarding the use of electronic devices a second time, any device collected will be held in the school office until the end of the school year.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. SHCS will not be responsible for any electronic device brought to school by students.

Cyber Bullying- Students must be aware that no computer or phone-and therefore no person-is really anonymous in cyberspace. Behaviors in cyberspace are downloadable, printable, and sometimes punishable by law. Treating all members of school with respect does not begin and end at the school's front door. All forms of harassment in cyberspace--called cyber bullying--either during or after school hours, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology:

- harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

Often the author, sender or poster of the inappropriate material is disguised or logged on as someone else. Parents who feel that their son/daughter has been a **victim** of such misuses of technology:

- should not erase the offending material from the system
- print a copy of the material
- immediately report the incident to the school principal

All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to:

- the loss of computer privileges
- detention, suspension, separation
- report to higher authorities
- expulsion from school

Library- Operates to provide books and other materials for students' reading pleasure, research and enrichment. Students will find a vast array of current research books and contemporary and classic fiction. Students are allowed to check out library books on a regular basis with the consideration that each book be treated properly and returned promptly. Books are loaned for two weeks. A fine of 25 cents a day is charged for each overdue book. Fines must be paid, in full, before another book may be checked out. Students will not be issued report cards until their overdue fine is cleared.

Reference and "On Reserve" books do not circulate. Students are responsible for lost or damaged library books. If a book is not returned after three weeks, it is considered lost. Lost or damaged materials must be paid for at the current market value.

While visiting the Library Media Center, students will:

1. Remain in the Library-Media Center until they are dismissed.
2. Leave the Library-Media Center neat and orderly.
3. No food or drink is permitted.
4. Check out all materials before taking them out of the Library-Media Center.
5. Take proper care of Library-Media Center materials.
6. Respect the right of others to use the center undisturbed by loud talking or noise.
7. Pay for overdue fines.
8. Pay for lost or damaged Library-Media Center Materials.
9. Return Library-Media Center materials on time.
10. May not alter or misuse the library furniture and fittings

Homework- Homework is assigned to develop initiative, responsibility, and self-direction in the student. There is no minimum or maximum length of time per evening as each student is different. Homework may not always take the form of written assignments. Parents/guardians should assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and by listening to oral recitation. Parents/guardians should not do their child's homework. If a student fails to complete or submit homework without a valid excuse, the student will receive half or partial credit if turned in the next day.

When the student is absent, parents/guardians should contact the school office before 8:30 a.m. to arrange to pick up their child's assignments for the day. Parents/guardians are to pick up assignments at the main office by 2:30 p.m. If the work is requested, the parent should make every effort possible to pick it up.

Standardized testing- Testing is completed within each subject area by individual teachers. This helps to establish a student's performance within that subject. Benchmark testing will also be done throughout the year using STAR Reading and STAR Math in order to track student growth and progress. A nationally-normed standardized test is administered each spring in grades 2nd through 8th using the Terra Nova Test.

Midterms and final exams- Midterm and Final exams are mandatory in grades 7-8 as part of the final grade for promotion. If exams are not taken, a grade of zero must be factored in to the final average. To preserve the integrity of the midterm/final exams,

they are only given at the scheduled time to the entire class. Please contact the teacher well in advance if a separate final exam will be necessary for your child.

Report cards and Progress reports - Report cards are issued quarterly at the end of each nine weeks. Grades are posted on RenWeb for all students in grades 3rd - 8th. All classroom teachers update grades weekly. Please sign and return report cards to homeroom teachers *within 48 hours*.

Honor roll- SHCS has an (A) High Honor Roll and (A-B) Honor Roll for grades 3-8. Art, Music, Computer, Spanish, P.E. and Conduct are included for Honor Roll. Students must have "Satisfactory" or higher in *ALL* categories for honor roll recognition. *Students with Honor Code violations are ineligible for the honor roll regardless of academic performance.*

National Junior Honor Society (NJHS)- The Chapter publicizes its criteria, application materials and circumstances for membership probation each year. Eighth grade students nominated for this award will be required to write a letter on the meaning of "Reverence, Respect and Responsibility and Their Role in Who I am!" Students who wish to be inducted into the NJHS must maintain the following criteria:

1. Minimum GPA of 3.5 on a 4.0 scale for seventh grade and the first semester of your eighth grade year. No grade below a B- in any subject in your seventh grade year, or the first three quarters of your 8th grade year.
2. Minimum "Good" conduct in all subject areas is required.
3. Christian attitude and positive leadership as a student at Sacred Heart Catholic School.
4. Students with repeated Honor Code violations will be ineligible for NJHS.

X. GRADING SYSTEM

SHCS follows the grading system established by the Diocesan Department of Education.

Grading Scale for (K-2):

S = Successful progress
N = Needs more time to master this skill.
U = Unsuccessful progress.
NC = Not Covered at this time.

Grading Scale and Conduct (3rd-8th)

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60
I = Incomplete

PROMOTION AND RETENTION STANDARDS

Promotion - Students will be promoted on the basis of academic achievement. No student is granted a social promotion. To be promoted from one grade level to the next, a student must attain grades of 60 or above in any of the core subjects including Catholic Doctrine, Language Arts, Reading, Mathematics, Science and Social Studies.

SHCS recognizes the importance of Catholic Doctrine as an integral part of the curriculum and a requirement in our school. Any student failing this area must make up for the failure prior to the beginning of the subsequent school year following a plan approved by the Principal.

Retention- will be considered for the following reasons:

- 1) Failure in two or more major subjects (failure in an individual subject is defined as receiving a grade of “60” or below for the year-end average.)
- 2) Retention for other reasons (under age, immaturity, excessive absences, etc.).

Although the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal.

Field trips- In compliance with Diocesan policy, all students must submit a proper form (witnessed by someone 18 yrs. of age or older) to participate in a field trip. Verbal consent will not be accepted in lieu of proper forms. Participating in a field trip is a privilege and not a right therefore:

- Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Those students will remain at home with the parent and will be marked absent for the day.
- Parents may refuse to permit their child from participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- All monies collected for a field trip are non-refundable.
- Cell phones are not permitted on any field trip. (Eighth grade end-of-year trip is the **only** exception to this policy.)
- Siblings are not permitted on field trips.
- Official chaperones will be identified by the classroom teacher prior to the field trip.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.

All school chaperones must have attended the Protecting God’s Children workshop and have cleared fingerprints on file in the office before participating in school activities. Please note that it may take up to 6 weeks for your fingerprints to be cleared.

Eighth grade end of the year trip - Students failing a class (including resource classes) or who have received an ISS/OSS in the 4th quarter **will not be permitted** to attend the

field trip. Any student who does not wish to return to school at the end of the field trip by way of the provided bus, must submit a waiver of responsibility signed by the parent or guardian and at least one week prior to the field trip.

Student's service hours - Seventh and Eighth grade students are required to complete five service hours per quarter for a total of twenty hours per school year. This is designed to help students practice the Catholic Social Teaching to serve others. Service hour forms are due by the 7th week of each quarter. Failure to complete the requirements each quarter will affect the student's religion grade. The principal and the junior high teachers will determine which activities are deemed acceptable for service hours. Students should verify with their teacher that their planned activity will be accepted prior to participating.

SUMMER SCHOOL

- Required for students to be promoted, who have failed a subject with a grade 60 or below or received a conditional promotion based on summer school performance.
- Only two subjects can be made up in a summer session.

TEXTBOOKS AND SUPPLIES

Book-bags - Backpack/satchels and gym bags for students are to be of a canvas, cloth, or mesh material. Students may use backpacks or rolling book bags (*rolling backpacks grades 5th-8th*) to carry their books to class. *Rolling book bags must be carried up and down the stairs.*

Student daily planner - Parents are encouraged to use the student planner to communicate with teachers. *Students are required to write their assignments in the planner and must bring the planner to each class.* Students are responsible for showing the planner to the teacher when it contains communications from parents. Students in grades K-5th are expected to have the planner signed every night by their parent or other adult responsible for their care.

Textbooks and supplies - Students are responsible for all their books and notebooks. They are to be brought to class every day. If a book is misplaced, it is the student's responsibility to search the lost and found. If it is not found within a reasonable length of time, the student must replace the missing book. Students must have the appropriate supplies, such as pens, pencils, paper, etc., every day.

XI. DISCIPLINE

Overview - Discipline underlies the whole educational structure and is an important goal of SHCS. It is the training that develops self-control, a Christian character, orderliness, and efficiency. SHCS reserves the right to apply disciplinary action to any student who does not demonstrate reverent, respectful and/or responsible behavior. The behavior of the student should reflect the Christian values he/she is being taught at

home and school. The school's discipline code is based on choices and consequences. Each student is responsible for the behavioral choices made and must deal with the consequences of their actions.

SHCS reserves the right to discipline students for off-campus conduct which has a negative impact on the school's reputation, the educational program, or defamation to anyone in the school community. Student lockers, cubbies, etc. are not private and may be searched at the School's discretion.

Students will receive an immediate referral to the principal for any major disciplinary offenses or when the teacher deems necessary. Chronic and intentional disobedience may result in school suspension, out of school suspension or expulsion.

SHCS seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the School in creating a safe, orderly, and positive atmosphere. As part of the process of formation, students are taught that poor behavior has consequences and that they must accept responsibility for their behavior.

Depending on the seriousness of the infraction, a range of disciplinary measures may be applied, including work assignments, detention, suspension, or expulsion. Minor infractions are communicated to parents through disciplinary notes from the teacher, while more serious infractions are communicated to parents via telephone conversations with the Principal or her delegate. If there is a grave breach of student conduct policy, the Principal will ask to meet with the parents to address the situation. A student may be asked to withdraw from the School for extreme forms of misconduct or continual neglect of basic rules and expectations either on or off SHCS property. Such a severe penalty would warrant the intervention of the Instructor or Principal.

Student Code of Conduct

The essential expectations for student behavior is that students conduct themselves in a mature and dignified manner at all times and present a well-kept appearance.

- Students arrive on time to school in the appropriate complete and clean uniform. A student's personal presentation is a reflection of their family life and is an indication of respect for themselves and others.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture at all times.
- All students are expected to greet priests, sisters, school staff, parents, visitors, and fellow students politely and courteously.
- The class is to stand and greet a priest, religious or visitor as they enter the classroom, unless directed otherwise by the teacher or visitor.

- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
 - Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
 - Students are expected to act appropriately during class changes, both in the School buildings and across campus. Student conduct in the corridors and stairs will be appropriate and quiet. Students must walk—not run—to and from class.
 - Students must abide by the internet policy.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by the teacher. Students are expected to keep the fields and grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
 - Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets or backpacks must be free of any inappropriate writing or decoration.
 - Standard cafeteria norms are to be practiced in the dining room at all times. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
 - When playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
 - Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (e.g., those who have snack time in class).
 - Chewing gum is not permitted on school grounds.

DISCIPLINARY ACTION FOR HONOR CODE VIOLATIONS

Incident Level	Disciplinary Action
<p>Low: First time event</p> <ul style="list-style-type: none"> • Disruption that minimally affect others. • Talking out unintentionally, etc. • Unexcused tardy • Nonconformity to dress code • Unprepared for class • Missing homework • Chewing gum • Not following instructions 	<ul style="list-style-type: none"> • Written notification to parents requiring parent’s signature to inform them of the minor incident and to prevent future unacceptable behavior. Homework will receive half or partial credit if turned in the next day.
<p>Medium: (Repeated above events)</p> <ul style="list-style-type: none"> • Irresponsible behavior • Talking out intentionally 	<ul style="list-style-type: none"> • Written notification to parents requiring parent signature. • After school detention grades 6-8

<ul style="list-style-type: none"> ● Hallway or transition time misbehavior ● Rough play ● Note passing to other student(s) 	<ul style="list-style-type: none"> ● Phone call to parent ● Parent-Teacher conference ● Privileges revoked at the discretion of the teacher and/or Principal. ● Off honor roll for the remainder of the school quarter.
<p>High: <i>(First time event)</i></p> <ul style="list-style-type: none"> ● Teasing/unkind/name calling. ● Cheating/Forging signature/Plagiarism. ● Student Code of Conduct violation ● Disrespect to a teacher or adult in the classroom or on campus. ● Misuse of internet/media during school hours or outside school. ● Inappropriate language or gestures. ● Irreverent or immoral conduct. ● Intentional physical contact with another student/severe rough play. ● Bullying, threatening, or harassing anyone. ● Destruction of school property. ● Possession, use, or transfer of drugs, tobacco, alcohol or weapons on school/parish property or function. ● Failure to comply with disciplinary action. ● Intentional, frequent disobedience 	<ul style="list-style-type: none"> ● Written notification to parents requiring parent signature. ● Phone call to parent ● Parent-Teacher-Principal conference. ● Privileges revoked at the discretion of the Principal. ● Off honor roll for the remainder of the quarter or the school year. ● Behavior contract set up by the Principal with student and parents. ● Request to withdraw from school. ● In or out of school suspension or expulsion. ● Parent/Guardian or student will be responsible for clean up or payment for damage to school property.

Disciplinary Definitions

Disciplinary Action	Definition
Student Incident Report (grades K-5)	Given for minor infractions. Form/report is sent home with the student to be signed by parent/guardian and return next day to the student's teacher.
Recess Time Out	Playtime will be withheld for a portion, or all, of recess time.
Silent Lunch(Student will have lunch in silence and at a separate table.
Disciplinary Referral (6-8)	Disciplinary Referral sent home and signed by parent
Conduct Referral (6-8)	Conduct referral sent home and signed by parent
In-school suspension	A student will report to school but sit in a separate room, other than his/her classroom. The student will be required to complete work during the suspension; however, no grade will be given for the work.

Out-of-school suspension	A student will not be allowed to report to school for a designated period of time. The student will be required to complete work during the suspension; however, no grade will be recorded for the work.
Probation	A student will be given a contract for which they must adhere to the guidelines set forth to be able to remain enrolled at the school.
Expulsion	A student will be expelled from Sacred Heart Catholic School and will not be allowed to return.

Disciplinary Intervention - Any student who has been addressed by a faculty member and officially warned three or more times for disruptive, rude, or otherwise inappropriate behavior is to be sent to the Principal or her delegate for a conversation about his or her actions and how he or she can get back on track with their studies.

Disciplinary Probation & Action Plan - Any student referred for a second visit to the Principal or her delegate for inappropriate behavior is considered to be on Disciplinary Probation and will create a Disciplinary Action Plan in consultation with the Principal. This discipline form, outlining the Action Plan steps and subsequent consequences for additional incidents, will become a part of any student's file who is referred to the Principal for a second discussion about his or her inappropriate behavior in class. The student's parents will be contacted and invited to a conference with the Principal in order to discuss how we can partner together to encourage the student to consistently meet the expectations outlined in the Student Code of Conduct.

Behavioral Suspension & Expulsion - Any student who is referred to the Principal after creating a Disciplinary Action Plan, will be subject to out-of-school suspension. A first suspension will be for one day, and the student is required to obtain information on and complete all assignments. Ordinarily, a student on behavioral suspension will be required to write a reflection essay about his or her actions, and more appropriate choices. If the student is referred again to the Principal, the student will be suspended for three days, and must obtain information on and complete all assignments. Additional referrals to the Principal or her delegate can result in a suspension of five days or reconsideration of enrollment, at the Principal's discretion. Students who repeatedly violate the Code of Student Conduct and who do not seem to be cultivating self-control over time may be administratively withdrawn from Sacred Heart Catholic School. Depending on the gravity of the situation, a student may also be dismissed or expelled from SHCS for a single Code of Conduct violation. All such decisions are based on SHCS's duty to create a safe educational environment for all of our students, faculty, staff, and campus guests and our firm commitment to Gospel values. Students who remain enrolled after a third suspension and who are subsequently referred to the Principal will be subject to reconsideration of enrollment. At the Principal's discretion, such a student may be eligible to apply for readmission at the end of the current semester or academic year. Families who wish to apply for re-enrollment at SHCS after their son or daughter has been suspended three or more times will need to submit a

petition indicating what has changed in the student's life that would now make it likely that he or she could comply with the Student Code of Conduct. All application fees will apply in such a case

In-school suspension (ISS) - Students suspended because of disciplinary problems will spend up to three days in an alternative room. Parents will be notified of the offense, and the suspension will occur as directed. The student will report to the principal's office, receive assignments at the beginning of the day from teachers and must turn in the work before leaving school. The student will be responsible for all work missed. Students are suspended from all team play and practice from the time ISS is assigned until the day following completion of ISS. *Students who receive ISS are on probation for all subsequent school field trips or end of year trips. Students who receive ISS on two or more occasions are not eligible for trips.*

Out of school suspension (OSS) - Serious disciplinary problems may result in a student receiving OSS. Students, who receive OSS will receive a zero grade for all academics missed. Students are suspended from all sports games and practice from the time OSS is assigned until the day following completion of OSS. *Students who receive OSS are on probation for all subsequent school field trips or end of year trips.*

Inspection policy - The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search, which is considered potentially harmful, dangerous, illegal, or inappropriate, and the possession of which is a violation of the school's rules, community standards, and/or local and state law.

Discrimination and Harassment (DIOCESE OF ST. AUGUSTINE POLICY)

Sacred Heart Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Threats and violence (DIOCESE OF ST. AUGUSTINE POLICY)

If a student makes a threat, the Principal, at his or her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

Sexual harassment policy (DIOCESE OF ST. AUGUSTINE POLICY)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, physical, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats.

Any student who alleges sexual harassment by another student may bring this matter to the attention of the principal, his or her teacher or guidance counselor. The principal may ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. A substantiated charge of sexual harassment against a student may subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

XII. EXTRACURRICULAR ACTIVITIES (*See “*Important Notes*” at the end of this section.)

***SPORTS TEAMS** (See section XII. Athletics)

***Children’s choir** - The Sacred Heart School choir consists of students in 2th – 8th grades. These students sing at Friday morning Mass as well as during other liturgical celebrations throughout the school year. Interested students meet once a week in the music room from 2:50- 4:00 for practice. All students in 3rd – 8th grades are invited and encouraged to sing with the church choir at the 11:30 a.m. Mass on Sunday (practice begins at 10:45 for the 11:30 Mass).

***Student council** - The Student Council is a service club that meets once a month. New members are elected every year. Eighth graders are eligible for the executive board consisting of the following positions: president, vice president, corresponding

secretary, recording secretary, treasurer and a sergeant-at-arms. Grades 5th through 8th elect a classroom representative and an alternate to participate. Student Council is responsible for maintaining and running the supply booth, bake sales, and talent show. Funds from these activities are used for a variety of reasons after council discussion with the approval of their advisor and school administration. Students must be in good academic and behavioral standing in order to participate in the Student Council.

IMPORTANT NOTE:

- Students wishing to remain on campus in order to participate in an after school sport/activity that does not begin immediately after dismissal **MUST** be with a parent or other designated adult at all times. Unsupervised students will be escorted to After School Care (a fee will be assessed) and parents will be called.
- Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in After School Care if other arrangements have not been made.
- Siblings of students in afterschool activities must be picked up at dismissal or go to after school care (a fee will be assessed).

XIII - ATHLETICS

Participation in sports activities - All qualified students may try out for membership on sports teams and participate in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out will be accepted. The decision of the coach, faculty moderator, or athletic director, in conjunction and consultation with the administration is final.

Students wishing to remain on campus in order to participate in an after school sport/activity that does not begin immediately after dismissal **MUST** be with a parent or other designated adult at all times. Unsupervised students will be escorted to protective care (a fee will be assessed) and parents will be called.

Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in Protective Care if other arrangements have not been made.

Siblings of students in afterschool activities must be picked up at dismissal or go to after school care (a fee will be assessed).

RULES OF ELIGIBILITY FOR ATHLETIC ACTIVITIES (DIOCESE OF ST. AUGUSTINE POLICY)

ATHLETES

Eligibility may apply to all athletic and allied activities of the Catholic School Conference.

1. A student is academically ineligible if he/she receives two (2) grades or more of 69 (D) or below in a major subject. If he/she receives any one (1) 59 (F) or below, that student is academically ineligible. The major subjects include: Social Studies, Math, Science, Catholic Doctrine, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level. Grades will be checked at progress report and report card time. If student is ineligible because of grades, they are not to participate in any aspect of team play, including practices and sitting on the bench during games. This is in effect until grades are rechecked in two week intervals.
2. Student-athletes' academic progress is monitored by the Athletic Director(s) and teaching staff. Student's grades will be checked on a bi-weekly basis to ensure academic eligibility.
3. If a student is academically ineligible, they will remain so until the student-athlete has improved the grade to a C or better. Students must be academically eligible prior to tryouts according to existing criteria.
4. Principal reserves the right to suspend a student from a team for unsatisfactory conduct
5. A student-athlete who receives a detention may not practice or participate with the team for the week the detention is served.
6. A student may not receive more than two (2) conduct grades below an S at evaluations.
7. All students may be given equal opportunities to try out for all teams and eligibility rules may apply when a student is part of the team.
8. If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
9. The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
10. Grading Policy – Diocese of St. Augustine:

100 – 90	A Passing
89 – 80	B Passing
79 – 70	C Passing
69 – 60	D Passing
Below 60	F Failure

Note *- Incomplete means failure unless completed in one week after evaluation report.
 (i) In accordance with FHSAA rules, any student who repeats 7th or 8th grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

Students who arrive after 11:30 am may NOT participate in any afterschool sports activities for that day. This includes practices and games. Also, students who have received a disciplinary referral in in-school suspension may NOT participate in these activities for the day or for a longer period of time, as deemed appropriate by administration.

TEAM PHYSICAL and PARTICIPATION FORM:

All athletes are required to have a complete physical on the Diocesan form supplied by the office before they are allowed to try out for any athletic teams (this form must be signed by a Florida physician and dated after June 1, 2018). The PARTICIPATION form must be filled out entirely signed by parents and student and must be **notarized**. These forms are available online or in the school office.

XIV. AFTER SCHOOL CARE

A non-refundable registration fee of \$50.00 per student or \$75.00 per family is required. After School Care tuition is to be paid by the 15th of each month. A late fee of \$20.00 will be added for tuition payments received after the 20th of the month.

- Picked up by 4:00 P.M. \$140.00 (per student) Walk-ins picked up by 4:00 \$9.00 per student
- Picked up by 5:00 P.M. \$170.00 (per student) Walk-ins picked up by 5:00 \$12.00 per student
- Picked up by 6:00 P.M. \$180.00 (per student) Walk-ins picked up by 6:00 \$15.00 per student

Responsible behavior is expected of all children in the program. This is necessary to provide a safe and happy environment for everyone. If a child seriously undermines this philosophy, it can lead to expulsion from the program. For more information, please call the school office (771-5800) or After School Care (772-1010 after 2:30).

XV. VOLUNTEERS AND VISITORS

Parents, volunteers and/or visitors - must sign in and out at the office and wear a visitor's badge.

- All school volunteers must have attended the Protecting God's Children workshop (www.virtus.org) and have cleared fingerprints (criminal background check) on file in the office before participating in school activities. Please note that it may take up to 6 weeks for your fingerprints to be cleared.
- Criminal background check must be done every 5 years.
- **Protecting God's Children Classes:** The Bishop has mandated that all volunteers take a Protecting God's Children class. To register, go online to www.virtus.org. Click on registration, select Diocese of St. Augustine, create a user ID and password. All available classes will come up. Click on the class you want and follow directions to sign up online. After class, bring a copy of the certificate to the office.

Carnival duty - During Carnival, all families are required to work a minimum of 2 hours in a booth. Each family will normally work a booth affiliated with their students' class and teacher. The Sacred Heart Carnival is the biggest fundraiser for the school. All proceeds go directly to the school and are used for our spiritual and academic programs. Families who wish to opt out of the work program may give a donation of \$100.00.

XVII. TRAFFIC PATTERNS

Between 7:00 – 8:30 A.M. and 2:00 - 3:30 P.M. all traffic must enter from Blanding Boulevard and exit through 105th street between the convent and Family Life Building. **Cell Phones must not be used in the pick-up and drop off lines.**

Traffic Pattern Description- This is the traffic pattern that all parents (or their designee) will use during arrival and dismissal times. Parents will have the option to park or use the Drive-Thru to drop off and pick up their children.

All Traffic—will enter Sacred Heart property off of Blanding Blvd in a single line. Traffic will divide into 2 one way lanes once you pass St. Vincent de Paul's. Please follow the directions of the traffic volunteers. All traffic will exit to 105th St. Please note that the afternoon carpool line opens 5 minutes before dismissal. Those arriving earlier will need to park and walk-up.

Preschool (Little Hearts)—All Preschool parents will be required to follow the same procedure as above. Please use the designated crosswalk area when dropping off and picking up your child. Please see additional information regarding parking below.

Parking—Parents who wish to park will need to bear left after you pass St. Vincent de Paul's. Proceed to the fountain and turn left into the parking lot. The first two rows are reserved for faculty and staff. Please DO NOT park in these designated spaces. Please refer to the map further details. A traffic volunteer will be at the fountain to direct traffic.

- If you choose to park, you **MUST** escort your child through the parking lot and across the designated crosswalk. There are two crosswalk zones. The first is nearest the elementary building and the second crosswalk is located near the main office. Both areas have marked safety zones for you and your child while waiting to cross the traffic lanes. ALL PK-8th children must be accompanied by an adult as they walk through the parking area and the crosswalk. Please follow the directions of the traffic volunteer.
- Please remember in the afternoon, you must cross over to the sidewalk and walk to your child's teacher for student release. No child will be permitted into the crosswalk or parking lot without an adult. While waiting for your child, we do ask that the entry ways and sidewalks not be blocked. This will permit teachers to move their classes to and from the classroom for arrival and dismissal in a safe and timely manner.

Drive-Thru—Parents will bear right once you pass St. Vincent de Paul' entrance. Please follow the curb around. Once you pass under the church portico, you will move left. The right hand lane is for people exiting the school property or going to the Little Hearts parking lot. BE SURE YOUR CARPOOL TAG IS VISIBLY HANGING IN THE REAR VIEW MIRROR.

○ **In the morning** all children must be prepared to exit the car from the *passenger side only* as soon as your car stops in front of the school sidewalk. Students may not take out or put anything into the trunk of the vehicle. If your child needs to access the trunk or exit from the driver's side, you will need to park. Access to the parking lot is available by following the signs to the traffic volunteer at the fountain. DO NOT PASS other cars that are dropping off students. Wait in the line as the line moves forward.

● **In the afternoon** to avoid delays, please plan to arrive early. School dismisses at 2:45 and it takes almost 5 minutes for students to reach their places on the sidewalk. Once you have picked-up your child, Use your left turn signal, so that the traffic volunteers know you are ready to exit.

Exit—Please follow the signs to the exit. In the parking lot, all traffic moves towards the gym, turns left and then exits out the last row in the parking lot. Please see map for further details and follow the directions of the traffic volunteer. **All traffic will exit to 105th St.**

Before School drop off

All children PK3 and VPK will meet in their classroom in the Preschool building.

K - 4th will meet in the gym.

5th - 8th will meet in the Parish Hall.

Drop off will be along the curb - from the gym to the school office. Please stay in line and pull all the way forward to the car in front of you. Your child will exit your car when it comes to a stop along the curb. Please remain in the line until it moves out—do not pull around the cars in front of you. There will be teachers and parent volunteers to supervise the children along the sidewalk.

***Please Remember* these major safety concerns for everyone.**

1. **Do not use your cell phone** while driving in the school parking lot.
2. All children must stay with an adult in the parking lot. Small children cannot be seen by drivers as they are backing out.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective

investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Disclaimer:

Circumstances not specifically covered in this handbook will be handled at the discretion of the administration.

Sacred Heart Catholic School Principal reserves the right to amend this handbook as necessary.

I agree to abide by the terms hitherto described in this handbook, and know that it is my responsibility to contact administration should I have any questions regarding these terms. Parent and student(s) sign below and return to their homeroom teacher.

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date

PASTOR
PAROCHIAL VICAR
PRINCIPAL
ASSISTANT PRINCIPAL

Rev. James Kanikarampil, CMI
Rev. Alex Carandang, OSJ
Mrs. Gina Code
Dr. Archie Yumul

FACULTY & STAFF

Pre-K (3 year olds)
Pre-K (4 year olds)
Pre-K (4 year olds)
Kindergarten
Kindergarten
1st Grade
2nd Grade
2nd Grade
3rd Grade
3rd Grade
4th Grade
4th Grade
5th Grade
5th Grade
6th Grade (Reading English/Literature)
6th Grade (Social Studies)
7th Grade (Math 6th-8th)
8th Grade (Science 6th-8th)
8th Grade (English/Writing 7th-8th)
Art
Computer
Music
Physical Education
Spanish
School Counselor
Teacher Aide: Preschool 3 year olds
Teacher Aides: Preschool 4 year olds

Kindergarten
Bookkeeper
Office Manager

Mrs. Bonnie Lekas
Mrs. Cheryl DeVito
Mrs. Anne Showalter
Ms. Michele Baessler
Mrs. Nicole Logue
Mrs. Allison Ingram
Mrs. Stephanie Braun
Ms. Sarah Napoli
Ms. Kay Schellenberg
Mrs. Patricia Thieman
Mrs. Mary Mayberry
Mrs. Kristen Ellison
Mrs. Beth Smith
Mrs. Dawn Fenske
Ms. Keri Birch
Mr. Joey Cameron
Mrs. Lisa Pasicolan
Dr. Archie Yumul
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Mrs. Josie Rippey
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Mrs. Renee Brandenburg
Mrs. Sharon Bridge
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Mrs. Rebeca Cruz

Office Assistant

Mrs. Cindy Ewing